

## TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Steering Group for the Torpoint Neighbourhood Development Plan (NDP) held in the Committee Room, York Road, Torpoint on Tuesday 24<sup>th</sup> January 2023 at 7.00pm.

**PRESENT:** Councillor Gary Davis (Deputy Town Mayor) (Chairman), Councillor Mrs. Lizeta Fellows, Councillor Mrs. Chris Goodman, Keiran Moon, Sheena Morton and the Town Clerk - Milly Southworth (Clerk).

	ACTION
21-22NDP Welcome and introductions	7.0.120.1
The Chairman welcomed everyone.	
22-22NDP Apologies for absence	
Apologies for absence were submitted on behalf of Councillor Miss Rachel Evans BEM	
(Town Mayor), Councillor Mrs. Kate Ewert, Councillor John Tivnan BEM and Rob White.	
23-22NDP Minutes of the Steering group meeting	
The minutes of the previous steering group meeting held on Monday 10 <sup>th</sup> October 2022	
were taken as read, confirmed and accepted.	
<b>24-22NDP</b> Update on the next steps for the development of the <b>Neighbourhood</b>	
Development Plan: -	
a) To update on progress with the Habitats Regulations Assessment (HRA) and Strategic	
Environmental Assessment (SEA).	
The Clerk has met with the AECOM representatives (the contractor assigned to	
undertake the work) and there is now clear guidance on when both the HRA and SEA	
will be forwarded in draft format for consideration.	
The Chairman (Councillor Gary Davis) had worked with the Clerk to prepare a	
timeline/activity plan for all the activities leading up to the NDP Referendum and used	
this document to explain how the next 12-14 months are scheduled. The Chairman	
highlighted the timeline does not allow for extensions in the activities, to meet	
submission of Final DRAFT NDP and Evidence Base to Cornwall Council by 28 <sup>th</sup> July 2023	
and then Referendum on 4 <sup>th</sup> May 2024. In order to meet these timescales the steering	
group will now meet on a monthly basis. Members were keen to see these key	
milestones and acknowledged all the next steps to Referendum. b) To update on the draft NDP / policies and compilation of the plan: -	
The Clerk will action completion of the updates to the plan and undertake a	
review/update of the evidence base. Once the policies are updated, the draft document	
will need to have the additional maps/photos and design changes made to the NDP.	
Members were supportive of returning to use the contractor Clifton Emery Design Ltd.	
for this work and it is <b>resolved</b> to seek a quotation and following consideration of the	Council
quotation, would then instruct Clifton Emery Design Ltd. to undertake the works on the	Council
NDP plan to the Referendum stage. The Chairman and Clerk referred to the Town	
Council current funds available in reserves for this work. The Clerk explained the Town	
Council will subsequently need to <b>recommend</b> to waive Financial Regulations 11.	Council
(Contracts). The quotation will be awarded without competition, as the work is a	
continuation of similar work formerly undertaken on the NDP.	
c) To update on the Knowledge base.	

As formerly minuted, a reply from Cornwall Council following review of the knowledge	
indicates it is 'on track'.	
d) To consider timescales for Regulation 14 Pre-Submission Consultation (see	
https://www.cornwall.gov.uk/planning-and-building-control/neighbourhood-	
<u>planning/preparing-a-neighbourhood-plan/stage-2d-testing-and-approving-the-plan/</u> for	
further information).	
Members agreed a hybrid Regulation 14 Pre-Submission consultation is needed, with residents encouraged to view the NDP online and given feedback, as well as having hard	
copies available. The Clerk had previously met with 'GoCollaborate' who are specialist	
online consultation, Cornwall-based company, who have experience of working with	
town and parish councils. Having recently worked with Carn Brae Parish Council NDP	
Regulation 14 Consultation, the Clerk will share their email of information, which will	
enable members to access the simple platform and view the approach taken for their	
consultation (there is a time limit to be able to access the platform). The charge for	Clerk
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GoCollaborate is £1,500 plus VAT, members will consider this at the next meeting of the	
group.	
All agreed that presentation/display boards along with hard copies of the plan should be	
set up in the Committee Room, then a smaller presentation/display boards could be	
located in the Library and Community Hub, for the duration of the consultation period.	
Residents will be steered towards giving feedback online. Members agreed that	
volunteers to staff these 'presentations' would be needed too. There would be an	
opportunity to have a stall at the Local Community 'Market Sunday' at the end of the	
month, again volunteers would be needed for the stall.	
25-22NDP Update on the Town Team Project Board (TTPB), which is	
progressing the Lower Fore Street Redevelopment Project.	
The Chairman (Councillor Gary Davis) explained a funding bid was submitted in	
December 2022 to the Good Growth Fund (see this web link for more information	
https://ciosgoodgrowth.com/), the application will be taken through the appraisal	
process and is being considered at the end of January, with a decision being made by	
mid-February.	
Additionally the Town Team Project Board has worked with the consultant who has	
worked up a funding submission to the Community Levelling Up Fund for the Torpoint	
Integrated Travel Network (TITAN) Project.	
Also, the Chairman gave a brief update on the Brownfield Land Release funding	
application, which was submitted last year, supporting phase 1 of the Lower Fore Street	
redevelopment.	
26-22NDP Correspondence/Publicity  Toyt has been drafted for inclusion in the poyt Town Council Newsletter, the Chairman	
Text has been drafted for inclusion in the next Town Council Newsletter, the Chairman (Councillor Gary Davis) agreed to re-write and will circulate back to the Clerk for	
inclusion in the edition which is due for circulation at the end January/early February.	
Website to be kept updated by the Clerk.	Clerk
27-22NDP AOB	
None.	
28-22NDP Date of next meeting	
Tuesday 28 <sup>th</sup> February 2023, 7.00pm.	

The meeting closed at 8.10pm.