



## TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Steering Group for the Torpoint Neighbourhood Development Plan (NDP) held in the Committee Room, 4 York Road, Torpoint on Tuesday 25<sup>th</sup> May 2021 at 5.30pm.

**PRESENT:** Councillor Miss Rachel Evans BEM (Town Mayor), Councillor Gary Davis (Deputy Town Mayor), Councillor Mrs. Lizeta Fellows, Councillor Mrs. Chris Goodman, Rob White (late arrival), Councillor John Tivnan BEM and the Town Clerk - Milly Southworth (Clerk).

	ACTION
<p><b>1-21NDP Introductions</b> All introductions were made.</p>	
<p><b>2-21NDP Apologies for absence</b> Apologies for absence were submitted on behalf of (Cornwall) Councillor Mrs Kate Ewart, and Sheena Morton. Also apologies were submitted from Miss Roz Baker and Keiran Moon who have both expressed an interest in becoming members of the NDP steering group.</p>	
<p><b>3-21NDP Election of Chairman for the Civic Year 2021 – 22.</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2021-22, Councillor John Tivnan BEM proposed that Councillor Gary Davis is elected to serve as Chairman for the Civic Year 2021-22. Councillor Mrs. Lizeta Fellows seconded the proposition and there being no other nominations the motion was put and Councillor Gary Davis was duly elected as Chairman for the Civic Year 2021-22.</p>	
<p><b>4-21NDP Election of Vice Chairman for the Civic Year 2021 – 22.</b> The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2021-22, the Deputy Town Mayor proposed that Rob White is elected to serve as Vice Chairman for the Civic Year 2021-22. Councillor John Tivnan BEM seconded the proposition and there being no other nominations the motion was put and Rob White was duly elected as Vice Chairman for the Civic Year 2021-22.  (Rob White joined the meeting at this point.)</p>	
<p><b>5-21NDP Terms of Reference</b> a) Members considered the Terms of Reference for 2021-22, as previously circulated and agreed to discuss Membership as part of this agenda item.  <ul style="list-style-type: none"> <li>➤ Membership – there are no maximum numbers of members for the group;</li> <li>➤ Meetings: Add in point 6.8 Meetings may be held virtually and this will be detailed on the agenda, at the discretion of the Chairman.</li> </ul>             b) Membership of the steering group: -            There are four expressions of interest from members of the public to be members of the steering group: Miss Roz Baker, Keiran Moon, Mrs. Sheena Morton and Rob White – all agreed they will continue/become steering group members.</p>	Clerk
<p><b>6-21NDP Declarations of Interest relating to matters on the agenda</b> None.</p>	

Clerk to add Code of Conduct and Completion of Register of Interest Forms to the next agenda (for completion by the non-Council Members of the group).	Clerk
<b>7-21NDP Minutes of the Steering group meeting</b> The minutes of the previous virtual steering group meeting held on Tuesday 23 <sup>rd</sup> March 2021 and were taken as read, confirmed and will be signed in due course.	
<b>8-21NDP</b> Review and detail the <b>next steps of the Neighbourhood Development Plan process, which will include a meeting of stakeholders to consider the protected green space allocation.</b> Also, summarise the commitment of the <b>Town Team Project Board</b> , which is to support the delivery of the Strategic Outline Case to progress the Lower Fore Street Redevelopment Project. The Chairman updated the steering group on the current position: - <ul style="list-style-type: none"> <li>➤ The final edit of the 'draft' document is being undertaken by the consultant. Printed copy of the existing draft to be made available for Councillor Lizeta Fellows and Rob White.</li> <li>➤ A meeting to consider various green spaces for protection is taking place virtually on Monday 7<sup>th</sup> June 2021. Key stakeholders have been invited to attend, including Antony Estates, Cornwall Council, Torpoint AFC, also St. Columba &amp; Torpoint RFC and the NDP consultants. A suggestion to invite Torpoint Community School and the YMCA was put, it is agreed to include all in the invitation. Clerk will compile the agenda, which will ask the consultant to give a detailed overview of the criteria and restrictions for 'green space protection'. A map with current proposed sites is being arranged and will be circulated prior to the meeting. The Chairman and Deputy Chairman of the steering group will also attend.</li> <li>➤ The Chairman outlined a target to submit to Cornwall Council the draft NDP for pre-submission screening before August, which all acknowledged. It was highlighted that this is dependent on completion of the draft NDP incorporating the comments from the protected green space meeting as well as the completion of the documentation/collation of the knowledge base/evidence.</li> <li>➤ The Chairman explained a meeting of the Town Team Project Board is following this meeting and Rob White will attend as the Neighbourhood Plan representative. The Chairman will provide further feedback on this Project Board at the next meeting of the steering group.</li> </ul>	Clerk  Clerk  Chairman/ Deputy Chairman/ Clerk  All  Chairman/ Deputy Chairman/ Clerk
<b>9-21NDP An update on the collation of Evidence</b> The Chairman explained it will be for the Council to ensure this work is prioritised, as a matter of urgency. The Town Mayor will meet with the Clerk to ensure this work is urgently prioritised.	Town Mayor/ Clerk
<b>10-21NDP Correspondence/Publicity</b> The Chairman highlighted the recent social media post about this meeting seeking volunteers, had unfortunately not prompted any further interest. Rob White agreed to produce a publicity poster, to be placed in the town noticeboards and local shops, as well as on social media, again trying to recruit additional members to the steering group/volunteers. Future meetings will be advertised on social media.	Rob White/ Clerk  Clerk
<b>11-21NDP AOB</b> None.	
<b>12-21NDP Date of next meeting</b> Monday 21 <sup>st</sup> June 2021, 5.30pm in the Committee Room.	

The meeting closed at 6.38pm.