



Town Team Project Board Meeting
 Committee Room, 4 York Road, Torpoint
Tuesday 25th May 2021 7.00pm

Present:

Les Allen	Consultant
Adam Birchall	Cornwall Council – Head of Sustainable Development
Jules Cook (virtually present)	Torpoint Post Office and Shop
Councillor Gary Davis	Torpoint Town Councillor / Chairman Neighbourhood Development Plan
Councillor Miss Rachel Evans BEM	Torpoint Town Councillor - Town Mayor
Councillor Mrs Kate Ewart (late arrival)	Cornwall Councillor for Rame and St. Germans
Councillor Mrs. Chris Goodman	Torpoint Town Councillor
Mrs. Julie Martin	Torpoint Town Partnership representative
Councillor John Tivnan BEM	Cornwall Councillor for Torpoint
Rob White	Deputy Chairman Neighbourhood Development Plan
Louise Wood	Cornwall Council – Service Director for Planning & Sustainable Development
Milly Southworth	Town Clerk and RFO

		ACTION
17. TTAG	<p>Introductions and welcome</p> <p>Councillor Gary Davis welcomed everyone to the meeting and introductions were made. Councillor Davis thanked the Cornwall Council Officers for attending this first physical meeting of the Town Team Project Board.</p>	
18. TTAG	<p>Apologies for absence</p> <p>Apologies for absence were received from: - Kelly-Jane Brown – Coppola School of Performing Arts and William Trinick – Antony Estate.</p>	
19. TTAG	<p>Election of Chairman for the Civic Year 2021-22.</p> <p>Councillor Gary Davis called for nominations for the position of Chairman for the Civic Year 2021-22, Mrs. Julie Martin proposed that Councillor Gary Davis is elected to serve as 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 Councillor Gary Davis was elected as Chairman for the Civic Year 2021-22.</p>	
20. TTAG	<p>Election of Vice Chairman for the Civic Year 2021-22.</p>	

	<p>Councillor Gary Davis (as Elected Chairman) called for nominations for the position of Vice Chairman for the Civic Year 2021-22, Councillor Gary Davis proposed that Rob White is elected to serve as Vice Chairman for the Civic Year 2021-22. Mrs. Julie Martin seconded the proposition and there being no other nominations the motion was put and Rob White was elected as Vice Chairman for the Civic Year 2021-22.</p>	
21. TTAG	<p>Terms of Reference.</p> <p>i) Agreed to add numbers to the Terms of Reference.</p> <p>ii) Change all reference from 'Advisory Group' to 'Project Board'.</p> <p>iii) <i>Membership</i> – agreed for a representative from the Torpoint Ferry to be an Advisor to the Project Board, also all Cornwall Council Officers are Advisors to the Project Board.</p> <p>iv) <i>Membership</i> – a voluntary group representative should be sought, agreed to invite CHAT (Community Health Around Torpoint) to attend the next meeting, with an invitation to be a member on the Project Board.</p> <p>v) <i>Proxies to Meetings</i> – a reminder that substitutes are welcome to attend on behalf of members unable to attend a meeting.</p> <p>vi) <i>Meetings</i> – Meetings can be either physical or virtual, at the discretion of the Chairman.</p> <p>vii) <i>Frequency of Meetings</i> – These may be more frequent than once per month, according to the urgency of the business being considered/undertaken.</p> <p>It is agreed for the Clerk to action these updates to the Terms of Reference for Council approval.</p>	<p>Clerk/ Council</p>
22. TTAG	<p>Minutes of the previous virtual meeting.</p> <p>The minutes of the virtual meeting held on Wednesday 14th April 2021, as circulated, were taken as read, confirmed and will be signed in due course.</p>	
23. TTAG	<p>Lead Consultants presentation to include reporting format.</p> <p>The lead consultant spoke to the Powerpoint presentation (as circulated via email after meeting), giving the background to the project, a reminder about the Torpoint Vision project, followed by the Cornwall and Isles of Scilly Industrial Strategy Overview. The immediate actions, strengths, weaknesses, opportunities and threats for the Strategic Case were identified and any questions posited were answered. The approach and a timeline for the current concept plan was shared. The Governance programme dates will require updating and an overview of the funding agreement was given. The Clerk detailed the Memorandum of Understanding. The consultant summarised the stages of the Transport Strategy (to be undertaken by Cormac) and highlighted the immediate decisions to be taken at this meeting. The consultant detailed the strict timeline needed to meet the deadline for requests for capital funding to Cornwall Council.</p> <p>Detailing a number of potential Torpoint Vision projects which could be supported as part of these proposed works, the Chairman minuted thanks to the consultant for a succinct and informative presentation.</p>	

24. TTAG	<p>Discussion Topics as required.</p> <p>The Chairman provided an update on the current status of the Neighbourhood Development Plan (NDP), with the next steps planned: -</p> <ul style="list-style-type: none"> i) The organisation of a virtual meeting to consider possible green spaces for protection is being scheduled for Monday 7th June 2021. Key stakeholders are being invited, including Antony Estate, Cornwall Council representatives, Torpoint AFC, St. Columba & Torpoint RFC, also the NDP consultants. In addition, Torpoint Community College and the YMCA – Torpoint & Rame Community Sports Centre are being invited to attend. ii) The NDP consultants are working on the final edits to the draft document. iii) The evidence base is being compiled and once these steps are complete, it is anticipated the information will be submitted to Cornwall Council for Strategic Environmental Assessment (SEA) screening, before the summer. 	
25. TTAG	<p>Decisions required.</p> <p>It is noted that all procurement is delegated to be committed by Cornwall Council, for and on behalf of Torpoint Town Council, according to the signed Memorandum of Understanding agreement between Cornwall Council and Torpoint Town Council.</p> <ul style="list-style-type: none"> i) Appointment of Consultant – it is resolved to approve the procurement of L & L Diverse Solutions Ltd, to undertake the works to progress the Torpoint Lower Fore Street Development Strategic Outline Case @ a cost of £15,000. <p>(The consultant, Les Allen, left the room whilst this agenda item was discussed.)</p> <ul style="list-style-type: none"> ii) Appointment of Cormac (contractor for Transport Strategy) – it is resolved to approve the procurement of Cormac, to instruct the development of a Transport Strategy @ a cost of £15,000. Adam Birchall noted that work is currently being undertaken to look at any parallel transport opportunities between Liskeard, Looe and Torpoint. iii) Agreement for Feasibility Study - it is highlighted that an agreement to instruct a consultancy to undertake a feasibility study (@ a cost of £15,000) will be required, in the near future. 	<p style="text-align: center;">Council</p> <p style="text-align: center;">Council</p>
26. TTAG	<p>Any other Business (including a summary of actions)</p> <ul style="list-style-type: none"> ➤ Share the consultant’s Powerpoint presentation and Progress Report for the Torpoint Town Project Board with all Members – Action Clerk. ➤ Update the Terms or Reference for Council approval – Action Clerk. 	<p style="text-align: center;">Clerk Adam Birchall</p>

	<ul style="list-style-type: none"> ➤ Cornwall Council to procure the services of L & L Diverse Solutions Ltd to undertake this project @ £5,000 – Action Adam Birchall. ➤ Consultant to liaise with Cornwall Council to procure Cormac, to undertake the development of a Transport Strategy to progress the Torpoint Lower Fore Street Development Strategic Outline Case @ a cost of £15,000 – Action Les Allen/Adam Birchall. ➤ Email the link to the Vision for Torpoint document to all – Action Clerk. ➤ Include Neighbourhood Development Plan update as standing agenda item on future meetings – Action Clerk. ➤ Forward signed copy of Memorandum of Understanding, between Cornwall Council and Torpoint Town Council, to the Town Clerk – Action Adam Birchall. ➤ Forward information of green space protections to the Town Clerk – Action Louise Wood. 	<p>Les Allen/ Adam Birchall</p> <p>Clerk</p> <p>Clerk</p> <p>Adam Birchall</p> <p>Louise Wood</p>
27. TTAG	<p>Date and time of next meeting: Tuesday 15th June, 6.00pm, in the Committee Room at the Council Chambers also Tuesday 6th July 2021 at 6.00pm.</p>	

The meeting closed at 8.48pm.