

Town Team Project Board Meeting
Mayor's Parlour, Buller Road and Via MS Teams link
Wednesday 2nd March 2022 6.00pm

Present:

| | | Voting or Advisory Member? | Present (P) or virtually (V) present |
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| Les Allen | Consultant | Advisory | V |
| Mrs. Kim Brownhill | Torpoint Town Partnership representative | Voting | V |
| Councillor Gary Davis (Chairman) | Torpoint Town Councillor / Chairman Neighbourhood Development Plan | Voting | V |
| Councillor Mrs Kate Ewert | Cornwall Councillor for Rame and St. Germans | Voting | V |
| Councillor Mrs. Chris Goodman | Torpoint Town Councillor | Advisory | V |
| Becky Lingard | CHAT (Community Health Around Torpoint) | Voting | V |
| Julie Martin | Substitute for Coppola School of Performing Arts | Voting | V |
| Sheena Morton | Substitute for Deputy Chairman Torpoint Neighbourhood Plan | Voting | P |
| Catherine Thomson | Cornwall Council – Community Link Officer | Advisory | V |
| Councillor John Tivnan BEM | Cornwall Councillor for Torpoint | Voting | V |
| William Trinick | Antony Estate | Advisory | V |
| Milly Southworth | Town Clerk and RFO | Advisory | P |

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| 110. TTAG | Welcome The Chairman (Councillor Gary Davis) welcomed everyone to the meeting. | |
| 111. TTAG | Apologies for absence Apologies for absence were received from: - Adam Birchall - Cornwall Council (Head of Sustainable Development), Kelly-Jane Brown – Coppola School of Performing Arts, Jules Cook - Torpoint Post Office and Shop, Councillor Jon Kidd - Maker with Rame Parish Council, David List – General Manager Tamar Crossings, Councillor John Weale - Maker with Rame Parish Council, Rob White – Deputy Chairman Torpoint Neighbourhood Plan, | |

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| | Louise Wood - Cornwall Council (Service Director for Planning & Sustainable Development). | |
| 112. TTAG | <p>Minutes of the previous meeting held 13th December 2021.</p> <p>The minutes of the previous meeting held on Monday 13th December 2021, as circulated, was taken as read and confirmed. Councillor John Tivnan BEM asked whether the 'one-page' document for Sheryll Murray MP had been prepared, the consultant agreed to chase completion of this.</p> | Consultant |
| 113. TTAG | <p>Review Strategic Outline Case - Lead Consultant.</p> <p>The consultant gave a presentation, which summarised: -</p> <ul style="list-style-type: none"> ➤ The Lower Fore Street Programme – A reminder! ➤ Opportunities that exist now ➤ Issues that exist now ➤ Agreed next steps ➤ Five Case Business Model Approach ➤ Strategic Case Review ➤ Economic Case Review ➤ Commercial Case Review ➤ Management Case Review ➤ Financial Case Review ➤ Next Steps <p>Following a question posited, the consultant explained that he is endeavouring to understand more information about the Police station.</p> <p>All members were given the opportunity to highlight any concerns/queries about this version of the Strategic Outline Case (SOC), with the consultant explaining there is further work to be completed on the document. Members agreed with this draft, with no comments, as the information included matched the work/discussions which had been undertaken prior to this point.</p> <p><i>Next steps</i></p> <p>The Chairman (Councillor Gary Davis) explained the next steps will be to receive the next draft of the SOC from the consultant, the document will be forwarded on Friday 11th March 2022. Members will then have time to consider and review the contents and at the next meeting of the Town Team Project Board, will make the decision to adopt the document. Members' understood the responsibility for adopting the Strategic Outline Case, is to this group.</p> <p>The consultant explained a 'sponsor' will be need to be identified within Cornwall Council, for submission into Cornwall Council, post completion of its restructure.</p> | |
| 114. TTAG | <p>Action Plans/Decisions Required</p> <p>i. Strategic Outline Case to be received from the consultant and</p> | Consultant/Clerk |

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| | <p>forwarded to all on Friday 11th March 2022.</p> <p>ii. 'One page' document, awaiting completion, ready for submission to Sheryll Murray MP.</p> <p>iii. Quotation proposal received for Torpoint Transport Regeneration Study – Transportation Planning Support: -</p> <p>It is resolved to approve the procurement of Advance Consulting Engineers Ltd., to produce a Transport Regeneration Strategy Report (TRST) for £9,600.00 + VAT. The TRST will focus on producing a high-level strategic report for 11 transport hubs (1 Primary, 2 Secondary and 8 Tertiary) within the Rame Peninsula and wider Torpoint area to include the scope of work as per the quotation (provided and discussed at the meeting).</p> <p>iv. Arrange review/update meeting of the SOC, with Cornwall Council Community Link Officer, Consultant and the Clerk.</p> <p>v. Consider scope/brief for next steps, beyond submission of SOC.</p> <p>vi. Evaluate the process.</p> <p>vii. Brief the local MP and Cornwall Council.</p> | <p>Consultant</p> <p>Council</p> <p>CLO/ Consultant/Clerk</p> |
| 115. TTAG | <p>Neighbourhood Development Plan (NDP) update.</p> <p>The Chairman (Councillor G J Davis) explained that he and the Clerk had met with representatives from LRM Planning (the planning consultants) earlier the same day, who are now tasked to integrate the Heritage and Transport proposals into the draft NDP. Additionally, the green space assessment work is virtually completed, this will also be integrated into the draft NDP. The revised document is expected by Friday 25th March and the next meeting of the NDP steering group is scheduled for Monday 28th March, where it is expected the group will adopt the draft, ready to be submitted for pre-screening to Cornwall Council. The formal process will then be followed, with an expectation for it to be presented for Referendum in November. The Chairman (Councillor G J Davis) explained the way the planning consultant is currently procured will need to change, however, this will not impact on the work being contracted to be undertaken. The Chairman (Councillor G J Davis) explained the planning consultant had reviewed the first draft of the knowledge base and had complimented the Clerk on this piece of work.</p> | |
| 116. TTAG | <p>Stakeholder and Communications Plan.</p> <p>The Chairman (Councillor G J Davis) explained the Town Council has been and will continue to be fully briefed on progress.</p> | |
| 117. TTAG | <p>Any other Business</p> <p>➤ Councillor John Tivnan BEM re-iterated his question about whether and when the 'one-page' document for Sheryll Murray MP will be completed.</p> | <p>Consultant</p> |
| 118. TTAG | <p>Date and time of next meeting:</p> <p>Monday 21st March 2022, 6.00pm, hybrid meeting, to approve the Strategic Outline Case.</p> | |

The meeting closed at 7.05pm.