



## 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  |
|---|---|
| <p><b>21-22NDP Welcome and introductions</b><br/>The Chairman welcomed everyone.</p>  |   |
| <p><b>22-22NDP Apologies for absence</b><br/>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.</p>   |   |
| <p><b>23-22NDP Minutes of the Steering group meeting</b><br/>The minutes of the previous steering group meeting held on Monday 10<sup>th</sup> October 2022 were taken as read, confirmed and accepted.</p>   |   |
| <p><b>24-22NDP Update on the next steps for the development of the <b>Neighbourhood Development Plan:</b> -</b></p> <p>a) To update on progress with the Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA).<br/>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.<br/>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.</p> <p>b) To update on the draft NDP / policies and compilation of the plan: -<br/>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 quotation, would then instruct Clifton Emery Design Ltd. to undertake the works on the 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. (Contracts). The quotation will be awarded without competition, as the work is a continuation of similar work formerly undertaken on the NDP.</p> <p>c) To update on the Knowledge base.</p> | <p style="text-align: center;"><b>Council</b></p> <p style="text-align: center;"><b>Council</b></p> |

|   |       |
|---|-------|
| <p>As formerly minuted, a reply from Cornwall Council following review of the knowledge indicates it is 'on track'.</p> <p>d) To consider timescales for Regulation 14 Pre-Submission Consultation (see <a href="https://www.cornwall.gov.uk/planning-and-building-control/neighbourhood-planning/preparing-a-neighbourhood-plan/stage-2d-testing-and-approving-the-plan/">https://www.cornwall.gov.uk/planning-and-building-control/neighbourhood-planning/preparing-a-neighbourhood-plan/stage-2d-testing-and-approving-the-plan/</a> for further information).</p> <p>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 GoCollaborate is £1,500 plus VAT, members will consider this at the next meeting of the group.</p> <p>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.</p> | Clerk |
| <p><b>25-22NDP</b> Update on the <b>Town Team Project Board (TTPB)</b>, which is progressing the Lower Fore Street Redevelopment Project.</p> <p>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 <a href="https://ciosgoodgrowth.com/">https://ciosgoodgrowth.com/</a>), 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.</p> <p>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.</p> <p>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.</p>  |       |
| <p><b>26-22NDP Correspondence/Publicity</b></p> <p>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.</p>  | Clerk |
| <p><b>27-22NDP AOB</b></p> <p>None.</p>   |       |
| <p><b>28-22NDP Date of next meeting</b></p> <p>Tuesday 28<sup>th</sup> February 2023, 7.00pm.</p>   |       |

The meeting closed at 8.10pm.