



## 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 28<sup>th</sup> February 2023 at 7.00pm.

**PRESENT:** Councillor Gary Davis (Deputy Town Mayor) (Chairman), Councillor Mrs. Lizeta Fellows, Councillor Mrs. Chris Goodman, Sheena Morton, Councillor John Tivnan BEM, Rob White (joined virtually) and the Town Clerk - Milly Southworth (Clerk).

	ACTION
<p><b>29-22NDP Welcome and introductions</b> The Chairman welcomed everyone.</p>	
<p><b>30-22NDP Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss Rachel Evans BEM (Town Mayor), Councillor Mrs. Kate Ewert and Keiran Moon.</p>	
<p><b>31-22NDP Minutes of the Steering group meeting</b> The minutes of the previous steering group meeting held on Tuesday 24<sup>th</sup> January 2023 were taken as read, confirmed and accepted.</p>	
<p><b>32-22NDP</b> Update on the next steps for the development of the <b>Neighbourhood Development Plan</b> and the Project Plan Torpoint NDP to Referendum (as previously circulated): -</p> <p>a) To update on progress with the Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA). The DRAFT HRA had been circulated in advance by the Clerk and was reviewed at the meeting. Following consideration, it is <b>resolved</b> to accept the draft HRA and agree the recommendations therein. Clerk to liaise with the AECOM Officer (the contractor assigned to undertake the work) regarding the draft and provide a copy of the updated NDP plan, when it has been updated. The Clerk explained the SEA is in progress, as per the Project Plan, a meeting is expected to be arranged with the AECOM representatives (the contractor assigned to undertake the work) during March. The Chairman reminded everyone the consultation on the SEA Scoping Report comes to an end tomorrow (Wednesday 1<sup>st</sup> March), with the next stage the Environmental Report. The Clerk will be meeting the AECOM representatives to agree the next steps, in March.</p> <p>b) To update on the draft NDP / policies and compilation of the plan and appoint contractor for completion of NDP work: - The Clerk explained a meeting has been arranged, with Cornwall Council, at the end of next week, to assist with completion of the updates to the draft plan. Once the draft plan has been updated, the Clerk will circulate a copy to all members. The Chairman identified the delay in updating the plan, will impact on the Project Plan, however, it is anticipated this delay should not impact on the timescales being planned for the Regulation 14 consultation.</p> <p>The Chairman (Councillor G J Davis) presented the fee proposal, for the following areas of work to support completion of the NDP, after which he made the proposal, Councillor</p>	<p><b>Council</b></p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Mrs. C E Goodman seconded the proposal and it is **recommended** to instruct Clifton Emery Design Ltd. to undertake the following work: -

**Council**

1. NDP Document (February 2023)

**£1,500**

Final amendment to text content and additional section to be added. Adjustments to all plans within the policy section with a meeting to go through changes. Review and adjust formatting for final version.  
Prepare document for digital and print ready formats.

(Members acknowledge this cost does not include printing, Clifton Emery Design will supply the document in a print ready format for the council to procure printing locally.)

2. Regulation 14 Consultation (June 2023)

**£4,000**

Preparation of artwork for say 10 x exhibition panels and an A5 double sided leaflet or A4 poster.  
Attendance at 3 x exhibition events for 1 person.

Printing and mileage expenses up to £500.  
Attendance for additional people £1,200 per person.

3. Updates to the NDP Document

**Up to £1,000**

Changes that need to be made to the NDP following feedback from the Steering Group, Regulation 14 Consultation and any recommendations from Cornwall Council.  
The above price is a guide in hope that changes are limited, if it turns out there is substantial change we would like to review this fee and will discuss this with the Clerk before commencing any work.

**All the above prices are excluding VAT.**

It is further **recommended** to waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, as the supplier is providing professional support as a continuation of work undertaken on an existing project.

**Council**

c) To update on the Knowledge base.  
The Clerk has made the updates to the knowledge base, as suggested by Cornwall Council.  
d) To plan the Regulation 14 Pre-Submission Consultation and consider appointment of survey provider: -

Following consideration of the two proposals and having reviewed them both, it is **recommended** to instruct GoCollaborate for an NDP Regulation 14 online consultation platform and associated services, for a cost of £1,500 plus VAT, as per the information which had previously been circulated.

**Council**

All agreed that space in the Library and Community Hub would need to be made available for the consultation, along with one/perhaps two 'manned' events in the Committee Room at the Council Chambers. Posters, website, social media, a banner, use the council's newsletter, liaise with the local schools, are all available to assist with advertising for feedback as part of the Regulation 14 consultation. Members' discussed whether making a video about the consultation event would be worthwhile and were keen to look into opportunities of how to make this happen.  
The Chairman explained the Project Plan would be updated, to reflect the slight delay in the preparation of the draft NDP.

All  
Cllr Davis

**33-22NDP** Update on the **Town Team Project Board (TTPB)**, which is progressing the Lower Fore Street Redevelopment Project.

<p>The Chairman (Councillor Gary Davis) explained three funding bids had now been submitted to Cornwall Council: -</p> <p><b>Torpoint Project 1 – One Public Estate Bid &amp; Removal of the Police Station</b> Giving an update on the critical timings, issues and risks of this project, along with a commercial and 'in confidence' update on the Police Station.</p> <p><b>Torpoint Project 2 – Growth Fund Bid for £4m – Jetty</b> Giving an update on the position of the bid, a reply on the initial bid, from Cornwall Council, is expected very soon, it is anticipated that further work will be needed to return with a second bid, with a submission deadline of the end of April 2023.</p> <p><b>Torpoint Project 3 – Community Levelling Up Programme – Mobility Hubs (TITAN)</b> The Chairman detailed the bid for Community Levelling Up Funding submitted to conduct feasibility reports on six initial key hubs on the Rame Peninsula, submitted at the end of January 2023, for an amount of £76k and subsequently bid clarification was sought by the bid team, with a response compiled and submitted in the week commencing 20<sup>th</sup> February 2023.</p>	
<p><b>34-22NDP Correspondence/Publicity</b> a) Neighbourhood Planning Newsletter – Cornwall Council: - Noted. b) Information has been shared in the Town Council newsletter, see <a href="https://www.torpointtowncouncil.gov.uk/newsletters.php">https://www.torpointtowncouncil.gov.uk/newsletters.php</a>. Clerk to ensure the NDP website is current and publish a link from the social media page to the website.</p>	Clerk
<p><b>35-22NDP AOB</b> a) Bids to the Community Capacity Fund have been opened for applications, see the link here for further information: <a href="https://www.cornwall.gov.uk/business-trading-and-licences/economic-development/community-capacity-fund/">https://www.cornwall.gov.uk/business-trading-and-licences/economic-development/community-capacity-fund/</a>, there is the possibility of applying for funding to incorporate a study on the transport proposals and run this at the same time as the Regulation 14 consultation.</p>	
<p><b>36-22NDP Date of next meeting</b> Tuesday 28<sup>th</sup> March 2023, 7.00pm.</p>	

The meeting closed at 8.23pm.