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 and virtually on MS Teams on Tuesday 28th March 2023 at 7.00pm.

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

	ACTION
37-22NDP Welcome and introductions The Chairman welcomed everyone.	
38-22NDP Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss Rachel Evans BEM (Town Mayor), Councillor Mrs. Kate Ewert, Councillor Mrs. Lizeta Fellows, Keiran Moon and Rob White.	
39-22NDP Minutes of the Steering group meeting The minutes of the previous steering group meeting held on Tuesday 28th February 2023 were taken as read, confirmed and accepted.	
40-22NDP Update on the next steps for the development of the **Neighbourhood Development Plan** and the Project Plan Torpoint NDP to Referendum (as previously circulated)**: -** a) To update on progress with the Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA). The DRAFT HRA has been reviewed at the last meeting. Clerk to continue to liaise with the AECOM Officer (the contractor assigned to undertake the work) regarding the draft and has provided a copy of the updated NDP plan. The Chairman (Councillor G J Davis) explained he and the Clerk had recently attended a meeting with two representatives from AECOM regarding the SEA. The meeting looked at the approach to the consideration of 'reasonable alternatives' which detail how the preferred housing site options have been arrived at (the Northern Fringe and Lower Fore Street). Following this meeting, AECOM will now continue preparing the SEA Environmental Report over the coming weeks and AECOM will share the completed first draft of the document by the end of April. b) To update on the draft NDP / policies and compilation of the plan and appoint contractor for completion of NDP work: - The Clerk has now received further feedback from Cornwall Council, on the draft document and will be arranging to meet with the contractor Clifton Emery Design to update the document, who will also update all the mapping, in line with the feedback. Clerk to also clarify with landowner (Antony Estate) the exact land being made available for housing on the Northern Fringe.	Clerk Clerk Clerk

c) To update on the Knowledge base: - The Clerk confirmed the knowledge base will be updated by Thursday 6th April 2023. d) To continue to plan the Regulation 14 consultation: - The Clerk advised that GoColloborate has been advised they will be contracted to provide the online platform for the Regulation 14 consultation, and will remain in contact with them in the lead up to starting the 6 week consultation in mid-May. The Clerk advised that Clifton Emery Design has been advised they will be contracted to provide support for the Regulation 14 consultation, and this is likely to include including a member of their team attending one of the physical events. Steering group members talked in detail about planning the consultation, including highlighting using the council newsletter to start to promote the consultation. The Clerk detailed the current schedule for printing and distribution of the next newsletter, explaining it could be pushed back, by up to two weeks, in order to accommodate including information on the consultation. A poster will need to be produced for the newsletter, with Clifton Emery Design contracted to produce the display boards and other literature (as required), except hard copy printing of the NDP document. The Project Plan remains on track.	Clerk Clerk
41-22NDP Update on the **Town Team Project Board (TTPB)**, which is progressing the Lower Fore Street Redevelopment Project. The Chairman (Councillor Gary Davis) explained the funding bids are progressing and the Town Team Project Board are continuing to meet regularly.	
42-22NDP Correspondence/Publicity Clerk to ensure the NDP website is current and publish a positive 'remain on track' post on social media.	Clerk
43-22NDP AOB None.	
44-22NDP Date of next meeting Thursday 27th April 2023, 7.00pm.	

The meeting closed at 7.58pm.