



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 Wednesday 26th July 2023 at 7.00pm.

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

	ACTION
<p>9-23NDP Welcome and introductions The Town Mayor welcomed everyone.</p>	
<p>10-23NDP Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss Rachel Evans BEM, Councillor Mrs. Kate Ewert, Keiran Moon and Rob White.</p>	
<p>11-23NDP Election of the Chairman for the Civic Year 2023 -24 The Town Mayor (Councillor Gary Davis) called for nominations for the position of Chairman for the Civic Year 2023-24. Councillor John Tivnan BEM proposed that Councillor Gary Davis is elected to serve as Chairman for the Civic Year 2023-24. Sheena Morton seconded the proposition and there being no other nominations the motion was put and Councillor Gary Davis was duly elected as Chairman for the Civic Year 2023-24. (Councillor Gary Davis Chaired the meeting from this point forward.)</p>	
<p>12-23NDP Election of the Vice Chairman for the Civic Year 2023 -24 The newly elected Chairman (Councillor Gary Davis) called for nominations for the position of Vice Chairman for the Civic Year 2023-24 and he proposed that Rob White is elected to serve as Vice Chairman for the Civic Year 2023-24. Councillor John Tivnan BEM seconded the proposition and there being no other nominations the motion was put and Rob White was duly elected as Vice Chairman for the Civic Year 2023-24 (in his absence).</p>	
<p>9-23NDP Terms of Reference The Terms of Reference, as previously circulated and agreed by the Town Council were discussed and agreed.</p>	
<p>10-23NDP Minutes of the Steering group meeting The minutes of the previous steering group meeting held on Thursday 27th April 2023 were taken as read, confirmed and accepted.</p>	
<p>11-23NDP 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 review the Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA). Following consideration of the HRA and the two recommendations therein, it is recommended to accept the findings of the Habitats Regulations Assessment and</p>	Council

<p>update the draft plan accordingly. It is further recommended to accept the findings of the Strategic Environmental Assessment.</p>	<p>Council</p>
<p>b) To update on the Knowledge base: - The Clerk explained the knowledge base will be updated accordingly and once updated will be included on the Neighbourhood plan website as evidence to support the plan.</p>	<p>Clerk</p>
<p>c) To continue to plan the Regulation 14 consultation: - The Chairman explained the updated Project Plan, with the Referendum now being planned for July 2024. The Regulation 14 consultation will commence on Monday 21st August, the consultation will last for 8 weeks, finishing on Tuesday 17th October.</p>	<p>Clerk</p>
<p>Additionally, the Chairman explained that a public meeting is being organised for Tuesday 26th September, 6.00pm in the Council Chambers. The event will be advertised, with the Regulation 14 consultation being included as one of the town projects being shared at this event. Sheena Morton agreed to volunteer at this event and the Clerk is actioned to ask Rob White to be available too.</p>	<p>Clerk</p>
<p>It is recommended to instruct Gocolobarate to commence production of the online community consultation and further recommended to instruct Clifton Emery Design to produce the story boards, which will showcase/detail the plan/policies. The exhibition will be available for the whole 8 week consultation period in the Library and Community Hub and will be brought to the Council Chambers for the public meeting. Hard copies of the plan will be available along with mobile tablets, which can be used to review the plan.</p>	<p>Council Council</p>
<p>The Chairman summarised the other activities/information which will be made available for the public to hear and ask questions about, at the public meeting.</p>	<p>Clerk</p>
<p>The Chairman summarised the current situation with Defiance Field, also Beryl Bikes were discussed.</p>	
<p>12-23NDP Update on the Town Team Project Board (TTPB), which is progressing the Lower Fore Street Redevelopment Project. The Chairman (Councillor Gary Davis) gave an update on all the Lower Fore Street developments, including progress on the Police Station as well as the good news that following an offer of grant funding for the TITAN (Torpoint Integrated Travel Network) of £76,850.00, the Invitation to Tender for the project is now live on the Contracts finder website. He summarised other grant applications which have been submitted, which are awaiting news.</p>	
<p>13-23NDP Correspondence/Publicity Clerk to ensure the latest town council newsletter includes information on the Regulation 14 consultation and that it is issued around the second week of September. A social media post will be actioned in advance of and at the commencement of the Regulation 14 consultation.</p>	<p>Clerk</p>
<p>14-23NDP AOB None.</p>	
<p>15-23NDP Date of next meeting To be confirmed.</p>	

The meeting closed at 7.58pm.