



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Steering Group for the Torpoint Neighbourhood Development Plan (NDP) held in the Mayor's Parlour, 1-3 Buller Road, Torpoint on Tuesday 9th September 2025 at 6.00pm.

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

	ACTION
11-25NDP Welcome and Apologies for absence Apologies for absence were submitted on behalf of Councillor Keiran Moon and Rob White.	
12-25NDP Minutes of the previous Steering group meeting The minutes of the previous steering group meeting held on Thursday 26 th June 2025 were taken as read, confirmed and accepted.	
13-25NDP To plan the publicity activities of the forthcoming Referendum Cornwall Council Elections has confirmed the NDP referendum will take place on Thursday 30 th October 2025. Agreed to follow a similar marketing and advertising format to Penzance Town Council, who recently held their NDP referendum. Clerk has confirmed that polling cards will be issued and there will be no charge for running the Election, this will be paid for by Cornwall Council from a central government grant. Clerk is directed to do the following: <ul style="list-style-type: none"> i) Work towards the deadline dates CC Elections issues poll cards to residents'. ii) When the information regarding postal voters and deadlines for voter registration is received from Elections/Neighbourhood Plan team at Cornwall Council, ensure this is included in publicity. iii) Select key policies/information to prepare an A5 double sided colour glossy printed leaflet for distribution to all homes, by the council's distributor, in line with the dates above. iv) Leaflet to have key Referendum information/explanation, as well as selecting key policies identified within the plan (e.g. Housing Development/Community & Leisure proposals/Local Green Space/Historic Design and Lower Fore Street). v) Ensure the NDP website is up to date and include a link to the NDP document site which is easy to find. vi) Order banners for display around the town, highlighting the QR code to the NDP website and date of referendum. vii) Draft press release for website and social media. viii) Circulate posters on noticeboards, at the library and community hub, include stakeholders and ask schools to include in their weekly newsletters. ix) Attendance at the Sunday market in October, with printed display boards of the same material, to answer questions and a reminder to vote. 	Clerk
14-25NDP AOB None.	
15-25NDP Date and time of the next meeting To be advised.	

The meeting closed at 6.50pm.