

Present: Town Mayor Councillor Mike Pearn MBE (MNP), Councillors Eddie Andrews (EHA), Gary Davis (GJD), Mrs Chris Goodman (CEG), Mrs Andrea Johnson (AIJ) and John Tivnan (JT). Mike Briggs, Mike Cormack, Sue Cormack, Jon Cowd, Tracey Cullerton, Andrew Evans, Pete Hamlyn, Lisa Hocking, Jan Hogan, Linda Lambert, Debbie Marks, Clare McCallum, David Morton, Sheena Morton, John Osborn, Jon Sands, Debbie Thorpe, Tony Walsh, Rob White and the Assistant Town Clerk, Milly Southworth (ATC)

	Cllr Mike Pearn welcomed everyone to this the first meeting of volunteers for the Torpoint Neighbourhood Plan and asked those present if they had an initial questions before the meeting commenced, there were no questions asked.			
1.	<p><b>Apologies for absence.</b>                  Apologies for absence were submitted on behalf of:                  Andy Cole, Ann Ellis, David Ellis, Denise Van de Griend, Terry Moore, Mr &amp; Mrs Newell</p>			
2.	<p><b>Formal introduction by volunteers (indicating whether wish to be a member of the Steering Group)</b>                  Each volunteer gave a short introduction regarding their background and any skills which would be useful to the group. This interesting account of each person provided a variety of backgrounds, which includes: a plumber; a former Army officer; an ex-community care officer; a market research expert; a retired teacher; a current Head Teacher; a qualified surveyor; an ex Councillor; a housing/building expert; a qualified electrical engineer employed within the Dockyard; an IT expert; a retired Pharmacist; a retired transport logistics officer; a current Clerk to a School Governing Body/volunteering on other organisations an Associate Director to Finance &amp; Operations, was employed at Derriford Hospital now Director of Operations &amp; Finance at The Eddystone Trust.</p>			
	<b>NAME</b>	<b>STEERING GROUP/VOLUNTEER</b>	<b>NAME</b>	<b>STEERING GROUP/VOLUNTEER</b>
	Councillor Eddie Andrews	Steering Group	Linda Lambert	Volunteer
	Mike Briggs	Steering Group	Debbie Marks	Steering Group
	Mike Cormack	Volunteer	Claire McCallum	Steering Group
	Sue Cormack	Volunteer	David Morton	Volunteer
	Jon Cowd	Volunteer	Sheena Morton	Steering Group
	Tracey Cullerton	Steering Group (although queried availability of time)	John Osborn	Steering Group
	Councillor Gary Davis	Steering Group	Town Mayor Councillor Mike Pearn MBE	Ex officio Steering Group
	Andrew Evans	Steering Group	Jon Sands	Steering Group
	Councillor Mrs Chris Goodman	Steering Group	Debbie Thorpe	Volunteer
	Pete Hamlyn	Steering Group	Councillor John Tivnan	Steering Group
	Lisa Hocking	Steering Group	Tony Walsh	Steering Group
	Jan Hogan	Steering Group	Rob White	Steering Group
	Councillor Mrs Andrea Johnson	Steering Group	Milly Southworth	Assistant Town Clerk/Secretariat

3.	<p><b>Appointment of Steering Group members</b> The volunteers who reported they wished to join the Steering Group were appointed and The Torpoint Neighbourhood Plan Steering Group was formed with the Mayor appointed (ex officio), seventeen members, plus the Assistant Town Clerk.</p> <p>The remaining members of the group agreed to act as volunteers for the group. Those who had submitted apologies will be contacted to establish</p>		
4.	<p><b>Appointment of the Chair of the Torpoint Neighbourhood Plan Steering Group</b> It was suggested and agreed that the Chair of the NP Steering Group needs to be appointed once the Terms of Reference has been approved.</p>		
5.	<p><b>Appointment of Reporting Office to Full Council</b> This Officer will be appointed at the next meeting, once the Chair has been approved</p>		
6.	<p><b>Appointment of Secretariat &amp; Finance Co-ordinator</b> The Assistant Town Clerk, Milly Southworth, has been appointed to the post of Secretariat &amp; Finance Co-ordinator by the Town Council.</p> <p>The ATC explained the current situation, where grant funding of £5,200 had been approved. However, this funding body have stipulated that these funds need to be spent before 31<sup>st</sup> March 2015, and all unused funds will be returned. The ATC re-iterated the urgency for agreeing the details of the initial questionnaire at this meeting, in order that printing and distribution costs could be spent from this initial funding allocation.</p> <p>The ATC explained that a further round of grant funding for Neighbourhood Plan is now available and there are plans for the Town Clerk, along with the ATC to submit an application for further funds in the very near future.</p>		
7.	<p><b>Terms of Reference</b> It is anticipated that these will be discussed and approved by Torpoint Full Council for use by the NP Steering Group.</p>		
	<b>ITEM DISCUSSED</b>	<b>WHAT AND WHO ACTION</b>	<b>POST MEETING NOTE/UPDATE</b>
8.	<p>Initial Questionnaire to residents</p> <ul style="list-style-type: none"> <li>• It was agreed that should be more than one mechanism to complete the initial questionnaire, residents should be able to complete a manual document and also use online facilities/social media, for example Facebook and Twitter.</li> <li>• For distribution, the ATC reported the number of electors on the register in Torpoint is currently 6,156. The total number of residences is currently totals 3,560. It was agreed that each residence would receive one copy of the questionnaire, with the option available to ask for additional questionnaires.</li> <li>• Highlighted the difficulty with obtaining the views of all residents of the town, this includes: the younger generation; those</li> </ul>	<ul style="list-style-type: none"> <li>• AIJ and GJD to update the questionnaire with suggestions made</li> <li>• ATC to distribute, updated version via email to all volunteers</li> <li>• ATC to obtain quotations and then place order to print 4,000 questionnaires for distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire: changes and updates made to the document and a print order placed for 4,000</li> <li>• "Drop off" boxes agreed at Costcutter and the Library</li> <li>• Stationery order received</li> <li>• Freepost licence received</li> <li>• Order placed to print Freepost labels for return</li> <li>• SurveyMonkey order placed, need to wait for payment to be</li> </ul>

	<p>resident in nursing or residential homes and other hard to reach groups and re-iterated the importance of encouraging everyone to have their say.</p> <ul style="list-style-type: none"> <li>• Accepted that there are difficulties with getting completed questionnaires returned for analysis.</li> <li>• Highlighted the question of who is going to collate and analyse the result, which is to be agreed.</li> <li>• A draft questionnaire was distributed for discussion. Many valuable recommendations and comments were suggested. These included: switching the initial questions to the start of the form; giving respondents the opportunity to scale each provision in the town; reducing the text within the introduction; asking for numbers in household; asking a postcode; including the original ferry logo and also asking for identification of gender.</li> <li>• Collection points were discussed, these could include schools, library and also Costcutter in Trevithick Avenue. It was proposed to enclose a reply-paid envelope with each questionnaire, which was agreed. A licence for this would need to be purchased and the postal cost expenditure may need to be incurred by the Council, as the current funding provision expires on 31<sup>st</sup> March 2015.</li> <li>• Suggested a link from the website should be made to the on-line questionnaire.</li> <li>• Deadline date for the return of questionnaire was established. Assuming delivery is made to all households in the town by mid-April, return by Friday 1<sup>st</sup> May 2015 was then approved.</li> </ul>	<ul style="list-style-type: none"> <li>• ATC to contact the Library and Costcutter to ask them to hold "drop off" boxes for completed questionnaires</li> <li>• ATC to order for all stationery required</li> <li>• ATC to order Freepost licence</li> <li>• ATC to set up SurveyMonkey facility for on-line completion of questionnaire. Need to decide who will input the questionnaire to SurveyMonkey.</li> <li>• ATC to co-ordinate with volunteers, it is likely this will include members of the steering group, regarding the insertion of documents and then sorting.</li> <li>• ATC to co-ordinate with volunteers, distribution of questionnaires.</li> </ul>	<p>received before the account can be set-up (this may take up to seven days).</p> <ul style="list-style-type: none"> <li>• Document insertion volunteering group to be organised by ATC, once date of printing receipt has been confirmed, (it is hoped this may be Thursday 2<sup>nd</sup> April).</li> <li>• Distribution volunteering group to be organised by ATC, once insertion volunteering group has taken place.</li> </ul>
9.	<p><b>Communication</b> The ATC sought agreement from all members to share their email addresses. All present agreed to share their email addresses within the volunteering group.</p>	<ul style="list-style-type: none"> <li>• ATC will share email addresses within the group, after those who no longer wish to volunteer are removed.</li> </ul>	
10.	<p><b>Date of next meeting</b> It was agreed that future meetings will be held on Monday evening, with the date of the next meeting scheduled for <b>Monday 13<sup>th</sup> April 2015, 7pm</b>. As Council facilities are unavailable, Peter Hamlyn offered the use of <b>Carbeile Junior School</b> for this meeting venue, free of charge.</p>	<ul style="list-style-type: none"> <li>• Agenda to be compiled and issued by ATC, at least three clear days prior to the next meeting, via email.</li> </ul>	