

STEERING GROUP MEETING – NEIGHBOURHOOD PLAN TORPOINT

NOTICE is hereby given that a meeting of the Steering Group for the Torpoint Neighbourhood Plan will be held on Monday 13th April 2015 at 7.00 p.m. at Carbeile Junior School, Trevol Road, Torpoint. (All present will be formally welcomed by the Town Mayor Mike Pearn MBE).

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to matters on the Agenda.**
- 3. Matters arising from the minutes of the previous meeting (24th March 2015).**
- 4. Appointment of the Chair of the Torpoint Neighbourhood Plan Steering Group.**
- 5. Terms of Reference (Draft attached) – Led by the Chair.**
- 6. Appointment of Reporting Officer to Full Council.**
- 7. Project Plan (Draft attached) – Led by the Chair.**
- 8. Initial Questionnaire distribution update – Led by the ATC.**
- 9. Communications plan – what does the group want? – Led by the Chair with the Steering group?**
 - 9.1 Website – what does the group want to see?**
- 10. Financial Update – Led by the ATC.**
- 11. Next steps - Led by the Chair with the Steering group.**
- 12. Date of next meeting.**

To be agreed – (Monday 11th May 2015, Committee Room, Council Chambers).

Milly Southworth Assistant Town Clerk

Thursday 2nd April 2015