

Present: Councillors Eddie Andrews (EHA), Jan Creek (JFC), Gary Davis (GJD), Mrs Andrea Johnson (AIJ), John Tivnan (JT) and the Assistant Town Clerk, Milly Southworth (ATC)

Apologies: Councillor Mrs Chris Goodman (CEG)

	<b>ITEM DISCUSSED</b>	<b>WHAT AND WHO ACTION</b>	<b>POST MEETING NOTE/UPDATE</b>
1.	Chair of Steering Group	Defer to when full group formed, which will be post the first Public meeting. It was agreed that the Chair needs to be a Councillor, in order that reporting to Council can take place	
2.	Constitution of Steering Group Discussion took place regarding the forming of a steering group and who should be selected to be on the group. It was agreed that the questionnaire asking for volunteers should ask the public to be specific regarding their skills and experience which they could bring to the steering group	Defer to when full group formed, post the first public meeting	
3.	First Public Meeting <b>Saturday 14<sup>th</sup> March 2015</b> Three separate presentations: <b>10.30am, 12.30pm and 2.30pm</b> Location: <b>Council Chambers, Torpoint</b> Meeting to comprise the following: <ul style="list-style-type: none"> <li>• Welcome and introduction</li> <li>• Brief Powerpoint presentation</li> <li>• Question and answer session</li> <li>• Hospitality</li> <li>• Feedback forms, to include contact details</li> <li>• Opportunity for residents to volunteer to join the steering group (commitment required: a minimum of one meeting per month, for the foreseeable future)</li> </ul>	<ul style="list-style-type: none"> <li>• Council Chambers to be booked by ATC and appropriate seating set up for the meetings.</li> </ul> <p><b>Question: Can the Town Council invoice the NP steering group for this hire?</b></p> <ul style="list-style-type: none"> <li>• Powerpoint presentation – to be prepared and delivered by GD/AJ (other members will support the delivery)</li> </ul> <p><b>Question: Do you require copies of the slides to be available for the public?</b></p> <ul style="list-style-type: none"> <li>• JT unable to attend this public meeting</li> <li>• Feedback forms – GD/AJ, (ATC to arrange for copying of forms)</li> <li>• Hospitality – ATC to action</li> <li>• Projector and screen needed</li> </ul>	<ul style="list-style-type: none"> <li>• Council Chambers booked</li> <li>• Powerpoint presentation drafted</li> <li>• Feedback forms being drafted</li> <li>• JT to provide projector</li> <li>• ATC to provide Council screen</li> </ul>

4.	<p>Actions to inform the residents regarding this first meeting:</p> <ul style="list-style-type: none"> <li>• Posters displayed around the town</li> <li>• Press release</li> <li>• Banners to be displayed at four locations around the town</li> <li>• Distribution to all residences of leaflet with an accompanying letter</li> </ul> <p>Much discussion regarding the method of distribution, either via Royal Mail, with an associated cost of asking Councillors to hand deliver around the town. It was agreed that to keep costs down Councillors would be asked to deliver all the leaflets between them.</p> <ul style="list-style-type: none"> <li>• Letter to be drafted this evening and then issued to steering group members for their amendments/changes.</li> <li>• The letter will be mail-merged with addresses – need to obtain electronic copy of addresses, from Electoral division, CC.</li> <li>• The initial letter was drafted.</li> </ul>	<ul style="list-style-type: none"> <li>• Posters drafted by JT. Printing and posting up around the town ATC. Endeavour to keep colours etc. corporate to the information leaflet</li> <li>• Press release drawn up by Town Clerk, ATC to issue to local press</li> <li>• Electronic addresses to be obtained by ATC, for mail-merge of letters</li> <li>• Leaflet to be reproduced, 5000 copies, to allow for copies to be handed out at future meetings. Suggest to update the front cover with meeting details and "Torpoint" added - ATC</li> <li>• Letter to be typed, mail-merge and placed in C5 envelopes – ATC</li> <li>• <b>All Councillors</b> to be asked to assist with distribution in the town. ATC to compile distribution sheet.</li> <li>• Paper and envelopes to be ordered - ATC</li> </ul>	<ul style="list-style-type: none"> <li>• Posters drafted, amended and put up around the town. Copy attached to email.</li> <li>• Banners – JT has contacted a local supplier to obtain quotation for the production of four banners with slots, where meeting dates can be inter-changed.</li> <li>• ATC obtained two quotes for 5,000 leaflet printing from Print Options and Deltor. Deltor were the cheaper alternative, however, due to the urgency of printing, Print Options were able to supply the printing faster than Deltor, therefore Print Options have been allocated this job (expected delivery on Wednesday 4 March). ATC has explained the urgency of the situation to Deltor and indicated that they will be consulted for printing quotes in the future.</li> <li>• Unable to use Royal Mail for postal delivery of these leaflets as Torpoint Town Council would need to hold a Business account with them, it will take 2 weeks to set up this account. This may be a consideration for the future.</li> <li>• Number of residences in the town 3,556, ATC still awaiting addresses, before mail-merge, chased 02.03.15.</li> <li>• Letter compiled, copy attached to email.</li> <li>• Sufficient C5 envelopes and paper ATC will ensure the letter print cost is calculated separately from Council printing, for expenditure purposes.</li> <li>• All other expenditure will be allocated to the NP cost centre, set up by the Town Clerk.</li> </ul>
5.	<p>Younger generation This first meeting is for all residents of the town, the steering group were keen to ensure that the younger generation were separately informed regarding the</p>	<ul style="list-style-type: none"> <li>• CG to arrange with Head of Sixth Form to give the NP presentation to pupils at the school</li> </ul>	<ul style="list-style-type: none"> <li>• CG is speaking to the Head of Sixth Form to co-ordinate this presentation and will endeavour to be there also.</li> </ul>

	<p>NP. Therefore, JT proposed delivering the same Powerpoint presentation to Torpoint Community College (TCC) on Thursday 12 March, prior to residents hearing about the NP. This is in the hope that pupils may then go home and tell their families about it.</p> <p>The other local schools could also be involved in other ways, in the future.</p>	<ul style="list-style-type: none"> <li>• JT to deliver the agreed Powerpoint presentation at TCC on Thursday 12 March, time to be agreed</li> <li>• Leaflets to be available at this session for pupils to take away with them</li> <li>• Feedback and volunteering forms to be available at this meeting</li> </ul>	
6.	<p>Dedicated website</p> <p>The quotation for a dedicated NP website was discussed and it was agreed that the order for one to be produced should be placed</p> <p>Torpoint Town Council website</p> <p>Upload meeting information to the current website</p>	<ul style="list-style-type: none"> <li>• ATC to place order for new website, with org.uk domain name</li> <li>• Costs as per email quotation received from Western Web</li> <li>• ATC to upload meeting information to the TTC website, until the new page is set up</li> </ul>	<ul style="list-style-type: none"> <li>• ATC has placed order for new website</li> <li>• ATC has updated the current Council website</li> </ul>
7.	<p>Social media</p> <p>It was agreed that a Facebook page should be set up immediately to increase publicity of meetings and also start to inform members of the public regarding the NP</p>	<ul style="list-style-type: none"> <li>• AJ agreed to set up the Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>• AJ has set up the page, it can be found at It is entitled: Torpoint Neighbourhood Plan <a href="https://www.facebook.com/TorpointNeighbourhoodPlan?fref=ts">https://www.facebook.com/TorpointNeighbourhoodPlan?fref=ts</a></li> <li>• Already the site has had 224 likes, with over 30 people indicating they are attending the event</li> </ul>
8.	<p>Expenditure incurred</p> <p>The ATC will keep a separate log of expenditure to-date for the NP, to ensure the grant allocation of £5,200 is closely monitored, with Town Clerk as RFO</p>	<ul style="list-style-type: none"> <li>• Spreadsheet to be prepared by ATC</li> <li>• Orders placed will be allocated against NP cost centre, up to level of £5,200, adhering to the grant regulations (ATC)</li> </ul>	<ul style="list-style-type: none"> <li>• Spreadsheet is in progress by ATC</li> </ul>
9.	<p>New funding</p> <p>Applications for further funding for NP is available from Friday 27 February</p>		<ul style="list-style-type: none"> <li>• Town Clerk and ATC attended a "Clerk's Roadshow" on 25 February, a useful session on NP was delivered. The Powerpoint presentation from this event has been shared with all Councillors and can be used in public meetings.</li> </ul>