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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Notes of Meeting No......3** |
| **MEETING DATE:**13th February 2014 @ 9.30 AM |  **MEETING VENUE:** Quimperle Room, Public Hall | **PRESENT:** Jane Pascoe, Lorna and James Shrubsole, Roger Holmes, Sally Hawken, Rachel Brooks, Steve Besford Foster, Sue Pike. |
| **NO.** | **ITEM.** | **Actions** |
| 1. | Appointment of note taker for the meeting: S Pike |  |
| 2. | Notes of last meeting: Matters arising: Website:Meeting with Menheniot still pending | * Include attendance of Jane Pascoe.
* SBF and JS met with Mr David Lloyd to discuss setting up a Neighbourhood Plan website.
* SP and Zoe to pursue this.
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| 3. | Proposed Walking Tour of ‘opportunity’ sites. | * 10.00am, Sunday. Meet in Westbourne car park for familiarization walk around Addington. Councillors for North Ward to be invited. Further familiarization walks to be arranged.
* A second phase of walks to be arranged, involving the Development Officer (Patrick James), to look at more specific issues and sites, when appropriate.
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| 4. | Update on Website - see attached note. | * Mr Lloyd to prepare a website mock up.
* NLPT to pay for a domain name, providing the cost is no more than £50.00.
* Leaflets and website - with logo - to be launched together.
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| 5. | Recruitment of community NPT members - Liskeard Matters request.Crucial to ensure that the Executive Group comprises a range of skills | * Chair to write to Liskeard MattersGroup (Malcolm Mort) explaining that the approach welcomed but that LNP Team would be expanded after the scoping exercise. Also suggest that they help publicise the Plan through their website etc.
* SBF to be write a letter to groups who may be interested in contributing to the Neighbourhood Plan.
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| 6. | Draft Budget for April 2014 to March 2015Funding needed for work in progress | * SBF to apply for funding for publicity materials from Cornwall Councillors’ Community Chest .
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| 7. | Reports from Working Parties1. Community engagement proposals Please would everyone in the group prepare their thoughts in advance on
	1. a definition of what they think a neighbourhood plan is
	2. and some initial ideas about how we might promote it/reach the public
2. Project Plan
 | * JS to collate statements from members to prepare a definition which will be circulated by email for approval.
* Lisa Prisk chosen for graphics. SH to inform designers.
* Leaflet to explain the time line for actions to be ready to go to printers on 28th Feb. (SBF).
* Office to be asked to manage and relay any phone calls. (SP)
* Engagement process to be the focus of the next meeting.
* Scoping exercise to be part of the Town Crier.
* No report this meeting
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| 8. | Scope of Neighbourhood Plan & Site Allocations Options - see attached report. nb., Zoe Bernard-John joined to advise for this discussion. | * Options 3 and 4 selected as preferred options.
* Final decision to be made after a meeting with Menheniot PC.
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| 11. | Date of Next Meeting | Monday 24th February 2014 |