AGENDA ITEM 3

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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Meeting No. 4** |
| **NOTES** |
| **MEETING DATE:**24/2/14 | **MEETING VENUE:**Quimperle room LTC |
| PRESENT: Rachel Brooke, Steve Besford-Foster, Sally Hawken, Roger Holmes, Jane Pascoe James Shrubsole, Lorna Shrubsole  |
| **NO.** | **ITEM.** |
| 1. | Note taker for the meeting: Roger Holmes* Agreed to ask Jac Orange for future note taking, subject to budget allowance.
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| 2. | **Declaration of Interests*** None.
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| 3.  | **Notes of Last Meeting, 13 th Feb 2014, and Matters Arisisng*** **Item 3, Walking Tour.** Noted for clarity that in fact it had been agreed to hold several 'exploring walks' around the town to become more familiar with various areas, and a later series would follow, accompanied by the development officer, looking more specifically at sites and issues.
* **Item 5, Recruitment of additional team members.** Noted for clarity that we would ask Liskeard Matters to participate in the NP process later, in meantime a draft reply to the letter by Malcolm Mort (and others who have expressed interest) would be written by SB-F for use by the Chair.
* **Item 4, Budget.** The Community Chest application in support of the leaflet had been submitted by the deadline given, and the outcome was awaited.
* **Item 8, Scoping.**
	+ In the light of the discussion at the previous TC meeting, and after discussion at this meeting, it was agreed that the Terms of Reference should be amended to provide for the LNP Team to refer its notes every month to the Town Clerk for his attention.
	+ **The issue of whether the LNP should deal with all housing allocations, or whether it should be left to the CC Allocations Development Plan Document was further considered and it was agreed that the matter should be referred to the Town Council for decision as it concerned the eventual plan content, rather than the plan making process.**
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| 4. | **Draft Budget Costing*** Draft Budget Costing presented by Project Manager. Team noted that
	+ Budget figures for independent planning advice included. As some of this could be had free or in kind, the figures could be substantially reduced.
	+ Evidence base and Policy Review – similar.
	+ Site Surveys etc. All the previous CC work would transfer for free if sites being dealt with in the LNP, but additional more specific surveys e.g. Environmental, Flooding may be required.
	+ Noted that the draft budget (and process) would flex as the plan emerged, and may change considerably. Agreed to include this in the section 1 – 4.
	+ Noted that against the forecast cost of £25,000, some £21,000 of resources were likely to be available.
	+ The Draft Budget Costing was AGREED for planning and grant aid application purposes.
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| 5. | **Community Engagement Strategy and Programme*** The Draft Community Leaflet was re-circulated and discussed, leading to proposals for various changes to make it more readable. Project Manager asked to produce a final version.

 * A draft paper on a **Strategy for Community Engagement** in the Liskeard Neighbourhood Plan was considered:
	+ Noted that good community engagement was essential to produce a worthwhile, credible and properly supported Plan that truly represented local views
	+ Noted that a good engagement strategy would also manage certain risks, for example that the Inspector of the final draft Plan rejecting it on grounds that that there had been ineffective engagement and involvement of the community, or of the final referendum rejecting the Plan, or of some forms of legal challenge
	+ In addition noted the need to distinguish between engagement (i.e. public participation.) and mere consultation.
* Subject to minor corrections, **the draft paper was agreed** as a starting point to begin designing the initial engagement process
* The team then turned to working up a **Community Engagement Programme for the ‘scoping’ of the LNP** to roll-out in Spring 2014. At this point meeting time expired so the meeting was **ADJOURNED until 5th March 2014.**
* At its recommencement, a creative thinking session for community engagement on scope of Liskeard neighbourhood plan was held, with the following output:

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| **HOW TO ENGAGE** | **STAKEHOLDERS** |
| **Town Crier with questionnaire** | General Public |
| General flyer | All |
| **Facebook** | Young Adults 16 to 30 and General Public 30 to 65+ |
| **Twitter** | Young Adults 16 to 30 and General Public 30 to 65+ |
| **Website with survey mechanism** | All |
| **Link with existing events in local community calendar e.g. at events such as Mayor Choosing and Town Meeting, Art Exhibitions etc** | Young Adults 16 to 30 and General Public 30 to 65+, special interests |
| **Network at meetings of organisations e.g. business groups, clubs, societies, Patient Participation Groups etc** | Business community, faith groups, amenity groups, agricultural community etc. |
| Network with community services providers so they can pass information on, e.g. GP Surgeries, Adult Social Care etc | All but particularly people with physical andlearning needs |
| **Mobile ‘Stall’ including package of distributable materials for use at events and locations****Use LTC Caravan for outside venues (e.g. Morrison’s Car Park)** | Young Adults 16 to 30 and General Public 30 to 65+, special interests, commuters etc |
| Mobile interactive display (e.g. post-it note charts) at various public points | Young Adults 16 to 30 and General Public 30 to 65+, special interests, commuters etc |
| Leaflets in shops, workplaces and pubs | Young Adults 16 to 30 and General Public 30 to 65+, special interests, commuters, other users of town facilities, shops, businesses etc. |
| **Press releases and radio items (esp. Drivetime)** | Young Adults 16 to 30 and General Public 30 to 65+, special interests, commuters, surrounding PCs etc. |
| Set up a central ‘Neighbourhood Plan’ shop or presence in existing community venue | All |
| **Work with RIO**  | Youth |
| **Work with Schools, esp. to see if the LNP can be linked into the National Curriculum KS 3 & 4 Citizenship programme of study.** | School age, young parents |
| **Workshop Day – ‘Future Search Conference’** | All |
| Formal letter etc | Developers, landowners, utility and service providers |
| Big Lunch Event | All |
| Coffee Mornings/Cream Teas | Specific groups |
| Adjoining Parish newsletters | Commuters, users of Liskeard facilities |
| Street Theatre/Flash Mob | Youth, young adults 16 to 30 |
| Fence at Rapson’s Skate Park | Youth |
| **Mural on TC Green Hoarding** | All |
| Summit with adjoining PCs | Adjoining PCs |
| **Back of Bus Adverts** | All |

Bold = priorities identified by the group.It was AGREED that the output from the session would be used to formulate the detailed event list and programme at the next meeting. |
| 6. | **AOB*** None
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| 7. | **Summary Notes of actions agreed*** **AGREED that the issue of whether the LNP should deal with all housing allocations, or whether it should be left to the CC Allocations Development Plan Document should be referred to the Town Council for decision as it concerned the eventual plan content, rather than the plan making process.**
* AGREED that the Draft Budget Costing should be used for planning and grant aid application purposes.
* AGREED that subject to minor corrections, the draft Strategy for Community Engagement paper should be used as a starting point to begin designing the initial engagement process
* AGREED that the output from the creative thinking session would be used to formulate the detailed event list and programme at the next meeting.
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| 8. | **Recommendations to Town Council**1. **The decision of whether the LNP should deal with all housing allocations, or whether it should be left to the CC Allocations Development Plan Document should be made by the Town Council.**
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