AGENDA ITEM 3

|  |  |  |
| --- | --- | --- |
| **LISKEARD NEIGHBOURHOOD PLAN TEAM**  **Meeting No. 5** | | |
| **NOTES** | | |
| **MEETING DATE:**  24/3/14 | | **MEETING VENUE:**  Quimperle room LTC |
| PRESENT: Rachel Brooke, Steve Besford-Foster, Roger Holmes, Jane Pascoe James Shrubsole, Lorna Shrubsole, Sue Pike  Apols: Sally Hawken | | |
| **NO.** | **ITEM.** | |
| 1. | Note taker for the meeting: Steve Besford-Foster   * Apologies for lateness of notes, due to unforeseen circumstances. | |
| 2. | **Declaration of Interests**   * None. * Explanatory note to be circulated, plus Plain English Guide to Localism | |
| 3. | **Notes of Last Meeting, 24th Feb 2014, and Matters Arising**   * **Town Council has now agreed that ‘the TC approves the inclusion of site allocations as an integral part of the neighbourhood plan’ at its meeting of 18/3/14.** * Letter re: future membership of team sent to Mr Mort of Liskeard Matters by James * Community Chest Grant application has been approved by Cornwall Council and claim letter submitted by the Town Clerk Mr Deacon on Friday 21/3/14 | |
| 4. | **Project Plan Review**   * SBF reported that project was about 6 weeks behind programme, due to wait for CC designation of plan area and need for TC decision on allocations. | |
| 5. | **Status of Liskeard Town Framework (LTF)**   * Report describing current position of LTF, i.e. as background evidence awaiting finalisation by CC, and available in entirety to the Neighbourhood Plan Team for its work, was noted. | |
| 6 | **Draft Budget Costing**   * Draft Budget Costing update presented by Project Manager. Team noted that the draft budget (and process) would flex as the plan emerged, and may change considerably. * Noted that Liskeard TC contribution was now £14,500, including funding from the Publicity and Engagement Committee * Agreed that some of cost of purchasing Survey Monkey would be offset.. * SBF to talk to SH about method of photocopying charges to the NP budget. | |
| 7. | **Community Engagement Strategy and Programme**   * SP had been in touch with schools re the concept of a youth referendum to parallel the NP referendum. It was agreed that SP would lead on this. * Agreed to prepare items for each term’s ‘Reflections’ magazine. * Agreed to add St Keyne Village Hall as a travelling exhibition location. * The Community Leaflet would be available from the following Monday (31st March), and could be collected for distribution from the Member’s Room thereafter. * Website near completion for launch the following week. * Agreed to draft and insert a ‘code of conduct’ style statement of values and a cookie policy in the website to ensure abuse is avoided. * Logo graphics to be sent to RB and SH for use in Facebook and Twitter pages. * Agreed need to devise escalation process for any controversial comments submitted to Facebook and Twitter accounts – SBF to draft.. * Exhibitions, community events etc – agreed to meet on 1st April to develop these. * Questionnaire – RB to design. * Caravan – obtain vinyl of logo to put on side. * Bus advert – SH contacting John Green | |
| 8. | **AOB**   * JS and RH had attended AONB Conference where role of NPs had been stressed. | |
| 9. | **Summary Notes of actions agreed**   * Talk to SH about method of photocopying charges to the NP budget (SBF). * Lead contact with schools, and to facilitate items for each term’s ‘Reflections’ magazine (SP). * Add St Keyne Village Hall as a travelling exhibition location. * Insert a ‘code of conduct’ style statement of values and cookie policy in the website. * Devise escalation process for any controversial comments submitted to Facebook and Twitter accounts (SBF) * Exhibitions, community events etc – agreed to meet on 1st April to develop these. * Questionnaire – RB to design. * Caravan – obtain vinyl of logo to put on side (SBF) * Contact Bus Co re advert (SH) | |
| 10. | **Recommendations to Town Council**   1. **NONE** | |
| 11. | **Date of Next Meeting**  **28th April 2014** | |