AGENDA ITEM 3

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| **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 PikeApols: Sally Hawken |
| **NO.** | **ITEM.** |
| 1. | Note taker for the meeting: Steve Besford-Foster* Apologies for lateness of notes, due to unforeseen circumstances.
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| 2. | **Declaration of Interests*** None.
* Explanatory note to be circulated, plus Plain English Guide to Localism
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| 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
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| 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.
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| 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.
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| 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.
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| 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

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| 8. | **AOB*** JS and RH had attended AONB Conference where role of NPs had been stressed.
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| 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)
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| 10. | **Recommendations to Town Council**1. **NONE**
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| 11. | **Date of Next Meeting** **28th April 2014** |