Neighbourhood Plan meeting notes 08/08/2016

Feedback from Working Groups:

Groups had been reviewing their updated reports and draft policies and useful comments were returned: on-going

Some Sustainability Assessments grids were filled in

A discussion was had on the content and layout of the written statement for our Neighbourhood Plan. Steve provided a variety of layouts from other plans for the group to look at and comment on, and stressed the need for a clear, logical explanation of policies linked to their local context and the objectives that grew out of the community engagement.

Team members were asked to read other NP’s to see their layout and level of detail, so that informed decisions can be made about our plan. An example we shared was Caistor, where each policy was followed by justification and evidence, and also included a monitoring process, all presented in a boxed format.

It was felt that text mixed with photos would enhance the layout and the group was asked to take appropriate images that might support their working groups policies, and to capture the essence of Liskeard. Hopefully now over the summer the weather will allow us to get out and about and find some good shots!

Next stages were outlined and it was stressed that considerable input from the group would be needed to complete the last part of the plan in a timely manner

**LISKEARD NEIGHBOURHOOD PLAN TIMETABLE TO SUBMISSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Approx date** | **Notes** | **ACTION BY** | **Steering group date** |
| Complete WG reports |  |  |  |  |
| Complete sustainability checklist |  |  |  |  |
| Complete Evidence Base |  |  |  |  |
| Complete mapping |  |  |  |  |
| 1st Draft Written Statement |  |  |  |  |
| Seek SEA screening opinion |  |  |  |  |
| Steering Group discussion of WS | Not sure what this is |  |  |  |
| Check ‘internal consistency’ |  |  |  |  |
| Graphic Design start |  |  |  |  |
| Proof reading |  |  |  |  |
| Agree media strategy |  |  |  |  |
| Steering Group Sign-off |  |  |  |  |
| Printing and circulation to Town Councilors | What did we decide about this? |  |  |  |
| Planning Committee Sign-off |  |  |  |  |
| Update Website etc Set up drop in display |  |  |  |  |
| Prepare associated documents   1. Basic Conditions Statement 2. Consultation Statement 3. Diversity & Equality Statement 4. Sustainability Checklist and Screening Statement 5. Draft Compliance Statement |  |  |  |  |
| Start Reg 14 consultation (6 weeks) |  |  |  |  |
| Update website etc |  |  |  |  |
| Propose amendments in light of the consultation |  |  |  |  |
| Submit to Cornwall Council |  |  |  |  |

This suggested draft outline timetable was briefly discussed - more detailed timings to be considered at the next meeting (31st August) – actions agreed before the next meeting:

Working Groups to check their reports e.g. updating figures; address unfinished tasks; collect photos relevant to each WG; complete SA checklists;

Next meeting 7pm 31st August Council Chamber