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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Meeting No......7** |
| **AGENDA** |
| **MEETING DATE:** | 19th May 2014 @ 9.30 |  **MEETING VENUE:** | Quimperle Room, Public Hall |
| **NO.** | **ITEM.** | **Lead** |
| 1. | Agreement on note taker for the meeting. | Chair |
| 2.  | Apols – Phil Seeva |  |
| 3. | Declarations of Interest | Chair |
| 4.  | Notes of Last Meeting and Matters Arising * Website – update
* Town Crier - update
 | Chair |
| 5. | Project Plan Review | PM |
| 6. | Budget position | PM |
| 7. | Community Engagement Day* Update on display material
* Agreement on next steps.
* Event staffing – arrangements
* Confirm preparation meeting date, time, venue
 | Chair/ALL |
| 8. | Neighbourhood Plan evidence base development – discussion of methods. | PM |
| 9. | AOB | All |
| 10. | Notes of actions agreed | Chair |
| 11. | Recommendations to Town Council (if any) | Chair |