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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 |