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| **LISKEARD NEIGHBOURHOOD PLAN TEAM**  **Meeting No. 2** | | |
| **NOTES** | | |
| **MEETING DATE:**  27/1/14 | | **MEETING VENUE:**  Quimperle room LTC |
| PRESENT: James Shrubsole, Lorna Shrubsole, Sally Hawken, Rachel Brooks, Sue Pike, Steve Besford Foster, Roger Holmes, | | |
| **NO.** | **ITEM.** | |
| 1. | Note taker for the meeting: Sue Pike  Conclusions/Actions agreed:   * Note taking to be taken on by team members on a revolving basis initially * Funding to be sought from NP Budget or volunteer recruited. | |
| 2. | **Brief review of decisions and progress up to this date.**  Conclusions/Actions agreed:  Meeting with Assistant Clerk   * Formal letters/notices to go through the LTC office * LTC office to help with mailshots and some printing * Meeting rooms to be offered free or at charity rates * Procurement through LTC using LTC procedures * Formal meetings with the office to be held quarterly * Points likely to require Council action to be highlighted on the project plan * Cabinet to be set up for NP materials to be kept 'on deposit' for Members to view and for formal documents. | |
| 3. | **Terms of Reference** -  Conclusions/Actions agreed:   * TOR agreed by LTC with the amendment that the quorum should be “half of registered members” * Recommendation that the exact composition of the Team be decided after the scoping exercise. (see point 7) | |
| 4. | **Selection of Chairperson**  Conclusions/Actions agreed: James Shrubsole for 2014. | |
| 5. | **Selection of Vice-Chairperson**  Conclusions/Actions agreed: deferred untill wider membership involved so that vice-chair might be recruited from new members of team. | |
| 6. | **Role of Project Manager**  Conclusions/Actions agreed:   * SBF to draft a volunteer agreement for LTC to include such items as reporting procedures, collation of materials, budget preparation, liaison with Town clerk, the Chair and other working partners, progress reports, out of pocket expenses etc | |
| 7. | **Recruitment of community NPT members**  Conclusions/Actions agreed:   * Invite neighbouring parishes to observe * Composition of the LNPT to be decided after the scoping exercise, making particular efforts to ensure diversity * New members to go through a selection process to ensure a relevant spread of skills, be bound by the TOR and have some sort of induction. | |
| 8. | **Budget Position**  **Conclusions/Actions agreed**:   * The total sums available for the next two years will be £21,000 (grant and two years of LTC funding starting in April 2014). * Grant application to be made for the full amount, avoiding a staged approach. * (4th Feb) Rachel Brooks to propose that the Communication and Engagement Committee agree a further grant of £500.00 for publicity, consultation and the purchase of Survey Monkey (£300.00) before the new financial year to allow an early start on process. * Steve Besford foster to do a draft list of budget costs for the grant bid. | |
| 9. | **Reports from Working Parties**  **Community engagement:**   * Town Crier to focus on Neighbourhood Plan * Steam train logo agreed. Working party to produce brief (5/2/14) and specifications for designer to work on this. Feb 10th for responses and quotes; Feb 17th for completion of designs * Website to be set up. Rachel Brooks to contact David Lloyd to see if he would consider setting up the website for free, liaising with Steve Besford Foster and James Shrubsole. * Social media – Twitter and Facebook accounts to be set up to coincide with the launch of the website. Task to be allocated. * Event to engage townsfolk to be organised; parallel event to involve schools with a youth referendum to follow. * Very short 'Communications and Engagement Strategy' statement to be prepared describing approach to include in evidence base. * SBF to monitor the inclusivity of the evidence base.   **Project Plan**  Steve Besford foster to report back at regular intervals with updates on the plan and to coordinate timings and | |
| 10. | **Scope of Neighbourhood Plan & Proposed CC Site Allocation Development Plan Document**  Conclusions/Actions agreed:   * Discussion on the tension between the Site Allocation process and the engagement process for the Neighbourhood Plan. * Action: Tencreek: James Shrubsole and Steve Besford Foster to meet with Menheniot Parish council reps to discuss the issues. | |
| 11. | **AOB**  None.. | |
| 12. | **Summary Notes of actions agreed**   * Chair: James Shrubsole for 2014 * TOR agreed by LTC with the amendment that the quorum should be “half of registered members” * Exact composition of the Team be decided after the scoping exercise, making particular efforts to ensure diversity * New members to go through a selection process to ensure a relevant spread of skills, be bound by the TOR and have some sort of induction. * NP Grant application to be made for full amount without stages. * Communication and Engagement Committee to be asked to agree a grant of £500.00 for publicity, consultation and the purchase of Survey Monkey (£300.00) * Steve Besford foster to do a draft list of budget costs for the grant bid. * Steam train logo agreed. * Website to be set up. * Social media – Twitter and Facebook accounts to be set up to coincide with the launch of the website. * Event to engage townsfolk to be organised; parallel event to involve schools with a youth referendum to follow. * Very short 'Communications and Engagement Strategy' statement to be prepared describing approach to include in evidence base. * Chair and SBF to meet with Menheniot Parish council to discuss the issues. | |
| 13. | **Recommendations to Town Council**   * Communication and Engagement Committee to be asked to agree a grant of £500.00 for publicity, consultation and the purchase of Survey Monkey (£300.00) | |