AGENDA ITEM 3

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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Meeting No. 6** |
| **NOTES** |
| **MEETING DATE:** 28/4/14 | **MEETING VENUE:** Quimperle room LTC |
| PRESENT: Rachel Brookes, Steve Besford-Foster, Roger Holmes, Jane Pascoe James Shrubsole, Lorna Shrubsole, Sue Pike, Phil Seeva, Sally HawkenApols: Jacqui Orange |
| **NO.** | **ITEM.** |
| 1. | Note taker for the meeting: Jane Pascoe |
| 2. | **Declaration of Interests*** None.
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| 3.  | **Notes of Last Meeting, 24th March 2014, and Matters Arising*** RB clarified that Survey Monkey funded by Communication & Engagement Committee of the Town Council. £300 is in addition.
* Request office use updated SBF current email address.
* SH to make further enquiries about advertisements on buses.

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| 4.  | **Liskeard Neighbourhood Plan Area Designation Update*** Cornwall Council has approved plan designated area.
* Request Formal letter to Town Council from Cornwall Council confirming approval of designated area of NP& SBF agreed to put on website.
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| 5. | **Project Plan Review*** SBF to post progress of project on the website.
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| 6. | **Budget Position*** SBF reported no change except for additional £300 Leaflet cost less than expected and banner costs met.
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| 7. | **Community Engagement Strategy and Programme*** Leaflets distributed to every household, final checks will be undertaken to ensure completion of task. Estimated 5000 leaflets.
* SH suggest message on social media to check if anyone has been missed.
* LS suggest message on website to thank volunteer distributors.
* Agreed need to investigate possibility of recruiting a volunteer to update information on the website. Contact those who have the resources and have expressed an interest to assist and with a view to form a communication group.
* SBF to upload reports in the meantime.

**Town Crier** * RB reported that Jo Hoskin had volunteered her services to design the questionnaire and cover for the Town Crier publication. The questionnaire will occupy the centre pages and the inside cover page will be in colour advertising the engagement day on Thursday 29th May.
* A concise version of the survey has been designed for engaging with the public and RB investigating cost of printing vs photocopying.
* There has been several responses from the online survey and many additional comments.
* The Town Crier will be printed by the 15th and delivered by 22nd May Community Engagement Day
* Times of exhibition 10.30am-8.00pm. To be fully staffed at all times.
* Working Party Wednesday 28th May. Time to be confirmed
* SP agreed to organise rota.
* The exhibition in the Long Room will be based on the questions and headings in the
* Survey and will include interesting photographs and history of the town.
* JS had thought about a theme of “Yesterday,Today,Tomorrow”
* Excerpts from Policy documents and concise survey forms to hand.
* Lap top and assistance available to fill in Survey Monkey.
* RB to access material form “ The Big Draw”
* JH to design display material for exhibition screens.
* JS to request assistance [not financial] from Forum with advertising/promoting/helping with community engagement day, and Grant Funding for sections of the project.
* Suggestions of a Business Breakfast and other dates for interest groups,
* Engaging with town users from outlying villages following the exhibition.
* SH to investigate method of communication with other organisations.
* Write to all potential volunteers and ask if they will assist on the Exhibition day.

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| 8. | **Neighbourhood Plan evidence base development – discussions method*** Deferred to next meeting
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| 9. | **AOB*** None
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| 10 | **Summary Notes of actions agreed*** SH Bus Adverts
* SH Message on Social Media to confirm safe delivery of leaflet
* SH To obtain method of communication with other organisations
* SBF Upload various info on website to include thanking delivery volunteers
* JS Investigate volunteer helper for website updates
* SP Organise rota for Exhibition Day 29th May
* ALL to attend and also help prepare on 28th May
* JS Approach Forum for grant funding towards specific NP studies.
* JS Check SBF email at TC office
* RB To access material from “ The Big Draw” and liaise with JH & PS Town Crier.
* JS to write to potential volunteers to ask for assistance on Exhibition Day.
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| 10. | **Recommendations to Town Council****NONE** |
| 11. | **Date of Next Meeting** **19th May 2014** |