**Neighbourhood Plan meeting : 7 pm, Tue 18th October 2016: Council Chamber**

Notes from last meeting including any feedback on plan

Tasks to be done for public engagemenr/awareness period and formal consultation

- Publicity drop-in day press advert/release

 Article about NP – writing, contacting press, advert? Cornish Times/Guardian?

 Radio Cornwall? Facebook/twitter? Town magazine

 Publicity posters for shops, Liskerrett etc. using template + delivery

* invitations to specific organisations/groups/adjoining parishes etc.to drop-in event (office already kindly agreed to send out)
* Also long list provided by Cornwall Council, of official consultees who have to be informed of the draft plan during the 6 week consultation period – send out formal letters

 - website updated

 - Poster/boards for engagement - preparation and deadline/liaise with printer/organize order &

 payment/delivery

 - Drop in day organization - i) equipment needed –

 ii) refreshments –

 iii) rota for the day inc. councillors/parish reps invitation at start of day

- Morrisons Stuff to take – setting up - attendance rota 10am – 2pm

 - Hard copies of plan to Luxstowe/library/TC office + postcards, pens

 - get any early pointers from comments coming in during this period.

 - further advertising during the formal 6 week consultation? (community radio and town

 magazine both in this period).

Anything else?!….….