AGENDA ITEM 3

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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Meeting No. 7** |
| **NOTES** |
| **MEETING DATE** 19/5/14 | **MEETING VENUE:** Quimperle room LTC |
| PRESENT: Rachel Brookes, Steve Besford-Foster, Roger Holmes, Jane Pascoe, James Shrubsole, Lorna Shrubsole, Sue Pike, Sally Hawken, Sue Shand |
| **NO.** | **ITEM.** |
| 1.2. | Note taker for the meeting: Jane PascoeApologies: Phil Seeva, Jacqui Orange |
| 3. | **Declaration of Interests*** None.
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| 4  | **Notes of Last Meeting, 28th April 2014, and Matters Arising*** SH Clarification Item 10. SH is actively communicating NP via twitter.
* RB Indication from recent town centre survey that advertisements on buses are not effective and cost not justified. AGREED not to proceed with these.
* JS Volunteers thanked for distribution of leaflets.
* **Website –Update**
* SS Volunteered to assist with website & David Lloyd continue to support voluntarily.
* SBF to investigate implementing the link to twitter and facebook from website.
* SBF Confirmed website updated with news, additional explanative documents and ‘posts’ and a Community Engagement Day Link.
* Thanks to volunteers to be added.
* Responses to public comments – agreed that SBF would respond within 24 hours, or if comment was controversial, a holding response whilst team was circulated for advice by email.
* A Moderation policy, reserving the right to not post comments if impolite” to be added to the website. SBF
* RB Confirmed Facebook a/c has been set up with regular postings.
* RB Neighbourhood Plan details on New Town Council Website.
* **Town Crier**
* JS. Distribution as soon as possible and pre engagement day 29th May.

Suggests organising distribution by members of team and Councillors.Volunteers distribute and Cllrs knock and engage. |
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| 5. | **Project Plan Review*** Susan Shand volunteered to be note-taker in future.
* SBF February 2016 is the estimated time of submission of the Plan to Cornwall Council
* Application for DCLG/CC support now possible – SBF to draft initially.
* SBF Will present draft to next meeting.
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| 6. | **Budget Position*** Discussion re: some confusion over rules for management of small transactions. SBF Referred to Terms of Reference which say expenditure up to £500 per activity is delegated to the Project Manager to authorise, and orders up to this value may be placed directly with the most appropriate suppliers, subject to the need to show evidence that best value for money is being obtained. Expenditure above that requires the authority of the NPT and must have competitive written quotations prepared against a specification.
* RB/SBF to confirm this with TC office.
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| 7. | **Community Engagement Day** * Times of exhibition 10.30am-8.00pm. To be fully staffed at all times.
* LS To organise rota for 29th May
* Working Party Wednesday 28th May 6.00pm to set up.
* Banner outside Public Hall. Arrange with Caretaker.
* SBF offered to mount photos if required
* 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. Excerpts from Policy documents and concise survey forms to hand.
* Lap top and assistance available to fill in Survey Monkey.
* Jo Hoskin has work in progress to design display material for exhibition screens.
* SP to arrange editorial in Community Activities section of Cornish Times.
* SP Press release Cornish Guardian Wednesday
* SP Provide Clicker Counter.
* SP Organise maps
* SH organise design and print of strip colour flier. £99 per 2000.
* JP to circulate around the town and businesses
* SS Organise power point presentation.
* RB expressed need for volunteers to process the information gained from the surveys.
* JP & SP Arrange refreshment requirements for Engagement Day.

Coffee, Tea, Biscuits.* SBF to contact volunteers from website and invite their involvement, and brief them.
* LS & JS have visited the following Vital Sparks, Luxstowe, Stuart House,

Chamber of Commerce, Town Forum, Film Club, Town AGM, Art Exhibition, with the mini exhibition.**Next Steps following the Engagement Day.*** Display material/Exhibition to be taken out to the following venues:

Neighbouring villages for town users, Morrisons Store, The Parade, Liskeard Show, RIO, with the TC Caravan, Liskeard School IT Dept.Liskeard Show.  |
| 8. | **Neighbourhood Plan evidence base development – discussions method*** SBF Referred to collating results for formulating policies, by using team members, volunteers or employ someone.
* SS offered her services
* SBF suggests a working group for each section, with someone nominated to be responsible. Recommends a sensible proportional approach.
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| 9. | **AOB*** SH we asked for site allocation not to be included in DPD, we shall wish to have input on the wording used. Mutual comments on draft by end of May.
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| 10 | **Summary Notes of actions agreed*** SH Actively communicate via Twitter re: Neighbourhood Plan event.
* SH Organise design and print of strip flier
* SBF Link to twitter from website
* SBF Application for DCLG/CC support.
* RB/SBF confirm incidental expenses procedure with Town Clerk
* SBF Contact website volunteers and brief them.
* LS Organise rota for Engagement Day.
* SP & JP Organise refreshments
* SP Provide Counter Clicker and Maps.
* SP Arrange press coverage C Times and C Guardian.
* Need laptop for filling questionnaires at Engagement Day.
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| 11. | **Recommendations to Town Council****NONE** |
| 12. | **Date of Next Meeting** **16th June 2014** |