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| **LISKEARD NEIGHBOURHOOD PLAN TEAM****Meeting No......10** |
| **AGENDA** |
| **MEETING DATE:**08/09/2014 |  |  **MEETING VENUE:** | Quimperle Room Public Hall, Liskeard |
| **NO.** | **ITEM.** | **Lead** |
| 1. | Declarations of interest | Chair |
| 2.  | Notes of last meeting and matters arising  | Chair |
| 3. | Community engagement feedback | Chair/PM |
| 4. | Budget update & Locality grant application | PM |
| 5. | Project Plan Review – Planning the next steps | PM - All |
| 6. | Briefing Consultants  | PM |
| 7. | Briefing Sub-Groups | PM  |
| 8. | Volunteer evening feedback and Recruitment | Chair |
| 9. | AOB | All |
| 10. | Notes of actions agreed | Chair |
| 11. | Recommendations to Town Council (if any) | Chair |

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| Item 2: Notes of Last Meeting**LISKEARD NEIGHBOURHOOD PLAN TEAM Meeting No. 9** |
| **NOTES** |
| **MEETING DATE:** 14/07/2014 | **MEETING VENUE:** Quimperle Room Public Hall, Liskeard |
| PRESENT: James Shrubsole, Lorna Shrubsole, Sally Hawken, Jane Pascoe, Roger Holmes, Steve Beresford-Foster. Apols from Rachel Brooks, Susan Shand, Sue Pike. |
| **NO.** | **ITEM.** |
| 1. | **Declarations of Interest**NONE |
| 2. | **Notes of Last Meeting and Matters Arising** NONE  |
| 3.  | **Project Plan Review**Brief review showed that project was on target but some rearrangement of sequence necessary to accommodate extended community engagement period. |
| 4. | **Budget position**Noted that project operating within draft budget at present. SBF to put together bid for Locality grant. |
| 5. | **Forthcoming Community Engagement**Arrangements Staffing arrangements for the community events, exhibitions and press announcements were agreed. It was agreed that the closedown for comments was 1st August and a press release announcing this would be prepared.  |
|  | **Update on Neighbourhood Plans**SBF gave an update on the latest developments nationally involving Neighbourhood Plans. |
| 6. | **AOB**Volunteers evening – noted that this event on 31st August did not require full team attendance and would be handled by James and Steve. |
| 7. | **Notes of actions agreed**SBF to put together bid for Locality grant.Agreed that the closedown for comments was 1st August and a press release announcing this would be prepared.  |
| 8. | **Recommendations to Town Council** NONE |

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| **Item 4: LISKEARD NEIGHBOURHOOD PLAN WORKING BUDGET SEPT 2014.** |
| **HEADING** | **MAXIMUM COST** | **IN KIND CONTRIBUTION OR COVERED BY CC &/OR DEVELOPERS** | **ACTUAL COST after in kind contributions and subsidies removed.** | **VAT** | **NET COST** | **COMMENTS** |
| **Stage 1 Starting Up** |  |  |  |  |  |  |
|  | **Nil** |  |  |  |  |  |
| **Stage 2: Ensuring community support for the neighbourhood planning process** |  |  |  |  |  |  |
|  | **NIL** |  |  |  |  |  |
| **Stage 3: Organisation** |  |  |  |  |  |  |
| Secretarial |   |   |   |   |   |   |
| *Note Taking* | £1,500 | £1,000 |   |   |   |   |
| *Postage* | £250 | £250 |   |   |   |   |
| Stationary and Materials |   |   |   |   |   |   |
| *Office supplies* | £150 | £150 |   |   |   |   |
| *Maps* | £250 |   |   |   |   |   |
| *Display Boards* | £500 |   |   |   |   |   |
| *TOTALS* | £2,650 | £1,400 | £0 | £0 | £0 |   |
| **Stage 4 - Communication and engagement stratey** |  |  |  |  |  |  |
| Identity of Project |   |   |   |   |   |   |
| *Establish Visual identity* | £300 |   | £300 |   |   |   |
| *Survey Monkey Licence* | £300 | £300 | £0 |   |   |   |
| *Set up Website* | £850 | £850 | £0 |   |   |   |
| *TOTALS* | £1,450 | £1,150 | £300 | £0 | £0 |   |
| **Stage 5 - Community Engagement/Scoping Events** |  |  |   |   |   |  |
| Newsletter |  |  |   |   |   |  |
| *Printing newsletter / leaflet*  | £187 |   | £187 |   |   |  |
| *Questionnaire* | £65 |   | £65 |   |   |  |
| *Banner* | £24 |   | £24 |   |   |  |
| Scoping Events |  |  |   |   |   |  |
| *Room hire* | £416 | £300 | £116 |   |   |  |
| *Refreshments* | £150 |   |   |   |   |  |
| *Business Breakfast* | £400 |   | £400 |   |   |  |
| *Flyers and Posters* | £70 |   |   |   |   |  |
| *Printing and Materials*  | £379 |   | £379 |   |   |  |
| *TOTALS* | £1,691 | £300 | £1,171 | £0 | £0 |  |
| **Stages 7 and 9 - Community Engagement/Option Setting/Consultation** |  |  |   |   |   |  |
| Community Consultation Events |   |   |   |   |   |  |
| *Room Hire* | £300 | £300 |   |   |   |  |
| *Refreshments* | £150 |   |   |   |   |  |
| *Printing and Materials* | £300 |   |   |   |   |  |
| Questionnaire  |  |  |   |   |   |  |
| *Design, compilation, analysis* | £1,000 |   |   |   |   |  |
| *Totals* | £1,750 | £300 | £0 | £0 | £0 |  |
| **Stage 8 - Preparation and printing of Draft Plan** |  |  |   |   |   |  |
| Development and eview of evidence base 7.5 *days @ £200 pd* | £1,500 | £0 |   |   |   |  |
| Review of NPPF, NPPG, Cornwall Local Plan and other policies - Professional support 2.5 days @ 200 pd | £500 | £0 |   |   |   |  |
| Planning advice and technical writing *10 days @ £200 pd* | £2,000 |   |   |   |   |  |
| Printing of Formal Docs for Consultation |  |  |   |   |   |  |
| *Plan* | £500 |   |   |   |   |  |
| *Consultation Statement* | £150 |   |   |   |   |  |
| *Maps* | £450 |   |   |   |   |  |
| Surveys |   |   |   |   |   |  |
| *Flood risk assessment* | £2,000 |   |   |   |   |  |
| *Habitats Regulations Assessment*  | £15,000 | £0 |   |   |   |  |
| *Strategic Environmental Assessment (SEA/ SA* | £10,000 | £0 |   |   |   |  |
| *Noise Report*  | £800 | £0 |   |   |   |  |
| Formal Advertising of draft consultation period | £800 |   |   |   |   |  |
| *Totals* | £33,700 | £0 | £0 | £0 | £0 |  |
| **Stage 9 - Preperation, printing and promotion of Final Plan, Referendum** |  |  |   |   |   |  |
| Planning advice and technical writing *5 days @ £200 pd* | £1,000 |   |   |   |   |  |
| Printing of Formal Docs for Submission |   |   |   |   |   |  |
| *Plan* | £500 |   |   |   |   |  |
| *Consultation Statement* | £150 |   |   |   |   |  |
| *Maps* | £450 |   |   |   |   |  |
|   |   |   |   |   |   |  |
| Publicity for Referendum | £800 |   |   |   |   |  |
| *Totals* | £2,900 | £0 | £0 | £0 | £0 |  |
| **Stage 10 - Making Plan** |  |  |   |   |   |  |
| Printing of Formal Docs for 'Making' |   |   |   |   |   |  |
| *Plan* | £500 |   |   |   |   |  |
| *Consultation Statement* | £150 |   |   |   |   |  |
| *Maps* | £450 |   |   |   |   |  |
| *Totals*  | £1,100 | £0 | £0 | £0 | £0 |  |
| **Other Costs and Contingency** |  |  |  |  |  |  |
| Training | £1,000 |   |   |   |   |  |
| Volunteer expenses | £1,000 |   |   |   |   |  |
| Project Management *35 days at £175 pd* | £6,125 | £6,125 |   |   |   |  |
| **Contingency** | £2,500 |   |   |   |   |  |
| *Totals* | £10,625 | £6,125 | £0 | £0 | £0 |  |
| **TOTAL** | £55,866 | £9,275 | £1,471 | £0 | £0 |   |
|   |   |   |   |   |   |   |
| **INCOME** | Secured | Anticipated | Total |   |   |   |
| Liskeard Town Council NP Budget | £14,000 |   |   |   |   | Secured 2014/15, 2015/16 |
| Liskeard Town Council Comms & Engagement Ctte | £400 |   |   |   |   | Secured 2014/15 |
| Community Chest | £500 |   |   |   |   | Secured 2013/14 |
|   |   | £500 |   |   |   | Anticipated 2014/15 |
|   |   | £500 |   |   |   | Anticipated 2015/16 |
| Locality | £4,250 |  |   |   |   | Secured 2014/15 |
| Locality |   | £2,750 |   |   |   | Application in 2015/16 |
| Total | £19,150 | £3,750 | £22,900 |   |   |   |

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| **Liskeard Neighbourhood Plan Summary Budget** |  |  |  |
|  |  |  |  |  |  |  |
|  | Gross Cost | Contributions | Actual Cost | Available Funding | Net Cost |  |
| 2013/14 | £1,661.60 | £1,150.00 | £511.60 | £500.00 | -£11.60 |  |
| 2014/15 | £12,152.75 | £4,137.50 | £8,015.25 | £11,238.40 | £3,223.15 |  |
| 2015/16 | £42,052.50 | £3,687.50 | £38,365.00 | £10,223.15 | -£28,141.85 |  |
| **TOTALS** | **£55,866.85** | **£8,975.00** | **£46,891.85** | **£22,961.55** | **-£24,930.30** |  |

**Item 5: Project Plan Review – Planning the next steps**

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| **Phases** | **Stages** | **Actions** | **Target Timetable** |  |
| **Laying the foundations** | **Stage 1: Starting up** | * **Getting started: Town Council Authority**
* **Defining the Neighbourhood**
* **Submission of letter & map to Cornwall Council**
 | **October/November 2013** |  |
| **Stage 2: Ensuring community support for the neighbourhood planning process** | * **Community Awareness Raising**
 | **December 2013/January 2014** |  |
| **Stage 3: Organisation** | * **Set up Steering Group / Neighbourhood Planning Team**
* **Develop and keep under review Project Plan**
* **Assess and keep under review the budget requirement**
* **Secure funding**
 | **January/March 2014** |  |
| **From capacity to action** | **Stage 4: Develop communication and engagement strategy** | * **Understand nature of area, demographics, key stakeholders, accessibility needs etc.**
 | **March/April 2014** |  |
| **Stage 5: Community engagement and scoping events** | * **Launch Engagement Activity**
* **Key Stakeholder Engagement**
 | **May to July 2014** |  |
| **Stage 6: Information gathering** | * **Building the Evidence Base**
 | **Jul to September 2014** | **WE ARE HERE!** |
| **Stage 7: Pulling community engagement results and evidence together** | * **Define scope, content and options**
 | **August to November 2014** |  |
| **Stage 8: Consultation on site and policy options.** | * **In-depth Community Consultation**
 | **December 2014 to January 2015** |  |
| **Producing the Draft Plan** | **Stage 9: Narrowing down the options and technical writing of draft plan.** | * **Define content and direction**
* **Technical writing**
* **‘Sign off’ by Town Council.**
 | **February to April 2015** |  |
| **Refining and ‘Making’ the Plan** | **Stage 10: Testing and approving the Neighbourhood Plan** | * **Pre-submission Consultation**
* **Finalise Plan**
* **Submission of Plan for Examination**
 | **April 2015 to June 2015** |  |
| **Stage 11: Making of the Plan** | * **Examination**
* **Referendum**
* **Formal ‘Making’ as part of the planning policy framework.**
 | **July 2015 to December 2015** |  |
| **Into action…** | **Stage 12: Delivering and monitoring the plan** | * **Delivery of plan provisions….**
 | **Thereafter….** |  |

**THINGS WE NEED TO DO IN NEXT 4 MONTHS**

1. Analyse and feedback on community engagement work
	1. Brief consultants
	2. Questionnaires
	3. Event feedback
	4. Formal letter responses.
2. Report to Town Council on findings
3. Brief sub-groups
	1. House building and town centre well-being seem likely to emerge as the most contentious issues. Therefore suggest that within the following work two subgroups be commissioned early to begin developing strategy for these themes.
4. Build the Evidence Base
	1. Brief consultants
	2. Establish status of previous local planning documents
	3. Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events
	4. Review relevant local and national planning policies and guidance
	5. Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc
	6. Establish what evidence is still required and where it may be sourced
	7. Source or produce additional evidence if required
	8. Undertake analysis of evidence
5. Define scope, content and options
	1. Agree key themes and issues in context of baseline information and public opinion
	2. SWOT/PESTO/scenario building and other forms of analysis
	3. Develop draft vision, aims for the Neighbourhood Plan
	4. Define strategy to deliver vision/aims etc
	5. Examine development and policy options
	6. Identify valuable community spaces
	7. Review against relevant local and national planning policies and guidance
	8. Decide how long will the plan stand for and when it should it be refreshed
6. Report to Town Council on findings
7. Key Stakeholder Engagement
	1. Establish what interest there is from potential developers/landowners
	2. Discussions with community interest and residents groups
	3. Summarise stakeholder positions
	4. Ongoing liaison with key stakeholders

Then we start to write the Plan!

This is the ‘what’, and roughly the ‘when’ – now need to discuss the ‘how’ and ‘where’, and our resource needs.

**Item 7. Briefing Sub Groups:**

**SUB GROUP BRIEFING EXAMPLE**

HOUSING:

‘Find a portfolio of suitable land for delivery of CLP housing targets for Liskeard to 2030 via a variety of delivery mechanisms, including private and social housing sector provision, community land trusts and community led self-build, and any other mechanisms that are appropriate; taking into account the needs of small local builders as well as nationally active businesses'.

As part of the work:

* Hold engagement sessions with community and industry representatives during November and December
* Prepare updates for report to the Neighbourhood Plan Team at its monthly meetings
* Prepare a final report with proposals for the NP Team to recommend on to the Town Council in January 2015.