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| **LISKEARD NEIGHBOURHOOD PLAN TEAM**  **Meeting No......11** | | | | | |
| **AGENDA** | | | | | |
| **MEETING DATE:**  **10/11/2014** | | **MEETING TIME:**  **9.30 AM** | **MEETING VENUE:** | **Refreshment Room** Public Hall, Liskeard | |
| **NO.** | **ITEM.** | | | | **Lead** |
|  | **PLEASE NOTE VENUE IS REFRESHMENT ROOM** | | | |  |
| 1. | Declarations of Interest | | | | Chair |
| 2. | Notes of Last Meeting and Matters Arising | | | | Chair |
| 3. | Website Updates | | | | PM |
| 4. | Budget – Use of Locality Grant   * Plymouth University * CRCC * Training event * Consultation Materials | | | | PM |
| 5. | Project Plan Review | | | | PM |
| 6. | Engagement Feedback | | | | Chair |
| 7. | Working Group Proposals | | | | Chair |
| 8. | Volunteer Evening | | | | Chair |
| 9. | AOB and Notes of actions agreed | | | | Chair |
| 10. | Recommendations to Town Council (if any) | | | | Chair |

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| **LISKEARD NEIGHBOURHOOD PLAN TEAM**  **Meeting No. 10** | | |
| **NOTES** | | |
| **MEETING DATE: 8**/9/2014 | | **MEETING VENUE:** Quimperle Room, Public Hall. |
| PRESENT: James Shrubsole, Lorna Shrubsole, Rachel Brooks, Jane Pascoe, Roger Holmes, Steve Besford-Foster, Stephen Vinson, Susan Shand.  Apologies: Sally Hawken, Sue Pike | | |
| **NO.** | **ITEM.** | |
| 1. | Declarations of Interest   * None | |
| 2. | Notes of Last Meeting and Matters Arising   * Both local Newspapers had good coverage of the LNP consultation. | |
| 3. | Community Engagement   * Meeting for volunteers happened on 30th July 2014. * JS, SB-F and Zoe Bernard-John established effective communication links with Menheniot NP Team and Parish Council. Assistance given towards their NP. It was agreed that there would be regular update meetings and co-operation over future developments. * Suggested Farmers Breakfast unable to go ahead due to harvest activities but NFU contacted farmers by letter encouraging input to NP. * SH attended Mother's group. * LS Attended Morley Tamblyn and Passmore Edwards. * Business Breakfast well attended. Feedback from Business community good with ideas and support offered. * Surveys: 576 surveys received and entered on Survey Monkey. Sample amounts to 6% of the population of Liskeard and 12% of all households. Gender mix balanced at 57% female 43% male. Good gender/age balance for the sample. (see additional graphs) | |
| 4. | Budget update & Locality grant application   * Locality Grant received £4250.00 for 2014/15. Short time-scale requires close monitoring. * SB-F provided provisional budgets up to 2016. * A number of items flagged up the future need for additional funding. Additional grant sources to be investigated. | |
| 5. | Project Plan Review – Planning the next steps   * Now half way through the plan. * Next steps: * build the evidence base * establish sub-groups. | |
| 6. | Briefing Consultants   * SB-F Reported contact with Plymouth University Business School towards a PHD Student to do statistical analysis on the data from surveys. To liaise and prepare brief. ACTION: SB-F * Preparation of evidence base by similar means? Research faculty and Supervisor possibilities, or employ consultant? Plus possible input from NP team? ACTION: SB-F | |
| 7. | Briefing Sub-Groups   * Write Principles and Policy for the sub-groups in draft brief. ACTION: SB-F | |
| 8. | Volunteer evening feedback and Recruitment   * Write and circulate Press Release for volunteers for working groups ACTION: JS & SB-F * Contact details for potential chairs to JS. JS to co-ordinate. ACTION: JS * Plan Volunteer evening | |
| 9 | AOB   * None noted | |
| 10 | Notes of actions agreed   * Feedback press release on consultation and asking volunteers to come forward by contact with Town Council/website. ACTION: JS, SB-F & SV * Respond to Plymouth Business School re analysis and enquire re evidence base work. ACTION: SB-F * Working Groups x 4. Potential candidates for chairs co-ordinate and discuss. ACTION: SB-F & JS * Analysis of survey results. ACTION: JS, RB, SB-F, PLYM Bus School. * Filing space needed in office. ACTION: SV to create space. * Prepare brief for 4 groups: ACTION: SB-F with JS * Link FB to Website * PDF of survey graphs and date enter on website. ACTION: SB-F | |
| 11 | Recommendations to Town Council   * Verbal report on progress and receipt of grant aid to full council next week. ACTION: JS | |
| 12 | Next Meetings   * 6 October (Cancelled) * 3 November (Deferred to 10th November) * 1 December | |