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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
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| 2. | Notes of Last Meeting and Matters Arising * Both local Newspapers had good coverage of the LNP consultation.
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| 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)
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| 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.
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| 5. | Project Plan Review – Planning the next steps* Now half way through the plan.
* Next steps:
* build the evidence base
* establish sub-groups.
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| 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
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| 7. | Briefing Sub-Groups* Write Principles and Policy for the sub-groups in draft brief. ACTION: SB-F
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| 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
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| 9 | AOB* None noted
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| 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
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| 11 | Recommendations to Town Council * Verbal report on progress and receipt of grant aid to full council next week. ACTION: JS
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| 12 | Next Meetings* 6 October (Cancelled)
* 3 November (Deferred to 10th November)
* 1 December
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