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| **LISKEARD NEIGHBOURHOOD PLAN TEAM**  **Meeting 17** | | | | | |
| **AGENDA** | | | | | |
| **MEETING DATE:**  31st August 2016 | | **MEETING TIME:**  7pm | **MEETING VENUE:** | Council Chamber, Public Hall, Liskeard | |
| **NO.** | **ITEM.** | | | | **Lead** |
| 1. | Declarations of Interest | | | | Chair |
| 2. | Notes of Last Meeting and Matters Arising | | | | Chair |
| 3. | Feedback from Working Groups   1. Policies 2. Sustainability Grid | | | | All |
| 4. | Infrastructure Paper – to note infrastructure requirement to support Neighbourhood Plan and form basis of Delivery section of written statement. | | | | SBF |
| 5. | Draft Timetable/PM Chart | | | | SBF |
| 6. | AOB | | | | All |
| 7. | Notes of actions agreed | | | | Chair |
| 8. | Recommendations to Town Council (if any) | | | | Chair |
| 9. | Date of Next Meeting   1. 3/10/16 suggested | | | |  |

**LISKEARD NEIGHBOURHOOD PLAN TIMETABLE TO SUBMISSION – AS AT 31ST AUGUST 2016**

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| **Task** | **Approx date** | **ACTION BY** | **Notes** | **Steering group date** |
| Progress meeting | 31/9/16 | All |  | 31/9/16 |
| Finalise WG Reports, then check for consistency | 12/9/16 | All/SBF | Finalise by email agreement |  |
| Commissioning process for graphic design | 12/9/16 | JS/LS | Specification for DTP, three quotes sought. |  |
| ‘Lock’ WG reports | 16/9/16 |  | No further changes |  |
| Complete 1st draft WS | 22/9/16 | SBF | Framework set up, plan building chapter by chapter, circulate for comments |  |
| Complete sustainability checklist | 22/9/16 | All/SBF | Assemble into submission document with explanative text. |  |
| Seek SEA screening opinion | 28/9/16 | SBF | Submit to CC |  |
| Complete 2nd Draft WS  Proof reading | 28/9/16 | SBF  TBC | Proof reading by SG members |  |
| Complete mapping | 29/9/16 | SBF | Using Parish Online |  |
| Commissioning process for graphic design | 29/9/16 | JS/LS | Three quotes considered, DTP appointed |  |
| 2nd Draft Written Statement approved by Steering Group | 3/10/16 | All |  | 3/10/16 |
| Corrections, Printing and circulation to Town Councilors | 4/10/16 | SBF | Plain text version |  |
| Planning Committee to note and comment on draft WS | 11/10/16 |  |  |  |
| Complete evidence base | 14/10/16 | SBF | Simple document with hyperlinks to key evidence |  |
| Agree any late changes and publicity strategy | 17/10/16 | All |  | 17/10/16 |
| Approach media  Facebook and Twitter campaign | 18/10/16 | ?? | Agree newspaper spread with local press if possible. |  |
| Amendments and design, prepare ‘page proof’ .pdf and print 25? copies  Write and print summary.  Update Website etc Set up drop in display | By 21/10/16 | SBF SG members | 4 or 8-page summary leaflet explaining Plan strategy and key policies  Drop in event - 8 to 12 panels based on summary leaflet, printed and encapsulated. |  |
| Publish for ‘Community Feedback’ Period - | 2 weeks, 24/10 to 4/11 | All to ‘talk-up’ | PR |  |
| Drop In event | 1 day, 26/10? | All | Use existing ‘postcard’ response material |  |
| Assess feedback | 5/11 to 7/11 | SBF |  |  |
| Consider feedback response and amend if necessary. | 8/11/16 | All |  | 8/11/16 |
| Amend, re-set, Print 25? Copies for deposit  Write and print updated summary.  Update Website etc | 9/11/16 | SBF SG members | Leaflet reprint only if absolutely necessary |  |
| Reg 14 consultation (6 weeks) (nb adverts 2 weeks before) | 14/11/16 to 23/12/16 |  |  |  |
| Prepare associated documents | From 16/9/16 to 23/12/16 | SBF | Basic MS Word docs converted to .pdf   1. Basic Conditions Statement 2. Consultation Statement 3. Diversity & Equality Statement 4. Sustainability Checklist and Screening Statement 5. Draft Compliance Statement 6. Infrastructure paper |  |
| Propose amendments in light of the consultation | Jan 2017 |  |  |  |
| Submit to Cornwall Council | End Jan 2017 |  |  |  |
| Process to ‘making’ | Feb to June 2017 |  |  |  |