

## Lostwithiel Town Council – Neighbourhood Development Plan

### Steering Group Minutes - Tuesday 23 June 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan Steering Group was held in Lostwithiel Community Centre on Tuesday 23 June at 7pm.

Steering Group members present: - Mayor Gillett, Deputy Mayor Mrs Jarrett, Councillor Guiterman, Councillor Robson, & Professor J Scott.

Five members of the public were in attendance.

Minute ref 023 – Apologies & Welcome

Deputy Mayor Mrs Jarrett welcomed everyone to the meeting.

The meeting received apologies from Councillor Mrs Parsons & Mrs S Tyacke.

Minute ref 024- Minutes 24 May 2016

It was resolved to approve the working party minutes dated 24 May 2016 as drafted.

Minute ref 025 – Recorded Town Council Neighbourhood Plan Decisions

*The paragraph below is an extract from the Town Council's meeting minutes dated Tuesday 7 June 2016.*

049/16 LOSTWITHIEL TOWN COUNCIL – COMMUNITY RESILIENCE

- (i) Neighbourhood Development Plan
  - a) It was **resolved** to note the minutes of the Neighbourhood Plan working party dated 26 April 2016. (Deputy Mayor Mrs Jarrett requested that her apologies are removed from the minutes of this meeting)
  - b) It was **resolved** to apply for membership of the Historic Towns Forum at a maximum cost of £100.
  - c) It was **resolved** to approve the drafted transport policy document for consultation as drafted ensuring that the document's font is consistent.

*The paragraph below is an extract from the Town Council's meeting minutes dated Tuesday 21 June 2016.*

080/16 LOSTWITHIEL TOWN COUNCIL – COMMUNITY RESILIENCE

- (i) Neighbourhood Development Plan
  - a) It was **resolved** to approve the business survey as drafted subject to the amendment of one minor typing error.

The decisions taken by Lostwithiel Town Council were noted by the Steering Group. Councillor Guiterman asked for a volunteer to take minute notes of future Steering Group meetings. Professor Scott agreed to take meeting notes on an action points and summary basis.

Minute ref 026 – Draft Outline Plan

Professor Scott was thanked for his sterling work on the draft outline plan. It was resolved by the Steering Group that this draft outline document should provide the framework on which the Neighbourhood Plan will be based.

#### Minute ref 027- Drafting plan sections

It was decided that the draft outline plan should be used to formulate the context of each plan area.

#### Minute ref 28 – Working Arrangements

It was decided in order to progress the plan that topics should be allocated to Steering Group Members. Allocations were made as follows:-

Transport – Professor Scott

Housing – Mayor Gillett

Environment – Councillor Guiterman

Sport – Councillor Robson

Heritage – Councillor Mrs Parsons

#### Minute ref 029 – Locality – Neighbourhood Plans Roadmap Guide

It was resolved that this publication is formally recognised as the Steering Group's main guide in driving the project forward.

#### Minute ref 030 – Strategy for consultation and engagement

It was decided that the NP Steering Group should draw up a revised Engagement Strategy to ensure that every effort is made to engage with all age groups.

#### Minute ref 031 – Cornwall Local Plan

It was decided that as soon as Cornwall Council's Cornwall Local Plan is approved members of the Steering Group will ensure that all elements of the draft Neighbourhood Plan are compatible and link positively with the Cornwall Local Plan.

#### Minute ref 032 – Steering Group Membership

It was resolved to appoint six new volunteers to the Neighbourhood Plan Steering Group:-

Mandy Barras

Vicky Brown

Elaine Cotterill

Karen King

Mike Shillaber

Richard Trant

These new members were all welcomed to the group by Neighbourhood Plan Portfolio Holder Councillor Guiterman.

#### Minute ref 033 – Housing Needs Survey

It was decided that the results should be uploaded on the Neighbourhood Plan website.

#### Minute ref 034 – Housing Policy Ballot & Housing Consultation

It was minuted that the results have already been presented and collated.

#### Minute ref 035 – Housing

It was decided that the Steering Group needs to be able to evidence the Neighbourhood Plan housing figure.

#### Minute ref 036 – Business Survey

It was decided that having given due consideration to Data Protection the Business Group should be asked to forward a copy of the survey to their members. The Town Council will

distribute copies to all businesses on the Town Council list. The closing date for responses was agreed as Friday 19 August 2016.

Minute ref 037 – June consultation event

Councillor Guiterman advised that Steering Group members prepared a comprehensive display for this event which was attended by approximately 60 people.

Councillor Guiterman will upload raw data from the event to the Steering Group's dropbox.

Minute ref 038 – Charity Fun Day

It was decided that due to unavailability of Steering Group members it was unlikely that the NP Steering Group would be able to have a stall at the Charity Fun Day.

Steering Group Chairman Deputy Mayor Mrs Jarrett advised that all Steering Group members not present would be contact just to check if it would be at all possible to promote the Neighbourhood Plan at this event.

Minute ref 039 – 4<sup>th</sup> Red newsletter

It was decided that 'area' should be added to Potential Policy and that the 4<sup>th</sup> Red Newsletter should be an insert in the August Town newsletter.

Minute ref 040 – Project Plan

The revised project plan was discussed and was agreed.

Minute ref 041 – Neighbourhood Plan website

The clerk read to Council the email received from the website designers. It was decided that the Steering Group would consider this further at the July meeting.

Minute ref 042 – Items for the next meeting

It was decided that all agenda items should be forwarded to Councillor Guiterman by Wednesday 13 July.

Approved as a true and correct record of the meeting on Tuesday 23 June by the  
Lostwithiel Town Council Neighbourhood Plan Steering Group

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Deputy Mayor Mrs P Jarrett  
Chairman  
Neighbourhood Development Plan  
Steering Group