

Lostwithiel Town Council–Neighbourhood Plan Steering Group

Draft Minutes Tuesday 27 September 2016

The Platform; Lostwithiel Station at 7pm

The minutes of the Neighbourhood Plan working party meeting held on 23 August 2016. were approved

- To note and record the decisions of Lostwithiel Town Council regarding the Neighbourhood Plan.
*Questionnaires for Saturday's consultation were amended and approved
Procedure for document approval to remain the same.
Settlement boundary approved.*
- Steering Group Membership – to recommend to Council the appointment of further volunteer(s) to the Neighbourhood Plan Steering Group.
*It was proposed by David G and seconded by David R that Chris Jones be added to the group, everyone was in favour.
Point of clarification Cornwall council employees, can they vote in this group and what about those not directly employed by Cornwall Council but employed by an organisation who are commissioned by Cornwall council or are in an arms length company. **Action; Pam Jarrett to seek clarification on the situation for Mike Shillaber and Mandy Barrass.***
- Draft Outline plan update (John Scott).
*John to be thanked for his enormous amount of work put in to producing this outline.
Members to suggest amendments directly to John.
Conservation area to be checked and map included in appendices.
Action: Amanda to see if wording is available for conservation area.*
- Housing update (Ian Gillette).
*Numbers agreed by Council
Settlement boundary approved by Council
Housing exceptions approved by Council.
Suggestions of non housing exceptions to be forwarded to Ian; **Action all***
- Environment, Heritage and Community & Recreation; how to progress these NP areas.

- Responses from NP consultation day given to members heading the sections to analyse and start writing up. Building it into narrative/objectives/ draft policies.

- Possible consultation through next newsletter, which could be hand delivered in January. **Action: David Robson, David Guiterman Mandy Barrass and Ian Gillett**

- Transport update.

John has suggested an additional consultation to ensure we cover issues of importance not yet addressed.

*It was suggested that the questions on 1st page should have 'support' words to convey the lack of control LTC has over the outcomes, as in the 2nd page. **Action; David Guiterman to edit.***

Boundary line to be drawn for designated transport related areas, this will be looked at during the next meeting.

The Great Western map of land ownership and Network Rail similar would be an asset for the appendix.

- Consultation Event Saturday September 24; report.

83 participants, 34 environment questionnaire responses, 23 Heritage responses, 24 Community and Recreation questionnaires returned on the day, others were taken away.

- Environment update (David Guiterman).

Action: David G to analyse Environment Questionnaires and start writing draft policies

- Community and Recreation update (David Robson).

Action: David R to write up policy drafts from questionnaires and start writing draft policies

- Heritage update (Mandy Barrass).

Mandy taking over this section from Gill. Action: Mandy will also start to prepare policies using the questionnaire responses. Keith to send Mandy the link for the Cornwall Council Heritage document on Lostwithiel.

Action: Writers of above 3 areas and economic to get together to create a cohesive approach to writing draft policies.

- Project Plan—to review the updated project plan timetable; (see attached)

This to be sent in pdf format to members and Clerk. Action David G

- How to engage with additional sectors of the community.
Action: Mandy to ask Lostwithiel Town School if there is a possibility of a stall at the Christmas fair, Pam to do the same at St Winnow.

Satchel drop also to be considered for next newsletter

Pizza night for teens, Action: Pam to make suggestions.

Library placement (upstairs ask clerk)

Mayors tea party, reminiscence eve and all other events suitable to be considered to place a board about Neighbourhood plan and the different areas we are looking at.

Action: David G to look at initial putting together with invited section leaders to compile.

Will Howe and Finlay Basson to be consulted regarding impact of additional housing on their services. Action: Mayor to write letter.

- Neighbourhood Plan website—to update the Steering Group and to decide what documents should be placed on the website.

Business survey

Consultation event

Downloadable copies of questionnaires used at event

Link needed from LTC website

Action: Ian to look into what is needed for each category on website.

- Items for the meeting to be held on 25 October 2016. Deadline for submission Saturday October 14th. Please send items to David Guiterman (david.guiterman@btinternet.com)

Newsletter content

Policy areas from questionnaires

Council to be informed we are taking display boards on tour.

Council agenda approval needed for expenditure for next newsletter

Decide on when newsletter is to go to council for approval.