

Neighbourhood Plan Steering Group

Meeting of 23rd May 2017

Record of Decisions and Actions

Attending: David Guiterman, Chris Jones, Dave Robson, Mandy Barrass, John Scott, Dickie Trant, Kieran Park, Phoebe Beedell, Colin Risner, Ann Duffin, Pam Jarrett

Apologies: Tim Hughes

In attendance: Sandra Harris

1. Pam Jarrett took the Chair for item 1. David Guiterman was elected as Chair for the coming year. The Steering Group thanked Pam Jarrett for her membership and involvement, noting that she was now standing down in view of her workload as Mayor. New Councillor members and former Councillors attending in a personal capacity were welcomed and all members introduced themselves to the meeting.
 2. John Scott was elected as Secretary.
 3. Item 5e of the Terms of Reference was considered in the light of the fact that LTC was not using Portfolio holders for the immediate future. The Group recommended to Council that item 5e be deleted from its Terms of Reference.
 4. The Minutes of the meeting of 25th April were approved by all who attended, but with abstentions noted from new members of the Steering Group.
 5. David Guiterman outlined the planning process and the production of the Early Draft Plan for the benefit of new members. Minor amendments to the display version of the Early Draft Plan, as suggested by LTC, were reviewed, with the Town Clerk conveying the specific points on which greater clarity was needed. Corrections and emendations were noted for pp. 14, 17, 20, 25, 28, 29, 35, and 39. David Guiterman will enter the alterations and forward to the Town Clerk for uploading to the website. **Action DG**
- Extensive discussion of a number of substantive issues took place and a number of points were noted for later consideration in the ongoing drafting of the Plan.
6. Mandy Barrass presented a draft plan of character zones within the conservation area. As Gill Parsons was unable to attend the meeting, further discussion of character zones was deferred to a later meeting. Mandy Barrass is to meet with Gill Parsons as soon as possible. David Guiterman is to scan and copy the zone plan. **Action MB, DG.**
 7. The new outline of the Project Plan was received with enthusiasm. David Guiterman is to populate the spreadsheet with target dates. **Action: DG**
 8. David Guiterman is to produce a cover sheet for the uploaded plan. A press release will be made by David Guiterman and circulated by the Town Clerk. The press release is to go to Lostwithiel Town Forum and other bodies for onward dissemination through social media. Phoebe Beedell to prepare and post posters on noticeboards. **Action: DG, SH, PB**
 9. The date of the next meeting was fixed for 27th June. It was noted that John Scott would be absent on holiday and a Secretary would have to be elected for that meeting.

10. Items for the next agenda, in addition to the regular items:
Characterisation and Character Zones (major discussion item)