

## Neighbourhood Plan Steering Group

Meeting of 22 August 2017

### Record of Decisions and Actions

Attending: Mandy Barrass, Phoebe Beedell, Ann Duffin, David Guiterman, Tim Hughes, Chris Jones & Kieran Park.

In attendance: Sandra Harris

1. Apologies: Colin Martin, Colin Risner, Dave Robson & John Scott.
2. The supporting papers for the meeting had not been received by a number of Steering Group members it was therefore not possible to approve the Minutes of the meeting of 25 July 2017. The agenda item was therefore deferred until the next meeting.
3. It was noted by the Steering Group that the Town Council made the following decisions on 15 August 2017: -

### **119/17      Lostwithiel Town Council Community Resilience**

- (i) Neighbourhood Development Plan
  - a) It was **resolved** to ask the Steering Group to explain how and why the Early Draft Plan received Cornwall Council officer consultation without the prior approval of the Steering Group or the Council.
  - b) It was **resolved** to extend the timeframe of the consultation to engage children, young people and their parents previously approved under minute reference 060/17 to the end of October and to request written confirmation of participation from both Lostwithiel's primary schools.
  - c) Councillor Guiterman's written report advised that 58 people attended the Public Consultation event on 5 August and that there were 15 written responses.
  - d) It was **resolved** that the term 'minor administrative matter' will henceforth mean 'Any amendment to content or format where its scale or nature would

result in the document being substantially similar to the one which has been approved'.

e) It was **resolved** to approve the uploading of the revised Neighbourhood Plan Early Draft Summary to the Neighbourhood Plan's website

4. It was decided to defer this agenda item due to the non-receipt of the supporting papers for the meeting.

5. It was decided to publish the list of responses to the Early Draft plan on the Neighbourhood Plan website with thanks to all residents who have taken the time to respond to the plan.

6. Mandy updated the Steering Group on the rationale for condensing the characterisation zones from 12 to 9 and explained the input from local historian Gillian Parsons. Mandy also explained the need to now match the revised map with the text.

7. As noted, under agenda item 5, it was decided that the public responses to the Early Draft Plan should be published on the Neighbourhood Plan website. It was further decided that the Screening report should also be uploaded after the Council has been notified and Part 1 & Part 2 of the revised plan as soon as they have received Council approval.

8. There were no items for the next Council meeting

9. It was decided to defer this agenda item due to the non-receipt of the supporting papers for the meeting.

10. The date and venue for the next meeting was fixed as 26 September 2017 at 7pm at the Platform office.

11. It was decided that all items that it had not been possible to consider due to non-receipt of the supporting papers should be carried forward to 26 September 2017.

The meeting closed at 8.40pm.