

Neighbourhood Plan Working Party

Agenda 12th January 2016

The meeting will start at 7.00 pm, upstairs in Oasis in the Community Centre.

Note: Members of the public who responded saying they were interested in the "Steering Group" have been invited.

1. Apologies & welcome to members of the public
2. To record the minutes of the meeting of 24th November. *(Previously circulated)*
3. To note and record the decisions of LTC regarding the NP. *(Attached)*
4. Updated project plan *(Attached)*
5. Finance statement ~ *(Update attached)*
6. Locality Grant funds
 1. 2016 bid for grant funds
7. Second newsletter
 1. Status
 2. Post & hand delivery *(Covering letter to be circulated at meeting)*
 3. General distribution
 4. Mailing list update
 5. Responses reply letter
8. Housing Needs Survey
 1. Update questions
 2. Update covering letter
9. Third Newsletter
 1. Public Transport Survey
10. Open Meetings
 1. 5th December 2015 - report
 2. 5th March 2016 - format and Ideas
 - publicity/promotion
 - projector, screens and A3 maps
 3. Dates for future events
11. Cornwall Council - Maps
 1. "Layers" for A0 maps *(info previously circulated & attached)*
 2. Other maps
12. Cornwall Local Plan – Update on housing numbers
13. Delegated decision making & "Terms of Reference" for a steering Group
14. NP web site.
15. Schools consultation – an update
16. Building the evidence base
 1. Information required *(Attached)*
 2. Business needs survey
 3. Sport & recreation survey
 4. Young people's survey
17. Public Notice Board
18. Future meetings
 - 26th January 2016
 - 23rd February 2016
 - 22nd March 2016
19. Items for the 26th January meeting

Ian Gillett
18th December 2015



Lostwithiel Town Council Neighbourhood Development Plan Working Party Minutes

Date of Meeting	12th January 2016	Those Present	The Mayor, Cllr Mrs Pam Jarrett (PJ) Cllr. Mrs G Parsons, (GP) Cllr. Dave Robson, (DR) Cllr. Ian Gillett (IKG) 3 members of the public as observers Keith Southgate (KS) Brenda Dale (BD) Sheila Tyacke (ST)
Venue	Oasis, Lostwithiel Community Centre		
Apologies	Cllr. Richard Brewer, (RB) Colleen O'Sullivan (C O'S) Cornwall Council		


Items marked (*D) have been deemed to be "minor administrative matters" and approved under the Working Party's delegated powers

Minute No.	Minute	Action By:																												
045	The minutes of the meeting of the 24th November were approved as circulated																													
046	<p>The relevant minutes from Council meetings since the last WYP meeting were noted as follows</p> <p>364/15 LOSTWITHIEL TOWN COUNCIL COMMUNITY RESILIENCE <i>Neighbourhood Development Plan</i> It was proposed by Councillor Gillett and seconded by Councillor Jewels that 1000 A4 Neighbourhood Plan leaflets are printed at a cost £52 payable from the Locality grant. This proposal received the support of the Council.</p> <p>382/15 LOSTWITHIEL TOWN COUNCIL COMMUNITY RESILIENCE <i>Neighbourhood Development Plan</i> It was proposed by Councillor Gillett and seconded by Councillor Robson that Lostwithiel Town Council delegates the approval of all expenditure authorised by the 'Locality' grant to the Neighbourhood Plan working party including all expenditure and approvals relating to a new Neighbourhood Plan website. This proposal received the support of the Council.</p> <p>It was proposed by Councillor Guterman and seconded by Councillor Hughes that Lostwithiel Town Council authorises expenditure of approximately £550 - £600 from the Town Council's earmarked reserve on a Housing Needs survey to be prepared in conjunction with Cornwall Council as an essential part of the evidence gathering process for the Neighbourhood Plan and authorise the working party to agree the detailed questions, arrangements and timing of this survey. This proposal received the support of the Council.</p> <p>It was proposed by Councillor Gillett and seconded by Councillor Hensman that Lostwithiel Town Council agrees the delegated powers for the Neighbourhood Plan working party as drafted (Draft Issue 3 13 November 2015) and authorises the working party to prepare a more comprehensive Terms of Reference for the working party and the steering group for consideration by Council. This proposal received the support of the Council.</p> <p>It was proposed by Councillor Gillett and seconded by Councillor Hughes that Lostwithiel Town Council approves and adopts the 'Statement of Community Consultation and Involvement' Draft Issue Three July 2015 and the key issues and priorities</p> <table border="0"> <tr> <td colspan="2"><i>Original Proposal</i></td> </tr> <tr> <td>Housing</td> <td>1</td> </tr> <tr> <td>Society, community, culture & recreation</td> <td>2</td> </tr> <tr> <td>Economic Development</td> <td>3</td> </tr> <tr> <td>Transport</td> <td>4</td> </tr> <tr> <td>Heritage</td> <td>5</td> </tr> <tr> <td>Environment & renewable energy</td> <td>6</td> </tr> <tr> <td colspan="2"><i>Final Proposal</i></td> </tr> <tr> <td>Housing</td> <td>1</td> </tr> <tr> <td>Transport</td> <td>2</td> </tr> <tr> <td>Economic Development</td> <td>3</td> </tr> <tr> <td>Society, community & recreation</td> <td>4</td> </tr> <tr> <td>Heritage & culture</td> <td>5</td> </tr> <tr> <td>Environment, biodiversity & renewable energy</td> <td>6</td> </tr> </table> <p>This proposal received the support of the Council.</p> <p>It was proposed by Councillor Gillett and seconded by Councillor Robson that the Neighbourhood Plan working party minutes of the meeting dated 27 October 2015 are noted by Council. This proposal received the support of the Council.</p>	<i>Original Proposal</i>		Housing	1	Society, community, culture & recreation	2	Economic Development	3	Transport	4	Heritage	5	Environment & renewable energy	6	<i>Final Proposal</i>		Housing	1	Transport	2	Economic Development	3	Society, community & recreation	4	Heritage & culture	5	Environment, biodiversity & renewable energy	6	
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Comments about issues raised in these minutes or other matters should be forwarded in writing to
The Town Clerk, Lostwithiel Town Council, Edgumbe House, Fore Street, Lostwithiel, PL 22 0BL,
Email: clerk@lostwithieltowncouncil.gov.uk Tel 01208 872323 Items should be marked clearly "Neighbourhood Plan".

Minute No.	Minute	Action By:												
047	Project Plan The updated project plan, raised to issue TWO to reflect decisions about issues and priorities was noted. There were no significant slippages to the projected timetable.													
048	Finance Statement The new financial statement reflecting the budget decision of LTC for 2016/17 was noted.													
049	Locality Grant Funds It was agreed to recommend to LTC that we should make a further bid for Locality grant funding for the period April to September. Detailed proposals to be compiled for LTC to consider.	IKG												
050	Second Neighbourhood Plan Newsletter (The "Purple One") The newsletter should be available from the printers by the end of this week. The covering letter for the individual deliveries was agreed (<i>*D</i>). The general distribution will be with the February Community Centre Newsletter. The updated mailing list was circulated and noted. There remain a number of organisations for which we don't have an adequate address. All members undertook to try to complete the list. The standard response letter for those who reply was also agreed as circulated (<i>*D</i>)	IKG All												
051	Housing needs survey IKG reported that he had received a positive response to his email to Nick Marsden booking a slot for the survey. After some discussion it was agreed to use the Cornwall Council survey questions without amendment. The working party agreed several minor amendments to put to Cornwall Council regarding their covering letter (<i>*D</i>). Subject to these amendments, the survey can now go ahead to the agreed timescale, LTC having agreed the cost <i>see minute 046</i>	IKG												
052	Third Neighbourhood Plan Newsletter (The "Blue One") It was agreed that we should publish the third NP newsletter with the March issue of the Community Centre newsletter in order to make maximum use of the available "Locality" grant. (<i>*D</i>) There was a discussion about the choice of "spot" colour on the outside of the newsletter. The working party took the view that we should change this colour for each issue while retaining the same "header" in order that the public would be able to identify different issues easily, but at the same time recognise the layout. It was agreed that the third newsletter should use blue as the spot colour. It was agreed that the main theme of this edition should be about Transport, the next issue to be considered, and specifically a public survey about transport issues in Lostwithiel.	IKG PJ												
053	Open Meetings It was reported that over 100 people had attended the first open meeting, which the working party members who attended all regarded as a success. It was agreed that the open meeting booked for 5th March should again be mainly about housing, in particular where a "development line" should be drawn if this was to be the adopted policy. (<i>*D</i>) It was also agreed that the Council should not have to rely on borrowing display boards as we had done for the 5th December meeting and that we should recommend to Council the purchase of a suitable board, approx. £450 to £500 funded from the NP earmarked reserve. It was also reported that the Council's Edgcombe House working party were starting to consider options over public consultation and had suggested that they might like to do a joint presentation with us on the 5th March. The working party had no objection to this, it would be relevant to the NP when we came to look at Heritage and Culture anyway. It was also agreed that we should check if the Council would have a projector and screen available by 5th March. It was agreed that we should recommend to Council that we book two more Saturday dates for open seminars during the summer. These might be funded by a second Locality grant.	IKG LTC IKG LTC												
054	Cornwall Local Plan - Update on housing figures. IKG presented a map showing the location and status of potential planning sites around the town. If all of the options identified were to be completed it would result in approximately 450 new dwellings. Many of these were at a very early stage and there was no certainty that this would happen. IKG also reported that he was unable to verify the housing figures reported to LTC by Cllr. B. Bay because the minutes of the relevant Cornwall Council meeting were not yet on the website. The agenda papers however were available and showed the following for the St. Blazey, Fowey & Lostwithiel CNA													
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Minute No.	Minute	Action By:
054 (Cont.)	Cornwall Local Plan - Update on housing figures. (Cont.) The working party could identify some additional 76 sites in Lostwithiel approved since April 2015. If we assumed that our share of the remaining requirement was approx. 1/3 then this would leave us needing to find just 16 more sites by 2030. (276 / 3 = 92, less 76 = 16). The working party expressed some concern about this situation because our draft policy called for equally phased release of sites throughout the plan period. It was agreed that LTC should be made aware of these figures.	IKG
055	Terms of Reference for the Steering Group IKG reported that he and the Town Clerk had done some work on these terms, but that neither of them thought that the document was "fit for purpose" yet. The latest draft was circulated so that members of the working party could comment if they wished.	All
056	NP website IKG reported that he and the Town Clerk were making arrangements to meet Western Web with a view to setting up the website asap.	TC/IKG
056	Schools Consultation PJ reported on plans to go into both primary schools and address pupils. She reported that he secondary schools were more difficult. None of them were in our parish and only a minority of students in each school were from Lostwithiel. She was working at setting up some sort of exhibition at each school subject to their agreement	PJ
057	<p>Building the evidence base This item essentially consisted of a review of where we were regarding the evidence base identified in the Locality guidance. IKG reported that there was a vast amount of localised information on the Office of National Statistic (ONS) website and this would be very useful. As a specific example he cited car ownership data in relation to the proposed Transport survey. The meeting considered issues for which local information was going to be required and where surveys may prove helpful. It was agreed that before we started to consider Economic Development as an issue that a "Business Needs Survey" would be useful. In order to do this it was agreed that we should approach the Lostwithiel Business Group to see if they would like to put forward proposals for questions for the survey. The survey would not be limited to their members and would be funded and distributed by LTC. This proposal would need to be considered by LTC as well.</p> <p>Similarly it was agreed that we should prepare surveys relating to Sport and Recreation and also seek via a survey the views of young people in the town.</p>	IKG LTC IKG PJ
058	Public Notice Boards It was reported that the Town Clerk hoped to place the order in the next week or two.	
059	Future meetings of the working group/steering committee Meetings are already agreed for 26th January, 23rd February and 22nd March. It was agreed to book a room for 26th April, 24th May and 28th June. The meeting considered dates further into the year, but agreed to wait until the situation with the Guildhall was clearer.	IKG/Town Clerk
060	Items for the next meeting No items were identified by the meeting.	
061	<p>Minutes approved by the members of the working party present at the meeting of the 26th January 2016.</p> <p style="text-align: center;"></p> <p>Signed</p> <p>I.K Gillett, Portfolio Holder for the Neighbourhood Plan</p>	

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Neighbourhood Plan Working Party

Agenda 26th January 2016

The meeting will start at 7.00 pm, upstairs in Oasis in the Community Centre.

1. Apologies & welcome to members of the public
2. To record the minutes of the meeting of 12th January (*Attached*)
3. To note and record the decisions of LTC regarding the NP.
4. Locality Grant funds
 1. *2016 bid for grant funds*
5. Second newsletter (Purple) - *Update on progress*
6. Housing needs survey - *Update on progress*
7. Third Newsletter (Blue)
 1. *Public Transport Survey*
8. Open Meetings
 - 5th March 2016 - *help during the day*
 - *format and ideas*
 - *publicity/promotion*
 - *projector, screens and A3 maps*
9. Cornwall Council - Maps
10. Delegated decision making & "Terms of Reference" for a steering Group
11. NP web site.
12. Schools consultation – an update
13. Future meetings
 - *23rd February 2016*
 - *22nd March 2016*
 - *26th April 2016*
 - *24th May 2016*
 - *28th June 2016*
14. Items for the 23rd February meeting

Ian Gillett
21st January 2015

Lostwithiel Town Council – Neighbourhood Development Plan

Working Party Minutes - Tuesday 26 January 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan working party was held in Lostwithiel Community Centre on Tuesday 26 January at 7pm.

Working party members present: - Mayor Mrs Pam Jarrett, Councillor Gillett, Councillor Jewels, Councillor Mrs Parsons, Prof. J Scott & Mr K Southgate.

Neighbourhood Plan Portfolio Holder Councillor Gillett welcomed everyone to the meeting.

Minute ref 062 - Apologies

The meeting received apologies from Councillor Brewer, Colleen O'Sullivan, Councillor Robson and Mrs Tyacke.

Minute ref 063 - Minutes

The minutes of the meeting of the 12 January were approved as drafted.

Minute ref 064 – Recorded Decisions

No decisions have been made by Lostwithiel Town Council regarding the Neighbourhood Plan since the last Neighbourhood Plan working party meeting.

Minute ref 065 – Locality Grant

The meeting was asked to consider items for inclusion in the 2016 Locality Grant fund bid.

Minute ref 066 – Second Newsletter

The meeting was advised that the Purple Edition has been printed and will be distributed with the February edition of the newsletter. The postal list will be delivered/posted very shortly.

Minute ref 067 – Housing Needs Survey

Councillor Gillett advised the meeting that he had received an email from Cornwall Council advising that Cornwall Council will need to put back the date of the Housing Needs Survey for Lostwithiel by one month as they are no longer using Survey Monkey.

Councillor Gillett further advised that he hoped it will not be necessary to invoke a Plan B.

Minute ref 068 – Third Newsletter

The transport questionnaire was discussed and it was decided that this should only ask the questions that really need to be asked. The meeting considered cycle use and walking what needs/can be done to improve facilities for both these pursuits. Car parking and a rent-a-car option were also considered with particular reference to how this should be covered in the questionnaire. Could the Neighbourhood Plan make the case for a railway footbridge? It was agreed that the content and format would be discussed further at the next meeting & it was noted that the new Freepost licence should be advertised in this edition of the newsletter.

Minute ref 069 – Open Meetings

Councillor Gillett explained the core element of this meeting will be housing. The intention is to give everyone attending an A3 map of Lostwithiel and ask them to draw their suggestion for a development boundary. The cost of the maps to be met from the Locality Grant.

Councillor Gillett also requested help on the day and help distributing the flyers to promote the event.

Minute ref 070 – Cornwall Council Maps

Councillor Gillett advised that the A0 maps should be received shortly

Minute ref 71 – Terms of Reference

It was decided that the Lostwithiel Town Council Neighbourhood Plan working party would recommend the terms of reference with the delegated decision making appendix are approved as drafted.

Minute ref 072 – NP website

The Council will be arranging a meeting shortly

Minute ref 073 – School consultation

Mayor Mrs Jarrett advised the meeting that she was visiting the first school on Monday 1 February. Mayor Mrs Jarrett also advised that she has recently received a copy of a community based young people's survey and was hoping to adapt it for Lostwithiel.

Minute ref 074- Future meetings

It was decided by the meeting that future meetings will be held on the following dates:-

23 February 2016

22 March 2016

26 April 2016

24 May 2016

28 June 2016

The meetings on these dates will be held at the Community Centre and will start at 7pm.

Minute ref 075- Items for the next meeting

Project plan for the next few months

Housing needs survey

Transport newsletter – finalise content, date of printing & distribution

Business needs survey

The meeting closed at 8.10pm

Approved as a true and correct record of the meeting on Tuesday 23 February



Councillor I K Gillett
Neighbourhood Plan Portfolio Holder

Lostwithiel Town Council – Neighbourhood Plan Working Party

Meeting agenda Tuesday 23 February 2016

Lostwithiel Community Centre 7pm

1. Apologies and welcome
2. To approve the minutes of the meeting of 26 January 2016. .
3. To note and record the decisions of Lostwithiel Town Council regarding the Neighbourhood Plan.
4. Locality Grant – to approve the list of items for the 2016 application & to consider the spend to date figures for the year end March 2016. ✕
5. Housing needs survey – update ✓
6. Project plan – update .
7. Schools consultation – update .
8. Transport Newsletter – to finalise content and agree printing and distribution dates. ✕
9. Open Meeting on 5 March – update ✕
10. Economic Development – to report on the meeting with a representative of the business group, to consider a business needs survey and to discuss drawing up an Area Investment Plan. ✕
11. Items for the meeting to be held on 22 March 2016.

Lostwithiel Town Council – Neighbourhood Development Plan

Working Party Minutes - Tuesday 23 February 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan working party was held in Lostwithiel Community Centre on Tuesday 23 February at 7pm.

Working party members present: - Mayor Mrs Pam Jarrett, Councillor Gillett, Councillor Jewels, Councillor Mrs Parsons, Councillor D Robson & Mr K Southgate.

Neighbourhood Plan Portfolio Holder Councillor Gillett welcomed everyone to the meeting.

Minute ref 076 - Apologies

The meeting received apologies from Professor J Scott.

Minute ref 077 - Minutes

The minutes of the meeting of the 26 January were approved as drafted.

Minute ref 078 – Recorded Decisions

Tuesday 2 February

(i) NEIGHBOURHOOD PLAN

a) To approve the purchase of a display board

It was proposed by Councillor Gillett and seconded by Councillor Robson that a blue display board is purchased for the Neighbourhood Plan at a cost of £400-£450 plus VAT. This proposal received the support of the Council.

b) To note the working party minutes dated 24 November & 12 January

It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that the Neighbourhood Plan working party minutes of the meetings dated 24 November and 12 January are noted by Council. This proposal received the support of the Council.

c) To approve room bookings for evening meetings on the following dates:- 26 April, 24 May & 28 June 2016.

It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that a room is booked at Lostwithiel Community Centre for Neighbourhood Plan working party meetings from 6.30pm on 26 April, 24 May & 28 June 2016. This proposal received the support of the Council.

d) Public consultation events in June & September.

It was proposed by Councillor Gillett and seconded by Councillor Robson that the Council books rooms for the public consultation events on any Saturday in June and any Saturday in September from 12midday to 6pm. This proposal received the support of the Council.

e) To consider the recommendation from the Neighbourhood Plan working party that the LTC Neighbourhood Development Plan Steering Group Terms of Reference are approved as drafted.

It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that the Lostwithiel Town Council Neighbourhood Development Plan Steering Group Terms of Reference are approved as drafted. This proposal received the support of the Council.

f) Housing needs survey update

Councillor Gillett advised Council that Cornwall Council have advised that they are unable to undertake the Housing Needs Survey during the first week of March as originally agreed and that due to Cornwall Council's problem with 'survey monkey' the process will be delayed by approximately one month.

g) Neighbourhood Plan Freepost Service update

Councillor Gillett advised Council that the Freepost LOSTPLAN address has been approved and is now active.

Mayor Mrs Jarrett thanked Councillor Gillett for all his hard work on the Neighbourhood Plan.

Minute ref 079 – Locality Grant

- a) Include in the 2016 application the Royal Mail licence fee.
try outdoor notice board and advertising tent fees for seminars
- b) 2015 claim

Display banners & website will be ordered before the end of the financial year

It was proposed by Mayor Mrs Jarrett and seconded by Councillor Jewels that submission of the Locality Bid claim is delegated to Councillor Gillett and the clerk. This proposal received the support of the working party.

Minute ref 080 – Housing Needs Survey

Councillor Gillett advised the meeting that it is currently envisaged that the letters will be received by Lostwithiel households during the first week of April.

Minute ref 081 – Project plan - update

Councillor Gillett advised the meeting that the project plan is slipping for example the third newsletter according to the project timetable should have been issued by now. The working group decided that the project timeframe for transport needs to be adjusted by one month.

Colleen O'Sullivan joined the meeting.

Minute ref 082 – Schools Consultation

Mayor Mrs Jarrett advised the meeting that she has visited both primary schools and the main response received was a request for a roof for the skate park!

All the responses received will need to be collated and written permission needed prior to the suggestions being used in displays.

Mayor Mrs Jarrett is writing a primary school questionnaire and some teenage volunteers are writing a teenager questionnaire.

Minute ref 083 – Transport Newsletter

Councillor Gillett advised the meeting that the article on the front of the newsletter needs to be realistic about what the neighbourhood plan can achieve regarding transport.

Councillor Gillett agreed to draft something and circulate it as soon as possible in order that approval of the newsletter can be sought at the next Council meeting. It was also decided by the working party that a name and address box should be printed on the transport questionnaire.

Minute ref 084 – Open Meeting 5 March

Councillor Gillett explained that the new modular display board bolts together in various formats. It is not heavy but can be awkward to move. Most of the presentation material from the last event is being used again in addition to new housing material. There will also be a pile of maps and pens so that attendees can draw their suggestions for the development boundary.

Food will be provided as previously and the Edgumbe House working party will have a display at the event which will be manned.

Minute ref 085 – Economic Development

Councillor Gillett reported that he had met with a representative of the Lostwithiel Business Group who advised that the Business Group would be pleased to draw up a business questionnaire to be sent out to the business community. The survey would be formatted to establish the needs of existing businesses and how to take the business community forward. Councillor Gillett then commented that the economic statements in the current Cornwall Council draft Local Plan do not even mention Lostwithiel. Councillor Gillett suggested to working party members that they may wish to access the St Austell Bay Economic Forum Area Investment Plan which is available on Cornwall Council's website. The working party was advised that essentially this document is a shopping list of projects and perhaps Lostwithiel would wish to prepare a similar document.

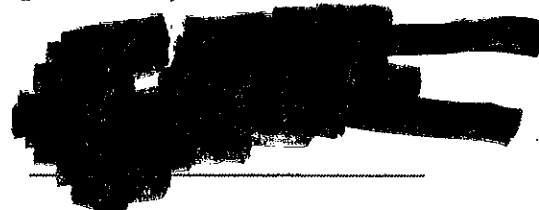
Mr Southgate advised the meeting that a similar list is already available via SELAG (South East Local Action Group). All members of the working party agreed to collate lists of projects for discussion at the next working party meeting.

Minute ref - Items for the next meeting

How the group will change from a working party to a steering group

The meeting closed at 8.45pm

Approved as a true and correct record of the meeting on Tuesday 22 March



Councillor I K. Gillett
Neighbourhood Plan Portfolio Holder

Lostwithiel Town Council – Neighbourhood Plan Working Party

Meeting agenda Tuesday 22 March 2016

Lostwithiel Community Centre 7pm

Housekeeping – Neighbourhood Plan Portfolio Holder Councillor Gillett will advise the evacuation routes in case of an emergency

1. Apologies and welcome
2. To approve the minutes of the meeting of 23 February 2016.
3. To note and record the decisions of Lostwithiel Town Council regarding the Neighbourhood Plan.
4. Locality Grant – to approve the list of items for the 2016 application.
5. Housing needs survey – update
6. Project plan – update & to discuss revised transport timetable.
7. Schools consultation - update
8. Open Meeting on 5 March – report
9. Community Land Trusts
10. Economic Development –
 - a) to consider any further update which may be available regarding the questionnaire
 - b) to collate Area Investment Plan Project suggestions
11. Steering Group – to discuss the arrangements to set up the Steering Group after the Annual Meeting of the Council
12. Items for the meeting to be held on 26 April 2016.

Lostwithiel Town Council – Neighbourhood Development Plan

Working Party Minutes - Tuesday 22 March 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan working party was held in Lostwithiel Community Centre on Tuesday 22 March at 7pm.

Working party members present: - Mayor Mrs Pam Jarrett, Councillor Gillett, Councillor Jewels, Councillor Mrs Parsons & Councillor D Robson.

Neighbourhood Plan Portfolio Holder Councillor Gillett welcomed everyone to the meeting.

Minute ref 087 - Apologies

The meeting received apologies from Professor J Scott & Mr K Southgate who had both advised that they may be a little late arriving.

Minute ref 088 - Minutes

The minutes of the meeting of the 23 February were approved after the typing error in minute reference 085 had been amended.

Minute ref 089 – Recorded Decisions

Tuesday 1 March

486/15

LOSTWITHIEL TOWN COUNCIL – COMMUNITY RESILIENCE

Neighbourhood Development Plan

- a) It was proposed by Councillor Gillett and seconded by Councillor Jewels that the Neighbourhood Development Plan working party minutes dated 26 January 16 are noted by Council.
- b) Councillor Gillett updated Council on the work of the Neighbourhood Development Plan working party and suggested Councillors refer to the Economic Plan prepared by one of the neighbouring areas. The Council agreed that the preparation of a list of economic projects up to the year 2030 should be included as part of the work of the Neighbourhood Development Plan working party. Members agreed to suggest items for inclusion, these suggestions to include community based and not just Council based projects.
- c) It was proposed by Councillor Jewels and seconded by Honoured Burgess Peareth that expenditure for the printing of the Transport newsletter – Newsletter 3 is approved subject to the removal of part 3 of draft question 12 and the clerk proof reading the document prior to printing. This proposal received the support of the Council.

Minute ref 090 – Locality Grant

It was decided that the working party would recommend to the Town Council that the Locality Grant application should be for £3250.

Minute ref 091 – Housing Needs Survey

Councillor Gillett advised the meeting that the costs for this survey are going to be slightly higher than originally anticipated and that Cornwall Council will now issue the letters after the Easter school holidays.

Minute ref 092 – Project plan - update

Councillor Gillett advised the meeting that the project has now been running for almost 12 months and has achieved a great deal. The transport time table has slipped, the current intention is to issue the transport consultation with the June Town newsletter. The public seminars have been a great success and the plan has received very positive press coverage. It was decided that the working party would recommend the amended project plan to Council.

Minute ref 093 – Schools Consultation

No update

Councillor Gillett advised the meeting that he has been contacted by a Lostwithiel resident who is offering to help contact different groups/sectors in the community. It was decided that the working party would be very interested to hear any suggestions and that the resident should be invited to attend the next working party meeting.

Minute ref 094 – Open meeting 5 March

Councillor Gillett reported that 115 people attended the meeting and a number of these people stayed a long time and asked a lot of questions. Residents appeared very engaged with the process. It is proposed to hold 2 further open meetings in June and September and it is hoped that both these meetings can be held downstairs.

Minute ref 095 – Community Land Trusts

Mr Mark Pearson, Professor John Scott & Mr K Southgate joined the meeting.

Councillor Gillett advised that representatives from Cornwall Land Trust attended the open event on 5 March. It was decided that Councillor Gillett should formally contact Cornwall Land Trust and invite the organisation to address the Neighbourhood Plan working party to explain what a project would need to work and how it can work in Lostwithiel. It was suggested that there should be a policy for exceptional sites rather than sites for general development. It was thought that this could be a way to have genuinely affordable housing in Lostwithiel.

Minute ref 096 – Economic Development

- a) A questionnaire update was not available.
- b) The following Area Investment Plan project suggestions were collated:-
 - Re-open the Lostwithiel – Fowey branch line
 - Public transport improvements (rail & bus)
 - Improvements to the town infrastructure
 - Improve & increase town centre parking
 - Increase employment opportunities i.e. live/work units
 - Lostwithiel Community Centre – capital improvements
 - SELAG identified projects
 - Local renewable energy projects inc. Electric car charging
 - Second Island biodiversity
 - Alternative health activities
 - Visitor attractions
 - Plans for vacant buildings

Sports facilities i.e. tennis courts, multi sport all weather pitches (possibly not on King George V playing field)
Extending areas of Outstanding Natural Beauty
Robust policy on existing industrial estate
Improve links with the Duchy
Work with English Heritage
Acknowledge that Cornwall wide events will impact on Lostwithiel i.e. A30 link to St Austell
Capture passing trade

Minute ref 097- Steering Group

The meeting was advised that at the Annual Meeting of the Council the Council will appoint persons to the Steering Group. To facilitate this there will be an agenda item on next month's working party meeting to receive the names of persons wishing to become members of the Steering Group. It is currently envisaged that the first Steering Group meeting will be held on 24 May 2016 and that a Chairman and Secretary will be elected at this meeting.

Minute ref 098- Items for the next meeting

To collate names for the Steering Group
How the group will change from a working party to a steering group

The meeting closed at 8.30pm

Approved as a true and correct record of the meeting on Tuesday 26 April

A large black rectangular redaction covers the signature area of the document.

Councillor I K Gillett
Neighbourhood Plan Portfolio Holder

Lostwithiel Town Council – Neighbourhood Plan Working Party

Meeting agenda Tuesday 26 April 2016

Lostwithiel Community Centre 7pm

Housekeeping – Neighbourhood Plan Portfolio Holder Councillor Gillett will advise the evacuation routes in case of an emergency

1. Apologies and welcome
2. To approve the minutes of the meeting of 22 March 2016.
3. To note and record the decisions of Lostwithiel Town Council regarding the Neighbourhood Plan.
4. To review options to engage a wider age group in the Plan
5. Locality Grant – an update.
6. Housing needs survey – update
7. Draft Transport Policy Consultation Document – to consider the draft document and to make recommendations to Council.
8. Project Plan – an update
9. Plan expenditure – to approve expenditure and to receive an expenditure update
10. Schools consultation – update
11. June & September Open Meetings – to consider meeting location and revised meeting dates
12. Community Land Trusts – an update and to consider a meeting with Cornwall Land Trust
13. Economic Development –
 - a) to approve an outline plan on how to consider economic development
 - b) to consider Lostwithiel Business Group 's questionnaire
 - c) to collate further Area Investment Plan Projects suggestions
14. Steering Group – to collate names from persons wishing to be a member of the Neighbourhood Plan Steering Group.
15. Meeting venue – to agree the venue for future N/Plan meetings
16. Neighbourhood Plan website – to receive an update on progress
17. Items for the meeting to be held on 24 May 2016.
18. Neighbourhood Plan working party – to formally acknowledge that this is the final meeting of the working party.

Lostwithiel Town Council – Neighbourhood Development Plan

Working Party Minutes - Tuesday 26 April 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan working party was held in Lostwithiel Community Centre on Tuesday 26 April at 7pm.

Working party members present: - Mayor Mrs Jarrett, Councillor Gillett, Councillor Guiterman, Councillor Mrs Parsons, Councillor Robson, Mr M Pearson, Professor J Scott & Mr K Southgate.

Neighbourhood Plan Portfolio Holder Councillor Gillett welcomed everyone to the meeting.

Minute ref 099 - Apologies

The meeting received apologies from Mayor Mrs Jarrett, Councillor Jewels, Martin Sands and Sheila Tyacke.

Minute ref 100 - Minutes

The minutes of the meeting of the 22 March were approved as drafted.

Minute ref 101 – Recorded Decisions

Tuesday 5 April

532/15 LOSTWITHIEL TOWN COUNCIL – COMMUNITY RESILIENCE

(i)

(ii) Neighbourhood Development Plan

- a) It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that the Neighbourhood Development Plan working party minutes dated 23 February 16 are noted by Council.
- b) It was proposed by Councillor Gillett and seconded by Councillor Jewels that Lostwithiel Town Council submits a bid for £3250 Locality funding for the period April 2016 – September 2016 and that Councillor Gillett and the town clerk are sanctioned to make any minor amendments, if required, to this bid prior to submission with the proviso that any amendments are reported back to the Neighbourhood Plan Steering Group/working party as soon as reasonable practicable. This proposal received the support of the Council.
- c) It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that the Council will appoint persons to the Neighbourhood Plan Steering Group at the Annual Meeting of the Council and that any Councillors wishing to join the Steering Group should please advise the clerk by 26 April 2016. This proposal received the support of the Council.
The first meeting of the Steering Group will be held on 24 May 2016.

Minute ref 102 – Wider age group

Councillor Gillett asked if this agenda item could be deferred to 24 May.

Minute ref 103- Locality Grant

The meeting was advised that the Council has received notification that the claim has been successfully submitted.

Minute ref 104 – Housing Needs Survey

Working party members discussed their experiences completing the survey.

Mayor Mrs Jarrett joined the meeting.

Mark Pearson joined the meeting

Minute ref 105 -- Draft Transport Policy Consultation document

It was decided that after the clerk has made any minor changes considered appropriate the document is ready to submit to Council.

Minute ref 106 - Project plan - update

It was decided that a May 2017 referendum would be nice but is possibly not realistic and that it should be timetabled to revisit and extend the current timeframe in late summer 2016. Councillor Mrs Parsons joined the meeting.

Neighbourhood Plan promotion options were considered for later in the year i.e. press coverage and a postcard from Lostwithiel 2030.

Minute ref 107 -- Plan expenditure

Councillor Gillett advised the meeting that he estimated total expenditure has been £2700 and that an accurate financial account will be provided when the Locality grant application has been processed.

Minute ref 108 – Schools consultation

No update available

Minute ref 109 - Open meetings June & September

It was decided to hold these meetings on 11 June and 24 September at the Community Centre in the downstairs Oasis room using the outside access.

Minute ref 110 – Community Land Trusts

It was decided that Councillor Gillett should invite Cornwall Land Trust to address a Town Council meeting.

Minute ref 111 – Economic Development

- a) Working party members discussed various options but a final decision was not made on how to formulate the outline plan. However it was acknowledged that there needs to be a virtual ladder perhaps in the form of an Innovation Centre to allow business to move and grow.
- b) Lostwithiel Business Group's questionnaire
The working party agreed the questionnaire as drafted and hoped that people would complete question 1.
- c) Area Investment Plan further project suggestions
It was decided that the Neighbourhood Plan should look for a framework to move economic development forward and that major employers, Great Western Railway and the doctors and dentists should be asked for their view on the economic future of the town.

Minute ref 112- Steering Group

The meeting was advised that the following persons had expressed interest in becoming Steering Group members:-

Mayor Mrs Jarrett

Councillor Gillett

Councillor Guiterman

Councillor Robson

Professor Scott

Minute ref 113 – Meeting venue

It was decided to hold Neighbourhood Plan Steering Group meetings at the Community Centre in the same meeting room.

Minute ref 114 – Neighbourhood Plan website

Councillor Gillett advised the working party that it hoped that the website will 'go live' late May.

Minute ref 115 - Items for the next meeting

First Steering Group meeting Tuesday 24 May 2016.

Minute ref 116 - Final Meeting Neighbourhood Plan Working Party

It was formally acknowledged that this meeting was the last working party meeting.

Councillor Gillett thanked all present for the 'rollercoaster' and interesting year and wished the Steering Group success with the future development of the plan.

Councillor Gillett was thanked for all his sterling work and immeasurable contribution to the Neighbourhood Plan.

Approved as a true and correct record of the meeting on Tuesday 24 April by the Lostwithiel Town Council Neighbourhood Plan Steering Group

Councillor I K Gillett
Neighbourhood Plan Portfolio Holder