

Lostwithiel Town Council - Neighbourhood Plan Minutes 2015 - 2018

6th January 2015

648/14 Cornwall Rural Community Charity – Neighbourhood Planning

The Council received an informative presentation from Claire Hurley, Project Initiation Manager on Neighbourhood Development Plans.

3rd February 2015

723/14 Neighbourhood Development Plan – Designation Request

It was proposed by Councillor Hughes and seconded by Councillor Hensman that the formal lodgement with Cornwall Council of a designation request to undertake a Neighbourhood Development Plan for the Parish of Lostwithiel is approved as drafted. This proposal received the support of the Council.

Councillor Hughes confirmed that he is currently very happy to continue to drive this process forward.

17th March 2015

828/14 Lostwithiel Town Council Community Resilience

a) Flood Plan update

Councillor Mrs Ross advised the meeting that a venue and a date for the Pilot project meeting will be arranged shortly. Councillor Mrs Ross further advised that a test event will be held prior to the next Council meeting.

b) Neighbourhood Development Plan update

Councillor Jewels and Councillor Hughes have agreed to complete for approval by full Council the grant application form for funding to assist with the Neighbourhood Development Plan.

7th April 2015

857/14. Lostwithiel Town Council Community Resilience

a) Flood Plan – to receive an update

Councillor Mrs Ross advised Council that a meeting with residents interested in the flood sack pilot event will be organised for Thursday 30 April in the Community Centre. It was proposed by Honoured Burgess Peareth and seconded by Honoured Burgess Jones that the Town Council pays the room hire fee of £13 per hour. This proposal received the support of the Council.

It was confirmed that the Council would reply to Martin Eddy's letter to confirm the date of the flood sack meeting.

Councillor Mrs Ross also advised Council that a flood test event will be held shortly.

b) Neighbourhood Development Plan

The clerk confirmed to Council that Cornwall Council has approved the designation with conditions. Councillors Hughes and Jewels asked for the agenda item to be deferred to next month's meeting when they will be able to provide an update on the application for funding and be in a position to make suitable recommendations to Council to progress the plan.

21st April 2015

898/14 Annual Budget

It was proposed by Councillor Mrs Ross and seconded by Councillor Abbiss that Lostwithiel Town Council formally adopts this year's budget and carries forward as at 31 March 2015 the following earmarked reserves: -

Guildhall R & M	£31397	Toilets	£15000
Play areas	£45389	Neighbourhood plan	£ 8800
Desilting bridge	£ 3000	Election	£ 1500
Car park lining	£ 1000	Office computer & furn.	£ 2500
		Total	£108,586

This proposal received the support of the Council.

19th May 2015

047/15 Lostwithiel Town Council Community Resilience

a) Flood Plan – to receive an update

Councillor Mrs Ross advised Council that the Flood Test event held last week was attended by the Environment Agency. Two wardens did not attend the event and will now be asked by Councillor Mrs Ross to return their PPE equipment.

Only 4 of the 14 properties have replied to the Town Council's letter advised that they wish to participate in the Flood sax pilot project. It was proposed by Councillor Mrs Ross and seconded by Honoured Burgess Peareth that the deadline for expression of interest is extended by one further week and that if after this extension the Council has still not received sufficient response a new pilot area is identified. This proposal received the support of the Council.

b) Neighbourhood Development Plan

Councillor Gillett advised the Council that he has collated a lot of Neighbourhood Plan information including Cornwall Council toolkits. The working party will possibly broaden membership outside the Council and invite speakers to address and direct the group. The Neighbourhood Plan topic areas have yet to be decided but will probably include housing, economic development, transport and parking.

9th June 2015

070/15 Lostwithiel Town Council Community Resilience

a) Flood Plan – to receive an update

Councillor Mrs Ross's written report was read to Council: -

Flood Sax Pilot Project

Following the extension of a week for residents of the pilot area to return declarations, we now have 9 replies and have verbal confirmation of another property who will return documentation to us within the next 7-10 days. This gives us a total of 10 properties and one empty leaving just one property not to respond. I would therefore like to ask the council to approve using the Park Road/Lesley Terrace as the pilot area and ask that we proceed to purchase the flood sax required and arrange a meeting with the residents to go through the use of the sax's.

Flood Plan

We are still waiting for confirmation from EA for new training dates.

Following the article in the Cornish Guardian, I have received interest from two members of the public to become Flood Wardens. I will contact these people once we have a date for training.

It was proposed by Honoured Burgess Peareth and seconded by Councillor Robson that Lostwithiel Town Council authorises Councillor Mrs Ross and Honoured Burgess Peareth in liaison with the clerk to calculate the number of sacks and gel packs to be purchased and purchase these products up to the maximum limit of the CCFF grant. This proposal received the support of the Council.

b) Neighbourhood Development Plan

(i) To receive an update

Councillor Gillett explained the collated information to Council: -

1. The need to fix the Neighbourhood Plan period which could be 2030 to correspond with the Cornwall Local Plan
2. Publicising the plan process the need to demonstrate extensive public consultation and involvement.
3. Financing the plan e.g. applying for grants
4. The importance of the collection of evidence
5. The need to expand the size of the working party

Councillor Gillett also highlighted the question on the initial pages of the grant application form regarding 'high growth areas'. It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that based on the information made available Lostwithiel should not be considered a high growth area. This proposal received the support of the Council.

Councillor Gillett further advised that the plan may wish to consider housing evidence/need.

Councillor Hensman joined the meeting.

(ii) To authorise Councillor Gillett to complete the grant application form and to formally approve the grant amount.

It was proposed by Councillor Robson and seconded by Councillor Jewels that Lostwithiel Town Council authorises Councillor Gillett to complete the Neighbourhood Plan grant application for a maximum of £4,000 for the initial six-month period. This proposal received the support of the Council.

The clerk was asked to ensure that increasing the size of the Neighbourhood Plan working party is an agenda item for the next Council meeting.

23rd June 2015

102/15 Neighbourhood Plan Working Party

It was proposed by Councillor Jewels and seconded by Councillor Robson that the Neighbourhood Plan working party membership is expanded to include members from the community and not just Councillors. This proposal received the support of the Council.

7th July 2015

120/15 Lostwithiel Town Council Community Resilience

a) Flood Plan

Councillor Mrs Ross advised the meeting there was no further update.

The clerk read to Council an email received from a University of Exeter Masters student. The Council agreed to Councillor Mrs Ross discussing the Lostwithiel Flood Plan with the student and Councillor Mrs Ross agreed to her email address being forwarded. The clerk was instructed to ask if it would be possible to have a copy of the dissertation when completed.

The clerk also advised that the Council had been contacted by Charles Richards from CCFF regarding Flood Warden training. The clerk was instructed to advise that the Council has 4 wardens needing the basic training and 6 wardens needing the Emergency Services training. The clerk was further instructed to advise Mr Richards that Emma Herrare from the Environment Agency attended the last test event and that she advised Councillor Mrs Ross that she would be organising Emergency Services Flood Warden training.

b) Neighbourhood Plan

Councillor Gillett advised Council that the working party has struggled to find a convenient date to meet currently the next meeting is scheduled for 16 July. Councillor Gillett also emphasized to Council the need to expand membership of the working party to progress the plan. Councillor Gillett presented to Council a draft version of Lostwithiel Town Council's Lostwithiel Neighbourhood Development Plan – Statement of Community Consultation and Involvement.

21st July 2015

144/15 Lostwithiel Town Council Community Resilience

a) Flood Plan

Councillor Mrs Ross advised the meeting that the University of Exeter Masters Student requested information on how the community felt about the Town Council's Flood Plan. The clerk advised the Council that further Flood Warden training is being arranged for September.

b) Neighbourhood Plan

It was proposed by Councillor Robson and seconded by Councillor Jewels that the minutes of the Neighbourhood Plan working party meeting held on Friday 17 July are approved and

recommended to Council. This proposal received the support of the members of the Neighbourhood Plan working party present.

It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that Lostwithiel Town Council accepts the Neighbourhood Plan working party minutes dated 17 July and approves the Statement of Consultation and the basis of consultation as detailed in the Neighbourhood Plan's working party minutes dated 17 July. This proposal received the support of the Council.

4th August 2015

176/15 Lostwithiel Town Council Community Resilience

a) Flood Plan

Councillor Mrs Ross advised the meeting that she has ordered a sample Flood sax. The clerk advised the meeting that the Flood Warden training dates have been confirmed as 8 & 29 September. CCFF board members and Par & St Blazey Flood Wardens will be attending the training.

b) Neighbourhood Plan

Councillor Gillett advised Council that it will be necessary to use some of the Council's earmarked reserve to pay for the first stage of the consultation.

It was proposed by Councillor Mrs Ross and seconded by Honoured Burgess Jones that the Neighbourhood Plan working party is authorised to draw up and submit a provisional project plan to submit as part of the grant application. This proposal received the support of the Council.

1st September 2015

224/15 Lostwithiel Town Council Community Resilience

a) Flood Plan

Councillor Mrs Ross reminded Council that the Flood Warden training has been booked for 8 & 29 September. There was a Flood Alert last Tuesday but no need to invoke the Flood Plan.

b) Neighbourhood Plan

(i) Insert for Lostwithiel Newsletter

It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that the Lostwithiel Town Council Neighbourhood Plan Issue One Autumn 2015 insert is approved as drafted. This proposal received the support of the Council.

6th October 2015

275/15 Lostwithiel Town Council Community Resilience

(i) Flood Plan

Councillor Mrs Ross advised Council that two Flood Warden training sessions have been held recently and all new wardens attended both sessions so there are now a number of new fully trained Flood Wardens. There will be a test event on Tuesday 13 October; all Wardens will be pre-notified of the test event to ensure maximum attendance. New PPE

equipment has been purchased and Councillor Mrs Ross is still endeavouring to move the pilot project forward.

(ii) Neighbourhood Plan

a) Approval of Neighbourhood Plan working party minutes.

It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that the Lostwithiel Town Council Neighbourhood Plan working party minutes dated 21 September 2015 are approved as drafted. This proposal received the support of the members of the working party present.

b) Proposed purchase of a gazebo, notice board & exhibition stand from the Council's Neighbourhood Plan earmarked reserves.

It was proposed by Mayor Mrs Jarrett and seconded by Councillor Mrs Ross that the Council does not consider purchasing an exhibition stand at this time but that prices are obtained for a gazebo and notice board for consideration by Council at the November Council meeting. This proposal received the support of the Council.

c) Approval of the wording of the press release, covering letter and newspaper notice.

It was proposed by Councillor Robson and seconded by Deputy Mayor May that the wording is approved subject to the suggested amendments of the town clerk. This proposal received the support of the Council.

20th October 2015

303/15 Lostwithiel Town Council Community Resilience

Neighbourhood Plan – It was proposed by Councillor Mrs Ross and seconded by Deputy Mayor May that the wording on the letter is approved as drafted with the exception of the reply slip where the request to circle the statements that apply should be replaced with boxes to tick. This proposal received the support of the Council.

In order to expedite future Neighbourhood Plan correspondence Councillor Gillett requested that Council consider allowing the Neighbourhood Plan Working Party to draft correspondence. The clerk was instructed to make this an agenda item for the next Council meeting.

309/15 Affordable Housing

The information received from Cornwall Council's Affordable Housing Department was noted by Council. Councillor Gillett reminded Council that Neighbourhood Plan working party intend to collate information relating to Affordable Housing as part of the housing needs survey.

3rd November 2015

337/15 Lostwithiel Town Council Community Resilience

a) Flood Plan – no update

b) Neighbourhood Development Plan

(i) Housing Needs Survey – the clerk was instructed to defer this item to the December agenda.

(ii) Gazebo & Notice board purchase – It was proposed by Councillor Robson and seconded by Councillor Guiterman that the Town Council's Neighbourhood Plan earmarked reserve is used to purchase a gazebo at a price of approximately £120

and a lockable notice board at a price of £550. This proposal received the support of the Council.

- (iii) Room Hire – It was proposed by Deputy Mayor May and seconded by Councillor Mrs Wilkinson that the Town Council’s Neighbourhood Plan earmarked reserve is used to pay for the hire of the Long Room at Lostwithiel Community Centre on the afternoons of 5 December & 5 March at a total cost of £100. This proposal received the support of the Council.

17th November 2015

364/15 Lostwithiel Town Council Community Resilience

- i) Neighbourhood Development Plan

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.

370/15 Accounts & Finance

It was proposed by Honoured Burgess Peareth and seconded by Deputy Mayor May that cheques numbers 100388 – 100397 totalling £3178.65 are authorised for payment. This proposal received the support of the Council.

It was further proposed by Councillor Gillett and seconded by Councillor Robson that cheque number 100398 payable to the Cornish Guardian for £105.60 is authorised for payment and that the £38 in excess of the Locality grant of £50 is taken from the Neighbourhood Plan earmarked reserve. This proposal also received the support of the Council.

1st December 2015

382/15 Lostwithiel Town Council Community Resilience

- (i) Flood Plan – The clerk advised Council that Councillor Mrs Ross has asked the Environment Agency to clear the leat in King George V playing field. The Environment Agency has agreed to undertake this in view of Lostwithiel’s co-operation with recent Environment Agency promotional material regarding flooding.

- (ii) Neighbourhood Development Plan

- a) 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.

- b) It was proposed by Councillor Guiterman 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.

- c) 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.

- d) 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

Original Proposal

Housing	1
Society, community, culture & recreation	2
Economic Development	3
Transport	4
Heritage	5
Environment & renewable energy	6

Final Proposal

Housing	1
Transport	2
Economic Development	3
Society, community & recreation	4
Heritage & culture	5
Environment, biodiversity & renewable energy	6

This proposal received the support of the Council.

- e) 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.

395/15 Notices

Neighbourhood Plan Consultation Event – Community Centre Sunday 5 December 2015 2pm-5.30pm

Mayors Tea Party – Community Centre Tuesday 8 December 2pm

Methodist Church Carol Service – 20 December 2015 at 11am

15th December 2015

404/15 Neighbourhood Plan

- a) Public consultation event Saturday 5 December – Councillor Gillett advised Council that over 100 people attended the event and over 40 people voted on the draft housing policies. Councillor Gillett expressed his thanks to all Councillors who helped on the day and noted that the food requirement for the next session in March needs to be reduced. It was also requested that the minutes record the professionalism of the display.
- b) Draft second newsletter – It was proposed by Councillor Robson and seconded by Councillor Watkins that the second newsletter is printed as drafted at a cost of £100 for 1,600 copies with distribution to take place in January/February 2016. This proposal received the support of the Council.

- c) Freepost licence – It was proposed by Councillor Gillett and seconded by Councillor Robson that the Council purchases a Freepost Named Licence with the majority of the cost being met from the Locality grant with the remainder being taken from the earmarked reserve. This proposal received the support of the Council.

Councillor Hensman joined the meeting.

19th January 2016

434/15 Community Resilience

(i) FLOOD PLAN

a) Flood sax project

Following Councillor Mrs Ross's report, it was proposed by Councillor Gillett and seconded by Councillor Robson that Lostwithiel Town Council purchases 432 floodsaxs with gel packs and an additional 432 gel packs at a cost of £950 plus VAT. These floodsaxs and gel packs will be issued to all residents that were invited to join the scheme and that have signed and returned the necessary papers. This proposal received the support of the Council.

It was decided that representatives of the press should be invited to the distribution.

b) PPE Clothing

It was proposed by Councillor Gillett and seconded by Councillor Mrs Parsons that a spare set of each of the 5 sizes of PPE is ordered along with one pair of trousers and two complete sets of PPE for two new Flood Wardens at an estimated cost of £436 plus VAT. This proposal received the support of the Council.

c) Health Promotion Film

The clerk was instructed to defer this agenda item to the next meeting.

d) York City Council

It was proposed by Councillor Jewels and seconded by Councillor Robson that Councillor Mrs Ross is authorised to discuss all aspects of the Lostwithiel Town Council Flood Plan with York City Council and to organise a test event for this purpose if required. This proposal received the support of the Council.

e) Flooding 10-year plan

Councillor Mrs Ross tabled a draft 10-year Flood plan. The clerk was instructed to make this an agenda item for the next meeting and Councillors were asked to review and suggest improvements to the document.

(ii) Neighbourhood Plan

Councillor Gillett advised Council that the revised total housing figure in the draft Cornwall Council Local Plan has increased from 47,500 to 52,500 and that the St Blazey, Fowey & Lostwithiel Community Network Area figure has increased from 800 to 900. Councillor Gillett presented the Neighbourhood Plan working party report on the current housing situation in Lostwithiel and illustrated on a map the number of houses

and areas with planning consent and the areas that had been identified suitable for future development and areas where applications had been refused.

Councillor Gillett explained the need for display boards for the public meetings. It was proposed by Councillor Gillett and seconded by Councillor Jewels that the Council agrees in principle to the purchase of a display board with the price, colour and dimensions to be agreed at the next meeting. This proposal received the support of the Council.

Councillor Gillett then explained to Council the benefits to the Neighbourhood Plan working party if the Council applying for a licence to opt into the Public Sector Mapping Agreement. It was proposed by Councillor Gillett and seconded by Councillor Mrs Ross that Lostwithiel Town Council applies for this free of charge licence. This proposal received the support of the Council.

Councillor Gillett also advised Council that the second Neighbourhood Plan newsletter has been printed the mail copies will be going out later this week and the Newsletter copies with the February edition of the newsletter.

2nd February 2016

450/15 Community Resilience

(i) FLOOD PLAN

- a) To receive an update on the health Promotion film

In the absence of Councillor Mrs Ross it was decided by Council to defer this agenda item to the next Council meeting.

- b) To further consider the 10-year flood plan

In the absence of Councillor Mrs Ross it was decided by Council to defer this agenda item to the next Council meeting.

(iii) 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.

467/15 Notices

Methodist Church anniversary	14 February
Neighbourhood Plan Open Meeting	5 March

1st March 2016

486/15 Lostwithiel Town Council – Community Resilience

- (i) Flood Plan

In the absence of Councillor Mrs Ross the clerk was instructed to defer the Flood related agenda items until the next meeting.

- (ii) 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.

503/15 Notices

Reminiscence evening

Neighbourhood Plan Exhibition 5 March

St Piran's Day 5 March

15th March 2016

517/15 Annual Parish Assembly

It was proposed by Councillor Mrs Parsons and seconded by Councillor Guiterman that Cornwall Councillor Benedicte Jenkinson, Community Network Manager Tasha Davis, PCSO Natalie Merrikin and all town organisations previously invited are invited to address the 2016 meeting. It was also decided that the neighbourhood plan display boards, the Edgcumbe House working party display stand, a Flood Warden mannequin and the Mayor & Deputy Mayor Robes are displayed at the back of the meeting room and that both the Neighbourhood Plan and Edgcumbe House working parties briefly address the meeting.

This proposal received the support of the Council.

519/15 Neighbourhood Plan Consultation Event

Councillor Gillett advised the meeting that approximately 115 people attended the event.

Councillor Gillett wished to record his thanks to all Councillors and members of the working party that helped on the day. The Neighbourhood Plan has now over 260 comments to collate. A number of people who attended appeared to stay for quite some time and were very interested in what the plan is trying to achieve.

Councillor Gillett further advised that the housing needs survey will now go out to residents after the school holidays.

Councillor Gillett was thanked for all his hard work on the Neighbourhood Plan.

5th April 2016

532/15 Lostwithiel Town Council – Community Resilience

(i) Flood Plan

a) Health Promotion Film

Councillor Mrs Ross advised the clerk prior to the meeting that no update on the Health Promotion Film is available. The clerk was instructed to put this item on the agenda again when an update is available.

b) 10-year flood Plan

It was proposed by Honoured Burgess Peareth and seconded by Councillor Mrs Wilkinson that the 10-year flood plan is adopted as drafted by Councillor Mrs Ross. This proposal received the support of the Council.

(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.

555/15 Annual Budget & Earmarked Reserves

It was proposed by Councillor Jewels and seconded by Councillor Gillett that Lostwithiel Town Council resolves to formally adopt this year's budget of £129,110 and to carry forward from 2016 the following earmarked reserves: -

Devolution budget	5,000	Project retentions	11,000
Building R & M	110,000	Toilets`	15,000
Solar Park Monies	30,000	Section 106	25,047
Neighbourhood Plan	8,000	R. Fowey erosion to Shire Hall	3,000
Desilting bridge	3,000	Car park lining	1,500
Car park tarmac	2,500	Community Benefit money	5,060
Office computer & furniture	5,000	Cemetery extension	2,500
Repairs to flood defence wall	2,500	Mayors allowance (DM robe)	500
Floodsax project	950	Planning training	500

Flood training	500	Total	231,557
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557/15 Accounts & Finance

It was proposed by Councillor Hughes and seconded by Councillor Guiterman that the £130 increase in expenditure to make the Neighbourhood Plan website compatible with mobile devices is approved. This proposal received the support of the Council.

It was further proposed by Councillor Watkins and seconded by Deputy Mayor May that cheques 100453- 100455 totalling £2578 are approved by Council as 2015-16 expenditure and that cheques numbered 100456– 100459 totalling £8518.96 are also authorised for payment. This proposal received the support of the Council.

10th May 2016

021/16 Lostwithiel Town Council – Community Resilience

(i) Neighbourhood Development Plan

- a) It was **resolved** to note the minutes of the Neighbourhood Plan working party dated 22/3/16.

032/16 Lostwithiel Town Council Neighbourhood Plan Steering Group Terms of Reference

It was **resolved** that Lostwithiel Town Forum should be advised that their observations regarding the Terms of reference have been noted and that the Town Council is very disappointed that as an organisation the Forum has decided not to engage with the Neighbourhood Plan process.

7th 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.

070/16 Notices

Neighbourhood Plan Consultation event Saturday 11 June Lostwithiel Scout Hut 11am – 5pm.

21st 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.

083/16 Lostwithiel Open Spaces Assessment

It was **resolved** to submit the questionnaire as drafted subject to the following amendments: -
Question 7 Addition of both Shire Hall Moor and Madderly Moor as natural space of strategic importance &

Question 13 Addition of both Shire Hall Moor and Madderly Moor as prioritised for additional investment to enhance the amenity value of these natural spaces.

Mayor Gillett advised Council that he considered that this questionnaire should receive the consideration of the Council's Neighbourhood Plan Steering Group. Regrettably it was not possible to add the questionnaire to the agenda for the meeting on Thursday 23 June and Neighbourhood Plan Portfolio Holder Councillor Guiterman expressed the opinion that he did not wish to call an extra meeting just to discuss the questionnaire prior to the submission date of 1 August.

5th July 2016

102/16 Lostwithiel Town Council – Community Resilience

- (i) Neighbourhood Development Plan
 - a) Neighbourhood Plan Summer 2016 newsletter
It was **resolved** to approve the Neighbourhood Plan Summer 2016 newsletter as drafted and to pay all associated costs i.e. printing from the Town Council's Neighbourhood Plan budget.
 - b) Neighbourhood Plan Steering Group - new members
It was **resolved** to appoint 5 new members to the group: -
Mandy Barras, Elaine Cotterill, Mike Shillaber, Chris Short & Richard Trant
 - c) Neighbourhood Plan Steering Group – resignation.
It was **resolved** to note the resignation of Mark Pearson from the group.
 - d) Steering Group minutes 24 May 2016
It was **resolved** to note the Steering Group's minutes dated 24 May 2016.

110/16 Public Transport in Lostwithiel

It was **resolved** that Councillor Hughes is mandated to progress all the Lostwithiel Town Council 'actions' on the notes of the meeting with Cornwall Council namely: -

Lostwithiel Town Council to distribute surveys to rail commuters and promote the survey in local publicity.

Lostwithiel Town Council to consider including a 'wish list' of transport infrastructure needs and additional parking suggestions within the Lostwithiel Neighbourhood Plan

2nd August 2017

149/16 Lostwithiel Town Council – Community Resilience

(i) Neighbourhood Development Plan

a) Housing Figures

It was **resolved** to approve the Neighbourhood Plan Steering Group’s methodology and the figure of 308 houses.

b) Neighbourhood Plan membership

Councillor Guiterman advised Council that both Elaine Cotterill and Chris Short have reconsidered their decision to join the group and that Shelia Tyacke has resigned. Deputy Mayor Mrs Jarrett advised that Chris Jones has expressed an interest in joining the group.

c) Steering group quorum

It was **resolved** to reduce the Steering Group membership to 12 and to revise the meeting quorum to 4 members.

d) Open Spaces Assessment

Council was advised that the Steering Group had nothing to add to the Town Council’s response.

(ii) Flood Plan

a) Flood Warden PPE

It was **resolved** to vire £500 from the Flood Plan training budget to cover the cost and to purchase 9 sets of PPE equipment including bags, torches and hand sanitizer. Councillors were reminded that new warden training has been arranged for 25 August in the Scout Hut at 7pm.

16th August 2016

171/16 Lostwithiel Town Council – Community Resilience

(i) Neighbourhood Development Plan

a) Minutes 23 June 2016

It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 23 June 2016.

b) Survey monkey

It was **resolved** to agree in principle to the use of the free version of ‘Survey Monkey’ as an additional method of Neighbourhood Plan consultation.

c) Steering group Terms of Reference

It was **resolved** to approve the revised Terms of Reference Issue 2 dated 2 August 2016.

185/16 Quay Street Car Park

It was **resolved** to defer the consideration the introduction of parking charges in Quay Street car park when the transport element of the Neighbourhood Plan has been finalised or is at a very advanced stage.

20th September 2016

196/16 Lostwithiel Town Council – Community Resilience

(i) Neighbourhood Development Plan

a) Steering Group Terms of Reference – clarification of the term ‘main document’

It was **resolved** not to amend the wording of Appendix 1 Item 3.

Councillor Hensman joined the meeting.

b) Draft consultation papers and display material

It was **resolved** to instruct the clerk to word a disclaimer for the three consultation questionnaires to clarify that whilst the Town Council wishes to collate views in many instances it does not have the power to facilitate.

It was **resolved** not to use the ‘What is a Neighbourhood Plan?’ text and to re-use existing display material.

c) Settlement Boundary

It was **resolved** to approve the proposed Settlement Boundary for consultation as drafted.

(ii) Flood Plan

a) Flood Warden Training

Honoured Burgess Peareth’s report was noted by Council.

b) ‘Proposed Flood Test events’

It was **resolved** to approve the hire of the Scout Hut on Monday 24 October and for a November date yet to be confirmed for Flood Test events for the new Flood Wardens.

4th October 2016

223/16 Lostwithiel Town Council – Community Resilience

(i) Neighbourhood Development Plan

(a) Appointment of new Steering Group member

It was **resolved** to approve the recommendation from the Neighbourhood Plan Steering Group to approve Mr C Jones as a member of the Steering Group

(b) Steering Group Decisions & Actions notes 26 July 2016 & 23 August 2016

The clerk advised Council that having received a copy of the Decisions & Actions notes dated 26 July 2016 she attended the Steering Group meeting held on 23 August 2016 to explain to Steering Group members that the appointment of consultants to assist with the Neighbourhood Plan would be undertaken by tender

by the Town Council. The clerk also asked if it would be possible for the decisions & Actions to record the names of the Steering Group members attending the meetings. It was **resolved** to note the Neighbourhood Plan Steering Group Decisions & Actions dated the 26 July & 23 August and to note the clerk's comments.

1st November 2016

274/16 Community Resilience

(i) Neighbourhood Development Plan

a) The Neighbourhood Plan Steering Group minutes dated 27 September 2016 were noted by Council.

b) The resignation of Councillor Mrs Parsons from the Neighbourhood Plan Steering Group was noted by Council.

c) It was **resolved** to approve the Neighbourhood Plan travelling exhibit.

(ii) Flood Plan

a) Councillor Mrs Ross advised Council that 6 new wardens have received training and attended their first test event. A further test event is planned for Monday 21 November 2016 to familiarise the new wardens with their zones.

b) It was resolved to approve expenditure of £150 to purchase 2 additional sets of two-way radios, torch batteries, head torches, first aid kit, hand sanitizer and one set of PPE.

6th December 2016

323/16 Lostwithiel Community Resilience

Neighbourhood Development Plan

(i) a) It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 25 October 2016.

b) It was **resolved** that the following amendments are made to the documents: -

Community & Recreation narrative first sentence – 'The strength of Lostwithiel lies in its sense of community which is expressed in a vibrant.....'

Community & Recreation narrative Education and culture section paragraph 3 first sentence - 'The library provides an essential focus not only for the borrowing of books but also for adult book groups. Many children also use the library space.'

Community & Recreation narrative Education and culture section deletion of the last paragraph.

20th December 2016

342/16 Lostwithiel Community Resilience

Neighbourhood Development Plan

(i) a) It was **resolved** to amend the Steering Group's Terms of Reference to membership being set at a maximum of 9 and a quorum at 3 members.

b) It was **resolved** to approve the draft Housing Section of the Neighbourhood Plan as drafted with the following minor amendments: -

removal of the term ghetto

amendment of the word sites to plots

removal of the car number plates on the photos

Council declined to accept the advice of the clerk regarding the potential difficulties in implementation of the current wording of Provisional Housing Policy Two and the need for the Housing Section of the Neighbourhood Plan to be in accordance with the National Planning Policy Framework.

Community & Recreation narrative Sport and leisure deletion from the first paragraph of the words 'provided from local donations and volunteer support' and amendment of 'football pitch' to 'recreational area' and deletion of last paragraph and replacement with 'Lostwithiel has a wide range of youth groups'

Questionnaire headers amended to read questionnaire and not consultation and the start of the header on each questionnaire to read A big thank you to everyone who responded to the first _____ survey. The Steering Group would now like to assess the ideas received. Some of the ideas/suggestions have not been included in this questionnaire because they cannot be achieved however desirable

Community & Recreation questionnaire CIL question wording to be amended to agree with the Planning Practice Guidance.

Environment narrative – sentence beginning 'Second Island is to be planted.... across the meadow' to be deleted. Next paragraph second line insert the word Council. Third paragraph from the end to be amended to read 'land side of the Moor. There is a potential for obtaining protection as a Local Nature Reserve once issues of public access have been established.

It was decided that as a matter of courtesy the Council should approach the Duchy of Cornwall prior to the question Retain and enhance Second Island Park as a natural open space with public access.

Heritage narrative inclusion of a paragraph to be drafted by Councillor Mrs Parsons regarding Lostwithiel's Stannary heritage.

Heritage questionnaire deletion of the policy area question Develop Edgcumbe House

c) The resignation of Mayor Gillett from the Neighbourhood Plan Steering Group was noted by Council.

3rd January 2017

361/16 Minutes 20 December 2016

Minute reference 339/16 had to be amended to add Councillor Mrs Ross's name and to remove Councillor Mrs Parsons from being listed twice.

Minute reference 342/16 had to be amended so that the final sentence reads '*The Council declined to accept the advice of the clerk regarding the potential difficulties in implementation of the current wording of Provisional Housing Policy Two and the need for the Housing Section of the Neighbourhood Plan to be in accordance with the National Planning Policy Framework rather than The advice of the clerk regarding the potential difficulties in implementation of the current wording of Provisional Housing Policy Two and the need for the Housing Section of the Neighbourhood Plan to be in accordance with the National Planning Policy Framework was ignored by Council.*

After the minutes were amended in ink and initialled by the Mayor it was **resolved** that the amended minutes dated 20 December 2016 are accepted, approved and duly signed by Mayor Gillett.

362/16 Lostwithiel Community Resilience

Neighbourhood Development Plan

- (i) a) The approval of the minutes of 24 November was deferred until the next Council meeting as no Neighbourhood Plan Steering Group meeting took place in December.

17th January 2017

385/16 Community Resilience

Neighbourhood Development Plan

- (i) a) It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 22 November 2016.
 - b) It was **resolved** to approve the Neighbourhood Plan Winter 2017 Newsletter as drafted and to approve the printing, folding and insertion into Lostwithiel Newsletter cost of £110.
 - c) The report on the recent events attended by the travelling Neighbourhood Plan exhibit was noted by Council.

21st February 2017

450/16 Notices

Neighbourhood Plan Steering Group meeting Tuesday 28 February 2017 - This meeting will be addressed regarding proposed development on the site of the former Lostwithiel Golf Club.

4th April 2017

498/16 Community Resilience

- (i) a) It was **resolved** to note the minutes of the Neighbourhood Plan Steering Group dated 28 February 2017.

507/16 Annual Budget

It was **resolved** to formally adopt this year's budget and to carry forward the following earmarked reserves:

Edgcumbe House R & M	£100,000	Solar Park monies	£30,000
Section 106	£ 25,047	Lost in Play (KG5)	£ 3,000
Replacement play equipment	£7,000	Community Benefit	£10,122
Insurance retentions	£16,407	Devolution	£ 5,000
Toilets	£ 8,800	Neighbourhood Plan	£ 8,000
Cemetery extension	£ 7,500	EH feasibility contribution	£ 5,800
Project retentions	£ 4,675	Mayor chain repairs	£ 3,650
Desilting bridge	£ 3,000	River Fowey erosion	£ 3,000
Repairs to flood wall	£ 2,500	Snow & ice	£ 1,000
Car park tarmac	£ 2,500	Car park lining	£ 1,500
Office computer & furniture	£ 3,000	Flood training	£ 500
Floodsax	£ 950	Flood Plan grant	£ 500
Accounts software	£ 900	Cornwall Council	£ 1,128
General R & M wooden walkway, car park tarmac & lining & allotment imp.			£40,000
Total	£295,479		

(The Edgcumbe House R & M earmarked reserve re-instated to £100,000 due to the concerns regarding the roof raised by the Council's surveyor.)

2nd May 2017

529/16 Community Resilience

- (i) a) It was resolved to note the minutes of the Neighbourhood Plan Steering Group meeting dated 28 March 2017.

16th May 2017

021/17 Community Resilience

- (i) a) It was **resolved** to suspend Standing Orders to take comments from Professor Scott and further **resolved** to reconvene Standing Orders after Professor Scott had addressed Council.

All members of the Neighbourhood Plan Steering Group and especially Professor Scott were thanked for their sterling work in the preparation of the Early Draft of the Neighbourhood Plan. It was **resolved** to approve the uploading of the Early Draft of the Neighbourhood Plan to the Neighbourhood website after the minor amendments discussed are implemented. The authority to agree the exact wording of these amendments is delegated to the Town Clerk in consultation with the Neighbourhood Plan Steering Group.

It was agreed that as soon as the Early Draft is made available on the Neighbourhood Plan website at least 10 hard copies should be made available in the library.

6th June 2017

Public Participation

The Council was addressed regarding the housing section of the Early Draft of the Neighbourhood Plan.

036/17 Community Resilience

- (i) a) Early Draft Plan – Ito approve the draft documents Your Questions Answered & A summary of key points with the Town Clerk's recommended changes and that any further minor changes to the document are agreed by Councillor Guiterman as Chairman of the Neighbourhood Plan Steering Group and the Town Clerk.
- b) It was **resolved** to approve Councillor Risner and Cornwall Councillor Martin as Neighbourhood Plan Steering Group members.

4th July 2017

Public Participation

Former Councillor Mrs Parsons presented the Mayor with a framed photo of the last council.

Gary Marshall-Stevens addressed the Council regarding his involvement with the proposal to be considered under agenda item 4 e) Lostwithiel Neighbourhood Plan consultation

The Council was also addressed regarding agenda item 6 planning application number PA17/05599.

060/17 Community Resilience

- i) a) Neighbourhood Development Plan – Steering Group minutes
It was **resolved** to note the minutes of the Neighbourhood Plan Steering Group dated 25 April & 23 May.
- b) Steering Group Terms of Reference – to consider the Steering Group's recommendations for revisions to the Terms of Reference

It was **resolved** not to implement the steering group's recommendations for revisions to the terms of reference.

A recorded vote was requested, the following Councillors voted to implement the recommended changes Councillor Anders, Councillor Beedell, Councillor Duffin, Councillor Guiterman, Councillor Risner, Councillor Sweeney,

The remaining Councillors present at the meeting voted not to implement the recommendations.

- c) Neighbourhood Plan Newsletter 6 – to approve the Newsletter wording.

It was **resolved** to amend the wording on the centre pages of the Newsletter to be a copy of the Summary of Key Points in the Early Draft.

It was **resolved** not to amend the design of the Newsletter to the revised design tabled at the meeting although it was considered that this revision should go to the Steering group for consideration for future editions of the newsletter.

It was **resolved** to accept the format of the newsletter circulated with the notes to the agenda with the amended wording on the centre pages.

A recorded vote was requested, the following Councillors voted in favour of this proposition

Mayor Jarrett Deputy Mayor Hughes, Councillor Guiterman, Councillor Hatton,

Councillor Henderson, Councillor Hendicott, Councillor Jarrett, Councillor Lindley, Councillor Ross, Councillor Sweeney

The remaining Councillors abstained.

- d) Public Consultation – to note the date, venue and costs associated with the consultation event.

It was **resolved** to approve a £0 cost for the Charity Fun Day and consultation and a room hire fee not exceeding £100 for the consultation event on 5 August.

- e) NP Early Draft consultation – to consider the recommendation from the Neighbourhood Plan Steering Group that the proposal for engaging children, young people and their parents is implemented as drafted before the end of the school year.

It was **resolved** to approve the consultation as drafted at a cost not exceeding £600.

18th July 2017

Cornwall Councillor Report

Cornwall Councillor Martin reported on the Cornwall Council East Planning Committee meeting which considered the proposal to convert the former Barclays Bank premises to three flats. Whilst sympathetic to Lostwithiel Town Council's request the Committee was unable to establish planning grounds on which to refuse the development. It was suggested that parking requirements need to be specified in Lostwithiel's Neighbourhood plan.

Cornwall Councillor Martin also updated Council regarding 'Shaping our Future' the process to merge healthcare services with social care. The consultation process is being restarted and over the next 4 months the intention is to put together a more informed plan. Lostwithiel is in the middle of two healthcare service areas and some services are delivered by a team based at Bodmin and some from Liskeard. Cornwall Councillor Martin asked that the community forward any ideas that they may have to him regarding how to provide more effective use of services.

081/17 Cornwall Council Planning Policy Documents Consultation

- a) Community Infrastructure Levy Draft Charging Schedule Consultation

It was **resolved** to respond to this consultation and to advise Cornwall Council that Lostwithiel Town Council wishes to see all Town & Parish Councils invited to contribute to the regulation 123 list of Community Infrastructure Levy projects within Cornwall.

- b) Cornwall Site Allocations Development Plan Document (DPD) Submission Consultation.

It was **resolved** to respond to this consultation and to advise Cornwall Council that opportunity should be given to contribute again after the Town Council's completion of the Neighbourhood Plan.

- c) Minerals Safeguarding Development Plan Document (DPD) Submission Consultation.

It was **resolved** to advise Cornwall Council that this is a strong document which has the support of Lostwithiel Town Council as drafted.

1st August 2017

Cornwall Councillor Report

Cornwall Councillor Martin reported that he attended the Town Council's Neighbourhood Plan Steering Group meeting and was able to update the Steering Group on the influence that the final Neighbourhood Plan will have on planning.

Cornwall Councillor Martin provided a further update on proposed integration of Health & Social care.

Cornwall Councillor Martin agreed to chase again regarding the cutting of the grass verges and the ongoing rubbish issue in the Community Centre car park.

Cornwall Councillor Martin would like feedback on current recycling service and residents are asked to contact him with their experiences or recommendations for changes to the current service.

101/17 Lostwithiel Town Council Community Resilience –

(i) Neighbourhood Development Plan –

a) To note the Steering Group minutes dated 27 June.

Noted by council

It was **resolved** that the Steering group minutes dated 27 June were noted by Council.

b) Early Draft Plan Summary – to authorise the publication of the document as drafted.

It was **resolved** that this document could be published as drafted with a minor amendment namely to include wording on side of settlement boundary map from Newsletter 6.

c) To note the arrangements for the consultation event on 5th August. Councillor Guiterman advised that the consultation event will run from 2-5pm on Saturday 5 August in the Community Centre. Councillor Guiterman further advised that volunteers to man the exhibition are welcome.

112/17 Notices

Neighbourhood Plan Consultation event - Saturday 5 August, 2pm

Mayor's Barn Dance – Saturday 16 September

CALC conference – Saturday 14th October

15th August 2017

119/17 Lostwithiel Town Council Community Resilience

(ii) 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
- Councillor Hensman joined the meeting.

17th October 17

195/17Lostwithiel Town Council Community Resilience

i) Neighbourhood Plan

Councillor Beedell updated Council on the Children & Young Peoples Consultation project and it was agreed to try to progress this consultation project without the facilitator.

It was **resolved** to ask the Neighbourhood Plan Steering Group for an update on when the group anticipates that the Neighbourhood Plan will come to fruition.

209/17Items for next agenda

CALC Conference

Report to CALC Electoral Boundary review.

Discuss Neighbourhood Plan timetable.

7th November 2017

215/17Minutes 17 October 2017

It was **resolved** that the minutes of the meeting held on 17 October 2017 are amended under minute reference number **195/17** part (i) to read as follows: -

i) Neighbourhood Plan

Councillor Beedell updated Council on the Children & Young Peoples Consultation project and it was agreed to try to progress this consultation project without the facilitator.

It was resolved to ask the Neighbourhood Plan Steering Group for an update on when the group anticipates that the Neighbourhood Plan will come to fruition.

and further amended under minute reference **200/17** to show the Traffic Management Plan meeting date of 9 January 2017.

After these amendments had been made it was **resolved** that the amended minutes dated 17 October 2017 are accepted, approved and duly signed by Mayor Jarrett.

216/17 Lostwithiel Town Council Community Resilience –

(i) Neighbourhood Development Plan –

a) It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 25 July 17, 22 August 17 & 26 September 17.

b) It was **resolved** to note the updated Project Plan timetable.

c) It was **resolved** to thank Lostwithiel Forum for their offer and to advise that the Council would welcome their involvement in the development of an Appraisal and Management Plan as soon as practicable after the completion of the Neighbourhood Plan.

d) It was **resolved** to approve the drafted 'Call for Sites' for display on the Neighbourhood Plan & Town Council websites, local noticeboards, both local newspapers and to request that Cornwall Council publicises it on whichever medium they consider appropriate. The clerk was instructed to add a date for receipt of sites and to check the appropriate timeframe of this 'date' with Cornwall Council prior to publication.

21st November 2017

240/17 Lostwithiel Town Council Community Resilience

(ii) Neighbourhood Development Plan

a) It was **resolved** to approve the hire of Lostwithiel Community Centre's Long Room on Saturday 13 January 2018 from 12 noon to 6pm for the next Community Consultation event.

b) It was **resolved** to approve the printing costs of the Winter 2018 edition of the Neighbourhood Plan Newsletter.

5th December 2017

257/17 Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

a) Councillor Guiterman advised the Council that land parcel numbers have been changed and are now consecutive and clockwise. It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 24 October 2017.

b) Councillor Guiterman advised the Council that the Town Clerk had suggested a number of minor suggestions to the draft, all of which were acceptable to Councillor Guiterman and Professor Scott.

It was **resolved** to accept the minor amendments suggested by Town Clerk and to approve the November 2017 draft of the Neighbourhood Plan Part 1 and 2 for consultation.

It was requested by Council that the minutes record the incredible contribution to the Neighbourhood Plan made by Neighbourhood Plan Steering Group Member Professor Scott.

- c) It was **resolved** to accept minor changes recommended by the Town Clerk and to approve the printing and circulation of Issue 7 Winter 2018 edition of the Neighbourhood Plan newsletter.

It was requested that the minutes record grateful thanks to Neighbourhood Plan Steering Group Member Councillor Beedell for the formatting of the newsletter.

- d) It was decided to defer the request from the Neighbourhood Plan Steering Group for candidates to fill the two current vacancies until the next Council meeting.

19th December 2017

278/17Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

- a) The clerk was instructed to make the request from the Neighbourhood Plan Steering Group for candidates to fill the two current Steering Group vacancies an agenda item for 2 January 2018.

2nd January 2018

292/17Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

- a) It was **resolved** to appoint Councillor Hatton to fill one of the vacancies on the Neighbourhood Plan Steering Group.

16th January 2018

313/17Lostwithiel Town Council Community Resilience

Councillor Guiterman's emailed report was read to Council by Mayor Jarrett. The report advised that 70 people visited the Neighbourhood Plan consultation & exhibition event on Saturday 13 January 2018. Newsletter questionnaires are still being returned, initial submissions indicate support for the Neighbourhood Plan policies. This report was noted by Council.

6th February 2018

231/17Lostwithiel Town Council Community Resilience

(iii) Neighbourhood Development Plan

a) Neighbourhood Plan Steering Group.

It was **resolved** to note the minutes of the Neighbourhood Plan Steering Group minutes dated 28 November 2017.

b) Exhibition and Consultation Event.

It was **resolved** to approve a repeat of the Exhibition and Consultation event first shown on 13 January and associated costs.

c) Neighbourhood Plan Newsletter.

It was **resolved** to approve publicity apologising that some households did not receive the Neighbourhood Plan Newsletter 7 until after the exhibition on 13 January 2018.

6th March 2018

Public Participation

The Council was addresses regarding the following: -

Agenda item 4 - Neighbourhood Development Plan

Agenda item 12 - Guildhall building

Agenda Item 17 – Remembrance Day/World War I Commemorations

250/17Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

a) The Neighbourhood Plan Steering Group minutes dated 23 January 2018 were noted by the Council.

b) It was **resolved** to approve the Pre-submission draft Neighbourhood Plan Parts 1 & 2 and to start the 6-week pre-submission consultation period on 24 March.

c) (i) It was **resolved** to approve a publicity leaflet to be delivered to all properties within the Lostwithiel Parish to promote the start of the 6-week consultation, to invite more comments and to include both versions of the Development boundary and the boundary rationale.

(ii) It was **resolved** to increase the number of A4 copies to 1600 and to approve the cost of printing at £200.

(iii) It was **resolved** to pay the costs of printing 50 copies of both parts of the plan from the Neighbourhood Development Plan budget.

(iv) It was **resolved** to approve the wording of the Neighbourhood Plan summary as drafted.

(v) It was **resolved** to pay the costs of printing 50 copies of the Neighbourhood Plan summary from the remaining Neighbourhood Plan budget.

3rd April 2018

300/17Lostwithiel Town Council Community Resilience

- (i) Neighbourhood Development Plan
- a) Councillor Guiterman reported that the Neighbourhood Plan Consultation event held on 24 March 2018 was attended by approximately 50 people.

315/17Items for next agenda

Neighbourhood Plan consultation event 28 April 2018.

17th April 2018

320/17Lostwithiel Town Council Community Resilience

- (i) Neighbourhood Development Plan
- a) It was resolved to approve a further community consultation event and all associated expenditure. The event is to be held on Saturday 28 April 2018 at Lostwithiel Community Centre from 2pm – 4pm.

1st May 2018

014/18Neighbourhood Plan Steering Group Membership

It was **resolved** to appoint the following as members of the Neighbourhood Plan Steering Group: -

Councillor Anders	Councillor Duffin
Councillor Guiterman	Councillor Hatton
Councillor Risner	Dave Robson
John Scott	

022/18Lostwithiel Town Council Community Resilience

- (i)Neighbourhood Development Plan
- a) It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 27 February 2018.
- b) Councillor Guiterman advised that approximately 25 people attended the consultation event held on 28 April 2018. The proposed development boundary currently appears to be the area of the plan generating most interest.

15th May 2018

033/18 Lostwithiel Town Council Community Resilience

- (i) Neighbourhood Development Plan
- a) It was **resolved** to appoint Chris Jones, Colin Martin and Dick Trant as Lostwithiel Neighbourhood Plan Steering Group members.

081/18 Lostwithiel Town Council Community Resilience

- (iv) Neighbourhood Development Plan

- c) The Neighbourhood Plan Steering Group minutes dated 22 May were noted by Council.
- d) Councillor Guiterman asked that the minutes record Lostwithiel Town Council's gratitude to Professor John Scott for all his hard work writing the Neighbourhood Plan. Grateful thanks to Cornwall Council's Sarah Furley for her extraordinary valuable advice and thanks to the Town clerk. It was **resolved** to approve the formal submission of the June 2018 draft of the Lostwithiel Neighbourhood Plan to Cornwall Council.
- e) It was **resolved** to appoint Mr Robert Mayes as a Lostwithiel Neighbourhood Plan Steering Group member.