

**Lostwithiel Town Council**  
**Neighbourhood Plan Steering Group**  
**Minutes**

**Thursday 3 November 2022**

**The Library, Taprell House 7pm**

- 1a Apologies for absence.** Apologies were received from Mayor Ross and Mr and Mrs Marwood.
- 1b Present.** Karen Lindley, Martin Surgey, Michael Fisher, Lisa Douglas, Amanda Barrass, Terry Mansfield, Lottie Chittenden, Shaun Bartlett, Sue Butler, Cornwall Cllr. Colin Martin and Peter Santo Warner.
- 2 To call for volunteers to form the Steering Group.** The following volunteered to serve on the Steering Group:- Karen Lindley, Amanda Barrass, Cornwall Cllr. Colin Martin, Martin Surgey and Peter Santo Warner.
- 3 To elect a Steering Group Chair & Vice Chair.** The meeting agreed that Cllr. David Guiterman should chair the meetings.
- 4 To elect a Steering Group Member to take notes and draft the meeting minutes..** No volunteers were forthcoming. Cllr. David Guiterman agreed to take notes and write the minutes for this meeting.
- 5 To review the Terms of Reference.** The following suggestions were made:-  
Paragraph 4 b to read "*membership of the group will be limited to 16 persons of which town councillors will comprise a maximum of 50% of total places on the Group*". Rationale; to provide for a greater diversity of skills and views within the Group.  
  
Paragraph 4d to read "*member's main residence must usually be within 3 miles of the Lostwithiel parish boundary. Anybody living outside this, but running an established business in town, may be a member subject to there being no conflict-of-interest*". Rationale; to be congruent with the eligibility to sit on the town council and to allow for residents living beyond the parish boundary to contribute to the Steering Group.  
"*Any member of the town council is eligible to be elected to the steering group*". Rationale; to remove ambiguity.  
  
Paragraph 5a should be changed to include the election of a vice chairman
- 6 The rationale for setting up the steering group** was noted
- 7 To receive a presentation from Mr & Mrs Marwood.** Item not taken; They sent apologies..
- 8 To agree a strategy for review.**  
It was agreed that the initial strategy would move forward in two parts.

**Part 1:** Initial review of the current Neighbourhood Plan.

To review the current Neighbourhood Plan, examine the appropriateness of the existing policies to assess how well they have worked in the light of experience and to review the relevant boundaries and to look at gaps on which further work needs doing. In revising the Neighbourhood Plan we will have to take account of the following: the results of the 2021 census, the National Planning Policy Framework 2021, any changes to the Cornwall Local Plan, the Cornwall Climate Emergency Development Plan, and the updated Area of Great

## **Part 2** Public consultation

To consult the residents of Lostwithiel to ascertain their views on what the revised Neighbourhood Plan should contain. There should be public consultation meetings at which residents and other interested parties can discuss with members of the Steering Group what they would like to see in the revised plan.

When we go out to the public, we need to emphasise that we are really pleased that we have established a Plan which has helped us preserve and protect the character of the town over the last few years. In hindsight, we can see there are some things that we could have worded either differently or more strongly and this is the opportunity for anyone to come forward to say how they would like to see the Neighbourhood Plan improved. Part of the reason for the review is to see what aspects of the plan need to be changed in order to make it work better or where new pressures have emerged and the revised plan needs to address these. Also, a number of national and Cornwall policies have been changed since the original Neighbourhood Plan was adopted and the revised Plan will need to take account of these. If the Lostwithiel. Plan is not concordant with those policies then the strength of the whole plan is liable to be undermined.

Information on the consultation process should be delivered to all properties within the parish. There should be provision to respond either in person at a meeting, by freepost, or online.

### ***Other strategy matters.***

It was agreed that on every Steering Group agenda and on any literature on the Neighbourhood Plan sent out to the public, there should be a wording to this effect: "*that this Steering Group has been set up to consider revising the Lostwithiel Neighbourhood Plan but until such time as the revised Plan is adopted, the original plan stands in all its aspects*".

It was suggested that there should be a facility for members of the Steering Group and members of the public to be able to attend meetings remotely. However, it was pointed out that this would require administering and that the services of the town council staff were not available. In order to facilitate this suggestion someone would have to volunteer to do the administration.

- 9 Items for the next Steering Group agenda.;** Review the current policies, to see which ones stood up well and which need amendment and to identify the work needs to be done on them.

**The next meeting of the NP Steering Group** will be on Thursday, December 15 at 19:00 in the library.