

# Lostwithiel Town Council – Neighbourhood Plan Steering Group

Meeting agenda Thursday 23 June 2016

Lostwithiel Community Centre 7pm

**Housekeeping – Neighbourhood Plan Steering Group Chairman Deputy Mayor Mrs P Jarrett will advise the evacuation routes in case of an emergency**

1. Apologies and welcome
2. To approve the minutes of the Neighbourhood Plan working party meeting held on 24 May 2016.
3. To note and record the decisions of Lostwithiel Town Council regarding the Neighbourhood Plan.
4. Draft Outline plan – to consider the draft document prepared by Professor Scott.
5. Drafting plan sections – to consider the viability of producing draft plan sections
6. Working arrangements – to consider working arrangements between meetings.
7. Locality – Neighbourhood Plans Roadmap Guide – to consider formally recognising this publication as the Steering Group’s main guide in driving the project forward.
8. Strategy for Consultation and Engagement – to consider drafting a strategy that will encompass all key stakeholders
9. Cornwall Local Plan – to consider how the Steering Group will ensure general conformity between the draft Neighbourhood Plan and the Cornwall Local Plan.
10. Steering Group Membership – to recommend to Council the appointment of five further volunteers to the Neighbourhood Plan Steering Group
11. Housing needs survey – to consider the survey results.
12. Housing Policy Ballot & Housing Consultation – to agree how to collate and present the results.
13. Housing – to start to consider the real housing need (i.e. required number of houses, current rate of completions and current market situation.)
14. Business survey – to consider the compilation of the mailing list, method of distribution, website survey arrangements and if required a covering letter for postal version of survey.
15. June Consultation event – to receive a report
16. Charity Fun Day – to consider if the Steering Group wish to have a stand.
17. 4<sup>th</sup> Red newsletter - to consider approval of the draft, distribution and print run.
18. Project Plan – to consider options presented for a review of the project plan timetable.
19. Neighbourhood Plan website – to update the Steering Group
20. Items for the meeting to be held on 26 July 2016