

# Lostwithiel Town Council – Neighbourhood Development Plan

## Steering Group Minutes - Tuesday 24 May 2016

A meeting of the Lostwithiel Town Council Neighbourhood Development Plan Steering Group was held in Lostwithiel Library on Tuesday 24 May at 7pm.

Steering Group members present: - Mayor Gillett, Councillor Guiterman, Mr M Pearson, Professor J Scott & Mrs S Tyacke.

One member of the public was in attendance.

Mayor Gillett welcomed everyone to the meeting.

Minute ref 001 – Steering Group Chairman

It was resolved that Deputy Mayor Mrs Jarrett is appointed Chairman of the Lostwithiel Town Council Neighbourhood Development Plan Steering Group.

Minute ref 002- Steering Group Secretary

It was resolved that the town clerk is appointed Steering Group secretary.

Minute ref 003 – Steering Group membership

It was formally noted that membership of the Lostwithiel Town Council Neighbourhood Development Plan Steering Group is as follows:-

Mayor I Gillett

Deputy Mayor Mrs P Jarrett

Neighbourhood Plan Portfolio Holder Councillor D Guiterman

Councillor Mrs G Parsons

Councillor D Robson

Mr M Pearson

Professor J Scott

Mrs S Tyacke

with 7 membership vacancies.

Minute ref 004 – Lostwithiel Town Council Neighbourhood Development Plan Steering Group Terms of Reference Issue 1 dated 2 February 2016

A couple of typing errors were highlighted by the membership and after these had been amended it was resolved to implement these terms of reference.

Minute ref 005 – Apologies

The meeting received apologies from Deputy Mayor Mrs Jarrett, Councillor Mrs Parsons and Mr M Pearson (late).

Minute ref 006 – Minutes 26 April 2016

It was resolved to approve the working party minutes dated 26 April as drafted.

Mr M Pearson joined the meeting

Minute ref 007 – Recorded Town Council Neighbourhood Plan Decisions

*The paragraphs below are extracts from the Town Council's meeting minutes dated Tuesday 10 May*

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.

Minute ref 008 – Wider age group

It was decided that the Plan will need real evidence to illustrate that it tried to reach all age groups. Various alternatives were considered and it was decided that the final proposals will need to be incorporated into a new Neighbourhood Plan Engagement Strategy.

Minute ref 009- Locality Grant

The town clerk advised that Locality have confirmed that the first claim has now been processed and no monies are due for repayment.

Minute ref 010 – Transport Survey

Professor Scott was thanked for collating and presenting the survey results.

Professor Scott outlined the survey results, explained the bias in the response age and gender and that the results indicate a significant number of suggestions for specific improvements.

Minute ref 011 – Draft Transport Policy Consultation Document

It was agreed that this should be recommended to Council

Minute ref 012 – Housing Needs Survey – Survey results

Not Received

Minute ref 013 – Housing Policy Ballot

Mayor Gillett advised the meeting that a significant number of responses have been received and that the Steering Group needs to consider how to best collate the figures and the housing comments.

Minute ref 014 – Housing Consultation

It was decided that the Steering Group would consider options for collating the results at the next Steering Group Meeting.

Minute ref 015 – Cornwall Land Trust

It was decided that Andrew George from Cornwall Land Trust should be invited to address a full Council meeting and that members of the Neighbourhood Development Plan Steering Group should be given as much notice of this meeting date as possible.

Minute ref 016 – Business Needs Survey

Mayor Gillett advised the Steering Group that Kat Smith has offered to set up the online survey and the group needs to decide if the survey will have both an online and paper version. It was decided that the Lostwithiel Business Group should be asked for their view.

Minute ref 17 – June Public Seminar

The Steering Group decided that it would prefer not to hold the consultation on a Saturday afternoon. An alternative venue should therefore be arranged as soon as possible.

Minute ref 018 - 4<sup>th</sup> Red Newsletter

It was decided that the content of this newsletter should be considered at the next Steering Group meeting.

Minute ref 019 - School's consultation

No update

Minute ref 020 – Project Plan

It was decided to review the project plan at the next meeting.

Minute ref 021 – Neighbourhood Plan website

The meeting was advised that the website should be set up within the next two weeks.

Minute ref 022 – Items for the next meeting

Housing Consultation – collation of results

Business Needs Survey

4<sup>th</sup> Red newsletter

Project plan

The meeting closed at 8.55pm

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

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Deputy Mayor Mrs P Jarrett  
Chairman  
Neighbourhood Development Plan  
Steering Group