

Neighbourhood Plan Steering Group

Meeting of 25th April 2017

Record of Decisions and Actions

1. Attending: Pam Jarrett, Dave Robson, Mandy Barrass, John Scott, David Guiterman
 2. Apologies: Dickie Trant
 3. In attendance: Mrs Sandra Harris (Town Clerk), Councillors Parsons and Henderson for item 4.
 4. Nick Cahill, Cornwall Heritage Strategy Officer gave an interesting and informative talk on planning for heritage and the preparation of an Appraisal and Management Plan for the Conservation Area. Various issues were noted for later consideration. The Steering Group expressed its gratitude to Nick Cahill.
 4. The Minutes of the meeting of March 28th were approved.
 5. Notes on Decisions of Lostwithiel Town Council. It was reported that Council had noted the Minutes of our previous meeting.
 6. Revisions to the Housing Section were discussed. It was agreed to retain the current settlement boundary in the early draft and to modify the calculation of numbers to include the two SHLAA sites as 'reserve' housing areas. Exceptional sites would be approved only if there was clear, demonstrable evidence of local need provided by developers.
 7. JS is to update Draft Plan to take account of decisions in item 6. Ian Gillett is to be consulted on calculations of numbers. The early draft plan will go to Council on 16th May and not 2nd May as originally intended. It is hoped that the new Council will approve the plan for consultation purposes and it can be displayed on the website. DG is to resend to the Town Clerk the covering note for the plan.
- The revised draft plan will be sent by JS to Sarah Furley for comment on the new wording and numbers and for completion of the environmental strategy scanning.
- [Note after the meeting: A Press release had been agreed at the Meeting of 28th March for release once an Early Draft Plan had been approved for display by Town Council. DG to ensure that press release is issued.]
10. The Project Plan was reported and will be updated by DG. It was agreed that most tasks had been completed and a simpler flow chart and schedule would now be an advantage.
 11. Date of next meetings agreed as 23rd May. Principal items noted as full discussion of environment and heritage section (including issues of defining 'character zones'), the revised project plan and timetable for completion of Steering Group work.