

## **Neighbourhood Plan Steering Group**

Meeting of 27<sup>th</sup> June 2017

### **Record of Decisions and Actions**

Attending: Phoebe Beedell, Ann Duffin, David Guiterman, Tim Hughes, Colin Risner, Dave Robson, Richard Trant.

In attendance: Sandra Harris

1. Apologies: Mandy Barrass, Chris Jones, Kieran Park, Gill Parsons & John Scott.
2. The Minutes of the meeting of 23 May 2017 were approved.
3. Lostwithiel Town Council had not made any Neighbourhood Plan decisions to be noted by the Steering Group.
4. It was resolved to recommend to Council the proposed revisions to the Steering Group Terms of Reference as drafted. (The Town clerk declined to comment on the proposed revisions having not received a copy of the revisions prior to the meeting.)
5. The Steering Group Chairman gave a verbal report on the Cornwall Council Neighbourhood Plan surgery with Sarah Furley attended by John Scott & David Guiterman. David advised the meeting that Sarah has recommended the layout of the Gwinear & Gwithian Plan, made comments regarding parking being allocated to each new building and also advised that he had submitted maps to Sarah for her consideration.  
The clerk requested copies of the emails to Cornwall Council and to be copied in on all future correspondence.
6. Newsletter 6 – David advised the group of some revisions to the drafted newsletter recommended by Cornwall Council's Sarah Furley. Group members were asked to submit any further revisions to the Group's chairman as soon as possible in order that the document could be considered by Council on 4 July 2017.
7. It was resolved to have a Neighbourhood Plan stand at the Rotary's Charity Fayre Day on 16 July and to hold a Neighbourhood Plan Consultation event on Saturday 5 August from 2pm until 5pm (room to be booked from 12 midday to 6pm).
8. It was resolved that a refined version of the proposal submitted by Phoebe Beedell to engage young people in the Neighbourhood Plan consultation process should be submitted to Council.
9. This agenda item was deferred until the July meeting.
10. It was decided the revised plan needed further amendment
11. There were no items listed by the group for uploading to the Neighbourhood Plan website.
12. It was decided that Newsletter 6, the proposal to engage young people with the Neighbourhood Plan consultation & the consultation event planned for 5 August should receive the consideration of Council at the next meeting on 4 July.
13. The next Steering Group meeting to be held on 25 July 2017.
14. Steering Group members were asked to email all agenda items to the Group Chairman David Guiterman. It was noted that agenda item 9 Environment & Heritage Section update needs to be taken forward to the agenda for the July meeting.