
Neighbourhood Plan Working Party

Agenda 17th July 2015

The meeting will start at 10am in the Gulldhall.

1. Recording working party decisions
2. The consultation process
3. Issues to be covered by the final plan
4. Collecting Information
5. A very early look at housing.



Lostwithiel Town Council Neighbourhood Development Plan Working Party Minutes

Date of Meeting	17th July 2015 10.00 a.m	Those Present	The Mayor, Cllr Mrs Pam Jarrett (PJ) Cllr. Mrs G Parsons, (GP) Cllr. Dave Robson, (DR) Cllr. Chris Jewells, (CJ) Cllr. Richard Brewer, (RB) Cllr. Ian Gillett (IKG)
Venue	The Guildhall, Fore Street.		
Apologies	None		

Minute No.	Minute	Action By:
001	Recording of decisions. It was agreed that in order to maintain a record of discussions and decisions the working party should produce formal records of its meetings	IKG
002	The consultation process The meeting considered the Draft Statement of Community Consultation and Involvement, that had previously been circulated to Lostwithiel Town Council (LTC) on 7th July 2015. IKG reported that he had received no comments from other members of the Council. The working party recognised the importance of an effective agreed consultation process throughout the town and even further afield, during the plan preparation process. A number of additions to the draft document were agreed, these have been incorporated in Draft Issue TWO, attached to these minutes. The meeting discussed the use of "social media" as an additional means of consultation. It was agreed that this would be a good way of extending the scope of the consultation process, but that the plan preparation should not be held up while we worked out how to use social media most effectively. This requires further information. With these changes the working party agreed to recommend to the Council that Draft TWO be used as the basis of a wider consultation with the public via an insert in the Lostwithiel Newsletter.	PJ LTC
003	The future "Steering Group" In accordance with the decision of LTC that the working party could expand into a steering group, including non-councillors, the meeting agreed that at an early stage in the consultation process we should invite organisations and individuals to join the wider group. Based on the scale of the response we would need to write "Terms of Reference" as to how the bigger group would operate. The working party identified two issues that would require particular care. Members of the new group would need to make some form of "declaration of interest" to say who they were representing, if anybody. The working party recognised that it was possible that the steering group might be made aware of information that was either commercially sensitive or of a personal nature. The terms of reference would need to set out how such information should be handled.	IKG
004	The issues to be covered and the project plan. The working party agreed that we needed to initiate a consultation process about which issues the final plan should address and the order in which these were to be considered. Housing was deemed to be the largest and most controversial subject. The working party's view was that this should be tackled first to allow the longest time for widest consultation, to collect information and consider options. The following list was agreed and the subjects should be undertaken in order because the working party doubted that we have the infrastructure necessary to deal with them all at once. It was agreed therefore to recommend to the Council that following list be approved as the basis for consultation.	LTC

Comments about issues raised in these minutes or other matters should be forwarded in writing to The Town Clerk, Lostwithiel Town Council, Edgcombe House, Fore Street, Lostwithiel, PL 22 0BL.
Email: clerk@lostwithieltowncouncil.gov.uk Items should be marked clearly "Neighbourhood Plan".
Decisions and comments recorded in these minutes are those of the Lostwithiel Neighbourhood Plan working party and do not necessarily reflect the views or decisions of Lostwithiel Town Council.

Minute No.	Minute	Action By:																					
004 (Cont)	<p>The list of issues</p> <table border="0"> <thead> <tr> <th data-bbox="308 226 395 259">Priority</th> <th data-bbox="539 226 611 259">Issue</th> <th data-bbox="738 259 1297 517"></th> </tr> </thead> <tbody> <tr> <td data-bbox="339 259 355 293">1</td> <td data-bbox="523 259 611 293">Housing</td> <td data-bbox="738 259 1233 293"><i>Inc numbers, location, affordability, needs etc.</i></td> </tr> <tr> <td data-bbox="339 293 355 327">2</td> <td data-bbox="403 293 707 349">Society, community, culture & recreation</td> <td data-bbox="738 293 1297 349"><i>Inc. public open space, land for outdoor recreational use, listed buildings etc</i></td> </tr> <tr> <td data-bbox="339 349 355 383">3</td> <td data-bbox="435 349 691 383">Economic development</td> <td data-bbox="738 349 1217 405"><i>Inc Retail, industry & commerce, agriculture & horticulture, tourism and minerals</i></td> </tr> <tr> <td data-bbox="339 405 355 439">4</td> <td data-bbox="507 405 619 439">Transport</td> <td data-bbox="738 405 1153 439"><i>Inc car parking, rail and public transport</i></td> </tr> <tr> <td data-bbox="339 439 355 472">5</td> <td data-bbox="515 439 611 472">Heritage</td> <td data-bbox="738 439 1090 472"><i>Inc conservation area and history</i></td> </tr> <tr> <td data-bbox="339 472 355 517">6</td> <td data-bbox="419 472 707 517">Environment & renewable energy</td> <td data-bbox="738 472 1297 517"><i>Inc wind turbines, solar panels, geothermal, hydro etc</i></td> </tr> </tbody> </table>	Priority	Issue		1	Housing	<i>Inc numbers, location, affordability, needs etc.</i>	2	Society, community, culture & recreation	<i>Inc. public open space, land for outdoor recreational use, listed buildings etc</i>	3	Economic development	<i>Inc Retail, industry & commerce, agriculture & horticulture, tourism and minerals</i>	4	Transport	<i>Inc car parking, rail and public transport</i>	5	Heritage	<i>Inc conservation area and history</i>	6	Environment & renewable energy	<i>Inc wind turbines, solar panels, geothermal, hydro etc</i>	
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005	<p>Facts and information The working party recognised that decisions taken in preparing the neighbourhood plan had to be "evidence based". Therefore we will require a considerable amount of information from many individuals and organisations. The following were identified, Cornwall Council, The Environment Agency, English Heritage, Network Rail, central Government. Locally the Business Group, the Town Council, Lostwithiel Forum, Lostwithiel Transition and others may be able to provide information and expertise. Key to this process will be Cornwall Council and we will need at an early stage to set up discussions with them as to how the process of information gathering will work.</p>	IKG / Town Clerk																					
006	<p>Housing The working group had a preliminary discussion about how we might approach the housing issue. No decisions were taken other than we needed some more up to date information. The latest figures for new dwellings in the emerging Cornwall Local Plan would be useful.</p>	DR																					
007	<p>Future meetings The working party agreed that it should meet monthly for the foreseeable future and identified evening meetings on the 4th Tuesday of each month. So the next meetings will be at 7.00 pm in the Guildhall (Unless otherwise notified) as follows:</p> <table border="0"> <tbody> <tr> <td data-bbox="571 1133 659 1167">Tuesday</td> <td data-bbox="691 1133 882 1167">25th August 2015</td> </tr> <tr> <td data-bbox="571 1167 659 1200">Tuesday</td> <td data-bbox="691 1167 930 1200">22nd September 2015</td> </tr> <tr> <td data-bbox="571 1200 659 1234">Tuesday</td> <td data-bbox="691 1200 898 1234">27th October 2015</td> </tr> <tr> <td data-bbox="571 1234 659 1267">Tuesday</td> <td data-bbox="691 1234 930 1267">24th November 2015</td> </tr> <tr> <td data-bbox="571 1267 659 1301">Tuesday</td> <td data-bbox="691 1267 1058 1301">22nd December 2015 (Provisional)</td> </tr> </tbody> </table> <p>It was also agreed that a presentation on the key features of the neighbourhood planning process would be useful for members of the working party and probably to other members of the Council.</p>	Tuesday	25th August 2015	Tuesday	22nd September 2015	Tuesday	27th October 2015	Tuesday	24th November 2015	Tuesday	22nd December 2015 (Provisional)	IKG IKG / Town Clerk											
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008	<p>The meeting closed at 11.50 am.</p>																						
	<p>Minutes approved by the members of the working party present at the meeting of the Town Council on 21st July 2015.</p> <p></p> <p>Signed</p> <p>I.K Gillett, Portfolio Holder for the Neighbourhood Plan</p>																						
<p>Comments about issues raised in these minutes or other matters should be forwarded in writing to The Town Clerk, Lostwithiel Town Council, Edgcombe House, Fore Street, Lostwithiel, PL 22 0BL, Email: clerk@lostwithieltowncouncil.gov.uk Items should be marked clearly "Neighbourhood Plan". Decisions and comments recorded in these minutes are those of the Lostwithiel Neighbourhood Plan working party and do not necessarily reflect the views or decisions of Lostwithiel Town Council.</p>																							

Neighbourhood Plan Working Party

Agenda 21st September 2015

(Amended)

The meeting will be in the Guildhall starting at 7.00 pm.

1. Tasha Davis, Cornwall Community Link Officer, Coleen O'Sullivan, the new Cornwall Council, Neighbourhood Plan Officer & Councillor Benedicte Bay.
(In addition all Town Councillors will be invited, as per previous discussions)
2. To record the minutes of the meeting of 17th July
(These were previously agreed by the Working Party at the Council meeting of 21st July)
3. To note and record the decisions of LTC regarding the NP in August and September.
4. Apologies
5. Project Plan *To approve the draft document previously circulated*
6. Locality Grant application
 1. An update report
 2. The shopping list (Attached)
7. First Newsletter and related events for the public launch of the Neighbourhood Plan
 1. An update report
 2. Linked Press Statement
 3. Linked mailing to identified stakeholders
 4. Formal Newspaper advert
 5. Draft response letter & email (Draft to be circulated)
 6. 2015 Seminar – open meeting
8. To consider the design for a future NP web site.
9. Provisional housing policies
 1. Provisional policy update (Circulated previously)
 2. Housing needs survey & letter (Circulated previously)
 3. Review of the current local situation (Attached)
 4. The Uppingham design and access policy (Circulated previously)
10. Future work;- the other provisional issues - an early review.
 1. Society, community, culture & recreation
 2. Economic Development
 3. Transport
 4. Heritage
 5. Environment & renewable energy

Each of these issues is going to require some preliminary work to identify how we proceed to public consultation. Can we do this ourselves? Do we need outside professional help? Should this be the basis of a further grant application next year?
11. Future meetings
 1. To consider the format of future meetings of the working party and eventually a steering group. Should these meetings be "open", by invitation, or closed to the public? Remember that this has got to be an open and visible process to the public.
 2. Dates of future meetings
 - 27th October 2015
 - 24th November 2015
 - 22nd December 2015 - Should we find an alternative to this?
 - 26th January 2016
12. Items for the October meeting

Ian Gillett

16th September 2015



Lostwithiel Town Council Neighbourhood Development Plan Working Party Minutes

Date of Meeting	21st September 2015	Those Present	The Mayor, Cllr Mrs Pam Jarrett (PJ) Cllr. Mrs G Parsons, (GP) Cllr. Dave Robson, (DR) Cllr. Chris Jewels, (CJ) Cllr. Ian Gillett (IKG) Cllr Benedicte Bay, Tasha Davis CC Coleen O'Sullivan CC The Town Clerk, Sandra Harris
Venue	The Guildhall, Fore Street.		
Apologies	Cllr. Richard Brewer, (RB)		

Minute No.	Minute	Action By:
009	<p>Presentation by Cornwall Council officers Tasha Davis & Coleen O'Sullivan Tasha Davis (TD) and Coleen O'Sullivan (C O'S) both introduced themselves and explained their role in supporting the work on our neighbourhood plan. There was a discussion about communications between ourselves and Cornwall Council. TD and C O'S undertook to look into some early problems. The meeting then considered specific items where Cornwall Council could help with the plan. Cornwall will provide free of charge 5 identical maps in any size up to A0. It was agreed that we should consider what size and what information would be the best option. We would also look at whether we needed to pay for other maps as well. TD undertook to find information about the details of the Lostwithiel conservation area and both agreed to seek relevant information about Lostwithiel from the emerging Local Plan.</p>	IKG TD & C O'S
010	<p>Minutes and decisions of previous meetings. The minutes of the previous working party meeting of 17th July 2015 have been agreed as an accurate record by members of the working party at the full Council meeting of 21st July. It was agreed to simply note the agreed minutes at this meeting. The meeting also agreed that we should record the decisions taken by full council relating to the neighbourhood plan, this just being a working party making recommendations. This is to ensure that a complete record of decisions is maintained in one series of documents.</p> <p><i>21st July 2015 Minute 144/15</i> <i>It was proposed by Councillor Robson and seconded by Councillor Jewels that the minutes of the Neighbourhood Plan working party meeting held on Friday 17 July are approved and recommended to Council. This proposal received the support of the members of the Neighbourhood Plan working party present.</i> <i>It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that Lostwithiel Town Council accepts the Neighbourhood Plan working party minutes dated 17 July and approves the Statement of Consultation and the basis of consultation as detailed in the Neighbourhood Plan's working party minutes dated 17 July. This proposal received the support of the Council.</i></p> <p><i>4th August 2015 Minute 176/15</i> <i>Councillor Gillett advised Council that it will be necessary to use some of the Council's earmarked reserve to pay for the first stage of the consultation. It was proposed by Councillor Mrs Ross and seconded by Honoured Burgess Jones that the Neighbourhood Plan working party is authorised to draw up and submit a provisional project plan to submit as part of the grant application. This proposal received the support of the Council.</i></p> <p><i>1st September 2015 Minute 224/15 b Neighbourhood Plan</i> <i>Insert for Lostwithiel Newsletter It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that the Lostwithiel Town Council Neighbourhood Plan Issue One Autumn 2015 insert is approved as drafted. This proposal received the support of the Council. It was further proposed by Councillor Mrs Ross and seconded by Councillor Robson that Palace Printers are asked to increase the print run from 1400 to 1500 copies at a cost of £95. This proposal also received the support of the Council.</i> <i>Drafted outline of the Neighbourhood Plan housing policy</i> <i>Councillor Gillett explained to Council the ethos of the document prepared by the working party and reiterated that this is not a final document rather a document that has been prepared to provide a 'starting point' for consultation.</i></p>	

Continued

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 Email: clerk@lostwithieltowncouncil.gov.uk Tel 01208 872323 Items should be marked clearly "Neighbourhood Plan".

Minute No.	Minute	Action By:
010 (Cont.)	<p>The clerk requested the removal of the term 'human scale' under PLHP 7. It was proposed by Councillor Robson and seconded by Councillor Mrs Parsons that the document provides the basis for consultation. This proposal received the support of the Council.</p> <p>Draft Housing Needs survey</p> <p>It was proposed by Councillor Mrs Ross and seconded by Honoured Burgess Peareth that the Neighbourhood Plan working party is authorised to investigate how to undertake a housing needs survey and report back to Council.</p>	
011	<p>The Project Plan</p> <p>The meeting agreed the draft project plan previously circulated.</p>	
012	<p>The Locality Grant application</p> <p>Cllr Gillett reported that the grant application had been submitted including the "shopping list" previously circulated with the agenda. He added that he had received a phone call from Peter Jones of Locality saying that three capital items would not be allowed, i.e. the exhibition stand, the notice board and the gazebo. The remaining items would be funded, a total of £2005. This would allow a further grant application of almost £6000 in the next financial year. This was still to be confirmed by email however.</p> <p>The working party decided to seek the decision of Council as to whether the rejected items should be funded from the neighbourhood plan earmarked reserve.</p>	Town Council
013	<p>Consultation Newsletter</p> <p>Cllr Gillett reported that the order and artwork for the first newsletter were now with Palace Printers. The order for distribution was with the LGA. The working party also agreed the following documents should be recommended to Council for approval-</p> <ol style="list-style-type: none"> 1. A press release to be issued at the same time as the newsletter is distributed. 2. A covering letter to the identified individuals and organisations and to prepare a mailing list. 3. A formal advertisement for the Cornish Guardian, Public Notices section. 4. The text of the first response to replies to the newsletter, subject to confirming the "data protection" wording. The details of how these responses were to be controlled to be determined. <p>It was also agreed that we should hold an open seminar to invite the public to discuss the proposals for the neighbourhood plan before the end of the year..</p>	<p>Town Council and :- Town Clerk IKG/DR</p> <p>Town Clerk</p> <p>IKG/Town Clerk IKG</p>
014	<p>Design for neighbourhood plan website</p> <p>The working party considered an early design for a web site. It was agreed that we should each review other NP web sites and identify designs and features that we would like to incorporate in our site for future discussions with the web site designers.</p>	All members of the working party
015	<p>Provisional housing policies</p> <p>The "provisional issues relating to housing" Draft TWO as amended by Council was circulated. The working party agreed to review the detailed questions and covering letter for the Cornwall Housing Needs Survey and then recommend to Council that as adapted for Lostwithiel, it should be used for a survey. The survey should be co-ordinated with the issue of Newsletter Two in December, and promoted with a press release and if possible via social media.</p> <p>The working party considered the review of the current housing situation. Cllr Gillett reported that a further potential development site had been identified and the Town Clerk suggested some amendments to the details in the text, these were agreed. It was agreed that the revised document with updated graphs etc should be considered at the next meeting before being reported to the Council.</p> <p>The working party welcomed the Uppington design and access policy and decided that it should be considered further in conjunction with responses to the draft housing policies at some date in the future</p>	<p>All members of the working party</p> <p>IKG</p>
016	<p>Future Work</p> <p>There was a discussion about how we should approach work on the other major issues. The working party thought it too early to make any detailed decisions but were reluctant to rush into paying outside consultants until it was clear how this would help. It was however agreed that we should try to take the consultation process into the local schools.</p>	PJ
017	<p>Dates of future meetings</p> <p>27th October and 24th November were agreed, venue to be confirmed. It was agreed to postpone the meeting scheduled for 22nd December until early in the new year and hold two meetings in January.</p>	IKG
018	<p>The Meeting closed at 8.45 pm</p>	
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Minute No.	Minute	Action By:
	<p data-bbox="304 264 1273 331">Minutes approved by the members of the working party present at the meeting of the Town Council on 6th October 2015.</p> <p data-bbox="300 600 368 629">Signed </p> <p data-bbox="300 701 895 734">I.K Gillett, Portfolio Holder for the Neighbourhood Plan</p>	
<p data-bbox="172 748 1422 837">Comments about issues raised in these minutes or other matters should be forwarded in writing to The Town Clerk, Lostwithiel Town Council, Edgecumbe House, Fore Street, Lostwithiel, PL 22 0BL, Email: clerk@lostwithieltowncouncil.gov.uk Tel 01208 872323. Items should be marked clearly "Neighbourhood Plan".</p>		

Neighbourhood Plan Working Party

Agenda 27th October 2015

The meeting will start at 7.00 pm, upstairs in Oasis in the Community Centre.

1. To record the minutes of the meeting of 21st September
(These were previously circulated & agreed by the Working Party at the Council meeting of 6th October)
2. To note and record the decisions of LTC regarding the NP.
3. Apologies
4. Updated project plan *(Attached)*
4. Locality Grant application
 1. An update report
 2. The revised shopping list *(Attached)* + "Banners" attached
- 5 First Newsletter and related events for the public launch of the Neighbourhood Plan
 1. An update report
 2. Linked Press Statement
 3. Linked mailing to identified stakeholders. Draft mailing list attached
 4. Formal Newspaper advert
 5. Draft response letter & email
 6. 2015/16 Seminars – open meetings, venues and dates
6. To consider the design for a future NP web site.
Working party members view of other local plan web sites
7. Maps – Options for "free" maps from Cornwall Council
8. Provisional housing policies
 1. Provisional policy update *(Circulated previously)*
 2. Housing needs survey & letter *(Circulated previously)*
 3. Review of the current local situation *(Revised version to follow)*
 - 4 Second Newsletter insert December - January
9. Delegated decision making powers on administrative matters
10. Future meetings
 - 24th November 2015
 - 12th January 2016
 - 26th January 2016
 - 23rd February 2016
 - 22nd March 2016
11. Items for the November meeting

Ian Gillett
16th October 2015



Lostwithiel Town Council Neighbourhood Development Plan Working Party Minutes

Date of Meeting	27th October 2015	Those Present	The Mayor, Cllr Mrs Pam Jarrett (PJ) Cllr. Mrs G Parsons, (GP) Cllr. Dave Robson, (DR) Cllr. Chrls Jewels, (CJ) Cllr. Richard Brewer, (RB) Cllr. Ian Gillett (IKG)
Venue	Oasis, Lostwithiel Community Centre		
Apologies	None		

Minute No.	Minute	Action By:
019	<p>Minutes and decisions of previous meetings. The minutes of the previous working party meeting of 21st September 2015 have been agreed as an accurate record by members of the working party at the full Council meeting of 6th October 2015. The minutes were noted.</p> <p>At the meeting of 6th October Lostwithiel Town Council also agreed as follows <i>Minute 275/15 Neighbourhood Plan</i> <i>Proposed purchase of a gazebo, notice board & exhibition stand from the Council's Neighbourhood Plan earmarked reserves. It was proposed by Mayor Mrs Jarrett and seconded by Councillor Mrs Ross that the Council does not consider purchasing an exhibition stand at this time but that prices are obtained for a gazebo and notice board for consideration by Council at the November Council meeting. This proposal received the support of the Council.</i> <i>Approval of the wording of the press release, covering letter and newspaper notice. It was proposed by Councillor Robson and seconded by Deputy Mayor May that the wording is approved subject to the suggested amendments of the town clerk. This proposal received the support of the Council.</i></p>	
020	<p>Project Plan The updated project plan was circulated and noted. (Page 1 Attached) There were no serious slippages from the original plan.</p>	
021	<p>Grant Application The locality grant money of £2006 had now been received. As previously reported three items from the original bid had been rejected. A revised shopping list was circulated. (Attached) We now have from 1st November to 31st March next year to purchase the approved items. It was agreed we should discuss how this was to be achieved with the Town Clerk. Suggested designs for the various banners were circulated. These were approved but the list of TC responsibilities may need to be extended. IKG reported that he had a possible "Interest to declare" if KCS Print Ltd were to be the chosen supplier and would take no part in the purchase of these items. It was agreed to seek prices from Park Signs and Hot Dog Decals.</p>	IKG/Town Clerk CJ and RB
022	<p>First Newsletter and Plan Launch The first NP newsletter had been distributed with the October Lostwithiel Newsletter as planned. There had been a few responses so far. The linked mailing to identified stakeholders was being distributed. It was agreed that we should continue to update the mailing list (Currently approx 150 names). It was also agreed that we should mail the full list next time, but after that we should review whether on not to continue to mail those who had not responded. It was reported that we had needed an additional 100 copies of the newsletter because the mailing list was larger than expected. This was approved. It was agreed that IKG should liaise with the Town Clerk over the press advert and press release.</p>	All IKG IKG/Town Clerk
023	<p>Public Seminars IKG reported that we had a provisional booking of the Long Room in the Community Centre for public seminars on 5th December 2015 and 5th March 2015. It was agreed to recommend to Council that these dates be confirmed and that the room hire be funded from the earmarked reserve. 2 x £100 of the grant money is available for refreshments for these events.</p>	IKG

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Minute No.	Minute	Action By:
024	<p>Web Site Design There was a further discussion about the NP website. It was agreed that we should use a local firm if possible. The grant bid had awarded money for web site development. Members of the working party agreed to review further other NP websites and identify any that they liked, either in terms of design and functions. It was agreed that IKG should discuss the options further with the Town Clerk, especially as the Council's IT facilities were under review.</p>	All IKG/Town Clerk
025	<p>Maps At the previous meeting the Cornwall Council officers present had stated that Cornwall Council would provide 5 free maps of whatever size and content we wanted. It was agreed that we should obtain the largest size and include all relevant information available. Pam Jarrett would discuss this with Tasha Davis when they next meet.</p>	PJ/Tasha Davis
026	<p>Provisional Housing Policies As so far there had been no objection from the consultation to "Housing" being the first item, it was agreed that that we should continue doing some preliminary work on this. The draft proposals for housing policy as amended by Council were circulated. IKG reported that he had withdrawn his "Current Situation" report and it would no longer be considered by the Council. It was agreed that we needed a housing needs survey to be co-ordinated with public consultation regarding housing. IKG set out the email trail concerning the changes by Cornwall Council. This item was noted and options on a housing needs survey considered. It was concluded that even if we have to pay for some or all of the postage costs Cornwall Council is still probably the easiest method. It was agreed that the item should be reported to Council and that we should seek to establish likely costs and options with Cornwall. It was agreed to include DR's additional question about working outside Lostwithiel. DR to supply details to IKG. It was also agreed to look at amending the letter to reflect the NP and Lostwithiel rather more. It was agreed to do some preparatory work on a second newsletter, to be based around the housing issue. There was discussion about the problems of distributing this because the likely time of publication was January and there isn't a Lostwithiel Newsletter that month. We might have to consider door to door delivery.</p>	IKG DR IKG IKG
027	<p>Delegated decision making powers on administrative matters. There was a discussion about the time delays in getting even very simple matters approved. The meeting believed that as we get further into the process that the "triple lock" approval process (Working Party, Town Clerk and Council) would be unworkable, especially if the group expanded to a steering committee with non-councillors involved. It was agreed to request that the Council approve the suggested delegated powers considered (Attached). PJ to discuss the content with the Town Clerk</p>	PJ/Town Clerk
028	<p>Future Meetings The following dates were agreed, 24th November 2015, 12th & 26th January, 23rd February and 27th March 2016. IKG to resolve the issue of venues.</p>	IKG
	<p>Minutes approved by the members of the working party present at the meeting of the 24th November 2015.</p> <p style="text-align: center;">  Signed</p>	
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Neighbourhood Plan Working Party

Agenda 24th November 2015

The meeting will start at 7.00 pm, upstairs in Oasis in the Community Centre.
Note: Members of the public who have responded to the consultation have been invited to listen to our decisions on their comments and so may be in attendance.

1. To record the minutes of the meeting of 27th October. *(Previously circulated)*
2. To note and record the decisions of LTC regarding the NP.
3. Apologies
4. Updated project plan *(To be circulated at the meeting)*
5. Locality Grant funds
 1. An update report
6. Finance statement ~ *To be circulated at meeting*
7. First Newsletter and related events for the public launch of the Neighbourhood Plan
 1. Press Statement
 2. Formal Newspaper advert
 3. Response letters & emails
8. Responses to the first NP consultation
 1. Consultation process ~ *Draft statement attached*
 2. Issues to be considered as part of the plan
 3. Priority order for issues
 4. Steering group
 5. *To recommend to the Town Council that the "Statement of Community Consultation and Involvement" and the key issues and priorities list for the Lostwithiel Neighbourhood Plan, should, subject to amendments agreed at this meeting, be approved and adopted.*
9. Press release for issue in December
10. Cornwall Local Plan – Update on housing numbers
11. 5th December Open Seminar
 1. Display material
 2. Duty rota
 3. Location and refreshments
 4. A4/DL colour leaflet ~ *Circulated with the Council meeting agenda*
12. NP web site.
 1. *Working party members view of other local plan web sites*
13. Maps ~ "Free" maps from Cornwall Council ~ an update
14. Schools consultation – an update
15. Provisional housing policies
 1. *Housing needs survey & letter (email attached)*
 2. *Second Newsletter Insert December - January*
16. Delegated decision making & "Terms of Reference" for a steering Group
17. Future meetings
 - 12th January 2016
 - 26th January 2016
 - 23rd February 2016
 - 22nd March 2016
18. Items for the January meeting

Ian Gillett

14th November 2015



Lostwithiel Town Council Neighbourhood Development Plan Working Party Minutes

Date of Meeting	24th November 2015	Those Present	The Mayor, Cllr Mrs Pam Jarrett (PJ) Cllr. Mrs G Parsons, (GP) Cllr. Dave Robson, (DR) Cllr. Richard Brewer, (RB) Cllr. Ian Gillett (IKG) Colleen O'Sullivan (C O'S) Cornwall Council 3 members of the public
Venue	Oasis, Lostwithiel Community Centre		
Apologies	Cllr. Chris Jewels, (CJ)		

Minute No.	Minute	Action By:
029	The minutes of the meeting of 27th October were agreed as circulated.	
030	<p>The relevant minutes from Council meetings since the last WVP meeting were noted as follows</p> <p>303/15 LOSTWITHIEL TOWN COUNCIL COMMUNITY RESILIENCE Neighbourhood Plan – It was proposed by Councillor Mrs Ross and seconded by Deputy Mayor May that the wording on the letter is approved as drafted with the exception of the reply slip where the request to circle the statements that apply should be replaced with boxes to tick. This proposal received the support of the Council.</p> <p>In order to expedite future Neighbourhood Plan correspondence Councillor Gillett requested that Council consider allowing the Neighbourhood Plan Working Party to draft correspondence. The clerk was instructed to make this an agenda item for the next Council meeting.</p> <p>337/15 LOSTWITHIEL TOWN COUNCIL COMMUNITY RESILIENCE Neighbourhood Development Plan Housing Needs Survey – the clerk was instructed to defer this item to the December agenda. Gazebo & Notice board purchase – It was proposed by Councillor Robson and seconded by Councillor Guiterman that the Town Council's Neighbourhood Plan earmarked reserve is used to purchase a gazebo at a price of approximately £120 and a lockable notice board at a price of £550. This proposal received the support of the Council. Room Hire – It was proposed by Deputy Mayor May and seconded by Councillor Mrs Wilkinson that the Town Council's Neighbourhood Plan earmarked reserve is used to pay for the hire of the Long Room at Lostwithiel Community Centre on the afternoons of 5 December & 5 March at a total cost of £100. This proposal received the support of the Council.</p>	
031	<p>Project Plan The updated project plan (Attached) was circulated and noted. There were no serious slippages from the original plan.</p>	
032	<p>Locality Grant It was agreed that as the Locality Grant money had been received, that we should request Council's approval to purchase all the agreed items with referring each item individually.</p>	IKG/Town Clerk
033	<p>First Newsletter—related items It was reported that the 1st Press release and the formal press advert had been actioned. The text of a formal letter of response to replies had been agreed by the Town Clerk.</p>	
034	<p>Response to the first consultation It was reported that 41 responses had been received to the consultation during October and November. The working party primarily considered these with regard to the 3 issues included in the consultation.</p> <p>1. The consultation process. None of the comments received suggested changes to the document as published. Two respondents supported the use of a web site and social media but didn't suggest any modification to the published document. The Working Party noted that these issues were already included in the draft document. The working party resolved that the Town Council be recommended to approve and adopt the "Statement of Community Consultation & Involvement" (Draft 2) as published.</p>	IKG/Town Clerk

Comments about issues raised in these minutes or other matters should be forwarded in writing to The Town Clerk, Lostwithiel Town Council, Edgcombe House, Fore Street, Lostwithiel, PL 22 0BL, Email: clerk@lostwithieltowncouncil.gov.uk Tel 01208 872323 Items should be marked clearly "Neighbourhood Plan".

Minute No.	Minute	Action By:
034 (Continued)	<p>2. The Issues to be included Two suggested changes had been received. First move "Culture" from "Society, Community, Culture & Recreation" and include it with "Heritage". Second, add "Biodiversity" to Environment and Renewable Energy". The working party considered both of these items and resolved that the Town Council be recommended to approve and adopt both changes.</p> <p>3. The priority order Respondents to the consultation had suggested that both Economic Development and Transport should have a higher priority than "Society, Community, Culture & Recreation". Again after considering these comments the working party resolved that the Town Council be recommended to approve and adopt both of them.</p> <p>If approved by the Town Council this would result in the following issues and order,</p> <ol style="list-style-type: none"> 1. Housing 2. Transport 3. Economic Development 4. Society, Community & Recreation 5. Heritage & Culture 6. Environment, Biodiversity & Renewable Energy. 	<p>IKG/Town Clerk</p> <p>IKG/Town Clerk</p>
035	<p>The Steering Group In total five people who responded expressed an interest in joining a "Steering Group" It was agreed that we should write to each of them inviting them to attend the next working party meeting.</p> <p>The working party considered the revised "delegated powers" document and agreed to recommend to the Town Council that it be approved and adopted. CO'S reported that Cornwall Council had a model set of "Terms of Reference" for Neighbourhood Plan Steering Groups and offered to provide this.</p>	<p>IKG/Town Clerk</p> <p>CO'S</p>
036	<p>December Press Release It was agreed that we should issue a press release setting out the progress that had been made towards the Neighbourhood Plan.</p>	<p>IKG/Town Clerk</p>
037	<p>Cornwall Local Plan - Housing Numbers The draft Cornwall Local Plan was currently being amended following comments by the Inspector. Housing numbers in particular were changing. For the period from 2010 to 2030, Officers were now proposing the total requirement would increase from 47,500 to 52,500, partly to recognise the number of holiday homes. The proposals increased from 800 to 900 the allocation for the St Blazey, Fowey & Lostwithiel Community Network Area. As yet this figure had not been broken down further. The proposals had been considered by the Planning Policy Advisory Committee and were now going to Cabinet and then full Council. This is an information item at this stage.</p>	
038	<p>First Open Seminar The working party agreed the display material for the first open seminar on 5th December 2015. A number of members of the working party agreed to attend and it was also agreed to ask all members of the Council if they could help on the day. The seminar would be in the Long Room of the Community Centre and LCA would supply the refreshments. The A4 colour "Neighbourhood Plan" leaflet was being printed and would be available on the day.</p>	<p>All</p>
039	<p>NP Web Site Some members commented on various NP web sites that they had looked at, but none were interesting enough to justify further investigation. A draft "home page" for a web site was tabled and it was agreed that this should be used as the basis for our site</p>	<p>IKG/Town Clerk</p>
040	<p>Maps CO'S confirmed that up to 5 identical maps of any size up to A0 would be available free. It was agreed that we should order 5 maps A0 size. CO'S was asked to supply a list of "layers" available so we could decide what information we should include.</p>	<p>CO'S</p>
041	<p>Schools Consultation The Mayor reported that she had made contact with the primary schools and was arranging visits to explain what we were doing. It was agreed that contact with the secondary schools should be limited at the moment to Bodmin and Fowey.</p>	<p>PJ</p>
042	<p>Provisional Housing Policies the working party considered the options for carrying out the survey in the light of the costs supplied by Sarah Roberts. The working party agreed that a housing needs survey (HNS) was going to be an essential part of the information gathering process for the NP. It was further agreed to recommend to the Town Council that we accept the proposal from Cornwall Council, based on Sarah Roberts information. The working party noted that Nick Marsden would now be the Cornwall officer as our point of contact for affordable housing and the HNS.</p> <p>It was further agreed that our target date for the HNS letters to be sent out was the first week in March, the second NP newsletter to be distributed with the Community Centre Newsletter in February</p>	<p>IKG/Town Clerk</p>
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Minute No.	Minute	Action By:
042 (Continued)	<p>Provisional Housing Policies It was agreed that as there was no working party meeting scheduled for December, the draft 2nd newsletter should be circulated among working party members and if there were no objections, then submitted to full Council for approval. This would allow the newsletter to be printed either late December or early in January. The mailing to businesses, voluntary groups etc could then be completed in January before the general circulation in the town in February. This timetable should allow a further newsletter on Transport and possibly Economic Development to go out in March to use the Locality grant.</p>	All IKG/Town Clerk
043	<p>Future Meetings</p> <p>The following dates were confirmed, 12th & 26th January, 23rd February and 27th March 2016.</p>	IKG
044	<p>Minutes approved by the members of the working party present at the meeting of the 12th January 2016.</p> <p></p> <p>Signed</p> <p>LK Gillett, Portfolio Holder for the Neighbourhood Plan</p>	
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