

Lostwithiel Town Council

Neighbourhood Plan Steering Group Minutes

Tuesday 30 September 2025

Lostwithiel Library 7pm

Meeting Minutes

A meeting of Lostwithiel Town Council's Neighbourhood Plan Steering Group was held in Lostwithiel Library on Tuesday 30 September 2025 at 7pm.

Present

Martin Surgey (Chair), Andrew Ankowski, Shaun Bartlett, Brian Davis, & Chris Pearce, Peter Santo-Warner, Franco Szczepaniak.

In attendance

No members of the public were in attendance.

Town Clerk Sandra Harris was in attendance.

NPSG73/25 Apologies

Apologies were received and accepted from Tod McClarin, Sally Atkins & David Dunkley.

NPSG74/25 Public Participation

None.

NPSG75/25 To invite further applications for Steering Group membership & welcome any new members.

None.

NPSG66/25 Meeting Minutes 17 September 2025

It was **resolved** that the minutes of the NPSG Meeting held on 17 September 2025 are accepted, approved and duly signed by the Committee Chair Martin Surgey.

Proposer: Franco Szczepaniak

Seconder: Brian Davis

Vote – 5 in favour, 2 abstentions

NPSG77/25 Cycle route update

It was agreed to ask Council to issue letter 4 after the heading had been modified to read 'Duchy of Cornwall land'. The clerk confirmed that if approved by Council the letter will be addressed to Luke Humpries, Cornwall Land Steward.

NPSG78/25 NPS – Employment & Economy section – Business survey

The Steering Group expressed their disappointment that only 8 responses had been received. However, the views expressed by those businesses that did respond were broadly in agreement with the opinions expressed in the town wide survey. Parking came through very clearly as the most significant issue.

NPSG79/25 NPS – Maps

Conservation area – the group liked the presentation of this map but would ask if it would be possible to add the names of the main streets. E.g. Fore Street, Quay Street and the streets on the perimeter of the Conservation Area.

Employment area – the clerk was asked to ask if it would be possible to arrange a map of the town's employment area the Industrial Estate, Fore Street, Queen Street and Quay Street.

Contours map – the group asked if it would be possible to change the colour scheme to perhaps paler shades/colours in order that the field boundaries would become more defined.

Transport Map & Parish Boundary Map – the clerk was asked to ask if it would be possible for the Parish Boundary to be a purple or thin black line rather than red. The group considered the use of red might be too confusing.

NPSG80/25 NPS – Submission format

It was decided that the group would broadly follow the simple plan template suggested by Cornwall Council.

1. Introduction
2. Parish today
3. Key data
4. Community survey
5. Vision, Objectives and Priorities
6. Appendices
7. Checklists

So, using the Employment section as an example some of the prepared text would be entered under Parish, some into Key Data and then a large percentage into Vision, Objectives & Priorities.

It was further explained that it is anticipated that the Community survey section, for example, will have 6 sub headings which reflect the 'topics' of the NPS.

NPSG81/25 AI – Presentation

Two group members did AI demos to illustrate the benefits of using AI to help draft NPS text and the final NPS document. It was agreed that a copy of the demo document would be circulated to Steering Group Members to facilitate further discussion at the next meeting.

NPSG82/25 Cornwall Council Neighbourhood Planning Newsletter September 2025

The Newsletter content was noted by the Steering Group, Peter and Martin requested a copy.

NPSG83/25 Cornwall Council – Submitting your draft NPS

The clerk advised that having attended the presentation she had very little to add to the slides. The next Cornwall Council led NPS Teams meeting is scheduled for Tuesday 21 October when it is anticipated the pilot group will be discussing the first NPS to be submitted.

NPSG84/25 Meeting dates

Meeting dates were agreed as follows:-

Wednesday 15 October

Wednesday 29 October

Wednesday 12 November

Wednesday 26 November

The meeting closed at 20.45pm

Chair

Date