

Lostwithiel Town Council

Neighbourhood Plan Steering Group Minutes

Wednesday 12 August 2026

Lostwithiel Guildhall 6.30pm

Meeting Minutes

A meeting of Lostwithiel Town Council's Neighbourhood Plan Steering Group was held in Lostwithiel Guildhall on Wednesday 12 August 2026 at 6.30pm.

Present

Chair Martin Surgey, Vice Chair Tod McClarin, Sally Atkins, Brian Davis, David Dunkley, Chris Pearce & Franco Szczepaniak.

In attendance

No members of the public were in attendance.

Town Clerk Sandra Harris was in attendance.

NPSG015/26 Apologies

Apologies were received and accepted from Andrew Ankowski & Peter Santo-Warner.

NPSG016/26 Public Participation

None

NPSG017/26 Meeting Minutes 30 July 2026

It was **resolved** that the minutes of the NPSG Meeting held on 30 July 2026 are accepted, approved and duly signed by the Chair Martin Surgey.

Proposer: Sally Atkins

Seconder: Brian Davis

Vote – 5 in favour, 1 abstention.

NPSG018/26 Community Consultation

Chris Pearce joined the meeting.

- a) Community Consultation response form – It was agreed that the response options should be amended to a scale of 1-5 where 1 represents not supported and 5 represents fully supported. It was further agreed that the wording of questions 4-6 and 7-9 should be amended replacing 'support' with 'agree with' and that the colours on the document should be lighter.

- b) Maximising Community Engagement – it was agreed that the group would recommend to Council that, in order to maximise community engagement, an option to complete the consultation response online via the Council’s website should be offered in addition to the paper response form.
- c) Printing prices – the group considered the prices obtained and requested that further quotations be obtained based on different print quantities.
- d) The draft plan promotional leaflet prepared by Martin was well received by the group. Following discussion, it was agreed that the leaflet would be used as a full-page advertisement in the Lostwithiel Newsletter, on the Council’s social media pages and as a poster in various locations around the town.
The group also considered the first draft of the abridged version of the NPS and agreed that it required further work, with a revised version to be reviewed at the next meeting.
- e) Six week public consultation – It was agreed that the group would recommend to Council a six week consultation from Monday 14 September 2026 – Sunday 25 October 2026.
- f) Potential face-to-face consultation dates – The following potential dates and times for face-to-face consultation events were identified:
Saturday 19 September 2026 9-12noon Edgcumbe House,
Tuesday 06 October 2026 12-4pm Guildhall &
Thursday 22 October 2026 4-8pm Edgcumbe House
It was noted that a number of group members did not have access to their diaries at the meeting and that the proposed dates could therefore be subject to change.

NPSG019/26 Meeting dates

The following meeting dates were agreed:

Wednesday 19 August 2026, Thursday 27 August 2026 &
Thursday 03 September 2026.

The meeting closed at 20.10

Chair

Date