

Lostwithiel Town Council

Neighbourhood Plan Steering Group Minutes

Wednesday 19 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 19 August 2026 at 6.30pm.

Present

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

In attendance

No members of the public were in attendance.
Town Clerk Sandra Harris was in attendance.

NPSG020/26 Apologies

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

NPSG021/26 Public Participation

None

NPSG022/26 Meeting Minutes 12 August 2026

It was **resolved** that the minutes of the NPSG Meeting held on 12 August 2026 are accepted, approved and duly signed by the Chair Martin Surgey.

Proposer: Tod McClarin

Seconder: David Dunkley

Vote – 6 in favour.

NPSG023/26 Community Consultation

- a) Community Consultation response form – It was agreed to recommend to Council the version with the Cornwall Council amendment.
- b) Council's IT provider – It was agreed to print the response form as an insert to the main document and to follow the Council's IT providers recommendations regarding QR codes, website banners and links.
- c) Printing prices – the group considered the prices and turnaround times obtained and decided that the local printers offered the

most cost effective option at a price of £1.20 per copy for an A4 44 page stapled colour document.

- d) A5 abridged version of the NPS – it was decided not to take this document forward and to recommend to Council that the door drop is either the promotional leaflet with 400 printed copies of the full document available to collect at various locations around the town or the door drop of 1,500 copies of the 44 page document. The Clerk was also asked to enquire if the October front page of the Lostwithiel Newsletter is available and if so what the charge would be to put a NPS poster on the front page.

NPSG023/26 Community Consultation Events

Due to availability of group members it was decided to amend the consultation event dates to the following-

Saturday 17 October 2026 9-12noon Edgcumbe House

Monday 02 November 4-8pm The Guildhall

Wednesday 18 November 12noon -4pm Edgcumbe House

David Dunkley's offer to print the material for the display boards was gratefully accepted by the group and the initial discussion of the format of the boards as follows:-

Board 1 – the map

Board 2 – map supporting information

Board 3 – strengths, vulnerabilities, opportunities and threats

Boards 4-6 priorities (two on each board)

NPSG024/26 Requests to Council

Approval of the consultation response form

Approval of the 6 week consultation period

Consideration of the door drop options

The meeting closed at 20.25

Chair

Date