



**Lostwithiel Town Council
Community Levelling Up Programme Committee Meeting
Thursday 13 February 2025**

Meeting Minutes

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Thursday 16 February 2025 at 5pm.

Committee Members present

Chair Cllr Rawlings, Vice Chair Cllr Berryman, Mayor Henderson & Councillor Henderson.

In attendance

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

CLUP68/24 Apologies

Apologies were received and accepted from Cllr Ross.

CLUP69/24 Declarations of Interest

None.

CLUP70/24 Public Participation

None

CLUP71/24 Minutes 06 February 25

It was **resolved** that the minutes of the CLUP Committee meeting held on Thursday 06 February 25 are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

Proposer Cllr Henderson

Seconder Cllr Berryman

Vote – 4 in favour

CLUP72/24 CLUP – Council surveyor updates

No update available.

CLUP73/24 CLUP – outstanding works not included in project budget

It was decided to defer this agenda item to next week's meeting when a surveyor update should be available.

CLUP74/24 CLUP –public realm

The Committee agreed to meet on Saturday to spread the further compost and chippings that had been delivered earlier in the day.

CLUP75/24 CLUP – Draft branding & marketing strategy

It was decided in light of the decision taken by Full Council on 11 February to proceed with signage orders. The Committee considered that signage on Fore Street should be on an A frame, the signs for the three rooms should be of a better quality than currently drafted and that the signage for the black metal gates, the back door of Edgcumbe House and the Guildhall could be ordered as drafted given the temporary nature of the signs. Committee Members requested a Lemon bookings demo at next week's Committee meeting.

It was **resolved**, in order to promote the brand, to instruct the Clerk to order 100 mugs at a cost of £4.50 each plus VAT noting that a sample mug will be available to view at next week's Committee meeting prior to the order being placed.

Proposer Cllr Henderson

Seconder Cllr Berryman

Vote – 4 in favour

CLUP76/24 CLUP – Arrangements for the Open Day in the context of decisions taken by Full Council

It was decided to work towards Saturday 08 March with a formal invite only event in the morning and an open session in the afternoon. (Final arrangements to be agreed at next week's Committee meeting.)

The sample plaques received the consideration of the Committee and the clerk was instructed to request a further proof with the wording in capitals (Cllr slightly smaller as per the 1987 plaque) and wording to be set out as follows:-

EDGCUMBE HOUSE
& THE GUILDHALL
REOPENED IN
MARCH 2025
BY
THE MAYOR
CLLR KARIN HENDERSON

CLUP77/24 CLUP – Review of any outstanding application actions

The Committee requested the following:-

- 3 focus groups – Branding & pricing, Public Realm advice & design & Public Realm planting
- 0.5 FTE – as per application
- Community questionnaires – start to ask for community feedback on 08 March and thereafter at the Heritage Open Day.
- Volunteer opportunities – as per application
- Taprell House enhanced library offer – as per application and the opportunity to soft market test Edgcumbe House options
- Primary Schools – interpretation boards
- Opening ceremony
- Launch event
- Heritage Open Day run by the Museum

CLUP78/24 CLUP – to agree further project purchases

It was **resolved** to instruct the clerk to purchase the following:-

Under counter fridge (narrow width)

3 kettles, 3 trays for kettle,

2 clocks, cushions for work suite & Coulson room.

6 tea pots, 6 coffee pots, 8 white jugs and tea towels for the Guildhall

3 lidded bins (1 x large, 2 x small)

Extra teaspoons

Large knife, serving spoons

Glasses & 8 water jugs

Coasters and table mats

Proposer Cllr Henderson

Seconded Cllr Berryman

Vote – 4 in favour

It was also noted that the list of Mayors in the Guildhall needs updating.

CLUP77/24 CLUP - Next meeting.

It was agreed that the Committee's next meeting would be on Thursday 20 February at 5pm.

The meeting closed 18.45pm

Chair

Date