

**Lostwithiel Town Team**  
**Tuesday 13 December 2022**  
**Lostwithiel Library**  
**7pm**

1. Lostwithiel Town Team -Sustainable Traffic & Travel Plan Inception Meeting – Matt McFeat 19.00-20.30
2. Apologies – to receive any apologies.
3. Minutes – to receive the minutes of the meeting held on 30 November 2022 having previously been circulated and taken as read.
4. Contract sub management groups – to formally consent to the Transport contract sub management group namely Sarah, John, Mark & Michelle and the Heritage Buildings contract sub management group namely Phil, Sarah, Christine, David & Julie liaising directly with their respective appointed consultants and to note that both sub management groups will provide monthly progress reports to the Town Team Meetings.
5. Items for the next agenda.

Confidential Session

6. Heritage Buildings Project – to note the preferred consultant has accepted the commission and wishes to utilise an unamended RIBA Professional Services Contract 2020.
7. Sustainable Transport Project – to discuss the feedback received from the appointed Transport consultant regarding the Town Team drafted contract.