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**Sent:** 19 December 2023 14:14

**Subject:** South East Cornwall Community Area Partnership - Town & Parish Council report template

Information Classification: CONTROLLED

*TO: South East Cornwall Community Area Partnership*

Dear All

At the South East Cornwall CAP meeting held on 5<sup>th</sup> December, it was agreed that we would trial using a template in order to capture any current projects and/or issues that Town and Parish Councils wish to share with the CAP members. The thinking is that by providing this in advance of the future meetings, the feedback can be collated and then circulated to all CAP members.

In order for information to be ready for the next CAP meeting, I would be grateful if comments could be included in the attached form and returned to either Lisa ([lisa.grigg@cornwall.gov.uk](mailto:lisa.grigg@cornwall.gov.uk)) or myself ([catherine.thomson@cornwall.gov.uk](mailto:catherine.thomson@cornwall.gov.uk)) by **23<sup>rd</sup> February 2024**.

The form is based on the priority themes that the South East Cornwall CAP agreed on – and also includes a section for any other issues/highlights that you may wish to include. Please do include anything in any of the sections that you would be happy to share.

The effectiveness of this approach will be reviewed late summer, after a couple of CAP meetings, but I would also be interested in any feedback you wish to give to me as we work to imbed this.

I hope this makes sense but do not hesitate to contact me if you have any queries.

With kind regards  
Catherine