

**NOTES OF THE NEIGHBOURHOOD PLAN CORE STEERING GROUP MEETING
HELD ON MONDAY 9TH SEPTEMBER 2013 AT 7PM
IN THE COUNCIL CHAMBER, THE GUILDHALL, FORE STREET,
EAST LOOE, PL13 1AA**

REPORT TO COUNCIL

PRESENT:

Councillors D J Bryan, Mrs E Hannaford and Mrs M Powell
Mr E B Galipeau – East Looe Town Trust
Mr C Rose – Member of Public
Mrs J Cole – Looe Health Centre
Mr J Spreckley – Looe Development Trust
Mr M Soady – Looe Harbour Commission

IN ATTENDANCE

Town Clerk – Mrs Anne Frith
Assistant Town Clerk – Mrs Annette Keen

1. TO ELECT A CHAIRMAN

Councillor Bryan proposed that Mr Rose be elected to serve as Chairman, seconded by Councillor Mrs Powell, however Mr Rose declined to accept as he felt he could not devote the time required.

Mr Galipeau proposed that Councillor Bryan be elected to serve as Chairman, seconded by Councillor Mrs Powell it was:

RESOLVED

Unanimously to elect Councillor Bryan to serve as Chairman.

2. TO ELECT A VICE-CHAIRMAN

This was deferred to the next Meeting.

3. APOLOGIES

Apologies for absence were received from Councillors M Gregory and A Toms, Miss H Jenkins (Looe Community Academy) and PC Libby.

ABSENT

Mr G Wood (Coastguard), J R B Dingle (WLTT) and Mrs C Tothill (Looe Junior School).

4. ROUND THE TABLE INTRODUCTIONS

All present introduced themselves.

5. TO DISCUSS MEMBERSHIP OF THE CORE STEERING GROUP AND TO ELECT WORKING GROUP LEADERS

After discussion it was agreed to keep the membership of the Core Group as it is. The matter of Working Group leaders was deferred to the next meeting.

6. TO DISCUSS THE REMIT OF THE WORKING GROUPS

It was suggested that other organisations such as SECTA and both U3A Groups be invited to join the Working Groups and that there should be at least four members of each group.

Suggestions were made for the areas of work for each Group as follows:

Economy and Tourism

Social Health and Wellbeing

Employment, Employment Space and Housing

Conservation Area and Heritage

Education and Youth Requirements

7. TO DRAW UP AND AGREE A LIST OF OBJECTIVES FOR THE CORE GROUP

It was agreed that our plan has to be formulated carefully and clearly to fit in with the Cornwall Council Local Strategic Plan and much consideration needs to be given to this and that we need to start with the Strategic Plan and work from there.

It was also suggested that Dawlish be asked to help, there is a toolkit on the Cornwall Council's website and advisory meetings being held by the DCLG and Neighbourhood teams.

Mr Galipeau suggested that he and Mr Rose work together to pull all available information together, this was unanimously agreed.

8. TO AGREE A TITLE FOR THE CORE GROUP

It was agreed this group should be called "Looe Neighbourhood Plan Steering Group".

9. TO REVIEW THE TERMS OF REFERENCE AS USED BY ST BLAISE

The Clerk was asked to circulate this information.

10. TO REVIEW THE TOWN AUDIT

Copies of the recent Town Audit were circulated and the Chairman asked all to read and compile questions for Guy Thomas, Cornwall Council Strategy, Localism and Community Department, who will hopefully attend the next meeting.

The Chairman suggested that the remainder of the Agenda be deferred until the next meeting.

The Clerk was asked to circulate the information on how to access the Cornwall Council Strategic Local Plan, 2011 Census results and the front runners toolkit on the Cornwall Council website and to e-mail copies of the Town Audit and St Blaise Terms of Reference to all members.

The Assistant Clerk was asked to investigate funding opportunities and apply where possible.

11. **TO ARRANGE A DATE FOR THE NEXT MEETING**

This is to be arranged as soon as possible after the Neighbourhood Plan training in Bodmin on Thursday 3rd October which will be attended by Councillors Bryan and Mrs Powell, Mr Rose, Mr Galipeau and Assistant Town Clerk.

The Meeting closed at 8.15pm.