

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE STEERING GROUP MEETING
HELD ON MONDAY 21ST OCTOBER 2013 AT 7PM
IN THE COUNCIL CHAMBER, THE GUILDHALL, FORE STREET,
EAST LOOE, PL13 1AA**

REPORT TO COUNCIL

PRESENT:

Chairman - Councillor D J Bryan
Councillors T Crane, Mrs M Powell, A Toms and M Gregory
Mr C Rose – Member of the Public
Mr B Galipeau – East Looe Town Trust
Mrs J Cole – Looe Health Centre

IN ATTENDANCE

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

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The Chairman welcomed all present but expressed disappointment that more invitees had not attended, in his opinion, the development of the plan is going to be a struggle.

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12. APOLOGIES

Apologies for absence were received from Councillor Mrs Hannaford and Miss Jenkins (Looe Community Academy).

13. TO APPOINT A VICE-CHAIR

Mr Rose volunteered to serve as Vice-Chairman, Councillor Bryan proposed that Mr Rose be elected as Vice-Chairman, seconded by Councillor Mrs Powell it was:

RESOLVED

Unanimously to elect Mr Rose as Vice-Chairman.

14. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

There were no matters raised.

**15. TO REPORT ON THE CORNWALL COUNCIL LOCAL STRATEGIC PLAN:
TRAINING SESSION IN BODMIN**

Mr Galipeau stated that the recent presentation and training session had been fairly good, we need to work with this draft plan and it would be better to have minimal policies to deal with in bite-size chunks. We also need to work with the Cornwall Council Friendly Link Officer. Councillor Bryan stated that we need to work with our adjoining Parish Councils, Councillor Toms agreed with this as whatever is put into our Neighbourhood Plan could have an impact on those other areas and vice-versa.

16. NEIGHBOURHOOD PLAN REMIT

.1 Neighbourhood Development Plan and Neighbourhood Development Order

Councillor Bryan read out an e-mail from Councillor Mrs Hannaford which outlined her suggestions (see attached Appendix 'A').

Mr Rose stated that these plans need to be put together in phases, phase one being as follows:

- a) Interpret the Cornwall Council Local Plan
- b) Identify the area for the plan and create a map
- c) Determine whether other Council's want to be involved
- d) Formulate sub-committees
- e) Consultation with the public
- f) Agree future time scales

Mr Rose stated that a referendum is key to the success of the plan and it is very important to involve the public fully, finally he read out the proposed Mission statement as attached Appendix 'B'.

Mr Galipeau stated that the Tatton Hall Inspection Report is very relevant. He also suggested having "Raising awareness" sessions with all the town organisations to appraise them all of the importance of these plans, these sessions to be carried out by members of this group.

It was agreed that Mr Rose and Mr Galipeau put a presentation together and bring it back to the next meeting for approval.

The Clerk was asked to write to all organisations to arrange dates for the presentation.

Councillor Bryan stated that once these plans are completed it is important to keep them updated as they have a limited life.

.2 Community Right to Build Order

It was explained that this relates to Permitted Development.

.3 Cost of a Project Manager

It was agreed that a Project Manager will be needed and that investigations into the cost of appointing a suitably qualified person should be made.

The Clerk was asked to contact Stephen Foster (CNA Manager) to ask if Cornwall Council have a list of suitable people. It was also agreed that Sarah Arden, as suggested by Councillor Mrs Hannaford, be invited to the next meeting.

17. TO AGREE WORKING GROUP HEADINGS AND PARTICIPANTS AND DISCUSS MEMBERSHIP OF THE CORE GROUP

This matter was deferred to the next meeting.

18. TO AGREE PHASING AND WORK PROGRAMME TO INCLUDE YOUTH INPUT

This matter was deferred to the next meeting.

19. TO DISCUSS THE BOUNDARY OF THE NEIGHBOURHOOD PLAN AREA

Councillor Toms stated that a meaningful plan would have to include our adjoining parishes.

It was agreed that, before the boundary is determined, contact should be made with St Martins, Polperro, Morval and Pelynt Parish Councils.

Mr Galipeau suggested a meeting with the Chairmen of other Parish Councils be held initially making it clear that this is a Committee of Looe Town Council for ownership.

The Clerk was asked to write to the Parish Council Chairmen to arrange a meeting time and date.

20. TO DISCUSS BUDGET AND ALLOCATION OF STAFF TIME

Councillor Bryan stated that we need to look at our budget for this cost and we need to keep a record of all hours contributed to formulating this plan and all contributions in kind. We also need to consider whether an extra part-time member of staff is needed.

21. TO SOURCE GRANT FUNDING

It was agreed that investigations should be made into available funding and perhaps ask Stephen Foster for assistance.

22. TO DISCUSS THE INITIAL CONSULTATION, PUBLICITY AND RESIDENT AND LOCAL STAKEHOLDER ENGAGEMENT

This matter was deferred to the next meeting.

23. TO IDENTIFY RESOURCES AVAILABLE AND CIRCULATE

Mr Rose stated that most resources are available on the internet and suggested that a list of links be put together.

Mr Galipeau suggested that website pages need to be created, preferably on the Looe Town Council website.

24. TO ARRANGE A DATE FOR NEXT MEETING

It was agreed that regular meetings could not be arranged as they would have to be held as and when stages of the plan have been worked through.

The date for the next meeting was arranged for 13th November 2013 at 7pm to approve the draft presentation document.

The Meeting closed at 8.30pm

Appendix 'A'

Dear David

As this evenings meeting clashes with Polperro Community Council, I have put some thoughts down for the group.

The offer of a visit from one of the neighbourhood plan team is open to help us get our work off the ground.

I think we should focus on issues rather than our structure at the moment.

I wonder if it is worth thinking about what sort of policies we would want in our plan and what our overriding vision for Looe should be.

I think the MCTI vision is pretty good start reflecting the Maritime importance of our town.

My first thoughts on what I think are the key issues that needs to be addressed are;

- Assessment of flood risk when determining planning application both from sea, run off and fluvial. I think we should be looking at a specific policy around SUDS and building on steep sided valleys which was in the old local plan.

- Protect and preserve the conservation area with a Development order specifically round design. A refresh would be needed of the conservation area appraisal and design guide (windows, fenestrations, rainwater goods etc)

- I think we should develop our own land allocations policy for housing business, green open spaces, renewables, leisure etc

- I think we should also have a specific affordable housing policy which should embrace self build, groups self build and community land trusts land allocation. I would hope that we could have our own allocations policy for social/affordable housing based on truly local need and helping the towns key workers with their housing needs

- I would also like to see a policy on enhancing and preserving bio diversity. I think we should be mapping our heritage assets and landscape assets and formulating policies that enhance and preserve.

this is my starters for 10. It might be helpful if all members had a copy of the draft CORNWALL Local plan and the national Planning Policy framework. we will have to be in broad conformity with these higher level plans.

would it be possible to set some dates into the future for meeting so I can make sure it's in my diary.

Let me know if you would like Sarah Arden to come to Looe to assist.

I think we should produce a flow diagram of the process and let people know what we are doing and how they can contribute and recheck the vision as all policies should flow from that. I would be happy to take a lead on writing press release, innovative consultation and media strategy.

I would want to ensure we consult widely with all groups and not just rely on the 'usual suspects'

Kind regards.

Edwina 07717203725

Appendix 'B'

Mission Statement:

The Looe Neighbourhood Plan Team in partnership with Looe Town Council will lead and coordinate the creation of a local neighbourhood plan.

They are volunteers who alongside Looe Town Council will collect, collate and interpret data whilst engaging with residents through publicity, community presentations and a dedicated website.