

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in The Council Chamber, The Guildhall, Fore Street, East Looe
On Wednesday 21st October 2015 at 7pm**

REPORT TO COUNCIL

PRESENT

Cllr C Rose – Looe Town Council
Cllr A Toms & Mrs E Hannaford – Looe Town Council and Cornwall Council
Dr K Lang– Looe Harbour Commission
Mr B Galipeau – East Looe Town Trust
Mr L Tansley & Mr E Wilson – Residents of Looe

IN ATTENDANCE

Town Clerk – Mrs A Frith
Mr S Besford-Foster – Project Manager

		ACTIONS
8.	<p><u>TO ELECT A CHAIRMAN</u> The Clerk asked for nominations for Chairman, there were no nominations, Cllr Mrs Hannaford volunteered to act as Interim Chairman until such time as another Chairman can be elected from Members of the Community, seconded by Dr Lang it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Hannaford as Interim Chairman. All present were in agreement that a Chairman should be a Member of the Community. <u>TO ELECT A VICE CHAIRMAN</u> This was deferred until fuller membership of the Steering Group is established.</p>	
9.	<p><u>APOLOGIES</u> Apologies for absence were received from Cllrs Gregory, Mrs Powel and Mr D Gamblin.</p>	
10.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29th OCTOBER 2014</u> <u>Re: Min No: 3 – Funding</u> Cllr Mrs Hannaford informed the group that funding is now available and we would have to demonstrate how the funds would be spent. Polperro (Lansallos Parish Council) are now undertaking their own Neighbourhood Plan and will collaborate with Looe Town Council over areas such as Kilminorth Woods which have an impact on Looe. Cllr Mrs Hannaford reported that she is in the process of collating all information from the questionnaires sent out in March 2015, 159 responses were received most of which</p>	<p>Prize draw for questionnaire responses to be done with a photo shoot. List of presentations to be emailed to SBF.</p>

	<p>agreed that the Neighbourhood Plan is essential. Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 29th October 2014 be approved, seconded by Mr Galipeau it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 29th October 2014.</p>	
11.	<p><u>INTRODUCTION OF MR STEVE BESFORD-FOSTER AND STEERING GROUP TO EACH OTHER</u> Mr Besford-Foster introduced himself and gave a short background history, he is now helping Town and Parish Council's with Neighbourhood Plans and is working with Falmouth, Liskeard and Saltash. All other Members present introduced themselves and gave a short background history. Cllr Mrs Hannaford explained that 73 areas in Cornwall working on plans and she explained part of the process to Mr Wilson. It was also noted that Mr Gamblin is willing to help but does not wish to join the Steering Group.</p>	
12.	<p><u>UPDATE/REFRESHER ON NEIGHBOURHOOD PLANS</u> Mr Besford-Foster gave an on-screen presentation explaining the process and the legislation behind neighbourhood plans and highlighted the need for community engagement particularly those with particular skills. Cllr Rose asked the progress of the Cornwall Local Plan, in response Cllr Mrs Hannaford explained the reason for the delay and that the expected time for public examination of the Cornwall Plan is around April 2016. Cllr Mrs Hannaford agreed to circulate a copy of the latest draft Cornwall Local Plan for all members.</p>	<p>EH to circulate the latest draft Cornwall Local Plan</p>
13.	<p><u>STEERING GROUP TERMS OF REFERENCE</u> Mr Besford-Foster had produced a draft Terms of Reference. He was asked to circulate this for adoption at the next meeting. Looe Town Council to determine how many Councillors serve on the Steering Group.</p>	<p>SBF to circulate draft TOR LTC to determine number of Cllrs.</p>
14.	<p><u>STEERING GROUP ROLES, ROLE OF PROJECT CO-ORDINATOR, CONTACT ARRANGEMENTS ETC.</u> Cllr Mrs Hannaford suggested that a skills audit is undertaken. There was some discussion about whether invitations should be sent out generally or specific people/organisations targeted. Mr Besford-Foster suggested that recruitment could be done through advertising or incorporated in an article in the press. Mr Galipeau stated that, in his opinion the Steering Group is a strategic group and working groups undertake actions, he also feels that due to the delay in proceeding with this plan people</p>	

	<p>have lost interest. Mr Besford-Foster stated that a mechanism needs to be found to generate the interest of the under 40's. He will circulate a list of roles/expertise required. There was some discussion as to how to re-engage the community and suggestions were made:</p> <ul style="list-style-type: none"> • Use information from questionnaire to do a press release • Use the appointment of Mr Besford-Foster to re-launch • Create a logo and identity • Create a list of skills <p>It was proposed that items for the next agenda should be:</p> <p>To agree the Terms of Reference To agree the DCLG funding application To agree an engagement strategy To develop a communications and social media plan To develop a design brief for the logo (to go to the schools?) To prepare an outline project plan To prepare an advert/article for publication</p> <p>Dr Lang asked if the draft copies of all the above could be circulated by email when they are done.</p>	<p>SBF to circulate list of roles/expertise requirements</p> <p>Draft documents to be prepared and circulated when ready before the next meeting</p>
<p>15.</p>	<p><u>REMAINDER OF THE AGENDA</u> All items have been deferred (as above) to the next meeting.</p>	
<p>16.</p>	<p><u>TO ARRANGE A DATE FOR THE NEXT MEETING</u> The next meeting was arranged for Tuesday 24th November at 7pm. Mr Besford-Foster stated that meetings should be every 4-6 weeks for the time being. The Meeting closed at 9.15pm.</p>	

Signed

Date