



# *LOOE TOWN COUNCIL*

## *KONSEL TRE LOGH*

THE GUILDHALL, FORE STREET, EAST LOOE PL13 1AA

Tel: 01503 262255

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

14<sup>th</sup> October 2015

To the Members of the Looe Neighbourhood Plan Core Steering Group  
LOOE TOWN COUNCIL

Ladies and Gentlemen

You are hereby invited to attend a Meeting of the Looe Neighbourhood Plan Core Steering Group to be held in the Council Chamber, The Guildhall, Fore Street, East Looe on:

**Wednesday 21<sup>st</sup> October 2015 at 7.00pm**

Yours faithfully

Town Clerk

### AGENDA

1. To Elect a Chairman  
To Elect a Vice-Chairman
2. To Receive Apologies
3. Notes of last Steering Group meeting held on Wednesday 29<sup>th</sup> October 2014
4. Introduction of Steve Besford-Foster and Steering Group (as it currently stands) to each other
5. Update/refresher on Neighbourhood Plans (SBF)
6. Steering Group Terms of Reference (inc agreement on frequency)
7. Steering Group Roles, Role of Project Co-coordinator, contact arrangements etc
8. Outline Project Plan (SBF)
9. Communications and Social Media Plan
10. Engagement Strategy (SBF)
11. Budget and DCLG grant application
12. Date of Next Meeting



e-mail: [looetowncouncil@btconnect.com](mailto:looetowncouncil@btconnect.com)

website: [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk)