

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 24th November 2015 at 7.00pm**

REPORT TO COUNCIL

PRESENT

Chairman – Cllr Mrs Hannaford
Mr S Besford-Foster – Project Manager
Cllrs C Rose and A Toms – Looe Town Council
Mr B Galipeau – East Looe Town Trust
Mr J R B Dingle – West Looe Town Trust
Mr E Wilson – Looe Strategy Group (LSG)
Mr R Fisher – South East Cornwall Tourism Assoc
Mr G Sammels – HM Coastguard
Mr and Mrs A French – Polperro Community Council
Dr K Lang – Looe Harbour Commission
Mr T Wardle – Looe Community Academy Governor
Mr L Tansley – Resident
Miss A King - Resident

IN ATTENDANCE

Town Clerk – Mrs A Frith
Assistant Clerk – Mrs A Keen

		ACTIONS
17.	<u>APOLOGIES</u> Apologies for absence were received from Cllr M Gregory, Mrs B Tregear (Looe Rowing Club), Mrs J Cole (Health Centre) Mr J Spreckley (Looe Development Trust) and Mrs H Storer (Age Concern).	
18.	<u>INTRODUCTIONS</u> Round the table introductions were made.	
19.	<u>APPROVAL OF GROUP TERMS OF REFERENCE</u> Mr Besford-Foster explained the content of the Terms of Reference, after some discussion it was agreed that amendments should be made to cover declarations of interest and that a short personal profile of each member should be provided. Mr Galipeau proposed that the Terms of Reference (subject to amendments) be approved, seconded by Dr Lang it was: <u>RESOLVED</u> To approve the Terms of Reference as attached.	
20.	<u>PRESENTATION OF SURVEY RESULTS</u> Cllr Mrs Hannaford presented the results of the broad survey carried out last year which went to every PL13 area household.	

	<p>The response had not been particularly good but had identified areas to be investigated further.</p> <p>It was agreed that a more in depth survey needs to be carried out using all methods of consultation available and that we need to work out why the response had been so poor.</p> <p>Cllr Mrs H agreed to circulate the results to all members.</p>	EH to circulate the survey results.
21.	<p><u>TO APPROVE QUOTATIONS FOR CORPORATE IDENTITY AND WEBSITE DESIGN</u></p> <p>Cllr Mrs Hannaford went through the quotations received (see attached) which varied considerably. A Meeting held with Mr Besford-Foster and the Clerk had determined that the quotes from Westernweb for the website and Flying Lizard for the logo represent the best value for money and provide what is needed.</p> <p>After some discussion about various options Mr Wilson proposed that the quotes from Westernweb and Flying Lizard are approved, seconded by Cllr Toms it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p>	
22.	<p><u>APPROVAL OF PROJECT PLAN AND GRANT APPLICATION</u></p> <p>Mr Besford-Foster went through the draft project plan (as attached) and stated that, as we go through the process, more detailed plans will be produced. At the moment we are at stage 3-4.</p> <p>Cllr Mrs Hannaford proposed that the draft document be approved, seconded by Mr Tansley it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the draft Project Plan and Grant application.</p>	
23.	<p><u>APPROVAL OF ENGAGEMENT STRATEGY</u></p> <p>Mr Besford-Foster presented the draft document (as attached) and explained that an action plan needs to be worked on. He will undertake an analysis of Looe to identify groups, population etc.</p> <p>Cllr Mrs Hannaford proposed that the Draft Engagement Strategy be approved, seconded by Mr Galipeau it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the Draft Engagement Strategy.</p>	SBF to work on an action plan
24.	<p><u>MATERIALS FOR SOCIETIES DAY</u></p> <p>The Societies Day scheduled for 30th January has now been postponed until the end of February. It was agreed that this discussion be deferred to the next meeting.</p>	

25.	<p><u>COMMUNICATIONS AND SOCIAL MEDIA PLAN</u> Mr Besford-Foster informed that one press release had gone out and suggested that another one be done to include what has been agreed tonight and a forward plan, the draft should be circulated to all before release.</p>	<p>SBF and EH to put draft press release together.</p>
26.	<p><u>EXPENDITURE</u> The Clerk informed that the approval of expenditure for the Neighbourhood Plan will be discussed and resolved at the Full Council meeting on 30th November 2015.</p>	
26.	<p><u>DATE FOR NEXT MEETING</u> The next meeting is arranged for Tuesday 15th December 2015 at 7pm in the Guildhall.</p> <p>The Meeting closed at 8.55pm.</p>	