

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 15th December 2015 at 7.00pm**

REPORT TO COUNCIL

PRESENT

Acting Chairman – Cllr A Toms
Mr S Besford-Foster – Project Manager
Cllrs C Rose and D J Bryan – LTC
Mr B Galipeau – ELTT
Mr E Wilson – Looe Strategy Group (LSG)
Mr R Fisher – SECTA
Dr K Lang – LHC
Mr L Tansley – Resident
Mr M Jackman – Resident
Mr A Lopes – Resident
Mr J Lundy – Resident

IN ATTENDANCE

Town Clerk – Mrs A Frith

		ACTIONS
27.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs Mrs E Hannaford & Gregory, Mrs B Tregear (Looe Rowing Club).	
28.	<u>INTRODUCTIONS</u> Round the table introductions were made.	
29.	<u>TO CONSIDER WEBSITE AND LOGO</u> Mr Besford-Foster explained the process that had been gone through to award the contract for the website to Westernweb and the logo to Flying Lizard. Flying Lizard will produce three designs for the logo before Christmas which will be circulated by email for choices to be made. The website is very important and should be up and running for early in the New Year. Mr Besford-Foster will be providing information to populate the site initially but we need a volunteer to monitor the site. The total cost is around £1000-£1200 which will be covered by the grant we are applying for.	
30.	<u>BUSINESS PRESENTATION AND REPRESENTATION</u> There were no members of the business community present. Mr Besford-Foster stated that it is very important to get the businesses involved. Cllr Bryan suggested that Cllr Toms talk to Sarah Merrin (Guildhall Market) and it was also suggested that Andy Perrot (Purely Cornish) should be approached. Cllr Toms agreed	

	<p>to speak to both. Mr Tansley suggested that a letter be sent to all businesses explaining the importance of their involvement, this was agreed and the Clerk agreed to circulate to all Council business contacts via email.</p> <p>Mr Besford-Foster agreed to draft a letter.</p>	<p>SBF to draft letter to businesses Clerk to circulate via email</p>
31.	<p><u>TO REVIEW MEMBER PROFILES</u></p> <p>The Clerk reported that not all profiles had been received yet and asked those present to send them in as soon as possible. It was agreed that, when all received, they will be circulated via email for review at the next meeting.</p>	<p>Clerk to circulate via email</p>
32.	<p><u>TO DISCUSS SURVEYS AND ALLOCATE TO GROUP MEMBERS</u></p> <p>Mr Besford-Foster gave a short presentation of the sort of questions that should be asked in a survey to obtain the best results, he agreed to send the presentation to the Clerk for circulation, stated that this is a very high priority and we need volunteers to put together a survey for distribution. The following volunteers agreed to work on:</p> <p>Cllr Toms and Mr Jackman – Youth survey Messrs Tansley, Wilson and Lopes – Business survey Messrs Fisher and Lundy – Tourism & Leisure.</p> <p>It was suggested that Mr David Gamblin be asked if he would be willing to take on the formulation of a Heritage and Environment survey.</p> <p>It was agreed that we need to look at how responses are returned – possibly with pre-paid envelopes, this is important as we are looking for a 15%- 20% response.</p> <p>Mr Galipeau suggested that all volunteers get together to agree a template for the survey, consistency of style is important.</p> <p>The volunteers were asked to bring their ideas back to the next meeting.</p>	<p>Clerk to circulate information when received and to contact Mr Gamblin</p>
33.	<p><u>TO DISCUSS SCHOOL ENGAGEMENT</u></p> <p>Cllr Toms stated that this should be done through the Head Teacher and the School Council with Mr Jackman.</p>	<p>Cllr Toms to contact the Community Academy</p>
34.	<p><u>TO DISCUSS SOCIETIES DAY FORMAT AND VOLUNTEER ROTA</u></p> <p>Cllr Toms explained the purpose of Societies Day and volunteers were requested. Cllrs Rose and Toms, Mr Tansley and Mr Galipeau volunteered initially. Mr Besford-Foster will put together a rota and will provide display boards.</p> <p>The material to be displayed to go on the Agenda for the next Meeting.</p>	<p>SBF to put rota together for circulation</p>

35.	<p><u>TO CONSIDER FEEDBACK/VISIONING EVENT IN MARCH</u></p> <p>Mr Besford-Foster explained that this will be a public event when the analysis of the survey has been done to determine how ideas can be taken forward. Mrs Lang suggested that an event during the Easter holidays, perhaps in the Quayside Centre, would be a good opportunity to attract comments from tourists.</p>	Date and Venue for event TBA
36.	<p><u>DATE FOR NEXT MEETING</u></p> <p>The next meeting two meetings dates were arranged for 19th January 2016 and 16th February 2016.</p> <p>The Meeting closed at 8.25pm</p>	Cllr Rose gave his apologies for both these meetings

Signed

Date