

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 19th January 2016 at 7pm**

REPORT TO COUNCIL

PRESENT

Chairman – Cllr Mrs Hannaford - LTC
Cllr A Toms - LTC
Mr S Besford-Foster – Project Manager
Mr B Galipeau – ELTT
Mr E Wilson – Looe Strategy Group (LSG)
Dr K Lang – LHC
Mrs K Jackman – Looe Community Academy (LCA)
Mrs S Brock – LCA Governor
Mr L Tansley - Resident
Mr J Lundy - Resident
Mr M Irwin - Resident
Mr M Jackman – Resident
Mr A Lopes – Resident

IN ATTENDANCE

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

		ACTIONS
37.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D J Bryan, M Gregory and C Rose, also from Mr Ross Fisher (SECTA) and Mr A Gill (Business Owner).	
38.	<u>INTRODUCTIONS</u> Round the table introductions were made.	
39.	<u>TO APPROVE THE MINUTES OF THE MEETINGS OF 24TH NOVEMBER 2015 AND 15TH DECEMBER 2015</u> <u>.1 Minutes of 24th November 2015</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 24 th November 2015 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 24 th November 2015. <u>.2 Minutes of 15th December 2015</u> Mr Galipeau proposed that the Minutes of the Meeting of 15 th December 2015 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 15 th December 2015.	

<p>40.</p>	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETINGS OF 24TH NOVEMBER 2015 AND 15TH DECEMBER 2015</u> <u>24th November 2015</u> There were no matters raised. <u>15th December 2015</u> <u>.1 Ref Min No: 30 – Business Presentation & Representation</u> Mr Besford-Foster reported that he had written the letter and the Clerk confirmed that it had been hand delivered to all shops in Looe just after Christmas but to date no responses received. It was suggested that the letter be distributed again to all businesses, not just shops, via email where possible and discuss again at the next meeting. Cllr Mrs Hannaford reported that she had asked the School Council representative, Toni Patterson, if she could talk to them about the Neighbourhood Plan and asked Kate Jackman to check the progress of the request. It is very important to have the opinion of the youth of Looe.</p>	<p>SBF to re-do the business letter for circulation</p> <p>Clerk to collate a list of all businesses for distribution</p>
<p>41.</p>	<p><u>TO REVIEW MEMBER PROFILES</u> The Member profiles received had been circulated, Mr Besford-Foster will review them all and has asked that they then be re-circulated.</p>	<p>Clerk to circulate via email on receipt</p>
<p>42.</p>	<p><u>TO APPROVE IDENTITY AND COMMUNICATIONS (LOGO, WEBSITE, TWITTER & FACEBOOK)</u> <u>.1 Website & Logo design</u> Mr Besford-Foster presented the designs for the website and logo which had been produced (see attached) and informed that the website is ready to be populated as soon as the design of the logo is confirmed. There was much discussion about the various options provided and concerns were raised that the design is too busy, the clock tower looks like Big Ben, too inclusive etc. Mr Wilson informed that Mr Gamblin had come up with some ideas also. After further discussion Mr Besford-Foster agreed to go back to the designer with the comments made and ask him to come up with a compromise design which he will then circulate by email to all Members for comment. Mr Besford-Foster asked that Mr Gamblin’s ideas be forwarded to him for review. <u>.2 Social Media</u> Mr Besford-Foster stated that we still need to resolve the issue of social media management. Cllr Mrs Hannaford asked for volunteers or anyone who knows anyone who may be interested in undertaking this responsibility, she is happy to help but needs others to be involved, social media is very important and needs to be updated regularly to maintain interest and is a very effective tool.</p>	

	<p>It was agreed that Mr Besford-Foster and Cllr Mrs Hannaford get together to start the ball rolling.</p> <p>Cllr Toms suggested using both his and Cllr Mrs Hannaford's facebook/twitter initially and perhaps link into the Academy website.</p>	
43.	<p><u>TO DISCUSS A BUSINESS ENGAGEMENT STRATEGY</u></p> <p>Mr Besford-Foster suggested that a drop in session inviting businesses to attend may be a way of getting them involved and to ascertain the level of interest.</p> <p>Cllr Toms reported that Mrs Merrin (Guildhall Market) Mr Andrew Gill (Mayflower) and Phil Gibson (Palfreys) have expressed an interest in becoming involved.</p> <p>It was agreed that an informal meeting be held to plan an event.</p>	EH/SBF to meet and organise.
44.	<p><u>TO APPROVE SURVEY</u></p> <p>Mr Fisher had sent through the suggested general survey and Mr Jackman ran through the schools survey which he will amend and then email to the office for circulation. Cllr Mrs Hannaford suggested that the school evaluate the survey questions and come back to us with comment.</p> <p>The business survey still needs to be done. When all received they are to be reviewed, "cleaned up" logo inserted and then circulated by Mr Besford-Foster for discussion at the next meeting.</p> <p>Cllr Mrs Hannaford agreed to circulate the survey undertaken by the MCTi in 2007 for information.</p>	SBF to review all survey questionnaires and circulate.
45.	<p><u>TO DISCUSS SOCIETIES DAY FORMAT AND VOLUNTEER ROTA</u></p> <p>This is an information and recruitment day and Mr Besford-Foster suggested a similar display format to that used by Liskeard for the stand, using post-its for comments. Exhibition text should consist of basic questions covering all aspects and a volunteer sign up form. He recommended that there should be at least two other drop-in sessions, one for East Looe and one for West Looe in accessible locations.</p> <p>Cllr Mrs Hannaford suggested that a list of events such as parents evenings at schools be collated to enable us to "piggy-back" these.</p> <p>Mr Besford-Foster will circulate a rota sheet for members to fill in their availability and return to him for coverage of Societies Day. He informed that, from 27th February, there will be two months of Community Engagement before a break for the summer season. Dr Lang suggested that an event on the Quayside Centre, possibly on 27th March (Easter weekend), would be a good opportunity for a drop in event.</p> <p>Cllr Mrs Hannaford asked for dates to be suggested, either Saturday or evenings for discussion at the next meeting.</p>	All Members to inform of upcoming events to be collated.

	The Clerk was asked to ascertain the cost of distribution of the questionnaire and report to the next meeting.	Clerk to ascertain costs.
46.	<p><u>TO CONSIDER FEEDBACK/VISIONING EVENT IN MARCH</u></p> <p>This will now probably be later in April, to include members of this group and invitees.</p>	
47.	<p><u>PRESS RELEASE UPDATE</u></p> <p>Mr Besford-Foster informed that he had sent three or four press releases out but none had been published.</p> <p>It was suggested that these be sent to Mr Jackman for him to put into letter form in his own words and then sent to the press after the approval of Mr Besford-Foster and Cllr Mrs Hannaford.</p> <p>Cllr Mrs Hannaford will also put out a press release to update on the current work.</p> <p>The Meeting closed at 8.25pm.</p>	<p>Mr Jackman to formulate a letter from press releases.</p> <p>Cllr Mrs Hannaford to do an update press release.</p>

Signed

Date