

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Wednesday 17th February 2016 at 7.00pm**

REPORT TO COUNCIL

PRESENT

Chairman – Cllr Mrs E Hannaford - LTC
Cllr A Toms - LTC
Mr S Besford-Foster – Project Manager
Mr B Galipeau – ELTT
Dr K Lang – LHC
Mr J Spreckley – Looe Development Trust
Mr M Jackman – Resident
Mr L Tansley - Resident
Mr A Lopes – Resident
Mr R Fisher – SECTA
Mr & Mrs A Gill – Business Owners
Ms S Maynard – Business Owner
Mr A French – Polperro NDP
Mr A Goodsall – Polperro NDP

IN ATTENDANCE

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

		ACTIONS
48.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D J Bryan, M Gregory and C Rose, also from Mrs S Merrin (Business Owner), Mr E Wilson (LSG/Resident), Mrs J Marshall (Business Owner), Mr J Lundy (Resident), Mrs K Jackman (LCA) and Mrs S Brock (LCA).	
49.	<u>INTRODUCTIONS</u> Round the table introductions were made.	
50.	<u>TO APPROVE THE MINUTES OF THE MEETINGS OF 19TH JANUARY 2016</u> Cllr Toms proposed that the Minutes of the Meeting of 19 th January 2016 be approved, seconded by Mr Tansley it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 19 th January 2016.	
51.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 19TH JANUARY 2016</u> .1 Ref Min No: 40.1 – Business Presentation & Representation	

	<p>This matter is ongoing.</p> <p>.2 <u>Ref Min No: 41 – Member Profiles</u> These are still ongoing.</p> <p>.3 <u>Ref Min No: 47 – Press Release</u> Mr Jackman will provide Cllr Mrs Hannaford with his draft press release.</p>	<p>Mr Jackman to provide press release to Cllr Mrs Hannaford</p>
52.	<p><u>PRESENTATION OF PROMOTIONAL MATERIALS</u></p> <p>Mr Besford-Foster presented the final logo having made all the amendments requested at the last meeting. The header has also been amended, the website and social media are ready to go. It was agreed that Mr Besford-Foster and Cllr Mrs Hannaford would work on the twitter account, there are also options for using instagram, Looe Past and Present and pintrest.</p> <p>Posters and banners will be provided for Societies Day together with information to be provided by Mr Besford Foster.</p>	
53.	<p><u>FINALISE SOCIETIES DAY ARRANGEMENTS AND RESOURCE.</u></p> <p>The rota, as attached, has fairly well covered the event but anyone who can attend would be much appreciated.</p> <p>Mr Besford-Foster asked for approval of expenditure of £200 for banners, this was agreed.</p> <p>Polperro NDP asked if their table could be next to Looe as some areas of each plan affect the other.</p>	
54.	<p><u>FINAL APPROVAL OF SURVEYS X 3</u></p> <p>Cllr Mrs Hannaford thanked all those who had worked on the surveys.</p> <p>.1 <u>Business survey</u> Mr Besford-Foster raised concern about open ended questions as they make analysis difficult, some amendments are needed for the business survey.</p> <p>.2 <u>Youth Survey</u> The draft is very good, some slight amendment needed and it was suggested that the last two questions be swapped around.</p> <p>.3 <u>General survey</u> Mr Besford-Foster presented his amended version (not yet circulated). There was much discussion surrounding how we ask about religion, it was agreed that Mr Besford-Foster undertake some research.</p> <p>Cllr Toms informed that 26% of the Looe population have no profession. Mr Besford-Foster informed that he has requested the local statistics for Looe.</p> <p>Copies of all surveys will be made available for Societies Day.</p>	<p>SBF to research</p>

55.	<p><u>LIST OF POSSIBLE “PIGGY BACK” EVENTS</u></p> <p>Cllr Mrs Hannaford informed that a table is available for the May Fayre. Mr Fisher volunteered to write a visitor questionnaire to all events.</p> <p>Various events were identified such as Festivals, Cinema by the Sea, Looe Marine Voluntary Group, PL13 Festival and Quayside Centre events etc.</p> <p>Mr Besford-Foster will circulate a list of possible events and a press release will be done asking for volunteers to help with the promotions.</p> <p>The Clerk was asked to circulate the May Fayre rota for population by volunteers.</p>	Clerk to circulate May Fayre rota.
56.	<p><u>PLANNING FOR BUSINESS ENGAGEMENT AND TOWN WIDE ENGAGEMENT EVENTS</u></p> <p>This matter was deferred to the next meeting.</p>	
57.	<p><u>TO RECEIVE AN UPDATE BY LANSALLOS NEIGHBOURHOOD PLAN GROUP AND DISCUSS AREAS FOR JOINT WORKING</u></p> <p>Mr Godsall informed that they are looking to consult groups, which could be worked through together such as education, this is more about Polperro needing Looe than the other way round. Their Plan is at a similar stage to Looe’s.</p> <p>Cllr Toms stated that bus services, jobs, doctors etc should also be part of the consultations.</p> <p>Cllr Mrs Hannaford suggested that data and analysis is shared, especially further through the process when looking at conservation areas.</p> <p>Mr Besford-Foster agreed to share the grant application information with Polperro.</p>	
58.	<p><u>DATE FOR NEXT MEETING</u></p> <p>It was agreed that the next meeting should take place on Wednesday 23rd March 2016 at 7pm.</p> <p>The Meeting closed at 9.00pm.</p>	

Signed

Date