

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING**
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Wednesday 23rd March 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 J Spreckley – Looe Development Trust
Mr M Jackman – Resident
Mr G Marshall – Business Owner
Mr R Fisher – SECTA
Mr J Lundy - Resident
Mr E Wilson – Loos Strategy Group
Mr & Mrs A Gill – Business Owners
Mr M Couch – Resident
Mrs K Jackman – Looe Community Academy

IN ATTENDANCE

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

		ACTIONS
60.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D J Bryan, M Gregory and C Rose, also from Polperro Neighbourhood Plan Group and Mr L Tansley.	
61.	<u>INTRODUCTIONS</u> Round the table introductions were made.	
62.	<u>TO APPROVE THE MINUTES OF THE MEETINGS OF 17TH FEBRUARY 2016</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 17 th February 2016 be approved, seconded by Mr Fisher it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 17 th February 2016.	
63.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 17TH FEBRUARY 2016</u> .1 <u>Ref Min No: 54 – Surveys</u> Mr Besford-Foster informed that, following some research, he had decided that questions regarding religion were not appropriate and suggested that they should not be included in the surveys. The Group agreed with this suggestion.	
64.	<u>UPDATE ON PROGRESS OF THE PLAN</u> Cllr Mrs Hannaford stated that it is important to chart the progress	

	<p>of the plan and added that this will be a standing Agenda item from now on.</p> <p>Mr Besford-Foster went through the Stages completed so far, we now have to complete Stage 7 and 8 to keep on target. He stated that the in-depth consultation should be completed by the end of June and then the aim of the Plan needs to be defined, preferably by the end of June to keep momentum going but if not, September. He then went through the remainder of the process.</p> <p>Cllr Toms asked if there is any way the process could be speeded up, Cllr Mrs Hannaford stated that it may be possible to get the referendum done slightly earlier than June 2017 but we have to be very cautious, diligent and robust to avoid challenge. We could, perhaps, work towards holding the referendum at the same time as the Council elections in May.</p> <p>It was agreed that a progress report should be a standard Agenda item for each meeting to make sure we stay on track.</p>	
65.	<p><u>SOCIETIES DAY FEEDBACK</u></p> <p>Mr Besford-Foster considered that the event had been reasonably successful although noted that space was tight and he apologised for the pop-ups not having been displayed, they were broken and have now been repaired, as displayed in the room at this meeting, and will be used for all future events.</p> <p>Survey Monkey has now gone live, as has Twitter, and so far we have approximately 90 responses to the questionnaires.</p> <p>Mr Besford-Foster then presented a short video which can be used for consultations.</p> <p>Mr Spreckley acknowledged that space had been very limited and was over subscribed and gave assurance that this will not happen again. All agreed that there should be no more than two people at the stand at any time.</p>	
66.	<p><u>SURVEY DISTRIBUTION</u></p> <p>Mr Besford-Foster had provided information and quotes for distribution of surveys to every household (as attached). This was discussed at length and it was suggested that a “lick and stick” survey would reduce the need for envelopes.</p> <p>Mr Besford-Foster suggested using a company called Everycornerdistribution who have GPS tracking for monitoring of delivery and have a good reputation, they can commence delivery as from 8th April. He suggested a closing date for responses as 31st May and schedule a workshop for 2nd or 3rd week June.</p> <p>Cllr Mrs Hannaford suggested that the amount of pages be increased to 16 and proposed that Deltor be used for the printing subject to confirmation of the cost of 16 pages and the “lick and stick” option and to engage everycornerdistribution for delivery, seconded by Mr Galipeau, with the proviso that references from previous customers of everycornerdistribution are obtained, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p> <p>It was also agreed that there should be further drop in sessions, two to three hours only and various times of the day. Suggested venues being the Millpool Centre, Tea Room/Rose Garden, Looe</p>	<p>SBF to contact Deltor</p> <p>Availability of venues to be ascertained</p>

	Community Academy and Barbican Children's Centre.	
67.	<p><u>VISITOR SURVEY</u></p> <p>Mr Fisher informed that he had put together the visitor survey and ran briefly through the questions asked, he will email it to the office for circulation. There was some discussion regarding the general distribution of the survey with some concerns raised as to the difference between visitor requirements and residents requirements and the suitability of distribution during the music festival.</p> <p>Cllr Mrs Hannaford asked Mr Fisher to come up with a matrix and it was agreed that distribution should take place during June, August and September. She also suggested that Ms Brittain be asked if we could use her data for the Music Festival survey.</p>	Mr Fisher to generate a matrix for email circulation.
68.	<p><u>BUSINESS ENGAGEMENT EVENT</u></p> <p>Mr Besford-Foster stated that this survey needs to be distributed as soon as possible.</p> <p>It was agreed that we should also try to engage with homeworkers/business run from home to be all inclusive.</p> <p>Volunteers for distribution:</p> <p>Cllr Toms and Mr Wilson – East Looe</p> <p>Mr Fisher – Barbican</p> <p>Mr and Mrs Gill – Fore Street, East Looe</p> <p>Cllr Mrs Hannaford and Mrs Kellaway – West Looe</p> <p>SECTA – area to be established if they are willing to assist.</p> <p>It was agreed that no event was needed at the moment.</p>	
69.	<p><u>TOWN WIDE VISIONING EVENT</u></p> <p>This event is being aimed for June and more discussion will take place at the next meeting.</p> <p>Mr Besford-Foster agreed to work on methodology etc and a way of identifying any professional expertise.</p>	SBF to work on methodology
70.	<p><u>ROTA FOR WEST LOOE MAYFAYRE STALL AND FESTIVAL BY THE SEA</u></p> <p>Mr Besford-Foster will circulate the rota for the May Fair and the rota for the Festival by the Sea will be put together once confirmation of Cllr Mrs Hannaford's request for a stall has been received.</p>	SBF to circulate rota.
71.	<p><u>DATE FOR NEXT MEETING</u></p> <p>It was agreed that the next meeting should take place on Wednesday 20th April 2016 at 7pm.</p> <p>The Meeting closed at 8.35pm.</p>	

Signed

Date