

**MINUTES OF THE NEIGHBOURHOOD PLAN  
CORE STEERING GROUP MEETING  
Held in the Council Chamber, The Guildhall, Fore Street, East Looe  
On Wednesday 20<sup>th</sup> April 2016 at 7.00pm**

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Cllr A Toms (LTC)  
Mr S Besford-Foster – Project Manager  
Mr B Galipeau – ELTT  
Mr J Spreckley – Looe Development Trust  
Mr G Marshall – Business Owner  
Mr R Fisher – SECTA  
Mr J Lundy - Resident  
Mr and Mrs A Gill – Business Owner  
Mr L Tansley – Churches Together  
Mrs P Moore – Lanteglos Parish Council

**IN ATTENDANCE**

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

		<b>ACTIONS</b>
<b>73.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs Mrs E Hannaford, D J Bryan, M Gregory and C Rose. Also from Mr M Jackman. Cllr Toms explained that Cllr Mrs Hannaford was unable to attend due to family bereavement.	
<b>74.</b>	<b><u>INTRODUCTIONS</u></b> Cllr Toms introduced Mrs Pat Moore and round the table introductions were done.	
<b>75.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 23<sup>RD</sup> MARCH 2016</u></b> Cllr Toms proposed that the Minutes of the Meeting of 23 <sup>rd</sup> March 2016 be approved, seconded by Mr Fisher it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 23 <sup>rd</sup> March 2016.	
<b>76.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 23<sup>RD</sup> MARCH 2016</u></b> .1 <u>Ref Min No: 63.1 – Surveys</u> Mr Lundy expressed the opinion that the surveys should all be printed in colour, this was agreed. .2 <u>Ref Min No: 67 – Visitor Surveys</u> Mr Besford-Foster informed that these have been completed and	

	are ready for distribution. .3 <u>Ref Min No: 69 – Town Wide Visioning Event</u> The methodology has now been completed.	
77.	<b><u>UPDATE ON PROGRESS OF THE PLAN</u></b> Mr Besford-Foster referred to the progress chart and informed that there is a small possibility of the progress slipping slightly due to print problems with the survey. We are currently at Stage 11 of the progress chart.	
78.	<b><u>ROTA'S FOR FESTIVAL OF THE SEA AND MAY FAYRE EVENTS.</u></b> Mr Besford-Foster reported that he had so far only had one response for volunteers to assist, he will re-circulate the request.	Mr Besford-Foster to circulate rota's
79.	<b><u>SURVEY DISTRIBUTION UPDATE</u></b> Mr Besford-Foster reported that, as agreed at the last meeting, he had contacted Deltor to organise the printing however there have been some communication problems and this has delayed the print. The printers proof, required for the Royal Mail licence, is now received and once reviewed the print will be authorised. Delivery is expected by the end of next week. Cllr Toms suggested that a short video to be shared by social media etc be put together and it was confirmed that the survey will also be put onto the website. Cllr Toms and Mr Gill will distribute the business surveys as previously agreed and it was suggested that a photo be taken of them handing a survey to a business owner for publicity. It was suggested that the Council email contact list, Looe Directory facebook page and Secta be used to try to involve home businesses. It was agreed that a separate letter be sent to the Doctors practice with other information, Mr Besford-Foster agreed to do this. Mr Galipeau suggested that the new Practice Manager be invited to join the Steering Group.	SBF to write to Doctors.
80.	<b><u>VISIONING DAY FORMAT</u></b> Mr Besford-Foster explained the purpose of the visioning day. Once the responses to surveys have been received and analysed we use the information to give us a broad vision of the aims of the group, working groups can then be set up, a timetable needs to be set for the work to be done and we need basic training and information regarding resources. He suggested a three hour event in June, with a small buffet, inviting key people such as Zoe Bernard-John and David Read (C.C.) and this Steering Group. The invitations should go out two to three weeks before the event and the format should be a cafe style layout with maps, plans, photo's etc available. The Agenda for the first session should be introduction from the Chairman recapping on the progress so far and then a question and	

	<p>answer session.</p> <p>Mr Besford-Foster suggested a budget of around £150 would be needed for the Working Groups for the provision of flip charts, pens, post-its etc.</p> <p>Mr Galipeau asked what the minimum number of working groups would be, Mr Besford-Foster informed that the usual number is four.</p> <p>Cllr Toms suggested that the Working Groups are planned once responses and feedback from surveys and public.</p> <p>It was agreed that a good statistician or a link into an institution where a student could be paid to collate the survey results. Mrs Moore informed that Lanteglos have enlisted the help of the CRCC.</p>	
81.	<p><b><u>TO NOTE HEALTH &amp; SAFETY, SAFEGUARDING AND EQUALITIES PROVISION APPLICABLE TO NEIGHBOURHOOD PLAN ACTIVITY.</u></b></p> <p>Mr Besford-Foster informed that we have to show some regard for these things as they need to be included with the submission. (See attached information) We also need to undertake a risk assessment for our events.</p>	
82.	<p><b><u>DRAFT VISITOR SURVEY</u></b></p> <p>The amended version of the survey originally produced by Mr Fisher was presented on screen. Mr Gill stated that this needs to be in different languages as visitors come from all over the world and we need to be able to differentiate between visitors and staycationers. Questions need to include such things as why people have come to Looe, age groups, families/groups etc. Cllr Toms requested that a DDA question also be included. Mr Besford-Foster reminded the group that we need to focus on land use and Mr Galipeau commented that bathing water quality should be included.</p> <p>This will be circulated again when the above suggestions have been included.</p>	<p>Circulate again when amendments made.</p>
83.	<p><b><u>MATTERS FOR FURTHER DISCUSSION</u></b></p> <p><b><u>.1 Neighbourhood Plan Training</u></b></p> <p>Cllr Toms informed that there are various workshops being held by Cornwall Council in Bodmin (see attached) and asked if anyone would like to attend.</p> <p>Mr Fisher expressed an interest in attending the Affordable Housing workshop.</p> <p>The Clerk was asked to circulate the timetable to all and asked for responses to be sent to the Clerk to enable bookings to be made.</p> <p>Cllr Toms informed that Mr Gamblin has agreed to digitise the Conservation Guides for shop fronts/signage, doors and windows and rainwater goods as produced by David Moore some time ago.</p> <p>Mr Besford-Foster informed that he has copies of the Design Guide which can be amended and updated for the Neighbourhood</p>	<p>Clerk to circulate timetable.</p>

	<p>Plan and Policy making.</p> <p>There was much discussion regarding potential development and all agreed that it is important to determine the allocation of appropriate development land.</p>	
84.	<p><b><u>DATE FOR NEXT MEETING</u></b></p> <p>It was agreed that the next meeting should take place on Wednesday 25<sup>th</sup> May 2016 at 7.00pm.</p> <p><b>The Meeting closed at 8.35pm.</b></p>	

**Signed .....**

**Date .....**