

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Wednesday 25th May 2016 at 7pm**

REPORT TO COUNCIL

PRESENT

Cllrs Mrs E Hannaford, C Rose and A Toms (LTC)
Mr S Besford-Foster – Project Manager
Mr J Spreckley – Looe Development Trust
Mr G Marshall – Business Owner
Mr R Fisher – SECTA
Mr M Jackman - Resident
Mr J Lundy - Resident
Mr & Mrs A Gill – Business Ownes
Mr L Tansley – Churches Together
Mrs S Brock – Looe Community Academy

IN ATTENDANCE

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

		ACTIONS
1.	<p><u>APOLOGIES</u> Apologies for absence were received from Cllrs D J Bryan and M Gregory, also from Mrs K Jackman Dr K Lang, B Galipeau, Mrs P Moore and E Wilson. The Clerk informed that Mr Galipeau has regretfully resigned as the ELTT Representative. A new Representative will be nominated at the next ELTT meeting.</p>	
2.	<p><u>TO ELECT A CHAIRMAN</u> The Clerk asked for nominations for a Chairman, pointing that it should be a Member of the Community and not a Councillor, there were no nominations or volunteers Cllr Mrs Hannaford was asked if she would be willing to continue being Chairman, Cllr Mrs Hannaford agreed to continue being interim Chairman and, as there were no objections the Clerk asked for a vote and it was: <u>RESOLVED</u> Unanimously to appoint Cllr Mrs Hannaford as Interim Chairman.</p>	
3.	<p><u>TO APPROVE THE MINUTES OF THE MEETING OF 20TH APRIL 2016</u> Cllr Toms proposed that the Minutes of the Meeting of 20th April 2016 be approved, seconded by Mr Fisher it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 20th April 2016.</p>	

4.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 20th APRIL 2016</u></p> <p><u>.1 Ref Min No: 79 – Survey Distribution Update</u></p> <p>Cllr Mrs Hannaford asked if the separate letter to the Doctor's had been sent, Mr Besford-Foster informed that he had not yet done this. Cllr Mrs Hannaford stated that all organisations do need to be written to as we need to engage with them. Mr Besford-Foster will send a standard letter to all with the help of the office.</p>	SBF to supply standard letter
5.	<p><u>UPDATE ON PROGRESS OF THE PLAN</u></p> <p>Mr Besford-Foster referred to the progress chart and informed that timescales are slipping a little with the drop-in event and visioning event.</p> <p>Cllr Mrs Hannaford asked if we have done everything we should have up to date, Mr Besford-Foster responded that we need to engage with any event that is taking place.</p>	
6.	<p><u>FINAL COMMUNITY ENGAGEMENT EVENT</u></p> <p>Mr Besford-Foster gave alternative dates for this event to be held and, after discussion it was agreed that a drop-in event be held at the Millpool Centre on Friday 10th June from 3pm – 7pm, a rota will be circulated.</p>	SBF to circulate rota Clerk to book venue
7.	<p><u>SURVEY DISTRIBUTION UPDATE</u></p> <p>Mr Besford-Foster reported that Every Corner Distribution have now completed the delivery of residents surveys, only eight properties were missed due to there being no letter boxes, a lot of surveys have also been completed online.</p> <p>In response to Mr Gill's comments regarding the perception that it is one per household it was agreed that a press release be sent out informing that more than one per household can be done online. It was agreed that the expiry date for submission be extended until after the drop-in session.</p> <p>Mr Jackman reported that Looe Community Academy are starting a 6 week consultation period for the youth survey after half term. It was also agreed that the visitor survey be kept going through the season and that 200 more should be printed.</p> <p>Mr Fisher agreed that SECTA will help distribute the business survey to accommodation providers and Mr Gill agreed to distribute to the cafe's and restaurants. The survey will be reduced in size to A5 to make distribution easier.</p> <p>Cllr Mrs Hannaford proposed that a budget of £300 be approved for printing etc, seconded by Mr Fisher it was Unanimously agreed.</p> <p>The visitor surveys will also be available in the Tourist Information Centre.</p> <p>Cllr Toms left the Meeting at 7.25pm.</p>	SBF to organise an A5 business survey and arrange printing

<p>8.</p>	<p><u>VISIONING DAY FORMAT</u></p> <p>Mr Besford-Foster ran through the visioning day format for those who had not been present at the last meeting, the idea being to get an idea of what people want and then create working groups and a brief for them. A timetable has to be set and resources identified. There may be some costs involved as training may be needed, CRCC may be able to help with this.</p> <p>Cllr Mrs Hannaford asked how we analyse the surveys, this can be done by survey monkey but a deeper analysis would have to be undertaken by a Statistician.</p> <p>So far around 160 mailed responses have been received and all need to be entered onto survey monkey, it was suggested that members of this group could enter the data and it was agreed that they be divided out. Mr Besford-Foster will set up everyone as a data collector with a login.</p> <p>The visioning day should be a cafe style approach, with refreshments supplied, groups to look at outcomes.</p> <p>It was agreed that the visioning day should take place on Friday 1st July from 4pm – 7pm in the Millpool Centre.</p>	<p>Clerk to book the Millpool Centre.</p>
<p>9.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>.1 <u>Looe Community Academy Project</u></p> <p>Mr Jackman informed that Year 10 will be undertaking a project in September working to improve Looe.</p> <p>Cllr Mrs Hannaford expressed an interest in being involved and asked to be kept updated.</p> <p>.2 <u>Apologies for the summer months</u></p> <p>Mr Gill and Mr Tansley gave apologies for the summer months as they will both be very busy.</p> <p>Mr Gill stated that the data requires looking at from all angles as the town is very diverse, Mr Besford-Foster stated that we can categorise the data and then send it to Mr Gill and Mr Marshall for approval.</p>	
<p>10.</p>	<p><u>DATE FOR NEXT MEETING</u></p> <p>It was agreed that the next meeting should take place on Wednesday 22nd June 2016 at 7pm.</p> <p>The Meeting closed at 8.20pm</p>	

Signed

Date