

**MINUTES OF THE NEIGHBOURHOOD PLAN  
CORE STEERING GROUP MEETING  
Held in the Council Chamber, The Guildhall, Fore Street, East Looe  
On Wednesday 22<sup>nd</sup> June 2016 at 7.00pm**

**REPORT TO COUNCIL**

**PRESENT**

Cllrs Mrs E Hannaford and A Toms (LTC)  
Mr S Besford-Foster – Project Manager  
Mr J Spreckley – Looe Development Trust  
Dr K Lang – Looe Harbour Commission  
Mr R Fisher – SECTA  
Mr M Jackman - Resident  
Mr J Lundy - Resident  
Mrs S Gill – Business Owner  
Mr E Wilson – Looe Strategy Group  
Mrs S Brock – Looe Community Academy

**IN ATTENDANCE**

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

		<b>ACTIONS</b>
<b>11.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs D J Bryan and M Gregory, also from Mrs K Jackman, Mr A Gill, Mr G Marshall, Mr M Allen and Mr L Tansley.	
<b>12.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 25<sup>th</sup> MAY 2016</u></b> Cllr Toms proposed that the Minutes of the Meeting of 25 <sup>th</sup> May 2016 be approved, seconded by Mr Spreckley it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 25 <sup>th</sup> May 2016.	
<b>13.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25<sup>th</sup> MAY 2016</u></b> There were no matters raised.	
<b>14.</b>	<b><u>PROGRESS REPORT AGAINST WORK PLAN</u></b> (See attached work plan). Mr Besford-Foster referred to the progress chart and informed that timescales are slipping a little , we are at Step 6 at the moment, evidence gathering will be ongoing through the summer. With reference to Step 8, there is still a lot of work to be done and Mr Besford-Foster suggested that the scheduled Visioning day on 1 <sup>st</sup> July be delayed, we may need input from Cornwall Council. Mr Besford-Foster ran through the schedule up to the first draft of	

	<p>the Plan in January. Following submission of the Plan the time scale for a Referendum is approximately five months after which the Plan gathers weight and we can rely on approved Policies. Cllr Mrs Hannaford reported that she had spoken to Planning Officers and they are keen to help especially with the urban edge and the context of housing allocation, Looe has reached its apportionment. If Cornwall can prove and demonstrate there is a five year housing land supply it will carry significant weight. Other bodies that could be involved in the making of the Plan and assist are Heritage England and similar ones. A Conservation Area Appraisal needs to be carried out and priorities set.</p>	SBF to contact other bodies.
15.	<p><b><u>SURVEY RESPONSES UPDATE</u></b></p> <p>See attached Appendix.</p> <p>Cllr Mrs Hannaford reported that she and Cllr Toms had done a vox-pop video in the Tea Room which had been very interesting. They had also done one with the Manager of the Portbryan Hotel, both from a business point of view and a personal one as a resident.</p> <p>Mrs Brock volunteered to go to the Barbican Children's Centre on Monday and Wednesday evenings with business and resident surveys to try to capture more responses.</p> <p>There was some discussion regarding the differences between East and West Looe, living on the flood plain, deprivation areas etc and it was agreed that the geographical areas are important. Mr Besford-Foster agreed to suggest some categories.</p> <p>With reference to the Visitor survey Mr Fisher reported that 3,000 are being delivered through the TIC and SECTA and suggested that a postcard type response may be another way of capturing responses, Cllr Mrs Hannaford offered the artwork for the original "postcard from Looe" to assist with this and informed that the Portbryan Hotel had offered to include the visitor survey in their feedback forms.</p> <p>It was suggested that the business survey was circulated to all accommodation providers, this was agreed.</p>	<p>SBF to identify categories</p> <p>Clerk to ask the TIC Manager to circulate the survey.</p>
16.	<p><b><u>UPDATE ON YOUTH SURVEY AND SCHOOL ENGAGEMENT PROJECT</u></b></p> <p>Mrs Jackman had provided a report which was read out by Mr Jackman (see attached Appendix).</p> <p>In response to Mrs Jackman's request for a "Dragons Den" type judging for the projects being undertaken. Cllr Mrs Hannaford expressed an interest in being involved and suggested that we should go and talk to small school groups, Mr Jackman, Mrs Brock and Cllr Toms volunteered to listen and provoke debate. Cllr Toms informed that he had handed out youth surveys to 21 youngsters at the bus stop whilst waiting for their bus to colleges.</p>	

17.	<p><b><u>PREPARATION FOR EVENT/LOCAL PLAN CNA UPDATE AND PRELIMINARY INVESTIGATIONS</u></b></p> <p><b><u>.1 Local Plan CNA Update</u></b>  Cllr Mrs Hannaford reported that the headline housing figure for Cornwall seems to be in principle acceptable to the Inspector Mr Emerson, the Plan is being considered tomorrow by the Planning Policy Advisory Committee for recommendation, after which there will be a six week consultation followed by a Cornwall Council Full Council decision around November.  The next step is to understand what is in the plan, there is a whole raft of supplementary planning documents being discussed at the Cornwall Council PAC meeting tomorrow, space standards (square footage for housing) can now be included. Training for understanding the Local Plan is ongoing.</p> <p><b><u>.2 Preliminary Investigation</u></b>  Mr Besford-Foster explained that we need to identify what needs working on and informed that he has started a brief for suggested working groups (as attached) as follows:</p> <p>a) <b><u>Conservation Area Document Update</u></b>  The salient points of the character of buildings, open spaces etc provides a base for planning or investment areas and links in to the unique parts of Looe. The appraisal can be used to assist policy making and requires updating every five years. Photographic evidence and community consultation are an important part of the appraisal. Cllr Mrs Hannaford suggested that the Looe Old Cornwall Society could provide valuable help.</p> <p>b) <b><u>Design Guide</u></b>  Mr Besford-Foster explained the Article 4 Directive to members, informing that it governs style and materials used, a Local Development Order could be included in the Plan.</p> <p>c) <b><u>Housing Needs Assessment</u></b>  We need to look at what Looe can offer and identify areas. There will also be a sustainability exercise for an urban boundary and assessment of where development could go in the future.  Mr Wilson suggested that a marine/bathing water quality group should be included, there was much discussion over the linkage between land and water as the Plan is to do with land provision.</p>	SBF to circulate the brief.
18.	<p><b><u>VISIONING EVENT TASKS AND ROLES</u></b></p> <p>a) <b><u>Draft Working Group Brief</u></b>  The idea is to set up working groups and the briefs following the results of the surveys, Mr Besford-Foster explained how this would work and what is included and suggested that each working group be given a budget of £250 for events, visits, printing, room hire etc.</p> <p>b) <b><u>Invitees</u></b>  Community leaders, representatives from other organisations – 15/20 people needed.  Cllr Mrs Hannaford suggested that this list is compiled by herself, Cllr Toms and the Clerk and she asked members to email their</p>	EH, AT and Clerk to formulate list

	<p>suggestions to the office.</p> <p>c) <u>Draft format</u> This will be to identify groups and split into different tables.</p> <p>d) <u>Resources available to working groups</u> A ten minute report/feedback from the working groups will identify resources needed, sign up attendees and formally ask David Read to attend to help facilitate.</p>	Clerk or SBF to invite David Read
19.	<p><b><u>FURTHER GRANT APPLICATION</u></b> Mr Besford-Foster informed that, from the £9000 grant funding available, we have £5000+ still to apply for. Mr Wilson proposed that that an application for the remainder of the funding is submitted, seconded by Mr Fisher it was: <b><u>RESOLVED</u></b> Unanimously to apply for the remainder of the funding.</p>	SBF to submit application
20.	<p><b><u>MATTERS FOR FURTHER DISCUSSION</u></b> .1 <u>Website</u> Mr Besford-Foster informed that he now has control of the website and showed the updated site which includes the results of the 2015 survey. .2 <u>£200 Draw</u> Cllr Mrs Hannaford explained that when the 2015 survey was undertaken we offered a £200 prize draw which has not yet been drawn. Cllr Toms was asked to undertake the draw which he did with the help of Dr Lang and the name drawn was Mrs V Bennett. .3 <u>Signage</u> Mr Lundy informed that he had received an email from Mr Holford which suggested that a review of signage be undertaken as part of the Neighbourhood Plan, Cllr Mrs Hannaford stated that this has to be done in a systematic way and evidenced, this request can be supported but we need a volunteer. It will be part of the Conservation Area appraisal.</p>	Clerk to issue cheque.
21.	<p><b><u>DATE FOR THE NEXT MEETING</u></b> It was agreed that the next meeting should take place after the visioning event. Mr Besford-Foster expressed concern that we would not be ready for the scheduled visioning event on 1<sup>st</sup> July and suggested that it be delayed until all information is available. It was suggested that the visioning day should now take place on Tuesday 12<sup>th</sup> July from 4.30pm – 7.30pm. The Clerk was asked to check the availability of the Millpool Centre and then confirm to all. An operational meeting will take place on 1<sup>st</sup> July at 9am with Cllr Mrs Hannaford, Cllr Toms, Mr Besford-Foster and the Clerk.  <b>The Meeting closed at 9.00pm.</b></p>	Clerk to arrange and confirm

Signed .....

Date .....