

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Thursday 11th August 2016 at 7.00pm**

REPORT TO COUNCIL

PRESENT

Chairman - Cllrs Mrs E Hannaford (LTC)
Mr S Besford-Foster – Project Manager
Mr J Spreckley – Looe Development Trust
Mr J Lundy - Resident
Mr E Wilson – Looe Strategy Group

IN ATTENDANCE

Town Clerk – Mrs A Frith

		ACTIONS
22.	<p><u>APOLOGIES</u> Apologies for absence were received from Cllrs D J Bryan, C Rose and M Gregory, also from Mrs K Jackman, Dr K Lang, R Fisher and Mrs P Moore.</p>	
23.	<p><u>TO APPROVE THE MINUTES OF THE MEETINGS OF 22nd JUNE 2016</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 22nd June 2016 be approved, seconded by Mr Spreckley it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 22nd June 2016.</p>	
24.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 22ND JUNE 2016</u> .1 <u>Ref Min No: 15 – Survey responses</u> There was some discussion as to how we could reach second home owners as they are difficult to identify. It was suggested that they could perhaps be identified through the Council tax system, identifying those who were no longer eligible for Council tax discount. Mr Besford-Foster suggested that there should be a strategy for this, he will consider the options. .2 <u>Ref Min No: 16 – Youth survey</u> Mr Wilson asked if there had been any progress with this survey. Mr Besford-Foster reported that there are 114 responses on survey monkey so far and Cllr Mrs Hannaford informed that a gaming night has been organised with RIO at the Millpool Centre on 15th September for young people and she will bring the survey to their attention then. .3 <u>Ref Min No: 17.2(a) – Conservation Area Document</u> Mr Besford-Foster informed that this is a project for the Heritage</p>	

	working group.	
25.	<p><u>PROGRESS REPORT AGAINST WORK PLAN</u></p> <p>Mr Besford-Foster circulated a report, there are some changes to the timetable and we could be finished earlier than originally thought, we need to undertake more engagement and some things may need to be done with the minimum of volunteers. The business survey will run until the end of October.</p>	
26.	<p><u>BUDGET UPDATE</u></p> <p>The Clerk reported that exact figures were not available at this stage but there is approximately £27,000 left in the budget. Cllr Mrs Hannaford stated that we need to start thinking about future expenditure for the purposes of the precept setting. It was agreed that Cllrs Mrs Hannaford, Toms, Mr Besford-Foster and the Clerk have an operational meeting to “best guess” future expenditure. Some items were identified such as: consultations, more public meetings, specialist expertise, more information for independent assessments, administration, printing etc. This will be an Agenda item for the next meeting.</p>	
27.	<p><u>FEEDBACK FROM VISIONING DAY</u></p> <p>Mr Besford-Foster briefly went through the report and agreed to distribute it to all Steering Group members, the survey analysis is on the website.</p> <p>Cllr Mrs Hannaford asked how we link into the Coastal Community Plan as both plans need to be aligned, it was suggested that another urgent meeting with the relevant organisations be held and report back to the next meeting.</p>	Organisation meeting to be arranged
28.	<p><u>TO CONSIDER THE VISION STATEMENT</u></p> <p>The members reviewed the statement and some amendments were made. It was agreed that the vision has been tested but is missing the “Looe-ness”.</p> <p>The Vision statement was discussed and it was suggested that the following statement be adopted: “A Community that has revitalised its maritime and coastal based economy into one that can bring prosperity to all, significantly reducing the impact on the environment whilst maintaining its unique character”.</p> <p>It was also agreed that the strap-line should be “Preserving, responding and shaping. We are Looe”</p> <p>Cllr Mrs Hannaford recommended that the statement be approved with the amendments, all present agreed.</p>	
29.	<p><u>WORKING GROUP MAKE UP, PROGRAMME, TOOL KIT & RESOURCE</u></p> <p>.1 <u>Working Groups</u></p> <p>Mr Besford-Foster has compiled a suggested membership of each working group (contained within the Visioning statement), the</p>	

<p>groups will be: Heritage/Culture/Tourism, Housing, Economy and Shopping and access to services. Mr Besford-Foster will write to all Members informing them that they are elected for the working groups. Various other people with special expertise were suggested such as Mrs Gill Bridges (LVMCA), the Chairman of LOCS, Mr Derek Spooner and Mr Patrick Saunders (Ecologist). The Coastal Communities Fund was also discussed and it was agreed that this needs to be integrated into the economy group. It was agreed that the dates for the initial meetings need to be sorted out and after that the working groups arrange their own meeting dates.</p> <p>Mr Wilson suggested that Cllrs Hannaford and Toms and Mr Besford-Foster state their availability first and work from there. An operational meeting is to be held on Tuesday 16th August at 2pm in the Council office.</p> <p><u>.2 Brief for Working Groups</u></p> <p>The brief was circulated and Mr Besford-Foster explained how it works. Outstanding briefs to be circulated as soon as completed, the drop-box link will also be sent to all members.</p> <p>The Clerk was asked to send an email out asking for volunteers to join the working groups as housing, in particular, is short of members explaining that meetings will be once a fortnight through September and October only.</p> <p>Mr Wilson suggested that Cornwall Council officers living in Looe also be asked to join.</p> <p>Cllr Mrs Hannaford thanked Mr Besford-Foster for the large amount of work undertaken.</p> <p><u>.3 Settlement Edge Brief</u></p> <p>Mr Besford-Foster went through the brief , this can be used to define the town boundary.</p> <p>The Clerk was asked to send a purchase order to Mr Terry Grove-White (Planning Strategy Manager, Cornwall Council) to undertake a Settlement Edge Assessment at the agreed cost of £1995.</p> <p><u>.4 Cherished View Assessment</u></p> <p>Mr Besford-Foster explained that some views are really important, such as old Mills, tin mines etc. There was some discussion as to how these could be identified and Mr Lundy suggested a photographic competition, for amateurs only, explaining that the pictures could be used in the Neighbourhood Plan.</p> <p>Mr Besford-Foster agreed to set up how this could be done.</p> <p><u>.5 Initiate Polean Master Planning exercise</u></p> <p>It was agreed that a proposal for Polean should be written up, liaising with Cornwall Council Economic Development. Cllr Mrs Hannaford stated that we need to ascertain if there is a cost involved and she volunteered to follow up.</p>	<p>SBF to write to all members</p> <p>Working Group meetings to be arranged</p> <p>SBF to complete briefs</p> <p>Clerk to email as many people as possible.</p> <p>Clerk to send purchase order to T. Grove-White</p> <p>SBF to set up photographic competition</p> <p>EH to ascertain if there is a cost involved</p>
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<p>30.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>.1 <u>Cornish Guardian Article</u> Mr Lundy expressed concern about an article in the Cornish Guardian which indicated that the price of property was on a downturn. Cllr Mrs Hannaford explained that this information is readily available from Land Registry and the Housing Working Group can investigate this.</p> <p>.2 <u>Press Releases</u> Mr Besford-Foster agreed to provide the Cornish Times with an article advertising the photographic competition and asking for volunteers.</p>	<p>SBF to write article</p>
<p>31.</p>	<p><u>DATE FOR THE NEXT MEETING</u></p> <p>.1 <u>Operational Meeting</u> This will take place on Tuesday 16th August at 2pm.</p> <p>.2 <u>Steering Group Meeting</u> The next meeting will be held on 8th September at 7pm.</p> <p>The Meeting closed at 9.10pm.</p>	

Signed

Date