

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Thursday 5th October 2016 at 7.00pm**

REPORT TO COUNCIL

PRESENT

Chairman - Cllrs Mrs E Hannaford (LTC)
Cllr A Toms – LTC
Cllr C Rose - LTC
Mr S Besford-Foster – Project Manager
Mr J Spreckley – Looe Development Trust
Mr J Lundy - Resident
Mr E Wilson – Looe Strategy Group
Mr R Fisher - SECTA
Mr G Spence – SECTA
Dr K Lang - LHC
Mr & Mrs Fleming - Residents

IN ATTENDANCE

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

		ACTIONS
32.	<p><u>APOLOGIES</u> Apologies for absence were received from Mrs P Colquite, Mrs S Brock, Mr L Tansley, Mr M Allen, Mr & Mrs Gill and from Mr M Jackman who has unfortunately had to resign from this group for health and personal reasons.</p>	
33.	<p><u>TO APPROVE THE MINUTES OF THE MEETING OF 11th AUGUST 2016</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 22nd June 2016 be approved, seconded by Mr Lundy it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 11th August 2016.</p>	
34.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 11th AUGUST 2016</u> .1 <u>Ref Min No: 24.1 – Second Home Owners</u> Mr Fisher informed that he had been informed that information on second home owners can be found on Zoopla, he offered to explore this further and report back. Mr Besford-Foster stated that if full postcodes could be obtained that would be very helpful. .1 <u>Ref Min No: 27 – Meeting with other Organisations</u> Cllr Mrs Hannaford reported that a meeting with ELTT, WLTT and LHC had taken place to appraise them of progress made. They had not met with Looe Development Trust yet but Mr Spreckley stated that he would inform them of the progress made.</p>	Mr Fisher to explore Zoopla and report back

	<p><u>.2 Ref Min No: 29.1 – Working Groups</u> Cllr Mrs Hannaford informed that all Working Groups have met a couple of times since the last meeting of this Group, some groups are short of members and she asked the lead working group members to feed back on numbers.</p> <p><u>.3 Ref Min No: 29.5 Polean Master Planning</u> The Group were informed that the design brief and costings are being undertaken at the moment. The master plan should be available for the next Steering Group meeting.</p> <p><u>.4 Ref Min No: 30.2 – Press Release</u> This has not yet been done but is ongoing.</p>	Working Groups to feed back information
35.	<p><u>PROGRESS REPORT AGAINST WORK PLAN</u> Mr Besford-Foster informed that the working groups still have a little way to go but hope that most groups will have enough information by December to enable the draft plan document to be commenced in December, he stressed that the working groups do not need to go into in-depth detail, only that which is needed. The workplan has slipped by about six weeks but the final plan document could be ready by February. The workplan will be revised.</p>	
36.	<p><u>BUDGET UPDATE AND REQUEST FOR ADMIN SUPPORT FOR WORKING GROUPS</u> The Clerk had supplied the budget figures which were reviewed (as attached) Cllr Mrs Hannaford informed that the Housing Group have asked for admin support as a paid post, this request is to be discussed at the Council's Finance & General Purposes meeting the following evening.</p>	
37.	<p><u>CORNWALL LOCAL PLAN UPDATE</u> Cllr Mrs Hannaford reported that the methodology for the 5 year land supply has been agreed by the Planning Inspectorate but there are still a few hurdles to get over. The process to follow will be: Submission to the Planning Policy Advisory Committee then to Cabinet for approval in early November and finally Full Council for adoption after which the Plan will be in place. An Allocations Development Document, together with supporting documentation, is being done for the main key towns in Cornwall. There are no sites yet allocated for the Gypsy & Traveller Allocation Document. When the Plan is in place it will give certainty on number of houses and jobs which in turn will help with our Neighbourhood Plan. Looe's housing allocation has been met but the need has not, the Housing Working Group are working on this using local need/local connection criteria. Cllr Toms asked if we can put an allocation for self-build and affordable into our Plan, Cllr Mrs Hannaford informed that this is included in the Cornwall Local Plan and we have to abide by that, she stated that she was unsure whether hard and fast figures should be included as we need some flexibility.</p>	
38.	<p><u>PROGRESS REPORTS FROM WORKING GROUPS</u> <u>.1 Housing Working Group</u> Mr Lundy reported on the progress of this working group as per</p>	

the Work Programme supplied by Cllr Mrs Hannaford as attached. This information is also available on the NHP website.

Another survey is to be done using survey monkey and social media but printed copies will also be needed which the office was asked to provide, the survey has a systematic approach using specific criteria. Some of the information will cross over with the employment group.

Mr Lundy stated that the group would like to analyse the land available ie trees and ecology.

Cllr Mrs Hannaford suggested finding a high level, broad brush “significant tree” survey and sought the group’s approval to undertake an ecological survey, liaising with Cornwall Wildlife Trust.

Mr Besford-Foster stated that the Urban Edge survey could pick some of these points and he agreed to ascertain what this survey will cover.

.2 Economy Working Group

Mr Spreckley informed that this group has met twice, it has been a slow start but they are working on identifying sustainable employment land and future possible land. The business survey results are in and have to be reviewed and some parts of the 2007 MCTi plan need to be drawn out.

Another specific business survey needs to be done to drill down what is actually needed for sustainable business and employment, the group are developing a work plan to include the road infrastructure and potential development land, all to be evidence based.

Cllr Mrs Hannaford a focus group of traders be created to assist with this.

Mr Wilson volunteered to go and talk to individual businesses and draw up a list of questions.

.3 Tourism

Mr Spence reported that he had spent considerable time researching an approach to this and the group need to put together a work plan, a town walkabout needs to be done.

They are looking at Looe becoming an all year round destination and identifying buildings of architectural significance, different areas in and around the town to visit etc. Cllr Mrs Hannaford suggested that the Heritage Trail podcast may help with this and also Looe Old Cornwall Society Mr David Gamblin may also be of assistance.

He informed that this group now has only four members.

.4 Shopping

Mrs Fleming informed that she had not joined the working group until September but at that meeting all members were given tasks to do before next week’s meeting, mainly regarding supermarkets.

Cllr Toms stated that we have got to be able to provide evidence of what is looked at to justify the outcome.

Mr Besford-Foster stated that he needs to meet with the lead member of each group a couple of times to iron out any conflicts between groups and he suggested that the group all use a template circulated by him to keep a record.

SBF to ascertain this information.

<p>39.</p>	<p><u>URBAN EDGE AND CHERISHED VIEWS STUDIES</u></p> <p>.1 <u>Urban Edge Study</u> Mr Besford-Foster explained the purpose of this study and informed that Cornwall Council are undertaking this on our behalf for a small fee. The study will be useful for housing and employment providing valuable evidence for potential sites. He informed that work has commenced on this and suggested that the Housing Group meet with the Cornwall Council Officer with a member of the employment group also in attendance.</p> <p>.2 <u>Cherished View Study</u> Mr Besford- Foster stated that some views around the town which are part of the town, such as up the river towards the bridge, memories of childhood, diversity of the town, anything with “Looe-ness” are views that need protecting. A photographic competition is to be set up with set criteria and one requirement will be an explanation why the view is cherished with each submission, following that all information gathered will help to formulate a policy to protect the valued views. The competition will commence in a couple of weeks.</p>	<p>Meeting with CC Officer to be arranged.</p> <p>SBF to write policy</p>
<p>40.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>.1 <u>Polean</u> Mr Besford-Foster informed that part of the Polean area is not in our area we need to formalise our area after liaison with Polperro Community Council, advice is needed from Cornwall Council Neighbourhood Planning team regarding the writing of some policies.</p> <p>.2 <u>Survey Monkey</u> The housing survey is on the NHP website, the responses for the visitor survey have been 296, this survey will close at the end of the October half-term, the youth survey needs chasing up through Kate Jackman. It is due to be closed after half-term. The business survey is to be kept open.</p> <p>.3 <u>Working Group Membership</u> Cllr Toms suggested doing an advert to recruit more members to working groups, it was agreed that an advert be placed on the Volunteer page of the Cornish Guardian.</p> <p>.4 <u>Presentation of the Plan</u> Cllr Mrs Hannaford stated that we need to factor in the best presentation of our plan and suggested that this be put on the Agenda for the December meeting of this group and that we need to look at employing a graphic artist for the final version. It was also suggested that members look at the layout of the Bude NHP.</p>	<p>SBF to ask Ms Jackman to push this</p>
<p>41.</p>	<p><u>DATE FOR THE NEXT MEETING</u></p> <p>.The next meeting was scheduled for Tuesday 15th November at 7pm. A provisional date of 8th December was also set for the December meeting, to be confirmed.</p> <p>The Meeting closed at 8.50pm</p>	

	Following the close of the meeting Mr Besford-Foster gave a demonstration on the use of the Parish Online website as requested by members.	
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Signed

Date