

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 15th November 2016 at 7pm**

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
Mr R Fisher - SECTA
Mr G Spence – SECTA
Mr J Martin – Business Owner
Mr G Marshall – Business Owner
Mr L Tansley – Resident
Mr C Roy - Resident
Mrs J Fleming - Resident
Mr & Mrs P Myles - Residents

IN ATTENDANCE

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

		ACTIONS
42.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs A Toms and C Rose (LTC) and Dr K Lang.	
43.	<u>TO APPROVE THE MINUTES OF THE MEETING OF 5th OCTOBER 2016</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 5 th October 2016 be approved, seconded by Mr Spreckley it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 5 th October 2016	
44.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 5th OCTOBER 2016</u> .1 <u>Ref Min No: 38.2 – Economy Working Group</u> Mr Spreckley stated that the Group need help to formulate questions. .2 <u>Ref Min No: 24.1 – Second Home Owners.</u> Mr Fisher reported that Zoopla had proved to be too expensive and onerous to identify second home owners.	
45.	<u>PROGRESS REPORT AGAINST WORK PLAN</u> See attached Appendix “A”. Mr Besford-Foster ran through the progress briefly and stated that the Working Groups need some	

	<p>sort of reporting template, in answer to the question raised as to who would undertake the technical write-up he suggested that this be a small group with one person to do the write-up.</p> <p>Cllr Mrs Hannaford stated that the hope is to have a pre-submission consultation before the “Purdah” period at the end of March 2017.</p>	
46.	<p><u>BUDGET PROJECTIONS 2016/17</u></p> <p>The budget figures were reviewed (as attached).</p> <p>Cllr Mrs Hannaford informed the Group that Cllr Rose has concerns that the Conservation Officer no longer comment on household planning applications and also regarding the Article 4 Directive, he suggested that the Conservation area should be concentrated on the Article 4 area only. This matter to be put on the Agenda for the next meeting.</p> <p>Mr Spreckley stated that the Economy Working Group need someone to pull all the informational strands together, Cllr Mrs Hannaford informed that there is a budget for a research assistant for this.</p> <p>The Group agreed to apply for the available Grant funding in two stages because of timelines, one being for £4000 for the Conservation Area appraisal/design guide.</p> <p>Cllr Mrs Hannaford proposed that an application for £4000 be made, seconded by Mr Spreckley it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to apply for a £4000 grant.</p>	<p>Agenda item for next meeting</p>
47.	<p><u>CORNWALL LOCAL PLAN UPDATE</u></p> <p>Cllr Mrs Hannaford reported that Cornwall Council Cabinet approved that plan at their meeting last week and it will now go the Full Council on 22nd November for approval. She explained the process and the hierarchy to the Group and presented an animated film.</p> <p>In response to Mr Myles query regarding the risks involved because of Brexit, Cllr Mrs Hannaford stated that Cornwall Council have been discussing this topic, people are continuing with their plans but the businesses are holding back on investment, there is a lot of uncertainty.</p>	
48.	<p><u>FEEDBACK ON URBAN EDGE ASSESSMENT – KATH STATHAM</u></p> <p>Cllr Mrs Hannaford reminded the Group why this assessment had been done. Unfortunately Kath Statham is not available to attend this meeting due to other commitments. It was suggested that she be invited to do her presentation at the intended Interim Plenary meeting.</p> <p>Kath Statham has been nominated for an Award in London next week.</p>	

49.	<p><u>SHARING WORKING GROUP MEETING DATES</u></p> <p>Cllr Mrs Hannaford stated that there is a lot of confusion as to who should where and when.</p> <p>Mr Besford-Foster informed that he has developed a google calendar so that all meeting dates can be entered.</p>	
50.	<p><u>WORKING GROUP PROGRESS REPORTS</u></p> <p><u>.1 Heritage and Tourism</u></p> <p>The town walkabout is still to be done. David Gamblin is working with the group and is keen to get the Conservation Area 2001 updated. Work has been allocated to members to go through all the paperwork and identify relevant information, one aspect being looked at is building use such as the library.</p> <p>Cllr Mrs Hannaford informed that Looe Town Council have expressed an interest in the library building and are working with RIO on a feasibility study.</p> <p>The Group are also talking to stakeholders regarding the skateboard park and looking at better use of land. An analysis on bedroom availability for B&B has raised concern that this is getting less.</p> <p>Mr Fisher informed that he is working on a project to gain overspill of American visitors in 2020 for the anniversary of the Mayflower.</p> <p>It was agreed that a SWOT analysis be done on the progress of the Group's work so far and identify any gaps. Mr Myles volunteered to join this Group as he has experience of B&B's and tourism, he was informed that the next meeting is on 23rd November and he can join via skype and dropbox.</p> <p><u>.2 Economy</u></p> <p>The next meeting is to be held on 28th November, a consultation with businesses has been arranged for 3rd January 2017 from 7pm – 9pm in the Millpool Centre and volunteers are needed to help with this.</p> <p>Summaries of the survey results are the challenge, Cllr Mrs Hannaford suggested that Mr Martin may be able to help with this, it was agreed that Mr Spreckley would get in touch with him.</p> <p><u>.3 Shopping & Services</u></p> <p>Car parking, town centre and the effect of internet on businesses are being looked at, some guidance and email contacts are needed. Cllr Mrs Hannaford informed that there is a design brief for working groups to follow, need to start sharing information to pull together and to be more systematic to enable informed discussion at the Steering Group meetings, she suggested a four or five person meeting be held to pool ideas.</p> <p>A pay-as-you-leave system was suggested for the car park, Mr Besford-Foster stated that this cannot be a policy in the Neighbourhood Plan but it can be mentioned.</p> <p>There are some concerns that the Group does not have any business members.</p>	

	<p><u>.4 Housing</u></p> <p>Mr Lundy stated that the survey needs to run until the end of this month, only 50 responses so far.</p> <p>Cllr Mrs Hannaford ran through the results so far, most responses are for family affordable rental who do not wish to purchase, it would be preferable to have at least 75 responses. There are still some surveys to be delivered. Once this is completed the Group will be surveying builders face to face.</p> <p>The Vision Statement is being prepared to support delivery of affordable, self-build etc properties.</p> <p>Cllr Mrs Hannaford also informed that the Economic Profile for Looe has been produced and will be circulated via drop-box.</p> <p>She explained the outcome of the St Ives Neighbourhood Plan Judicial Review. New builds must be sold for principal ones only.</p>	
51.	<p><u>APPOINTMENT OF A CONSULTANT TO UNDERTAKE DATA ANALYSIS AND APPROVE BUDGET FOR THIS.</u></p> <p>This matter has already been dealt with.</p>	
52.	<p><u>LAUNCH DATE FOR CHERISHED VIEWS COMPETITION</u></p> <p>Mr Besford-Foster explained what this is all about, it could be a special memory, a story, photo or painting. The Cornish Times may be able to develop on the stories.</p> <p>The competition will start in two to three weeks and run over Christmas, the prize will be £100, winners submission will be included in the NHP with an acknowledgement.</p>	
53.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION</u></p> <p>No matters were raised.</p>	
54.	<p><u>TO CONFIRM THE DATE FOR THE NEXT MEETING</u></p> <p>The date for the next meeting was confirmed as Thursday 8th December at 5pm – 8pm. Refreshments will be supplied.</p> <p>A “Head to Head” meeting will be held on 23rd November at 2pm at 1 Nailzea Point, Hannaford.</p> <p>The Meeting closed at 9.15pm</p>	

Signed

Date