

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING**
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Thursday 8th December 2016 at 5.00pm

REPORT TO COUNCIL

PRESENT

Chairman - Cllrs Mrs E Hannaford (LTC)
Mr S Besford-Foster – Project Manager
Cllr A Toms – Looe Town Council
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 C Roy - Resident
Mrs J Fleming - Residents

IN ATTENDANCE

Town Clerk – Mrs A Frith
Amenities Manager – Mrs L Kellaway

		ACTIONS
55.	<u>APOLOGIES</u> Apologies for absence were received from Cllr C Rose (LTC), and Dr K Lang (Resident), Mr G Marshall (Business Owner), Mr P Myles (Resident), Mr L Tansley (Resident), Mr & Mrs A Gill (Business Owners) and Mrs S Brock (Looe Community Academy).	
56.	<u>TO RECEIVE AN UPDATE ON OPERATIONAL ISSUES</u> <u>i.e. GRANT APPLICATION</u> Mr Besford Foster updated on the progress of the Grant Application of £4000 to undertake a Conservation Area Appraisal, the result of the application should be known shortly. Cllr Mrs Hannaford stated that she hopes to find someone within Cornwall Council to do this and has asked for a quote. Mr Besford Foster has asked exactly what we get for the £4000 and we need to be sure they have the correct qualifications. CRCC have offered to provide a support package for the surveys required, work won't start until early January and the lead time is 6/8 weeks. A formal contract will be in place. Cllr Mrs Hannaford suggested that photo's are needed and that we should ask Looe Old Cornwall Society. Mr Besford Foster will supply a template and the Clerk was asked to then write to LOCS formally.	Clerk to write to LOCS enclosing a template.

57.	<p><u>TO UPDATE ON THE LAUNCH OF THE CHERISHED VIEWS COMPETITION</u></p> <p>Mr Besford Foster briefly explained what the competition is all about and informed that the announcement of the competition will be in the Cornish Times on the 9th December and the competition will be launched on 12th December, this information will also be on the website, there is a set of rules and the competition closes on 31st January with judging in February.</p> <p>Mr Fisher suggested that perhaps the best twelve pictures could be used to provide a 2018 calendar.</p>	
58.	<p><u>TO RECEIVE FEEDBACK ON THE “MIND-MAP” INFORMAL SESSION</u></p> <p>Mr Roy explained the purpose of the mind-map which brings together all the Working Groups work so far.</p> <p>Cllr Mrs Hannaford agreed to circulate the draft Open Spaces document produced by Cornwall Council and email Zoe at Cornwall Council to ask if any other studies are being done that may be relevant to our Plan.</p>	
59.	<p><u>TO REECEIVE FEEDBACK FROM THE WORKING GROUPS.</u></p> <p>.1 <u>Shops and Services</u></p> <p>Mr Roy gave the report of the progress of this Working Group and their findings so far.</p> <p>.2 <u>Tourism</u></p> <p>Mr Spence gave the report of the progress of the Tourism Working Group, there was much discussion regarding a park and ride scheme.</p> <p>.3 <u>Housing</u></p> <p>Mr Lundy and Cllr Mrs Hannaford gave the report of the Housing Group and the progress made so far.</p> <p>.4 <u>Economy</u></p> <p>Mr Spreckley reported that the Group need to undertake a business survey and talk to individual businesses. He raised concern that the Groups are working in the right way.</p> <p>It was identified that research and outcomes are now beginning to overlap each group with others and Mr Roy suggested the groups are re-organised, one for Polean, one for tourism and one for town centres East and West Looe.</p> <p>Cllr Mrs Hannaford stated that we need to look at whether or not we can create policies and look at the provision and usage of the internet.</p> <p>Mr Besford Foster stated that we need to set an early end date for the current Working Groups with a headline report and then create three new groups, one for Polean and the Millpool, one for Development sites and one for all aspects of internet and wi-fi.</p> <p>Mr Roy also suggested that we need a small group to pick up odds and ends and pull the plan together – this group to be called a “Special Strategy” group.</p>	<p>Clerk to write to Looe Music Festival regarding the use of their wi-fi mesh system.</p>

	<p>Cllr Mrs Hannaford stated that we need to provide all evidence to enable CRCC to undertake research. Looe Town Council needs to have input into the Millpool Working Group regarding the library, cafe and vets land and buildings. A lot of tourism will be projects within the plan and not policies, there is a whole subject around the needs of all organisations in Looe including sporting clubs. Mr Besford Foster stated that what can't be put in the plan as a policy can be put in as a project.</p>	
60.	<p><u>VISION FOR EACH WORKING GROUP</u></p> <p>Mr Besford Foster informed that there is a report Structure to help wind up existing Working Groups and to assist moving forward, he will circulate this to all Working Groups. (See attached). This will also provide an evidence trail.</p> <p>Cllr Mrs Hannaford asked for a timeline for the Interim reports for the next phase, this was discussed and a SWOT meeting with herself, Mr Fisher and Mr Lundy was arranged for 13th December at 2.30pm in Mr Fisher's office for the Housing Group. Other Working Group meetings will be arranged in due course.</p>	
61.	<p><u>FEEDBACK ON URBAN EDGE ASSESSMENT – KATH STATHAM</u></p> <p>Cllr Mrs Hannaford reported that Kath Latham has asked for 2 hours to present her findings, a meeting was arranged for Tuesday 17th January from 2pm-4pm in the Council Chamber.</p>	
62.	<p><u>TO ARRANGE A DATE FOR THE NEXT MEETING</u></p> <p>The next meeting was arranged for Thursday 12th January at 7.00pm. The Agenda will include a review the end of the first phase and commence the next phase.</p> <p>The Meeting closed at 7.55pm.</p>	

Signed

Date