

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 24th January 2017 at 7pm**

REPORT TO COUNCIL

PRESENT

Chairman - Cllrs Mrs E Hannaford (LTC)
Mr S Besford-Foster – Project Manager
Cllr A Toms – Looe Town Council
Mr J Lundy - Resident
Mr E Wilson – Looe Strategy Group
Mr R Fisher - SECTA
Mr G Spence – SECTA
Mr & Mrs B Fleming – Residents
Dr K Lang – Resident
Mr P Penhaligan - Resident

IN ATTENDANCE

Town Clerk – Mrs A Frith

		ACTIONS
63.	<u>APOLOGIES</u> Apologies for absence were received from Cllr C Rose (LTC), Mr J Spreckley (LDT), Mrs S Brock (Looe Community Academy), Mrs P Moore (Lanteglos PC), Mr C Roy (U3A) and Mr M Allen (Old Bridge Surgery).	
64.	<u>TO APPOINT A TEMPORARY CHAIRMAN (DUE TO ELECTIONS)</u> Cllr Mrs Hannaford explained that, due to the upcoming elections and the Purdah period she will have difficulty in giving this her full attention but is quite happy to be Chairman again after the next three months should it be necessary. Mr Greg Spence volunteered to be temporary Chairman. Mr Fisher proposed that Mr Spence be elected as temporary Chairman, seconded by Mr Fleming it was: <u>RESOLVED</u> Unanimously to elect Mr Spence as temporary Chairman	
65.	<u>TO APPROVE THE MINUTES OF THE MEETINGS OF 15TH NOVEMBER 2016 AND 8TH DECEMBER 2016</u> .1 Minutes of 15th November 2016 Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 15 th November 2016 be approved, seconded by Mr Spence it was: <u>RESOLVED</u> Unanimously to approve the Minutes of the 15 th November 2016. .2 Minutes of 8 th December 2016 Cllr Mrs Hannaford proposed that the Minutes of the Meeting of	

	<p>8th December 2016 be approved, seconded by Mr Fisher it was: <u>RESOLVED</u> Unanimously to approve the Minutes of 8th December 2016.</p>	
66.	<p><u>MATTERS ARISING FROM THE MINUTES OF 15TH NOVEMBER AND 8TH DECEMBER 2016</u></p> <p>.1 <u>Minutes of 15th November 2016</u> There were no matters raised.</p> <p>.2 <u>Minutes of 8th December 2016</u> a) <u>Ref Min No: 59.4 – Wi-fi</u> The Clerk was asked to change the suggested new Working Groups to: Polean/Millpool, Housing and Development, and a “catch all” group as had been discussed at this meeting. There had been no response from Looe Music Festival regarding their proposed wi-fi mesh system as yet but Cllr Toms informed that they are undertaking a SWOT analysis as evidence for a grant. Mr Besford-Foster asked if we could have a copy of the grant application to enable us to build up evidence for the Plan.</p>	
67.	<p><u>PROGRESS REPORT/TIMELINE</u></p> <p>Mr Besford-Foster reported that the Working Groups are nearing the end of phase one of the process and moving towards phase two. There needs to be a robust evidence base which will be reviewed by CRCC when the grants have been approved and they can then be appointed. We are looking at two to three months for the Working Groups to finish, he suggested another open day at the end of March and the final draft should be done by the end of May, the completed and approved Plan should be in place by spring 2018.</p> <p>Mr Spence asked how we could ensure that all Working Groups provide robust plans, Cllr Mrs Hannaford responded that it is the job of the CRCC to identify gaps, there are two stages to the review – consultation with residents and also Cornwall Council to check policies.</p> <p>Mr Besford-Foster suggested asking CRCC to attend a one-off workshop, this was unanimously agreed.</p>	CRCC to be invited to a workshop.
68.	<p><u>BUDGET UPDATE/GRANT APPLICATIONS</u></p> <p>Mr Besford-Foster informed that he had applied for a £4000 grant for a Conservation Area Assessment and had also ticked the box for technical assistance, this can be provided over and above the grant, he had received a telephone call from AECOM who indicated that we could get up to £6000 worth of time to help us. Mr Besford-Foster had spoken to Mr Nick Cahill from the Conservation Team at Cornwall Council who can help, as soon as we receive confirmation from AECOM we can contact Mr Cahill. The Grant can then be used for engaging CRCC.</p> <p>There was no budget update as nothing has changed since the last meeting. Cllr Mrs Hannaford stated that this has put us in a much better position and asked if we still required volunteers from Looe</p>	

	Old Cornwall and the U3A's to help with the Conservation Appraisal, Mr Besford-Foster said we do still need them as their findings would underscore that this is a local plan.	
70.	<p><u>WORKING GROUPS UPDATES/SWOT/FINAL REPORTS/COLLATE OTHER PROJECTS APPENDIX.</u></p> <p><u>.1 Shops & Services</u></p> <p>Mr Penhaligan gave the report on behalf of the Working Group and informed that they are progressing with putting together the results of their analysis, some very sensitive information has been given which has to remain completely confidential for the time being, Mr Besford-Foster agreed to put this into the Dropbox, password protected with reminders that the information must not be circulated.</p> <p>Mr Penhaligan asked if the new Working Groups had been forgotten as Mr Roy is concerned that they have, Cllr Mrs Hannaford stated that they have not been forgotten, they will be formed after the work of the current Working Groups was completed, SWOT's and reports done and reviewed by CRCC. Mr Penhaligan asked for someone to ring Mr Roy and explain, Mr Spence agreed to do this.</p> <p><u>.2 Economy</u></p> <p>Mr Wilson gave the report and informed that the Group have nothing in writing yet but he now has a better idea of what is needed and will have the report ready for the end of March. Cllr Mrs Hannaford suggested that they had a look at the Coastal Communities Alliance website and asked if the Group need any help, she suggested a quick meeting with Mr Besford-Foster may clarify what is needed.</p> <p>Mr Besford- Foster informed that other Council's have used the Coastal Communities Team and suggested that Mr Tregear also be contacted.</p> <p><u>.3 Tourism</u></p> <p>Mr Spence stated that this group are trying to work out where they fit into the scheme and concerns have been raised as to how they will fit into the new Working Groups. The Group have completed the SWOT analysis and they are looking to formulate robust policies.</p> <p>Mr Besford-Foster circulated a draft template for new groups (as attached) and the reporting structure.</p> <p>There was much discussion as to how all information will be drawn together and it was agreed that the new groups are not formed until all current groups have done their SWOT analysis and reports.</p> <p>The Clerk reminded the Chairman of the Town Audit that was undertaken by Cornwall Council 2/3 years ago, the Chairman apologised for having overlooked this document and asked Mr Besford-Foster to put the document into the Dropbox.</p> <p><u>.4 Housing</u></p> <p>Mr Lundy gave the report of the progress of the Working Group</p>	<p>GS to ring CR</p> <p>Clerk to email the Town Audit document to SBF</p>

	and informed that the builders survey had gone out and there had been three responses so far. The Urban Edge Assessment had identified four or five sites which the Group had not looked at. They will be looked at and assessed as soon as possible. The Group is fairly well on target but there is still some research to be done.	
71.	<u>CHERISHED VIEWS FEEDBACK</u> Mr Besford-Foster reported that responses have been slow and asked for promotion for this, it was agreed that the Cornish Times be asked for their help and Facebook/Twitter activity be increased.	
72.	<u>SUMMARY OF URBAN EDGE ASSESSMENT FEEDBACK</u> Mr Spence stated that a lot of work had gone into this and it was a very good, robust report and the assessment regarding the field behind the Junior School as identified by Kath Statham should be followed up. Mr Besford-Foster informed that CRCC will look at the evidence base for the Plan. He will arrange a meeting with them to work out a work programme.	SBF to arrange meeting with CRCC
73.	<u>AGREEMENT TO INVITE VICTORIA REGAN TO TALK ABOUT AFFORDABLE HOUSING</u> Cllr Mrs Hannaford asked for approval to invite Victoria Regan to talk to the Group about affordable housing, there was unanimous agreement to this request.	EH to arrange visit
74.	<u>CONSERVATION AREA APPRAISAL COMMISSION.</u> This matter had been dealt with in Minute No: 68.	
75.	<u>MATTERS FOR FURTHER DISCUSSION</u> .1 <u>How to write Neighbourhood Policies.</u> This matter was deferred to the next meeting. .2 <u>Invite Cornwall Council to present the Draft Plan</u> This matter was deferred to the next meeting.	
76.	<u>DATE FOR NEXT MEETING</u> To be arranged. The Meeting closed at 9.05pm	

Signed

Date