

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Tuesday 22nd March 2017 at 2.15pm**

REPORT TO COUNCIL

PRESENT

Chairman – Mr G Spence - SECTA
Cllr A Toms – Looe Town Council
Cllr C Rose – Looe Town Council
Cllr Mrs E Hannaford – Looe Town Council
Mr J Lundy - Resident
Mr C Roy - Resident
Mr R Fisher - SECTA
Mr J Spreckley – Looe Development Trust
Mrs J Fleming – Resident
Dr K Lang – Looe Harbour Commission
Mr A Godsall – Polperro Community Council

IN ATTENDANCE

Town Clerk – Mrs A Frith
Assistant Clerk – Mrs A Keen
Victoria Regan & Rob Lacey – Affordable Housing C.C.

| | | ACTIONS |
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| 77. | <u>APOLOGIES</u> Apologies for absence were received from Mr S Besford-Foster, E Wilson, G Marshall and B Fleming. | |
| 78. | <u>INTRODUCTIONS</u> Mr Spence explained to the Group why he is now Chairman, this being due to Mrs Hannaford's commitments for the forthcoming elections. Introductions around the table were made. | |
| 79. | <u>TO RECEIVE A PRESENTATION FROM VICTORIA REGAN RE: AFFORDABLE HOUSING</u> Ms Regan introduced herself and thanked the Group for accommodating her and Mr Lacey with an earlier meeting. She then proceeded to give her presentation. Ms Regan explained the criteria of Affordable housing and the housing need for Looe, which is 247 on the Homechoice register and 4 on the self build register. Her department is consulted on planning applications to ascertain the correct level of affordable houses on proposed developments. Cllr Mrs Hannaford asked if this has to be done through the Housing Association or could it be done through a Charity, Ms Regan replied that she had not come across this before but she would find out and come back to us. Cllr Toms stated that, although he is aware of people on the Help | |

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| | <p>to Buy register, there is no feedback from Help to Buy S.W. Ms Regan remarked that others have highlighted this and it is being looked at.</p> <p>Following Ms Regan's presentation various questions were asked. The Chairman thanked Ms Regan and Mr Lacey for their presentation and time, they then left the meeting.</p> | |
| 80. | <p><u>TO APPROVE THE MINUTES OF THE MEETING OF 24TH JANUARY 2017</u></p> <p>Mr Spence proposed that the Minutes of the Meeting of 24th January 2017 be approved, seconded by Cllr Toms it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the Minutes of the Meeting of 24th January 2017.</p> | |
| 81. | <p><u>MATTERS ARISING FROM THE MINUTES OF 24TH JANUARY 2017</u></p> <p>.1 <u>Ref Min No: 67 - CRCC</u> This invitation is still to be actioned.</p> <p>.2 <u>Ref: Min No: 72 – CRCC</u> This has still to be actioned.</p> | <p>SBF to invite CRCC</p> <p>SBF to meet with CRCC</p> |
| 82. | <p><u>PROGRESS REPORT/TIMELINE</u></p> <p>Mr Spence explained that timescales are very tight, he is concerned that due care and diligence is seen to be done. Mr Spence and Mr Besford-Foster have met and discussed the timescales to accommodate the work yet to be done and he asked for approval of the new timings.</p> <p>Mrs Hannaford stated that the immediate concern about developments has now reduced so the pressure is not so urgent. The Group unanimously agreed to the new timescales. (As attached).</p> | |
| 83. | <p><u>BUDGET UPDATE</u></p> <p>The Clerk informed that there had been no further expenditure or income so the budget remains as previously reported.</p> <p>Dr Lang left the Meeting at this stage due to illness.</p> | |
| 84. | <p><u>TO DISCUSS THE HERITAGE SURVEY</u></p> <p>Mr Spence reported that Mr Besford-Foster had provided information and had outlined how this should work (see attached) AECOM have queried the size of the area and outlined the cost of the survey, Mr Besford-Foster had provided a suggested map area, the Group reviewed the suggested map area and Mrs Hannaford stated that Shutta and up to "Rondaneth" Hannaford should be included.</p> <p>The Group agreed that the map should be extended to cover Shutta Hill up to "Sunnyville" and Hannaford Road up to the first entrance to Portuan Road.</p> <p>Mr Spence read out an email received from Mr David Gamblin</p> | |

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| | <p>who had also highlighted the areas suggested by Mrs Hannaford. There followed much discussion regarding the Conservation Area and it was agreed that we need to know the cost and timescales from AECOM, we will need this to be completed by June/July but the Working Groups will need the information before that, there is a lot of information to collate for AECOM and it was suggested that other organisations such as Looe Old Cornwall Society, The Guildhall Museum, Mark Camp etc be asked to assist.</p> <p>Mr Spence raised concern about sensitive information and the Group needs to decide how we are going to manage this.</p> <p>With reference to Polean, there needs to be a conversation and pulling together of information, this should be done by one Group.</p> <p>Mrs Hannaford reported that she and Cllr Toms had met with a specific Planning Officer (Mr John Betty) to discuss this, the key to unlocking the potential of Polean is holistically, it is seen from an economic regeneration viewpoint. Mr Betty will help us with this and she, Mr Spence and Cllr Toms will be meeting with him on 5th April at 3pm to look at the work so far and look to obtaining permission to get the whole of the Polean area under Cornwall Council's ownership.</p> | |
| 85. | <p><u>CHERISHED VIEWS FEEDBACK</u></p> <p>Mr Spence reported that there had been little interest and only one entry for the competition had been received so far, Mr Besford-Foster had indicated that the Landscape Assessment will help with this. Mr Spreckley suggested using social media to advertise the competition.</p> | |
| 86. | <p><u>FEEDBACK FROM WORKING GROUPS</u></p> <p>Mr Spence stated that he would prefer to have a document with as much information as possible on showing the work done, evidence and a list of recommendations. CRCC will then pick this up and it will help identify the list of issues requiring further work. He asked the Working Groups to provide some sort of timescale for doing this.</p> <p>.1 <u>Housing Group</u></p> <p>Mr Lundy gave his report of the work undertaken so far and stated that the Group had started to look at policies, he will circulate information to the rest of the Housing Group, it is hard to say when the information will be ready as there is some discussion about policies.</p> <p>Mr Spence stated that the Groups are not being asked to write policies, Mr Besford-Foster will be offering training on policy writing in due course.</p> <p>.2 <u>Economy</u></p> <p>Mr Spreckley stated that his Group are at the same stage as the Housing Group, they will be holding a meeting within the next two weeks and will give an interim report at the next Meeting of the Steering Group.</p> | |

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| | <p><u>.3 Shopping & Services</u> Mr Roy stated that his Group will put the information obtained into a report in the next two weeks and bring it to the next meeting of the Steering Group.</p> <p><u>.4 Tourism</u> Mr Spence reported that his Group is at much the same stage as all the other Working Groups.</p> | |
| 87. | <p><u>COMMUNITY ENGAGEMENT AND FEEDBACK</u> Mr Spence raised concern that engagement with the Community is lacking, we need to involve the Community with more information and need to find a way of disseminating this information. The Community News, Looe Community Forum and another open day in the Quayside Centre were suggested. Mr Godsall offered to provide Mr Spence with information on how Polperro Community Council managed this.</p> | |
| 88. | <p><u>MATTERS FOR FURTHER DISCUSSION</u> There were no matters raised.</p> | |
| 89. | <p><u>DATE FOR NEXT MEETING</u> The next Meeting will be held on Wednesday 19th April at 7pm. The Meeting closed at 4.30pm.</p> | |

Signed

Date