

**MINUTES OF THE NEIGHBOURHOOD PLAN  
CORE STEERING GROUP MEETING  
Held in the Council Chamber The Guildhall, Fore Street, East Looe  
On Thursday 18<sup>th</sup> May 2017 at 7.00pm**

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Mr G Spence - SECTA  
Mr S Besford-Foster – Planning Support  
Cllr A Toms – Looe Town Council  
Cllr Mrs E Hannaford – Looe Town Council  
Mr J Lundy - Resident  
Mr C Roy - Resident  
Mr J Spreckley – Looe Development Trust  
Mr E Wilson – Looe Strategy Group  
Mrs J Fleming - Resident

**IN ATTENDANCE**

Town Clerk – Mrs A Frith

		<b>ACTIONS</b>
<b>100.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllr C Rose, R Fisher and Mr B Fleming.	
<b>101.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING 19<sup>th</sup> APRIL 2017</u></b> Mr Spreckley proposed that the Minutes of the Meeting of 19 <sup>th</sup> April be approved, seconded by Mr Roy it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of 19 <sup>th</sup> April 2017.	
<b>102.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 19<sup>TH</sup> APRIL 2017</u></b> .1 <u>Ref Minute No: 95 – Heritage Survey</u> Mr Spence reported that he had written to all organisations as suggested and had received only two responses so far. .2 <u>Ref Min No: 96 – Publicity &amp; Community Engagement</u> Mr Spence reported that the Clerk had successfully obtained permission to put a display in the empty side of the Post Office subject to removal as and when requested. He thanked Mr Besford-Foster for organising the display, it was suggested that perhaps someone could “man” the display on occasions to draw attention to the Plan, Mr Spence will think how this could be done. Other suggestions to raise the profile of the Plan were post-it notes in the Post Office for comments, face book and perhaps a display in the surgery waiting room. It was agreed that a work plan be put together. .3 <u>Ref: Min No: 99 – Policy Writing Training</u> Policy writing training dates were discussed and it was agreed that	GS to formulate a work plan. Clerk to book the Council Chamber and

	7 <sup>th</sup> June from 6pm – 8pm would be arranged. The Clerk was asked to confirm the venue.	confirm to SBF and GS
<b>103.</b>	<b><u>PROGRESS AGAINST WORKPLAN</u></b> Mr Besford-Foster informed that all the interim reports have now been received and can now go to CRCC for review, feedback from CRCC should be available by July and work can commence on a rough draft of the Plan.	
<b>104.</b>	<b><u>BUDGET UPDATE</u></b> There had been no changes to the budget since the last meeting. Mr Besford-Foster informed that a £4250 grant is due to be paid to Looe Town Council imminently.	
<b>105.</b>	<b><u>CRCC DATA ANALYSIS</u></b> Mr Besford-Foster informed that he had met with CRCC and asked them to commence work, they will look at data response, validation and a SWOT analysis for all the Group reports, we then need to provide a joint SWOT report, CRCC have 17 days to work on this and those days can be stretched over the period that we need. He also stated that the Leaders of the new Groups will need to meet with CRCC.	
<b>106.</b>	<b><u>HERITAGE SURVEY</u></b> The Draft Report had been circulated to all and also the comments received back, in particular the comments from Mr David Gamblin, there has been quite a lot of criticism of the report. Mr Besford-Foster reported that there are some basic errors with the report with some information missing, he will feed back to AECOM with this information and asked the Group for feedback on Mr Gamblin’s comments as a matter of urgency. Cllr Mrs Hannaford suggested organising a meeting with people like John Southern, Jeanne Dingle and Mark Camp who, between them, have a lot of knowledge of the historical Looe. Mr Spence suggested that we wait for the revised AECOM report. The Clerk informed that the War Memorial is now a Grade 11 listed monument.	SBF to feed back to AECOM
<b>107.</b>	<b><u>PUBLICITY AND COMMUNITY ENGAGEMENT</u></b> It was agreed that more work needs to be done on publicity and engaging the public. This matter was discussed at length following the circulation of a work plan provided by Mr Spence which suggested that we need to provide continual information to the public and ask for feedback. Various options were suggested as follows: Double sided newsletter, posters around the Town, Future Looe website, Library, Strategy Group blog and face book page, Looe Town Forum pages, posters to clubs, shops, notice boards etc, a short video was also suggested. Mr Roy stated that we need to identify a budget for this which was unanimously agreed. Mr Besford-Foster informed that Everycornerdistribution had charged £500 to deliver to all houses in Looe previously. He also	EH & GS to

	suggested identical information should go to Cornish Times, face book, in the newsletter to keep awareness up. Cllr Mrs Hannaford agreed to design the newsletter and Mr Spence will add the words.	work on newsletter.
<b>108.</b>	<p><b><u>TO DETERMINE THE PHASE 2 WORKING GROUPS</u></b></p> <p>Mr Spence stated that we need to determine these groups as soon as possible, all the reports from the existing working groups was discussed and a little more information on the feedback is required, especially the Housing Working Group.</p> <p>It was agreed that the following Phase 2 Groups be set up as follows:</p> <p><b><u>Housing Group</u></b> – Membership to remain as it is.</p> <p><b><u>Town Centre, Tourism, Culture &amp; Heritage</u></b> – Members to be Messrs Spence, Roy, Spreckley and Wilson.</p> <p><b><u>Polean/Millpool Group</u></b> – Members to be Cllrs Toms and Mrs Hannaford, Paul Penhaligan and Edmund Wilson.</p> <p>Mr Spence informed that John Betty (C.C.) is happy to receive our ideas and then further comments from C.C. and this Group can be discussed.</p> <p>Mr Besford-Foster suggested that the brief for each of the Phase 2 Groups should be re-visited.</p> <p><b><u>Spatial Function Group</u></b></p> <p>Mr Roy stated that Members of this Group should be the lead Member of the other Groups, preferably including someone who has a good knowledge of all aspects. We need to look at infrastructure, transport and any areas that have been missed by other Groups which should then be allocated. This was agreed.</p>	Item for next Agenda
<b>109.</b>	<p><b><u>MATTERS FOR FURTHER DISCUSSION</u></b></p> <p>.1 <u>Council Tax Bands</u></p> <p>Mr Besford-Foster informed that he has been looking at Council Tax over time for 2010, 2014 and 2017 and has identified that Looe has more Band “A” and “B” properties. The higher bands are increasing and this could be due to the current housing stock being developed.</p>	
<b>110.</b>	<p><b><u>DATE FOR NEXT MEETING</u></b></p> <p>A provisional date of Thursday 15<sup>th</sup> June at 7pm was set. Clerk to check availability of the Council Chamber and confirm the date to this Group.</p> <p><b><u>Date for Policy-writing Training</u></b></p> <p>The date for the Training will be on 7<sup>th</sup> June 6-8pm in the Council Chamber.</p> <p>The Meeting closed at 9.00pm.</p>	Clerk to confirm

Signed .....

Date .....