

**MINUTES OF THE NEIGHBOURHOOD PLAN  
CORE STEERING GROUP MEETING  
Held in the Council Chamber The Guildhall, Fore Street, East Looe  
On Thursday 15<sup>th</sup> June 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 R Fisher - SECTA

**IN ATTENDANCE**

Town Clerk – Mrs A Frith

		<b>ACTIONS</b>
<b>110.</b>	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs C Rose and Dr K. Lang (LHC).	
<b>111.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING OF 18<sup>TH</sup> MAY 2017</u></b> Mr Spence proposed that the Minutes of the Meeting of 18 <sup>th</sup> May 2017 be approved, seconded by Mr Lundy it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of 18 <sup>th</sup> May 2017.	
<b>112.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 18<sup>TH</sup> MAY 2017</u></b> .1 <u>Ref Minute No: 108 – Polean/Millpool Working Group</u> Cllr Mrs Hannaford informed that she had chased up Mr John Betty who has assigned Mr Rob Andrew to work with Looe on behalf of Cornwall Council. Cllr Hannaford will arrange a meeting with Mr Andrew, Mr Besford-Foster, Mr Spence and herself. .2 <u>Ref Min No: 102.2 – Publicity &amp; Community Engagement</u> Mr Spence informed that he has not yet done the workplan. He also stated that he did not think that manning of the Post Office display will happen. .3 <u>Ref: Min No: 102.3 – Policy Writing Training.</u> Mr Spence thanked Mr Besford-Foster for his efforts and input to the training, it had been very interesting. Unfortunately following the training Mr Edmund Wilson from the Town Centre Working Group has resigned as he felt he did not have the expertise	EH to arrange a meeting

	<p>required.</p> <p>.4 <u>Ref Min No: 107 – Publicity and Community Engagement</u></p> <p>Mr Besford-Foster had produced a draft newsletter which was circulated and he asked Cllr Mrs Hannaford to do the design work, he will email the document to her. The newsletter is based on the outcomes of the Community and Business surveys. The visitor and Youth press release will go out at a later stage.</p> <p>Mr Roy stated that some kind of marketing strategy is required, Mr Spence agreed but suggested that we are happy with the initial draft and discuss the matter further at the next meeting. Mr Besford-Foster agreed to produce a draft marketing strategy for discussion.</p>	<p>SBF to email draft newsletter release to EH</p> <p>SBF to produce draft marketing strategy.</p>
113.	<p><b><u>PROGRESS AGAINST WORKPLAN</u></b></p> <p>Mr Spence informed that the Town Centre group and housing group have met since the last meeting, the other groups have until the end of June to meet. Once the objectives are known Mr Besford-Foster will start work on the policies.</p>	
114.	<p><b><u>BUDGET UPDATE</u></b></p> <p>See attached.</p> <p>The budget was reviewed and no comments made.</p>	
115.	<p><b><u>CRCC DATA ANALYSIS</u></b></p> <p>Mr Besford-Foster informed that work had started and explained the process, CRCC are looking at the evidence base to produce a report, they will shortly be in touch. This needs to be done before the end of the working groups and he suggested that CRCC be invited to the next meeting, this was agreed.</p>	<p>CRCC to be invited to the next meeting.</p>
116	<p><b><u>HERITAGE ASSESSMENT - AECOM</u></b></p> <p>Mr Besford-Foster informed that he had sent AECOM a feedback document containing the concerns raised at the last meeting (see attached) but no response received as yet.</p> <p>Further comments were made by Cllr Mrs Hannaford and she passed her annotated report to Mr Besford-Foster for further action. Mr Besford-Foster stated it may be too late now for further amendment.</p> <p>Concerns were raised that no response has yet been received from AECOM and Mr Besford-Foster was asked to chase.</p> <p>As the Group were not entirely happy with the report it was suggested that it be used as an Appendix to our own report.</p>	<p>SBF to chase AECOM</p>
117.	<p><b><u>PHASE 2 – NEW WORKING GROUPS</u></b></p> <p>.1 – <u>Housing</u></p> <p>Mr Lundy reported that his group are on target to reach the timescales and start populating. Mr Besford-Foster suggested that a little more work is done on the sites that the group want brought forward, providing a little more information. He agreed to meet with Mr Lundy to discuss what is needed.</p> <p>.2 - <u>Town Centre Group</u></p> <p>Mr Spence informed that one meeting had been held and all reports reviewed, from there a mind map (as attached) had been developed.</p> <p>Cllr Mrs Hannaford felt that further work is required on the street</p>	<p>SBF &amp; Mr Lundy to meet.</p>

	<p>scene, bio-diversity and vehicular access for deliveries. She also suggested that town centre homes be investigated i.e. flats above shops etc and asked which group should take this work on. It was agreed that it should be done by the Housing Group, involving this Group where necessary.</p>	
<b>118.</b>	<p><b><u>MATTERS FOR FURTHER DISCUSSION</u></b></p> <p>.1 <u>Cornwall Council’s Re-assessment of Heritage Value.</u> Mr Besford-Foster asked for this document to be sent to him.</p> <p>.2 <u>Lanreath Neighbourhood Plan – Referred from Council’s Planning Committee.</u> This document had been circulated to all members of this Group for review. Mr Spence asked if there were any comments. Generally there were no comments made or issues raised. The Clerk asked what response should be given to Cornwall Council Planning, Mr Spence suggested that the response be: “Content noted – no comments” this was unanimously agreed.</p>	<p>SBF to be sent this document.</p>
<b>119.</b>	<p><b><u>DATE FOR NEXT MEETING</u></b></p> <p>The next meeting was arranged for Thursday 20<sup>th</sup> July at 7pm.</p> <p>Mr Spence thanked Mr Besford-Foster for all his efforts.</p> <p>The Meeting closed at 8.40pm.</p>	

Signed .....

Date .....