

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING**
Held in the Council Chamber The Guildhall, Fore Street, East Looe
On Thursday 20th July 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
Mr J Lundy - Resident
Mr C Roy - Resident
Mr J Spreckley – Looe Development Trust

IN ATTENDANCE

Town Clerk – Mrs A Frith

		ACTIONS
122.	<p><u>APOLOGIES</u> Apologies for absence were received from Cllrs Mrs E Hannaford, C Rose, R Fisher (SECTA) and Dr K. Lang (LHC).</p>	
123.	<p><u>TO APPROVE THE MINUTES OF THE MEETING 15th JUNE 2017</u> Mr Spreckley proposed that the Minutes of the Meeting of 15th June 2017 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of 15th June 2017.</p>	
124.	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 15TH JUNE 2017</u> .1 <u>Ref Minute No: 112.1– Polean/Millpool Working Group</u> A meeting has been arranged for 28th July. .2 <u>Ref Min No: 112.4 – Publicity & Community Engagement</u> A newsletter has been produced, double sided A4 and the Council was asked to circulate via their email contact list. The next newsletter will contain the youth and visitor survey outcomes. The Marketing Strategy is still to come. .3 <u>Ref: Min No: 117.1 - Housing</u> Kath Statham, who had produced and presented the Looe Local Landscape Character Assessment, has asked for feedback. The Housing Group are dealing with this. .4 <u>Ref Min No: 118.1 – Cornwall Council’s Re-assessment of Heritage Value</u> Mr Besford-Foster informed that this study to find out what makes Cornwall distinctive is not yet available. He suggested that the current design guide produced by Cornwall</p>	

	Council could be updated for the Neighbourhood Plan and that there should also be a consultation about the use of the Community Infrastructure Levy.	
125.	<u>PROGRESS AGAINST WORKPLAN</u> It was noted that we are falling behind the work plan again and are at Stage 9. Mr Besford-Foster stated he can do some work to pull the schedule nearer to target and he will create a template to work to.	SBF to create a template
126.	<u>BUDGET UPDATE</u> See attached. The budget was reviewed and no comments made.	
127.	<u>HERITAGE ASSESSMENT – FINAL REPORT</u> This document had been circulated to all Steering Group members, Mr Besford-Foster informed he had read it through and that AECOM had taken note of some issues raised but some had been ignored, the report was not as complete as it could have been, he asked all for their feedback over the next ten/fourteen days. Mr Spence stated that this is a professional report which can be used for policy making and we can also use it to produce our own addendum as evidence. He stated that we should go back to AECOM to say we are not satisfied with the report. The Town Council were asked to write to AECOM and Locality stating that we are dissatisfied with the draft report , stating the reasons why.	Town Council to write letter
128.	<u>CRCC ANALYSIS PROGRESS</u> An interim report has been received, the work is still ongoing. Mr Besford-Foster would like to see how everything comes together in their next report. Mr Spence stated that we still need CRCC to come and meet with us. He asked Mr Besford-Foster to contact them and arrange a September date.	SBF to arrange visit from CRCC
129.	<u>NEWSLETTER/PUBLICITY</u> Part of this item has already been discussed in Min No: 124.2. The question of distribution of the newsletter was discussed and various options were considered such as the Community News. Mr Roy suggested that the newsletter might be better in a tri-fold format and suggested that a company called bestprinting.co.uk would be able to print the newsletter for a reasonable price. Mr Spence agreed to talk to Mrs Hannaford regarding the format of the newsletter.	GS to talk to EH

<p>130.</p>	<p><u>PHASE 2 – NEW WORKING GROUPS</u></p> <p>.1 – <u>Housing</u> Mr Lundy reported that a template for all suggested areas has been set up and will be run alongside the Urban Edge Assessment, the Policies are on target. He will circulate information to the Steering Group as there is no meeting in August and report back to the next Steering Group meeting. Mr Besford-Foster asked for a list of the policy areas being covered to keep things on track.</p> <p>.2 - <u>Town Centre Group</u> Mr Spence informed that the Group has started to put together ideas for policies, they are going through the Conservation Area at the moment, he and Mr Roy are to meet to pull things together and they will be able to provide a list for Mr Besford-Foster mid/end August. Mr Roy informed that he had met with both the Harbour Master and Assistant Harbour Master and there is much concern about rising water levels especially in light of the recent large ice berg that has broken off.</p> <p>.3 – <u>Polean</u> Mr Spreckley informed that a meeting had been held and the ball is now in Cllr Mrs Hannaford’s court, there is still work to be done.</p>	
<p>131.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION</u> There were no matters raised.</p>	
<p>132.</p>	<p><u>DATE FOR NEXT MEETING</u> The next meeting was arranged for Thursday 7th September 2017 in the Council Chamber at 7.00pm, subject to this being convenient for CRCC.</p> <p>The Meeting closed at 8.03pm.</p>	<p>SBF to confirm when CRCC can attend</p>

Signed

Date