

**MINUTES OF THE NEIGHBOURHOOD PLAN
CORE STEERING GROUP MEETING
Held in the Council Chamber The Guildhall, Fore Street, East Looe
On Monday 30th October 2017 at 7pm**

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 J Spreckley – Looe Development Trust

IN ATTENDANCE

Town Clerk – Mrs A Frith

		ACTIONS
145.	<u>APOLOGIES</u> Apologies for absence were received from Cllr Mrs E Hannaford, C Roy and R Fisher (SECTA).	
146.	<u>TO APPROVE THE MINUTES OF THE MEETING 26TH SEPTEMBER 2017</u> Mr Spence proposed that the Minutes of the Meeting of 26 th September 2017 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of 26 th September 2017.	
147.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26TH SEPTEMBER 2017</u> .1 <u>Ref Minute No: 135 – Presentation from Mr Cahill</u> Mr Besford-Foster expressed his thanks to Mr Cahill for his presentation and offer of help. .2 <u>Ref Min No: 138 – Polean/Millpool</u> The Clerk and Cllr Toms reported on the recent meeting held with Mr Rob Andrew to assist with the formulation of a plan for this area. Mr Besford-Foster stated that Mr Andrew has been in touch with him regarding this.	
148.	<u>PROGRESS AGAINST WORKPLAN</u> Mr Besford-Foster informed that the work plan has fallen behind again and based on where we are at the moment he stated that we would be looking at a referendum around autumn 2018. He is hoping that CRCC will come back with a plan without too many gaps and then a small working group needs to be set up to start drawing the plan together.	

149.	<p><u>BUDGET UPDATE</u></p> <p>There had been no changes to the budget since the September meeting.</p>	
150.	<p><u>HERITAGE AUDIT AND CHARACTER AREA ASSESSMENT</u></p> <p><u>.1 Character Area Assessment</u> Mr Besford-Foster stated that, we need to use what we already have from AECOM, the Conservation Area Plan 2009 and our own information as resources to create policies. Policy DG1 in the attached document is particularly relevant. Mr Besford-Foster suggested that Mr David Gamblin may be able to help. Mr Spence stated that his Group need to get involved in doing this as soon as possible and may need help from Nick Cahill. Mr Besford-Foster will forward the document to Mr Cahill.</p> <p><u>.2 Local Listing Report</u> Mr Besford-Foster went through the attached document and explained what is needed. Cllr Toms informed that Looe Harbour Commission have a list of everything on the Quay which may be of help. Mr Spence agreed to go through this document with Mr Chris Roy and Mr Cahill, it was agreed that if anyone thinks of anything that could be a candidate for listing to let Mr Spence know.</p>	<p>SBF to forward the draft character area methodology to Mr Cahill.</p>
151.	<p><u>CRCC FEEDBACK</u></p> <p>No feedback has yet been received, Mr Besford-Foster agreed to chase them up. In response to Mr Lundy's query Mr Besford-Foster informed that any further information can still be fed back to CRCC.</p>	<p>SBF to chase CRCC</p>
152.	<p><u>POLEAN</u></p> <p>This matter had already been updated in Minute No:147.2 above.</p>	
153.	<p><u>WORKING GROUP REPORTS: AIMS/OBJECTIVES/POLICY IDEAS</u></p> <p>Mr Spence reported that some work has already been submitted to Mr Besford-Foster but there is more to be sent.</p> <p><u>.1 Housing Group</u> Mr Lundy informed that he had already drafted 4 policies, the Group is not behind, they just need to keep going to remain on target.</p> <p><u>.2 Economy</u> Mr Spreckley informed that he is waiting for feedback from CRCC to enable the Group to draft policies. He stated that he is slightly frustrated as he feels that economy should come before housing ie identify the progression of the local economy and then identify housing needs to compliment that. Cllr Toms stated that the Doctors Surgery cannot cope with more patients/housing as they are currently having difficulty in recruiting Doctors, we need to reference infrastructure.</p>	

	<p>Mr Besford-Foster informed that we must touch on infrastructure in the plan, perhaps with a special section, and any policy should cover this.</p> <p>It was agreed that the next step would be to have a small group meeting to look at the structure of the plan and to look at the first chapter with evidence, policies, aims and objectives to develop a template for the plan to enable us to get to a point where we can hold a big session in January 2018 with invitees from other organisations and Mr David Read (C.C. Community Link Officer). The Group will be: Mr Spreckley, Mr Lundy, Mr Spence and Mr Besford-Foster and the first meeting will be held on 13th November at 2.30pm in the Tea Room, Rose Garden.</p>	
154.	<p><u>NEWSLETTER</u></p> <p>The Newsletter is ready for printing and distribution and it was agreed that Every Corner Distribution be used again. The Council have asked if the questionnaire regarding the devolution of the Library could be delivered with the newsletter with the cost of printing and distribution shared between the Council and the Neighbourhood Plan, this was agreed. The Clerk was asked to email the questionnaire to Mr Besford-Foster.</p>	Clerk to email questionnaire to SBF
155.	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>.1 <u>Flooding</u> Mr Besford-Foster stated that flood mitigation, shoreline management and coastal erosion should be included in the plan.</p> <p>.2 <u>Mr Gamblin's email re Article 4 Directive</u> This email, requesting a review of the Article 4 Directive, had been referred from the Council's Planning Committee for discussion.</p> <p>Mr Besford Foster stated that any changes to the Article 4 Directive cannot be made through the Neighbourhood Plan but the Plan could indicate a desire for it to be reviewed.</p> <p>This request needs to go to Cornwall Council from Looe Town Council and the Steering Group can provide evidence for the need if the Council writes to the Chairman, Mr Spence.</p>	Clerk to request evidence from GS
156.	<p><u>DATE FOR NEXT MEETING</u></p> <p>The next meeting will take place on Thursday 14th December 2017 at 7pm. The only Agenda matter will be "Planning for January 2018 Meeting".</p> <p>The Meeting closed at 8.30pm.</p>	

Signed

Date