MINUTES OF THE NEIGHBOURHOOD PLAN CORE STEERING GROUP MEETING

Held in the Tourist Information Centre, Fore Street, East Looe On Monday 4th March 2019 at 7pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr Toms Cllr Mrs E Hannaford Mr S Besford-Foster – Planning Support Cllr Mr J Lundy

IN ATTENDANCE

Town Clerk - Mrs A Frith

		ACTIONS
91.	APOLOGIES Apologies were received from Dr L Harrison and J Spreckley.	
92.	TO APPROVE THE MINUTES OF THE MEETING 29 TH JANUARY 2019 Cllr Mrs Hannaford requested some amendments to the Minutes. Cllr Mrs Hannaford proposed that the Minutes of the Meeting 29 th January be approved subject to the requested amendments, seconded by Cllr Toms it was: RESOLVED Unanimously to approve the Minutes of 29 th January 2019 as proposed.	
93.	MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29 TH January 2019 .1 Ref Min No: 80.3 – Cycle Route Cllr Mrs Hannaford requested the wording regarding the funding be amended .2 Ref Min No: 81 – Dr Lillian Harrison Mr Besford-Foster suggested that, as the NHP is now almost at consultation stage, and Dr Harrison now has full time work, we do not encumber her with more work, this was unanimously agreed3 Ref Min No: 84 – Locality Grant. Mr Besford-Foster stated that we need to submit the Tender document, our letter of contract, Lavigne Lonsdale's quotation and an invoice from Lavigne Lonsdale dated March 2019 to Groundworks UK in order for them to release the funds.	AF to amend AF to action
94.	FINALISING CONSULTATION DRAFT Mr Besford-Foster had amended the original draft and went through the amended draft document, some extra photograph's are needed and Cllrs Hannaford & Toms agreed to send some to be	EH & AT to action.

	included with captions which Cllr Hannaford will do. Cllr Mrs Hannaford informed that there is an Open Spaces Strategic Plan available and she agreed to email Jon Mitchell to	EH to email	
	ask for a copy and email it to Mr Besford-Foster. The Clerk was asked to email a copy of the Looe Harbour Commission map of its area of responsibility to Mr Besford-	AF to email	
	Foster. An email was received to Councillor Lundy from Mr Gamblin suggesting further amendments. This was discussed and Mr Besford-Foster agreed to respond to him. Cllr Mrs Hannaford reported that the Adult Extra Care meeting is still to be arranged. The leaflets for distribution will be ready for the 18 th March 2019 which is the Consultation launch date. Everycornerdistribution has	SBF to respond	
	been booked to distribute to every household. Drop in sessions were discussed and agreed as follows: 26 th or 29 th March – Looe Community Academy Canteen – SBF to action		
	6 th April – Millpool Centre – AF to action 17 th April – Guildhall – AF to action		
	It was also suggested that a special presentation be made to the U3A groups and Looe Town Forum but no date was set.		
95.	LAUNCH DATE AND PROGRAMME OF CONSULTATION Mr Besford-Foster informed that the Draft Plan Preview can be finalised in time for Societies Day on 16 th February. A leaflet is to be distributed to every household and the launch date for the six week consultation will be 18 th March 2019. The Clerk was asked to book Every Corner Distribution to deliver the leaflets from 18 th March and to ask the Harbour Commission if we can book the advertising board on the car park hut for a period of six weeks for a banner. Consultation venues and timeline date yet to be done.		
96.	FEEDBACK ON BARBICAN APPEAL A decision is still ongoing.		
97.	TO REVIEW THE BUDGET No further income or expense.		
98.	UPDATE ON LANDSCAPE ASSESSMENT TO CORRECT ERROR. Kath Statham, the author of the Assessment, has done the corrections and the Clerk was asked to email her for a copy of the corrected document.	AF to action	
99.	POLEAN MASTER PLAN – PROGRESS A Consultant has now been authorised to design a Master Plan and the first "kick-off" meeting has been held.		

100.	SOUTH EAST CORNWALL PACKAGE – CABINET FUNDING PROPOSALS. Cllr Mrs Hannaford informed that a Cabinet Member can sign off the Flood Plan. The cycle hub funding will be going to Full Council on 16 th April 2019.				
101.	TIMESCALE TO REFERENDUM				
	Mr Besford-Foster stated that the Plan should be ready for				
	submission in the Autumn, there is the SEAa scoping report on				
	local environment and and environment report to be done, which				
	he will do.				
102.	2. MATTERS FOR FURTHER DISCUSSION				
	.1 Conservation Area Appraisal				
	Cllr Mrs Hannaford stated that this needs to be done, Mr Besford-				
	Foster suggested that this be left until the NHP is finished.				
103.	DATE FOR NEXT MEETING				
	To be arranged.				
	The Meeting closed at 9.05pm.				

Signed	 •••••	•••••	
Date	 		