

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING**
Held in the Council Chamber The Guildhall, Fore Street, East Looe
On Tuesday 29th May 2018 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
Cllr Mrs V Sullivan
Cllr Mr J Lundy
Mr J Spreckley – Looe Development Trust

IN ATTENDANCE

Town Clerk – Mrs A Frith
Assistant Clerk – Mrs A Keen

		ACTIONS
1.	<u>APOLOGIES</u> Apologies for absence were received from Mr C Roy.	
2.	<u>TO ELECT A CHAIRMAN</u> Mr Spence explained that he will no longer be able to continue as Chairman as he is leaving the area and moving to Wiltshire hence the need to elect a new Chairman. He apologised for leaving the Steering Group and agreed to Chair this meeting. Cllrs Toms and Mrs Hannaford agreed to Chair future meetings between them. Mr Spence was thanked for all his hard work on the Plan and for stepping in when needed.	
3.	<u>TO APPROVE THE MINUTES OF THE MEETING 30TH OCTOBER 2017</u> Mr Spreckley proposed that the Minutes of the Meeting of 30 th October 2017 be approved, seconded by Cllr Toms it was: <u>RESOLVED</u> Unanimously to approve the Minutes of 30 th October 2017.	
4.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30TH OCTOBER 2017</u> There were no matters raised.	

5.	<p><u>PROGRESS AGAINST WORKPLAN</u> This matter was discussed between Agenda items 7 and 8.</p>	
6.	<p><u>BUDGET UPDATE</u> A copy of the current budget was circulated and no comments made (see attached Appendix “A”). Mr Besford- Foster informed that there is a new grant regime open and we may be able to access this. There could also be further grant opportunities, anything to do with allocating land.</p>	
7.	<p><u>PROGRESS ON PLAN WRITING</u> Mr Besford-Foster informed that there had been five meetings held with the Chairs of the Working Groups to discuss policy writing etc. An outline document (Version 5) has been produced which needs a little more work and fitted in to the Cornwall Council Template. A brief overview of the document was given. The work plan aims to publish the plan by the end of October and then submit to Cornwall Council. The plan still requires work in the following areas: .1 Polean Master Plan – need not be too specific and needs wording carefully, it does not have to be finished before submission of the NHP. .2 Heritage Audit .3 Urban edge exception sites .4 Shoreline management and flood zones .5 CRCC to hand over all material that they hold .6 Green space protection .7 Sustainability assessment – this is the last thing to be done. Mr Besford-Foster agreed to provide information on points 3-6 as above to the next meeting. Cllr Lundy asked for the skateboard park land to be included. Mr Spence thanked Mr Besford-Foster for his work and stated that it all needs pulling together now and a timeline is needed for the above points to be done. Polean vision should be available within the next four weeks and ther needs to be a Housing Working Group meeting.</p>	<p>SBF to provide information</p>
8.	<p><u>POLEAN MASTER PLAN</u> Cllr Mrs Hannaford informed that the last correspondence she had received was on the 26th April, a new Senior Officer has been appointed as Head of Economic Development and he has agreed to come to Looe ahead of his official starting date of the 1st July with the Strategic Director for Polean, Mr Glenn Caplin. Cllr Mrs Hannaford agreed to email Mr Rob Andrew to initiate the grant application and asked for David Read to attend the next meeting. She also informed that there is to be a “Looe Summit” around the end October/early November and this may coincide with the NHP consultation. Mr Spence stated that we need to keep the pressure on to meet the deadline of October.</p>	

<p>9.</p>	<p><u>TO FORMALLY SIGN OFF THE FINAL VERSION OF THE LOOE LOCAL LANDSCAPE CHARACTER ASSESSMENT</u></p> <p>This document had previously been circulated by email. Cllr Lundy asked for an addendum to include the skateboard park land.</p> <p>Mr Spence proposed that the Landscape Character Assessment be approved with the requested addendum, seconded by Mr Spreckley it was:</p> <p><u>RESOLVED</u></p> <p>To formally accept the Landscape Character Assessment with the requested addendum.</p>	
<p>10.</p>	<p><u>TO REVIEW THE DRAFT POLPERRO NEIGHBOURHOOD PLAN</u></p> <p>Mr Spence informed that the consultation period had ended the previous day. The Group reviewed the draft plan and a copy was given to Mr Besford-Foster.</p> <p>Cllr Mrs Hannaford suggested that Polperro Community Council is asked to adopt our Polean Master Plan vision when it is available.</p>	
<p>11.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>Mr Spence asked around the table, there were no matters raised.</p>	
<p>12.</p>	<p><u>DATE FOR NEXT MEETING</u></p> <p>The next Steering Group meeting will take place on Wednesday 27th June at 7pm.</p> <p>The Housing Group meeting was scheduled for Tuesday 12th June in the Tea Room at 6.30pm.</p> <p>The Meeting closed at 8.45pm</p>	

Signed

Date

