



MINUTES OF THE NEIGHBOURHOOD PLAN CORE STEERING GROUP MEETING

Held in The Council Chamber, The Guildhall, Fore Street, East Looe
On Wednesday 29th October 2014

REPORT TO COUNCIL

PRESENT

Cllrs D J Bryan and Mrs M Powell – Looe Town Council
Cllrs A Toms and Mrs E Hannaford – Looe Town Council and
Cornwall Council
Dr K Lang and Mr J Graham-Jones – Looe Harbour
Commission
Mr B Galipeau – East Looe Town Trust

IN ATTENDANCE

Town Clerk – Mrs A Frith
Assistant to the Clerk – Mrs A Keen
Mr J and Mr R Lundy
Mr and Mrs Wilkinson

| | | ACTIONS |
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| 1. | <u>TO ELECT A CHAIRMAN</u> Cllr Bryan proposed that Cllr Mrs Powell be elected to serve as Chairman, seconded by Cllr Mrs Hannaford it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Powell as Chairman. | |
| 2. | <u>APOLOGIES</u> Apologies for absence were received from Cllr Gregory and Mrs J Cole – Looe Surgery. The Clerk informed the Group that St Martin's Parish Council no longer wish to be involved. | |
| 3. | <u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 22ND JANUARY 2014</u> <u>Re: Min No: 35 – Funding</u> Cllr Mrs Hannaford informed the group that there is no funding available at the moment but there is a commitment to re-open the fund, we would have to demonstrate how the funds would be spent. Regarding the designated area, there was some concern raised as to the issue of cross border land. The Group discussed this and agreed that both Polperro and St Martin's Parish Councils be contacted to suggest a joint agreement. | Cllrs Mrs Hannaford and Toms to write to adjoining Parish Councils. |

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| | <p>Cllr Mrs Hannaford agreed to write to Polperro Community Council and Cllr Toms to write to St Martin's Parish Council.</p> <p>Mr Galipeau also voiced the opinion that Kilminorth Woods be included in the designated area as the woods are very important to Looe.</p> | |
| <p>4.</p> | <p><u>TO DISCUSS THE WAY FORWARD AND FORMULATE THE PLAN</u></p> <p>Cllr Mrs Hannaford referred to the presentations undertaken last year and stated that although they went well she is not sure that all people understood the importance and implications of formulating a Neighbourhood Plan.</p> <p>Mr Galipeau expressed concern that it is almost a year since these presentations took place and there has been considerable delay on moving the plan forward, he also expressed concern that every meeting brings different attendees, he asked how this project will be managed and results from consultations analysed, he is concerned that we need to be working from a firmer basis and we have to prove the level of consultation. He personally feels a little let down by the delays.</p> <p>There was some discussion regarding the appointment of a Project Manager and the tendering process with agreement that the brief for the tender needs to be defined. The Clerk was asked to contact St Ives and Truro Councils for a potential template which could be amended to suit. It was also suggested that we consult with Sara Arden and Stephen Foster (Cornwall Council) to obtain a list of potential consultants.</p> <p>Cllr Bryan stated that Mr S Besford-Foster (formerly of Cornwall Council) has offered to help and has provided costs which could be considered with any other applicant.</p> <p>Cllr Mrs Hannaford circulated a suggested an initial questionnaire which had been available as a template from the Cornwall Council toolkit, after discussion it was agreed that this could be distributed to all households and she suggested that a prize of £200 be offered as an incentive to fill in and return the questionnaire, the distribution would have to be done through the Post Office to provide proof of distribution as required.</p> <p>Cllr Mrs Hannaford proposed that a Recommendation be put to Full Council for acceptance as follows: To approve the expenditure for Post Office distribution, printing of a tri-fold questionnaire for distribution and £200 incentive prize to encourage response to the questionnaire, seconded by Cllr Mrs Powell it was unanimously agreed.</p> <p>The planning of open days, survey monkey, facebook, website etc was then discussed to raise the profile of the plan and it was agreed that some thought needs to be put</p> | <p>Clerk to contact St Ives & Truro Councils</p> |

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| | <p>into organisation of the open days. It was agreed that the closing date for return of the questionnaires be 20th December allowing for a six week response time, the open days to be held on Saturday 31st January 2015 (at Looe Community Academy), and 7th February 2015 (at the Millpool Centre) subject to availability of the venues.</p> | |
| 5. | <p><u>TO DISCUSS FURTHER PRESENTATIONS TO LOCAL ORGANISATIONS</u> There are no further presentations planned.</p> | |
| 6. | <p><u>MATTERS FOR FURTHER DISCUSSION</u> There were no matters raised.</p> | |
| 7. | <p><u>TO ARRANGE A DATE FOR THE NEXT MEETING</u> The next meeting is arranged for Tuesday 6th January 2015.</p> <p>The Agenda to include: .1 Review of the tender document . 2 Collation of questionnaire results . 3 Plan for the open days.</p> | |

The Meeting closed at 8.20pm

NOTE: The aforementioned calendar of events has now changed. Please refer to the email of Thursday 30th October as attached.

Dear all

Re: Neighbourhood Plan Questionnaire

I have contacted the Post Office regarding distribution of the questionnaire and the cost will be £500 plus VAT but there are two problems:

1. Distribution cannot begin (if we order now) until the first week of December and will run over a period of approximately 2 weeks.
2. The Post Office cannot separate the PL13 2 Postcode which includes Polperro, this increases the number of residential properties to 5,200 ie PL13 1 area = 2,242 (East Looe) PL13 2 area = 2,950 (West Looe and Polperro).

I would therefore suggest that the time lines agreed last night are changed to:

- a) Distributed over a 2 week period required by the Post Office to commence week beginning Monday 5th January 2015 to avoid Christmas.
- b) Closing date to be Friday 8th March (6 weeks from final distribution date)
- c) Next Meeting delayed until week commencing Monday 16th March to collate results and plan open days
- d) Open days to be held Saturday 29th March and Saturday 11th April (avoiding Easter weekend)

I appreciate this causes a fairly major delay but it is entirely due to the Post Office timelines and the Post Office is the only way we can prove distribution.

On another point, may I suggest that you all look at the St Ives Town Council website and follow the link to their Neighbourhood Plan which gives the entire detailed process, layout, information, number of meetings needed, working groups etc.

I have spoken to St Ives Town Council this morning, they did not produce a tender document for a Project Manager as they promoted someone within their current staff. I will contact other Council's to try to obtain a template for amendment, which I will then distribute to you all.

I would be grateful if you could let me have your opinion of the suggested amended timelines.

Kind regards, Anne