

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE
STEERING GROUP MEETING**

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Wednesday 29th August 2018 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr Mrs E Hannaford
Mr S Besford-Foster – Planning Support
Cllr J Lundy – Looe Town Council
Mr J Spreckley – Looe Development Trust

IN ATTENDANCE

Assistant to the Town Clerk – Mrs Annette Keen

		ACTIONS
34.	<u>APOLOGIES</u> Apologies received from Councillors Mrs Sullivan and Toms.	
35.	<u>TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th JULY 2018</u> Cllr Mrs Hannaford proposed that the Minutes of the Meeting of 25 th July 2018 be approved, seconded by Mr Spreckley it was: <u>RESOLVED</u> Unanimously to approve the Minutes of 25 th July 2018.	
36.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25th JULY 2018</u> .1 <u>Ref Min No 26.1 – Second Home Ownership Figures</u> Cllr Mrs Hannaford has had no response to her request for these figures but much discussion took place. The Steering Group considered the evidence available and were confident that the figure for second home ownership in Looe is 13%. .2 <u>Ref: Min No: 26.2 – Passmore Edwards Visit</u> This visit has not yet been arranged. Cllr Toms will organise. .3 <u>Ref: Min No: 27 – Draft Policies Update and Review of Draft Policy for Coastal Erosion and Unstable Areas</u> This action was brought forward from the previous meeting. The Chairman asked that East Looe Town Trust be invited to our next Steering Group Meeting if available, if not can they consider our Draft Policy on Bathing Water Quality at their next Trust meeting. .4 <u>Ref: Minute No: 28 – Progress against Work Plan</u> Mr Besford-Foster updated the Steering Group that he had applied for funding and had been successful.	AT to organise visit. Clerk to invite ELTT or refer Bathing Water Quality Draft Policy.

	<p><u>.5 Ref: No: 29 – Budget Update</u> Mr Besford-Foster displayed and explained the mini budget to the Steering Group. The Chairman stated that we are now confident that we have the finances to bring this plan to fruition.</p> <p><u>.6 Ref: No 31 – Polean Master Plan</u> The timescale of the Summit was discussed and how all bodies can all pull this together. The Chairman stated that she would write to all relevant parties to request that all coordinate to develop the land at Polean and other town wide regeneration projects. Much discussion took place regarding the date and invitees of the previous Town Co-operation meeting where the Polean Master Plan should have been discussed. Mr Spreckley, who was present as Chairman of Looe Development Trust, informed the Steering Group that Polean was discussed but not in great detail. The Chairman stated that Councillor Toms had asked for herself to be invited along with Rob Andrews CC to the Co-operation meeting. After much discussion the Chairman asked that an Extra-Ordinary Co-operation meeting be called as soon as possible to discuss the Polean Master Plan, as the scheduled next meeting is not until November.</p>	<p>EH to write to all involved.</p> <p>Clerk to invite Rob Andrews and EH to an extra-Ordinary Co-operation meeting.</p>
37.	<p><u>PLAN UPDATE/CONSULTATION</u> Mr Besford-Foster stated that the Plan is progressing well and taking shape and he is currently translating evidence material from CRCC into the document.</p>	
38.	<p><u>URBAN EDGE ASSESSMENT</u> Mr Besford-Foster displayed the Urban Edge Assessment to the Steering Group and suggestions and amendments were made. Mr Besford-Foster requested that at the next Housing Working Group meeting the questions compiled are answered, as local knowledge is needed. The matter of publicity was discussed and the Chairman stated that she would contact the Cornish Times to give them a heads up of what is happening and asked that ‘Publicity’ is added as an Agenda item for the next Steering Group meeting.</p>	<p>Clerk to add ‘Publicity’ as an Agenda item for the next Steering Group meeting.</p>
39.	<p><u>REVIEW HOUSING BRIEF</u> The Steering Group discussed the Housing Brief and Mr Besford-Foster suggested that a Housing Working Group meeting is arranged for the following week.</p>	<p>Clerk to arrange a Housing Working Group meeting</p>
40.	<p><u>REVIEW BUDGET</u> The Budget was circulated as Appendix ‘A’. No questions were asked.</p>	
41.	<p><u>POLEAN MASTER PLAN</u> The Steering Group discussed the matter of a Memorandum of Understanding (MOU) and Mr Besford-Foster was asked to put an</p>	<p>SBF to create MOU.</p>

	MOU together to be circulated to the Town Co-operation members ie Looe Town Council, Looe Harbour Commission, East Looe Town Trust, West Looe Town Trust and Looe Development Trust. The MOU needs to be discussed urgently at an extra-ordinary meeting for the Co-operation members.	Clerk to circulate MOU to Co-operation members and arrange an extra-ordinary co-operation mtg
42.	<u>HARBOUR DEVELOPMENT POLICIES</u> This matter has already been dealt with.	
43.	<u>TIMESCALES TO REFERENDUM</u> The Steering Group discussed timescales for the Consultation and submission of the Plan to Looe Town Council for approval. It was recommended that the Plan go for Statutory Consultation at the beginning of November with endorsement to go to Consultation from the Neighbourhood Plan Steering Group and be presented to Looe Town Council Full Council meeting on 15 th October 2018 for approval. The Consultations will be launched at the beginning of November 2018 and run through the Christmas and New Year period. The Chairman asked Mr Besford-Foster to draw up a timescale chart.	Clerk to add this to Agenda of Full Council meeting on 15 th October. SBF to draw up timescale chart.
44.	<u>MATTERS FOR FURTHER DISCUSSION</u> <u>.1 PA18/00015/NDP – Polperro and Lansallos Neighbourhood Development Plan</u> The above planning application was referred to the Neighbourhood Plan Steering Group for discussion and comment from Looe Town Council Planning Committee. The Steering Group discussed the application and concerns were raised with Policy 14. Mr Besford-Foster was asked to compile a response on behalf of Looe Town Council. The Steering Group acknowledged that this request was not in the original quotation of work to be carried out by Mr Besford-Foster, but all were all in agreement that this extra cost be paid from the Neighbourhood Plan budget.	Clerk to send response to Cornwall Council once response has been compiled by SBF
45.	<u>DATE FOR NEXT MEETING</u> The next meeting will take place on Wednesday 3 rd October 2018 at 7pm in the Council Chamber, The Guildhall, Fore Street, East Looe PL13 1AA. The Meeting closed at 8.45pm.	

Signed

Date