

**MINUTES OF THE NEIGHBOURHOOD PLAN CORE  
STEERING GROUP MEETING**  
Held in the Tourist Information Centre, Fore Street, East Looe  
On Tuesday 23rd 2018 at 7pm

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Cllr Toms  
Mr S Besford-Foster – Planning Support  
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  
Dr L. Harrison

Cllr Toms welcomed Dr Harrison to the meeting and asked her to give the Group a short resume of her career, which she duly did.

		<b>ACTIONS</b>
<b>57.</b>	<b><u>APOLOGIES</u></b> Apologies were received from Cllr Mrs Hannaford.	
<b>58.</b>	<b><u>TO APPROVE THE MINUTES OF THE MEETING 3<sup>RD</sup> OCTOBER 2018</u></b> Mr Spreckley proposed that the Minutes of the Meeting 3 <sup>rd</sup> October 2018 be approved, seconded by Cllr Lundy it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of 3 <sup>rd</sup> October 2018.	
<b>59.</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29<sup>th</sup> AUGUST 2018</u></b> .1 <u>Ref Min No: 48.1 – Passmore Edwards Visit</u> This visit has still to be arranged .2 <u>Ref Min No: 49 – Bathing Water Quality</u> This matter has been dealt with by Mr Besford-Foster and Mr Galipeau. .3 <u>Memorandum of Understanding, Polean Master Plan.</u> The MOU has been progressed but needs to be done under the auspice of Looe Development Trust. Cllr Toms will put Mr Spreckley in touch with Rob Andrew. Cllr Toms explained the MOU to Dr Harrison. Mr Besford-Foster informed that there is £7.5K from Locality, £10K from Cornwall Council and £5K from Looe Town Council for this purpose.	SBF to contact Manager

	.4 Ref: <u>Min No: 54 – Grant Funding</u> Cllr Mrs Hannaford had agreed to look at the Coastal Communities Fund but as she was not present this matter was deferred to the next meeting.	Cllr Mrs Hannaford to action
<b>60.</b>	<b><u>DRAFT EVIDENCE BASE</u></b> Mr Besford-Foster informed that he had been working on this since the last meeting using the CRCC report and adding to it, a meeting has also been held regarding housing sites and urban edge assessment, time is still needed to complete the document. Dr Harrison asked for a copy to be emailed to her. Mr Besford-Foster went through the document in detail and asked the Group to proof read and make any comments direct to him. He still has the sustainability report and checklist to do for the next meeting.	Email copy to Dr Harrison and D Gamblin
<b>61.</b>	<b><u>NEIGHBOUR HOOD PLAN Vii (DRAFT)</u></b> Mr Besford-Foster went through the draft document in detail and asked that the Group proof read and make any comments to him in the next ten days. He will speak to the Warden on Looe Island (St Georges Island) to determine if there are any requirements that should go into the Plan and asked that the entire document be sent to Mr Gamblin.	Email copy to Dr Harrison and SBF to email D Gamblin
<b>62.</b>	<b><u>POLEAN MASTER PLAN</u></b> The funding for this had been previously discussed (see Min No: 59.3 above). Mr Besford-Foster stated that we need to start the tendering process and thought that Rob Andrew may be able to help with this, all consultants to contact this Council.	
<b>63.</b>	<b><u>TIMESCALES TO REFERENDUM</u></b> Permission to take the draft Plan to public consultation had been given at the Full Council meeting on 15 <sup>th</sup> October 2018, the consultation will take place for six weeks and will start before Christmas and for five weeks in January 2019.	
<b>64</b>	<b><u>PROGRAMME FOR PUBLIC CONSULTATION</u></b> It was suggested that the venues could be the Looe Community Academy and the Millpool, we need to advertise the dates and venues in the Community News, Cornish Times, on social media and by posters. An A5 leaflet needs to be distributed through everycornerdistribution, Mr Besford-Foster agreed to put the leaflet together ready for the next meeting.	SBF to produce A5 leaflet.
<b>65.</b>	<b><u>MATTERS FOR FURTHER DISCUSSION</u></b> There were no matters raised.	
<b>66.</b>	<b><u>DATE FOR NEXT MEETING</u></b> The next meeting will take place on Tuesday 13 <sup>th</sup> November 2018 in the TIC at 7pm.	

**The Meeting closed at 8.50pm**