

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

Held in the Tourist Information Centre, Fore Street, East Looe  
On Wednesday 7<sup>th</sup> August 2019 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

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

**IN ATTENDANCE**

Mrs L Kellaway – Amenities Manager

		<b>ACTIONS</b>
124.	<b><u>APOLOGIES</u></b> Apologies were received from Cllrs Toms and Mrs V Sullivan and from Dr. L Harrison.	
125.	<b><u>TO APPROVE THE MINUTES OF THE MEETING 4<sup>th</sup> JULY 2019</u></b> Cllr Mrs Hannaford proposed that the Minutes of the meeting of 4 <sup>th</sup> July 2019 be approved, seconded by Cllr Lundy it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 4 <sup>th</sup> July 2019.	
126.	<b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 4<sup>TH</sup> JUNE 2019</u></b> .1 <u>Ref Min No: 115 – Looe Valley Marine Group</u> Cllr Mrs Hannaford informed that Amelia has been delayed by family and education issues, it was agreed that Amelia be contacted again. .2 <u>Ref Min No: 116 – Consultation responses</u> Mr Besford-Foster is still collating what he would like Mr Gamblin to do. He will provide the Clerk with the information for a letter to be written to Mr Gamblin. Mr Besford-Foster advised the Group about renewable energy in new development, electric vehicle charging points and insulation in building regulations. Cllr Mrs Hannaford informed that the new independent environment group that has been set up had their first meeting on 5 <sup>th</sup> August and it was very positive but climate change needs to be tackled. Mr Besford-Foster stated that the idea is to “piggy back” off	AF to action  SBF to action

	<p>Cornwall Council to include the climate change emergency into the Neighbourhood Plan.</p> <p>Cllr Mrs Hannaford agreed to contact Sarah Furley at Cornwall Council and write a letter of introduction for SBF to meet and discuss climate control policies to include in the Plan.</p> <p>Cllr Mrs Hannaford mentioned Cllr Toms email regarding housing allocation and stated that allocation was structured.</p> <p><u>.3 Land use adjacent to the Library</u></p> <p>Cllr Lundy informed that he had received initial plans for use of the land adjacent to the library building. Cllr Hannaford advised that this would need an update from Lavigne Lonsdale as it would be more comprehensive and would have to be considered by Full Council.</p> <p><u>.4 Ref Min No: 119 – Polean Master Plan</u></p> <p>Cllr Mrs Hannaford informed that she had contacted Sue Ryder and requested a meeting, details to be confirmed.</p> <p><u>.5 Ref Min No: 122 – Noreen Jeffries, Rural Housing Enabler</u></p> <p>Ms Jeffries will be attending the Planning Committee meeting on 24<sup>th</sup> September.</p>	EH to action
127.	<p><b><u>TO CONSIDER RESPONSES FROM CONSULTATIONS</u></b></p> <p>Mr Besford-Foster informed that he had identified some groups who have not yet responded so he will follow up with another email. He will try again to get remaining groups to engage, even if they have no comment to make, and will contact again with a deadline for reply, the Marine Management Organisation are a key respondent. Once this is done we will have more evidence that all have been consulted.</p> <p>He then went through the consultation responses in detail, all of which have been given unique number to ensure confidentiality. He also explained the response analysis report whereby all responses have been plotted and comments made in response to each one.</p> <p>All of these responses will require further reading by the Group and responses to comments need to be defined. Once this is all finalised the Group will need to revisit and review.</p> <p>With regard to UPVC windows Cllr Mrs Hannaford suggested that there should be a policy written into the Neighbourhood Plan specifically for within the Conservation Area.</p> <p>Cllr Mrs Hannaford also proposed that a study is undertaken on accommodation provision showing the future demand, where are the trends and the gaps to be included in the NHP, seconded by Cllr Lundy it was unanimously agreed. Mr Besford-Foster agreed to draw up a brief to go out to the market to identify the cost of the report. The Steering Group will then consider if they have the authority to spend or if it</p>	SBF to action

	needs referral to Full Council.	
128.	<b><u>TO REVIEW THE BUDGET</u></b> There had been no changes to the budget since the last meeting.	
129.	<b><u>POLEAN MASTER PLAN UPDATE</u></b> Cllr Mrs Hannaford informed that this will need all members and the consultation team to be present to discuss this matter. A meeting has been arranged for September. This was agreed at the Special Closed Full Council Meeting on 6 <sup>th</sup> August, no date provided as yet. Cllr Mrs Hannaford also gave an update on Polvellan Manor, she had met with Cornwall Council Enforcement over the untidy site and other issues. Action is now being taken by Cornwall Council, as there are many aspects of Cornwall Council involved she suggested that David Read coordinates this matter. Mr Besford-Foster asked if there should be a Policy within the NHP concerning Polvellan Manor regarding future permitted uses there could be. He agreed to bring a set of revised policies, including one for Polvellan Manor, to the next meeting for discussion.	EH to contact David Read  SBF to action.
130.	<b><u>TIMESCALE TO REFERENDUM</u></b> Mr Besford-Foster informed that we are still on track for submission of the plan in the late autumn.	
131.	<b><u>COMMUNICATION OF KEY MESSAGES</u></b> It was suggested that the key messages should be: <ul style="list-style-type: none"> <li>• Responding to consultation comments – ongoing.</li> <li>• Tourism accommodation study to be undertaken</li> <li>• Polean Master Plan - ongoing</li> <li>• Polvellan Manor – discussions on future vision.</li> </ul>	
132.	<b><u>MATTERS FOR FURTHER DISCUSSION</u></b> <u>.1 Cllr Toms email re Rivermead View</u> This matter was deferred to the next meeting.	Agenda for next meeting
133.	<b><u>DATE FOR NEXT MEETING</u></b> The next meeting will take place On Tuesday 17 <sup>th</sup> September 2019 at 7.00pm.  The Meeting closed at 8.50pm	

Signed .....

Date .....