

Illogan Parish Neighbourhood Development Plan Steering Group Meeting

Minutes

Venue: The Old School Centre, TR16 4BB

13th April 2016

Present: Chair J Tapping, Vice Chair A Prout, M Cawsey, L Pavey, D Dolling, C Williams

Apologies: M Loxton, S Willsher, P & S Richards

The Meeting commenced at 7pm

For reference throughout the meeting NP = Neighbourhood Plan

The last meeting minutes were accepted CW proposed, JT seconded them, all agreed.

Actions update

JT confirmed the NP Training workshops at Crofthandy Village Hall are all confirmed.

JT to confirm if training workshops are to be held at later dates. **JT to Action**

AP requested to attend 15th June Date - What is affordable housing.

MC queried points regarding toolkit from previous meeting, it was explained that it will be used as a reference tool and guide, rather than a "must do" tool.

Network Community Plan, D Ekinsmyth not available at meeting we will look at this plan at a later meeting.

DD spoke of Household questionnaire issued via Neighbourhood Watch and has requested permission from Police to use.

CW commented on using data from current Illogan Parish Plan Survey.

MC brought attention to a Household Survey issued by Clifford - Leeds which has already successfully completed their NDP.

CW to send links to members for next meeting. **CW to Action**

DD has spoken to Gina Briggs, Head of Curnow School, regarding input for our NP, and her feeling is that she will wait to see our questionnaire before commenting or committing.

Tolvaddon - AP had not managed to recruit anyone from this area, however it was suggested we display a poster requesting volunteers on the Parish noticeboard using Parish headed paper. **AP to Action**

It was proposed by LP and seconded by JT that we should have a specific headed paper/logo for our Steering Group, so as to help reduce the load on the parish clerk.

Group to Action at a later meeting.

CW spoke of the Engagement Event being held on Friday of this week for potential new homes at Tolvaddon on Cornwall Council Land, LP suggested if the Tolvaddon Notice for volunteers was complete before Friday, he could display notice at this event.

Pool Academy - AP has approached the school regarding volunteers from the teaching sector, again it was suggested another letter on Parish headed paper go off to the Principal's secretary. **AP to Action.**

Terms of Reference - The whole group then amended the sample terms of reference on the laptop via the projector, to be approved at the next meeting. **JT to distribute.**

JT Circulated copies of Illogan Parish Plan, Illogan Village Trail, Neighbourhood Planning Regulations 2012, and the National Planning Policy for distribution, for discussion at a later meeting. **JT to Action**

Initial Survey - It was agreed that the deadline for a questionnaire to go out and be distributed with the next Illogan Parish Review was tight. It was agreed that we need to get it right, so with this in mind our next meeting will cover finalising the questionnaire and aim to have it distributed separately using some of the Parish budget for NDP. Discussion then arose regarding the Illogan Fayre and it was agreed that this would be an excellent opportunity to promote the questionnaire. It was agreed that the distribution date for the questionnaire should be the end of May 2016.

The group then formed a notice to go into the Illogan Parish Review again via the projector which will give notice to all residents that a survey will shortly be distributed.
JC to Action via parish office.

Agreed Task for next meeting - It was agreed to have one item agenda next meeting, however we will need to go through last minutes, agree the terms of reference for the record, but the main aim is to prepare the survey and discuss distribution and budget.

Any other business - JT has again spoken to Rita Lake from St Ives NDP and confirmed that she has volunteered to come and speak to us regarding her experience with the St Ives NDP.

Date of next meeting - 26.04.2016 at 7pm

The meeting closed at 8.40pm

Ilogan Parish Neighbourhood Development Plan Steering Group Meeting
Venue: The Old School Centre, TR16 4BB
26th April 2016

Agenda

1. Welcome and apologies
2. Minutes of last meeting
3. Terms of Reference
4. Initial Survey
5. Any other business
6. Date of next meeting

Actions

Training Workshops later dates for training	JT
Illogan Parish Plan Survey and Clifford Household Survey	CW
Tolvaddon Notice for Residents	AP
Pool Academy teacher volunteer request	AP
Steering Group headed paper	Group
Terms of Reference agreement distribution	Group JT
Parish Plan, trail, NP Regulations and National Planning Policy discussion	Group
Initial Survey, agree, complete, distribute	Group

13.04.2016