

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 14th June 2016 at The Old School Centre, TR16 4BB.

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

The meeting commenced at 7.05pm
For reference throughout the meeting NP = Neighbourhood Plan

1 Welcome and Apologies: No apologies received from Cllr D Ekinsmyth or Cllr M Roberts

2 Minutes of last meeting accepted: Minute Secretary A Prout

Minutes were read and accepted JT Proposed and MC Seconded.

3 Actions update

Maps, AP confirmed she had contacted neighbourhood planning with regards to 5No A0 maps, however after their response it was suggested we have 5 different types of maps produced in PDF for our own printing source. **AP to Action.**

4 Initial Survey

Draft - Carolyn then led the discussions using the overhead projector on her work producing the new format Initial Survey and the group with a Cllr present worked through. It was agreed that the style of the survey should now go forward for approval, agreed by DD and Cllr Pavey.

We made some minor adjustments to the survey, Cllr Pavey suggested changing the first statement to "*Its a new initiative with the force of law*", all present agreed.

CW proposed retaining the St Ives question to the questionnaire JT Proposed and all present agreed.

We all noted that the hexagon/flower headed paper part of the questionnaire needs and N in environment and Housing needs to state Homes and Other developments.

CW to Action.

Point 6 from last minutes - It was proposed by Cllr Pavey that we use the Parish Council Office for postal correspondence. D Dolling seconded this motion.

JT then proposed that when minor amendments are completed, this questionnaire should then be approved to go forward to proof for printing. Cllr Pavey seconded this motion and all agreed.

Discussion arose regarding the final page and where post boxes for replies to the questionnaire could be placed. AP confirmed that Tolvaddon and Park Bottom shops have already confirmed they will hold a reply box. D Dolling will speak to the school and Penwartha/Pencarrow regarding drop off point. It was then agreed that the end of September should be the deadline for receiving the answered surveys. This date is still flexible depending on Bank accounts and funds. The final page of the survey with return address etc for content and format was proposed by JT and seconded by CW Cllr Pavey suggested a printer for pricing the survey **AP to Action.**

Illogan Parish Fayre Display - the single page flyer displayed by CW was approved Cllr Pavey proposed and AP seconded, agreed by all. It was also agreed we print 300 copies for the fayre AP will organise this through the Parish Council office. **AP to Action.**

JT to arrange form for stall request for IPNDP. CW suggested printing the Logo's in A3 and laminating them for the display. **AP CW to Action.**

CW requested volunteers to help erect gazebo and stall, MC offered her help on the day.

5 Headed Paper

It was previously noted that the Hexagon logo needs to state Homes and Other Developments and the Environment hexagon needs and N adding **CW to Action.** We will then use both designs as headed paper, and when required use the footnote to detail the correspondence address. It was agreed that we will not go to print on this item, but have the details available to print individually or as an email option.

Website - AP has contacted Cornwall Council website who offer this service, but to date has not had a response. **AP to Action**

Facebook - JT to forward link to members of steering group.

6 Costings/Funding Request

Dave Dolling has set the bank account in motion and needed confirmation for the bank of what should be printed on the cheque book. AP suggested Illogan Parish NDP, all agreed, and DD suggested if that was not acceptable at the bank then the title in full would be displayed. It was also suggested that DD home address be used for correspondence, i.e. Bank Statements rather than the Parish Council Office. It is usual procedure for the treasurer to receive such documents directly. All agreed.

FreePost costings - Jeanette had some details from the post office, AP said she would look into the matter further. **AP to Action**

7 Agree Tasks for Next Time

A4 handout for Illogan Fayre - Pricing/Printing

Initial survey - Pricing x3 quotations

Bank details - Confirmation

8 Any Other Business

9 Date of next meeting – Tuesday 28th June 2016, 7pm at The Old School Centre.

Signed: _____ Date: _____

Name/Position: _____