

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 24 January 2016 at The Old School Centre, TR16 4BB

IPNDPSG – Illogan Parish Neighbourhood Development Plan Steering Group

1. Present: A Prout (AP), Chair, C Williams(CW), M Cawsey(MC), Minute Sec, Cllr D Ekinsmyth (Cllr DE), J McKimm (JMck), J Patteson-Ball (JP-B), Cllr D Crabtree(Cllr DC). S Trathen (ST).

Apologies: Cllr L Pavey, D Dolling, J Brooks.

Welcome: To a new member of the IPNDP Steering Group – Cllr Dave Crabtree.
To guest Sarah Willsher, Illogan Parish Clerk.

2. Minutes of the last meeting accepted: It was noted on Item 8 that ‘Scouts’ was should read ‘Scouts’.

Proposed: JMck **Seconded:** CW

3. Election of Vice Chair & Secretary:

Vice Chair: Jay Patteson-Ball **Proposed:** JMck **Seconded:** CW

Secretary: No volunteers

4. Actions Update: A Prout

Minutes on the IPC Website: There appeared to be a misunderstanding as the Parish Clerk (SW) thought that it had all been arranged and is waiting for the minutes to put on the IPC Website. Copies of the minutes to be forwarded to the Parish Clerk (SW). **To Action:** AP

Sensitive Data on the Minutes: The Parish Clerk (SW) was asked how this should be recorded and was advised to minute the decisions only.

Terms of Reference: Which version are we using? It was decided that an up to date copy of the Terms of Reference would be forwarded to all members of the IPNDPSG. **To Action:** AP

Key Partners) AP now holds the list.

Potential Developers)

Liaison with Stakeholders – to be carried forward to next month’s meeting. **To Action:** AP
The Steering Group are now in the possession of a list of Business’ in the Illogan Parish and will write to invite the Business owners to the Public Events in March 2017. **To Action:** The Working Group to look at this at the next Task Group meeting.

List of Landowners - To consult with Cornwall Council Planning Department and The Community Safety Partnership who hold the list. **To Action:** AP

Schools update: Cllr D Ekinsmyth

January is a very busy time for Schools – Exams etc. therefore to be moved to next month.

Liaison with the Scouts – moved to next month.

As D Dolling is absent his update is moved to next month.

It was decided that as the Public Events were to be held in March, the Schools would be a good place to advertise. **To Action:** The Working Group at the next Task Group meeting.

5. Website Update: Jay Patteson-Ball

a) Work Press Website - The log on details works and is easy to add information. The website is free but the SG does not own the Domain name. The site template is from Word Press and the work can be done by the Steering Group. A briefing could be arranged on how to use Word Press and to add an email address. A decision needs to be made re how the website is to look, what photographs are to be included and how to add links and contact details. OR

b) Contact ITC4 Website to ask how long it would take to set up the Website and to get it up and running.

c) If there should be a query on the Website how would the Steering Group be able to respond. The Parish Clerk (SW) has offered to help with this and also with any photographs.

The Website needs to be specific to the NDP. **To Action:** The Working Group at the next Task Group meeting.

6.Simon Trathen's letter:

Although interesting it was felt that it had no weight here at the SG. ST explained that he was just emphasising the need to get on with things as Camborne, Pool, Illogan and Redruth seems to be taking the bulk of housing. The Steering group need to remain open minded and focused with the aim of producing a Neighbourhood Development Plan and not be considering anti-development papers for discussion.

7.The Wildlife Trust:

The winner of the Questionnaire Prize Draw donated the £25.00 cheque to the Wildlife Trust. The cheque was presented to them on 13 December 2016.

8.Presentation to IPC:

At the Illogan Parish Full Council Meeting on 14 December 2016, A Prout, the Chairman, gave a presentation to update IPC as to the developments the Steering Group has made with the Neighbourhood Development Plan. A copy of the Presentation was handed to everyone at the SG meeting. The Chairman will present regular updates to the IPC as the plan progresses.

9.SG Licences:

A copy of an email received from IPC was issued to each member of the SG stating their concerns re applying for Licences. Unfortunately at the particular time stated, the Clerk was not available and due to the urgency of the NDP, it was decided to go ahead with the Licence using a member's personal details with the intension of changing the name when the NDP Website and email address is up and running.

The IPC required the names of any other licences that may have been taken out in the IPC's name for which the Chair confirmed that besides the free-post licence, for the household survey returns of which the IPC have all the details – none.

Protocol for the NDP Steering Group in order to prevent future mis-understandings and help prevent raising unnecessary concerns for the Council is now sought from the Parish Clerk for:-

The procedure for reporting back to the IPC.

What can the SG do/can't do without the IPC permission?

Procedure: If doing things in SG's name then do them. If doing things in IPC name then ask first and the Council will submit the request.

Who in the IPC does the IPNDPSG have to report to as it is driven by the local Council and there are certain advantages to move the NDP forward?

Procedure: Report to the IPC every 3 to 4 meetings when the NDP presentation will be added to the IPC Agenda or write to the Clerk of IPC.

To whom is the IPNDPSG accountable? **To Action:** SW

It was suggested that at the next IPC meeting on 15 February 2017 permission for the transfer of an email address from the IPC should be sought. **To Action:** SW

The NDP needed to be community driven hence it was left alone at the beginning of the process. It is a statutory requirement for communication and support and now the NDP is moving ahead and progressing well there has been a great improvement in the communication and support it has received.

10.Schools – See item 4.

11.Project Plan: - C Williams.

This is an ongoing project and at the moment all the efforts of the Working Group has been put into the forthcoming Public Events. Cllr D Ekinsymth would like a monthly update of broad details. **To Action:** CW

12.Update on January 2017 Workshops:- J McKimm

The Task Group has been working on the Public Events for 3rd and 4th March 2017. At the Fire Station at Tolvaddon and Penwartha Hall, Illogan respectively.

There are 4 main areas: -

- 1) What is a NDP?
- 2) Flow charts
- 3) Feedback from residents survey i.e. Storyboard i.e. What the residents like/dislike about living in this Parish. They are not opposed to development. Key Themes came from the feedback.

4) Settlement Boundaries of – Illogan & Churchtown, Park Bottom, Tolvaddon & Tehidy, were formed. Maps were used of old Kerrier boundaries to which planning applications, with their status and numbers, were added.

The Vision & Themes were extracted from the residents’ survey, from which flow charts were made. It is from here that the NDP will drive their plan and get their policies.

Discussions are also taking place re the necessary feedback from the Public Events.

The IPNDP also needs to tie in with the Cornwall Local Plan which was adopted November 2016. Illogan is in the CPIR which states Illogan is Urban – exact figures for housing needs to be sought from the Planning Data Manager. The number of Affordable Homes is also required as there are a large number of people claiming a connection with Illogan. Housing Needs Assessment. **To Action:** J McK

The SG are hopeful that at the Public Event’s the residents show support for our work so far. The SG’s intention is to collect and record evidence from the community engagement and once processed formulate as a basis for writing policy’s.

The Task Group would like to present a mock Public Event to the SG but as the next meeting is planned for 28 February 2017, it was felt that there is not enough time to make any necessary adjustments. It was proposed that the SG meeting be brought forward, to 21 February 2017.

Proposed: J McK **Seconded:** CW

To check the availability of the room at The Old School Hall: **To Action:** AP

13.Financial Report: In the absence of The Treasurer, M Cawsey, The Minute Secretary presented an emailed Financial Report from the Treasurer.

The Chairman proposed that £2000.00 be drawn from the funds held at IPC. MC produced a letter for the Chairman to sign and to pass to the Parish Clerk to present at the Parish Meeting on 15 February 2017. The letter was signed and passed to the Parish Clerk.

For those incurring costs i.e. printer ink, printing of maps, etc. there is no Expense Form to request payment. SW will forward an Expenses Form to AP to customise for the SG to use. **To Action:** AP

The addition of Signatory at the Bank will be carried forward to next month.

An enquiry was made as to the amount of money for the SG that is left in the fund at IPC to which the Parish Clerk replied that it would be emailed over.

14.Any Other Business:

J Patteson-Ball suggested that the SG need a Formal Standard Agenda. **To Action:** AP, Chair

JP-B, Vice-Chair.

Date & Time of next meeting: 21 February 2017 @ 7p.m. **Venue:** The Old School Hall. Illogan, TR16 4BB

The meeting ended at 8.15p.m.

Signed:.....**Dated:**.....

Position:.....