

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

Present: Chair J Tapping, Vice Chair A Prout, M Cawsey (from point mentioned), D Ekinsmyth, L Pavey, P Richards , C Williams and S Willsher.

The Meeting commenced at 7pm

For reference throughout the meeting NP = Neighbourhood Plan

1 Welcome and Apologies:

D Dolling, M Loxton and S Richardson.

2 Minutes of last meeting accepted:

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

3 Actions update

- M Cawsey entered the meeting during this item at 7.05pm.
- Cornwall Council had intimated that there would be further Neighbourhood Planning workshops held after the currently planned ones although no indication of date had been given.
- AP was booked to attend 15th June Date - What is affordable housing.
- A poster requesting volunteers in Tolvaddon had been displayed on the Parish noticeboard using Parish headed paper.
- A letter had been sent to the Principal's secretary at Pool Academy on Parish headed paper – there had not been any response received to date.

Action: AP agreed to chase.

- DE reported that Cornwall Council would shortly be conducting a six week consultation on the site allocation plans; he showed members the map for the CPIR area. It was agreed that the Clerk would copy and circulate the maps to all members.
- **Action:** SW to circulate map of CPIR area.
- DE reported that Redruth Town Council and Carn Brea Parish Council were starting to complete Neighbourhood Plans. Redruth Town Council had employed the services of a professional organisation to complete the work for them. It was agreed that the Clerk would contact the Clerk of Redruth Town Council and the Community Network Manager to enquire as to the company they are using, what they will be doing and the cost implications etc.

Action: SW to contact Redruth Town Council and Community Network Manager.

4 Terms of Reference

The Terms of Reference were accepted and would be sent to the Parish Council for their approval.

JT proposed, LP seconded them, all agreed.

Action: SW to present to Parish Council.

5 Initial Survey/Distribution

Members discussed samples of surveys used in other areas and the questionnaire used for the Illogan Parish Plan.

It was agreed that the Clerk would look into the cost implications of using a FREEPOST address for the return of the surveys.

Action: SW, Freepost costs.

All responses included in the survey would go from positive to negative.

(5 Initial Survey/Distribution : Continued)

The front page would include the following:

Illogan neighbourhood plan is now on its way

We now need your views

It's Your Parish – It's your plan *IMAGE*

Your neighbourhood development plan will once completed have to be consulted and used during any planning decisions. It will have the force of law.

Please complete and return your survey.

The Clerk would amalgamate the surveys used for the Illogan Parish Plan and Clifford Parish Council. She would circulate the document to all members electronically. The final survey would be agreed at the next meeting.

The Clerk would compile a list of locations where surveys could be handed in and where 'drop boxes' could be located.

Members would consider at the next meeting what to do if someone needed help to complete the survey.

It was agreed that a minimum of 3,000 copies of the survey would be printed and the Clerk would obtain more accurate printing costings for the next meeting.

The Clerk reported that if the survey was delivered with the Illogan Review it would cost £110 and if delivered separately £515. It was agreed that the survey should be delivered at the same time as the Illogan Review.

Action: SW to compile Survey draft, 'drop boxes' locations, printing costs.

6 Budget

The Clerk reported that within Council funds there was a Neighbourhood Plan budget of £2,500 and an ear-marked reserve of £8,000.

It was agreed that the Steering Group would ask Illogan Parish Council for the money for the printing, distribution and prize draw for the survey.

Action: All, decide costs at next meeting.

7 Agreed Tasks for next meeting

Survey, Costings, Project Plan update

8 Any other business

CW circulated a project plan which she had compiled which highlighted what work had been completed to date and future tasks. She would circulate the project plan to all members electronically and would keep it updated using a traffic light system.

Action: CW to Circulate Project Plan.

9 Date of next meeting – Tuesday 10th May 2016, 7pm at The Old School Centre.

The meeting closed at 8.35pm

Signed: _____ Date: _____

Name/Position: _____