

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 25 July 2017 @ 7p.m. at The Community Room, Tolvaddon Community Fire Station

IPNDPSG = Illogan Parish Neighbourhood Development Plan Steering Group

IPC = Illogan Parish Council

Hard Copies Received: Agenda 25 July 2017
Minutes of meeting 27 June 2017
Correspondence from CLP re Primrose Farm
Letter to Illogan Residents
Copy email from Sarah Furley at Cornwall Council
Illogan Parish NDP Project Plan (23 Jul 17)

1. Welcome and apologies:

Present: A Prout (AP) Chair, C Williams (CW), J McKimm (JMCK), J Patteson-Ball (JP-B), D Dolling (DD), Cllr M Roberts (Cllr MR) New Chair IPC, Cllr D Crabtree (Cllr DC), Cllr D Ekinsmyth (Cllr DE), Simon Trathen (ST), K Patteson-Ball (KP-B) Minute Secretary.

2. Minutes 23 May 2017:

Item 8: **The IPNDPSG need clarification of IP Councillors changes** - There has still been no response from the Parish Clerk despite email requests from AP. This is still needed officially. Cllr MR will chase the Parish Clerk.

To Action: Cllr MR

IPC website has now been amended to show correct venue for IPNDPSG meetings. Thanks to Parish Clerk for making the amendment.

Minutes 27 June 2017:

Item 2: Edited minutes signed off by AP & KP-B.

Item 4: **Website:** 123 Reg has now been cancelled with Jeanette Tappings' (Previous Chair) assistance.

Item 5: **Project Plan:** Will be discussed under item 5 this meeting.

Item 6: **Public Event:** As discussed, the letter has been sent to the Parish Clerk for distribution. Although we have not had confirmation that this has been completed, the assumption is that it has. JP-B has put the letter on the website.

The Parish Fair position was established following advice from Cllr MR re contacting the event organiser. The group had the same position as in the previous year & this was a success.

Item 7: **Finance:** Will be discussed under item 7 this meeting.

Cllr DE offered his apologies for missing the previous 2 meetings & thanked the group for the effort made at the Parish Fair.

Minutes accepted.

Proposed: Cllr MR
Seconded: CW

3. Matters Arising - Parish Review:

An article has been submitted for inclusion in the Parish Review. Cllr MR has accepted the article for the Review.

Draft Policy Docs:

Policies have been submitted to Cornwall Council for comment. Sarah Furley is hoping to look at them this week.

Submission of Policy Docs to IPC:

Policy docs to be submitted to IPC through the Parish Clerk. The aim is to canvas opinion from the councillors which can be fed back into the plan.

AP to send docs to Parish Clerk with questions & a required response date of 18th August 2017, for distribution to individual councillors.

Proposed: AP
Seconded: CW
Vote: Unanimous
To Action: AP

Correspondence from CLP re Primrose Farm:

AP has drafted a response to the email from Mr. De'Ath and all agreed that it was a perfect response. JMCK has contacted Cornwall Council re the map & discrepancy in how the land is classified & the council are looking into this. Either way, whether the land is grade 2 or 3 it is still not valid land for building. Cllr DE will also look into the situation. DD gave some historical perspective on the situation & the land use.

Proposed: JP-B
Seconded: JMCK
Vote: Unanimous
To Action: AP

4. Website: (JP-B)

JP-B has updated the website with the latest documents, the letter to the public & Parish Fair attendance. Some feedback on the Parish Fair will also be added. There is sporadic interest in the website & JMCK has responded to an email from it recently. It is likely to get more traffic in the next phase of public consultation.

5. Project Plan: (CW)

CW outlined how the plan is going & where the group is at currently.

Overall the dates have been & are being met & where not, activities have been shifted but still meet the final & immovable dates as necessary. There are some areas where the WG are still gathering evidence & sourcing what is required. The timescale is tight but the aim is to submit the draft Neighbourhood Plan to IPC by 12th September 2017.

Cllr DE suggested that it may be possible for IPC to have a special meeting to discuss the NDP; however Cllr MR thought that it would not be possible to do this prior to September. Once IPC has approved the Plan the informal community consultation has been reduced from 6 weeks to 2. This is followed by a formal 6 week consultation which cannot be changed. The formal consultation needs to be advertised & will be discussed at the next meeting.

6. Basic Conditions Statement: (JP-B)

This is a formal document which has to accompany the NDP & its policies. It will be added in the appendices alongside the plan. It is to show the examiners that we've followed the rules & that we are in line with Cornwall's & National planning requirements. Once it has been completed it will be shared.

7. Financial Matters: (DD)

£1847.39 in credit.

The Grant Funding Application has been approved & documents have been received to confirm this. We have 3 days to complete due diligence. DD will aim to achieve this.

Please read the documents & get back to DD with any urgent comments.

Cllr DE advised that more money would be available from the government in the future.

8. Any Other Business:

1. AP - Discussion of future working proposals for the NDP group now that it has been accepted for IPC planning meetings & is able to make comments re planning. Explanation of how IPC deals with planning applications; each month a particular Councillor is responsible. JMCK suggested that the NDP could liaise with the particular Councillor each month & comment as & when necessary. After discussion Cllr MR & Cllr DE agreed that the best way forward is for the NDP to pass comments to the particular Councillor each month via the Parish Clerk. The comments can then be incorporated into the Councillor's report.

2. JMCK & DD - Open Spaces within the Parish. A summary of the situation was given & it was highlighted that several areas are not listed as Open Space & these could be seen as possible infill areas, which they should not necessarily be. The NDP should look at protecting such spaces.
JMCK will bring the map to the next meeting & AP will add this as an agenda item.

To Action: JMCK & AP

ST asked about the old railway track space. DD responded; Heritage Rights apply to it & some is owned privately.

3. Has Graham Ford contacted AP? No.

The next SG meeting is 29 August 2017 at The Community Room, Tolvaddon Community Fire Station @ 7p.m.
The meeting closed at 8.25p.m.

Signed:

Dated:

Position: