

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting
held on Tuesday 28 March 2017 at The Community Hall,
Tolvaddon Community Fire Station

IPNDPSG - Illogan Parish Neighbourhood Development Plan Steering Group
IPC - Illogan Parish Council

1. Present: A Prout (AP) Chair, J Patteson-Ball (JP-B) Vice Chair, D Dolling (DD) Treasurer, C Williams (CW), J McKimm (JMCK), S Trathen (ST), Cllr D Crabtree (Cllr DC), Mo Cawsey (MC) Minute Secretary.

Apologies: Cllr. L Pavey

This meeting of the SG followed on from the A.G.M and as the A.G.M. finished at 7.20p.m. it was proposed that the meeting commenced at the earlier time of 7.20p.m **Proposed:** A P, **Seconded:** C W, **Abstained:** J McK.

Agreed: Every other member present.

2. Minutes of the last meeting had an error re the venue of the Seminar on 7 April 2017. It will be at Truro School and not at Truro Prep School.

Minutes Accepted:

Proposed: AP **Seconded:** DD **In favour:** All

Minute Secretary: MC

Actions Update:

3. Agenda: At the SG Meeting 24 Jan 2017 it was suggested that the Agenda be updated. The Agenda is still not satisfactory and needs a second look. **To Action:** AP & JP-B

4. Link to IPNDPSG Website from IPC: This is still pending. Cllr. DC to speak to SW next week.

To Action: Cllr DC

5. Liaison with Stakeholders: - see item 11.

6. List of Landowners: - see item 10.

7. Schools: - To date there has been no contact with the schools. Pool Academy is studying for G.C.S.E's and do not wish to take part in any consultations until the end of June 2017. A letter to arrange a date for an engagement with the students is to be written. **To**

Action: AP

Cllr D E, who is the contact for Illogan School was not at the meeting and therefore this item is to be carried forward to the next meeting. **To Action:**

Cllr DE

8. Project Plan: - See item 16

9. Public Events 3 & 4 March 2017: (AP and JMCK)

Both events were well attended. One of the comments to come up was that of Boundaries i.e. Why does it cut through some gardens and not others? Examples of this are at Park Bottom, Mount Whistle, Tehidy and South Drive.

- Are the boundaries to stay as they are?
- Are the boundaries to be drawn around the properties?
- Why do the boundaries cut through some gardens and not others?

A meeting with the Cornwall Council Planners is arranged for 30 May 2017.

To Action: AP & JMCK

Feedback from the events showed:-

- 75-80% consider the IPNDPSG have the correct approach to the NDP.
- That they are comfortable with the number of homes to be built.
- No Build Zones have been identified.
- Areas where new homes could be built have also been identified.

These feedback forms need to be sorted and analysed:
Meeting

To Action: Task Group

DD has talked with the Redruth Town Councillors and have been advised that the IPNDPSG should think about Estate Green Areas. There are 8 potential places in this Parish and they need protecting- Who owns them?

To Action: Task Group Meeting

10. Landowners: (JMCK)

Land Registry - JMCK & AP have been looking at this. Approximately 2-3 years ago, because of the CPIR network, Cornwall Council may have contacted the Land Registry and obtained a list of Landowners. To date no-one is willing to share any information. When the SG asked the NDP support team at Cornwall Council how to get this information they were told to contact Land Registry. Marcus Healan to be contacted to ask if this information would be available to the IPNDPSG and if so would it be permissible for the SG's use?

To Action: AP

The SG does know several of the landowners:-

- Through the Focus Group event held by JP-B for the trial of the Public Event, which included Landowners.
- Maps
- Internet
- Local knowledge

This is a starting point and a list of Landowners needs to be drawn up and shown on a map. This would then reduce the cost should Land Registry be used as only infill names need to be requested.

The Tolvaddon Community Fire Station may have a list of Landowners:

To Action: Cllr DC

11. Business Survey: (AP)

A Business Survey(BS) was compiled by a Task Group and sent to all SG Members for approval and proof reading.

The BS have now been completed and a mini survey has been trialed with business' in the Gwennap area. The return date for the BS proper is 21 April 2017 with an electronic reminder approx. 1 week before the return date. The BS is to be posted and each envelope will contain:-

- One Business Survey Form
- One Freepost reply paid envelope of the appropriate size

The BS is to be posted by the end of March 2017. The stamps for the BS were purchased prior to the SG meeting

by CW. There are approximately 109 Business' in the Illogan Parish. Those who do not reply are to be contacted.

The Business Survey to be sent out a.s.a.p.

Proposed: AP
Seconded: Cllr DC

The Business Survey to be enveloped and posted

To Action: JMCK

12. Schools - Use of Consultants (CW)

Carn Brea NDP would like to work in tandem with IPNDPSG re Pool Academy. Claire Tripp has replied re Focus Groups and Questionnaire's for Schools and recommends the Focus Groups method for the Primary School and Questionnaire for the Senior School. Her fees are £200 per day, 1day to compile method of use for the project, 1day to deliver the project and 1 day to report back, making a total of 6 days @ £200.00p.per day = £1,200.00p.

Cllr DC advised the SG group to advertise on Facebook etc. for a further 2 Quotes. It is understood that the senior school would offer 1 school period of 35mins and the primary school would need to use the School Council. There were 3 members of the SG present who have a DBS check and are able to work with children - JP-B, Cllr DC and DD. The SG will now start its preparation to work with the schools, see item 7. This must be completed during the grant funding period which is 6 months from receipt of the money i.e. Sep/Oct 2017. **To Action:** Task Group Meeting

13. Financial Report and Funding Figures: (DD)

Financial Report: The monthly SG meeting followed on from the A.G.M therefore the Financial Report is the same. See 28 Mar 2017 A.G.M.

Grant Funding Figures:

The items below need to be costed and then an estimate of the costs used to apply for a grant from Groundwork UK.

- Printing costs AP
- Land Registry JMCK
- Public Event costs AP
- Freepost renewal DD
- Website cost of training and use of JP-B
- Consultancy for Schools CW
- Transport and Training costs AP

14. Website:

The website is to be used to give information and to update others via its posts and is to be found on the 2nd page of Google.

Photographs - These consisted of photographs of the surrounding areas of Illogan Parish and it was agreed that photographs of Illogan Parish itself ought to be used. To date a few has been changed. The lock on the front page Banner has now been unlocked. Please e-mail JP-B with options for new Banner photographs before the next Task group Workshop on Tues 4 April 2017 @ 2p.m.

To Action: All SG members

Email access - This is now up and running.

Minutes - The IPNDPSG minutes are in the process of being uploaded. To date 75% have been done but the format of the earlier minutes are causing problems when being uploaded. The previous Chair needs to be contacted as to the format used for the minutes.

To Action:

JP-B

The latest minutes appear first on the website followed by the previous months minutes.

The current Vision Statement is the one that was used for the March 2017 Public Events.

Everyone needs to keep checking the Website and Facebook and to post a few 'likes'. If anyone have any further ideas re updating same please contact JP-B.

To Action: All SG members

Ampersand: Its use to be controlled.

Proposed: AP
Seconded: CW

15. Council Meetings:

It has been noted that information the IPNDPSG holds could be of use to the IPC therefore the IPNDPSG are requesting, via a letter to the Clerk of the IPC, that a member of the SG be allowed to attend the meetings with a view to being able to speak, when necessary, in an advisory role. A letter was read to the SG and will be handed to the Clerk of the IPC.

Proposed: JP-B

Seconded: CW

16. Project Plan:

The Working groups have added dates of the start/finish dates onto the Project Plan to coincide with the colour coding on the plan.

Green - pre 2016 and before the formation of this IPNDPSG therefore IPC to complete.

Green = Complete

Yellow = Ongoing

Red - To do

CW then talked through the Action Plan item by item.

A couple of questions then arose: -

- How long will the NDP last? The length of the NDP will coincide with the length of the Cornwall Plan which runs from 2015 - 2030. Therefore the NDP will last until 2030.
- How often should it be refreshed: Every 5 yrs.
- A Simple Road Map version of the Project Plan could give a more user friendly approach to project planning. This is being looked into. **To Action: CW**

17. A.O.B. - None.

Date and time of next meeting: 25 April 2017 @ 7p.m. **Venue:** The Tolvaddon Community Fire Station. The meeting ended at 8.55p.m.

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

Position:.....