

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 7th June 2016 at The Old School Centre, TR16 4BB.

Present: Chair J Tapping, Vice Chair A Prout, M Cawsey, C Williams.

The meeting commenced at 7pm

For reference throughout the meeting NP = Neighbourhood Plan

1 Welcome and Apologies: D Dolling, Cllr Pavey

2 Minutes of last meeting accepted: Minute Secretary A Prout

On checking Minutes action 5 it was not agreed the survey would be a single sheet, but that a single sheet would be available at the Parish Fayre as a hand out to inform visitors to the Fayre of the NDP. All present have a different view on what was agreed.

Minutes not signed off due to the above point, to be agreed at next meeting when there is a quorum present.

3 Actions update

Terms of reference have not been presented to the Parish Council as the next meeting is 15th June 2016.

Headed paper to be formalised in action 5 to follow.

Mo Cawsey brought to the meetings attention that Cornwall Council NDP Support services will print maps on our behalf. It was agreed we would order 5No AO size for future working groups to utilise. **Action AP**

4 Initial Survey

Carolyn then led the discussions using the overhead projector on her work producing a new format Initial Survey and the group worked through. It was proposed by JT and seconded by MC that this is the format to be used.

It was pointed out that currently 7 colours are used and it may be expensive to print. MC suggested the centre of the shape to be white. **Action CW**

Homes & Developments The map used within the survey on page 2 for Homes and Developments was drawn from magic map, AP to check if this is useable and contact council regarding providing map from their resources. **Action AP**

Also on page 2 it was agreed that mentioning St Ives NDP quote needs to be decided at the next meeting when we have quorum.

Also in **Homes & Developments**, MC brought to question barn conversions and self builds, it was agreed that the finer detail will come later when we break into sub-groups.

Carolyn will also adjust the boxes (draft copy) as it was agreed these are too heavy.

Q4. **Homes & Developments** Principle residences, this question will also need to be decided at the next meeting see above (St Ives NDP quote).

Transport & Traffic

Question 19 & 20 all agreed questions must stay.

Leisure & Recreation

It was decided to remove question 21 and present 23 in its place. **Action CW**

Environment

The group decided to add another question, No 28 Can you identify brownfield sites for development? **Action CW**

As we have removed a fair chunk of repeated questions this has brought extra space to use. It was noted that we could add democratic information and email and website address to the space.

JT thanked CW for all her hard work.

Illogan Parish Fayre: date imminent 9th July!! A discussion then arose regarding the single page handout. Those present felt that as the deadline dates for the release of the Initial Survey have passed, the Illogan Parish Fayre display should be about letting the residents aware that the NDP is well on its way and that a questionnaire will be posted. It was agreed that we should have large parish maps on display and the first page of the survey, slightly adjusted has been recommended as an A4 handout.

The Prize draw can also now be added to the Initial Survey as originally discussed.

5 Headed Paper

CW presented No4 variations of logo for use as headed paper and it was decided unanimously on the 1st Logo, colour came into question, and we decided it should remain Green but with no shadow. Also the Font came into question and Verdana was suggested. **Action CW**

6 Costings/Funding Request

Although Dave Dolling sent his apologies, we were able to make a start regarding bank details with the help of an email from David. **Action AP & JT**

We need to decide at the next meeting where our postal address for the Bank etc is to be held, with no Cllrs available at the meeting this will have to be decided next time. It would be helpful if we could use the parish office.

Free post costings - to be decided at the next meeting. **Action JT**

7 Agree Tasks for Next Time

Finalise survey

Poster A4 handout for Illogan Fayre - Finalise

Headed paper - Finalise

Bank details

8 Any Other Business

JT Commented on how disappointing that not a single Cllr was in attendance this evening and only one apology received. Therefore lots of decisions were not made due to the quorum.

Regarding numbers of A4 handouts for the Fayre a number of 300 was suggested and JT will ask Parish council to fund the printing of these.

9 Date of next meeting – Tuesday 14th June 2016, 7pm at The Old School Centre.

Signed: _____ Date: _____

Name/Position: _____