

# Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 13 December 2016 at The Old School Centre, TR16 4BB

IPNDPSG= Illogan Parish Neighbourhood Development Plan Steering Group.

**1. Present:** Alex Prout (AP) A/Chair, Carolyn Williams (CW), Mo Cawsey (MC) A/Sec, Dave Dolling (DD) Treasurer, Cllr Lawrence Pavey (Cllr LP), Cllr David Ekinsmyth (Cllr DE), John McKimm (JMck), Jay Patteson-Ball (JP-B).

**Apologies:** S Trathen, J Brooks.

**2. Welcome to a new member of the IPNDPSG:** Jay Patteson-Ball. Welcome to J Tapping, Ex Chair of the IPNDPSG  
**Cllr L Pavey** Hopefully there will be a replacement for Cllr M Roberts on the SG soon.

**The meeting commenced at:** 7p.m.

**3. Minutes** of the last meeting accepted: **All approved and signed by the Chair.** Minutes have been filed.

**4. Website:** This item is listed as 13 on the Agenda and was moved to this position as J Tapping, Ex Chair of the Steering Group discussed the progress of the IPNDP Website. Although the website is up and running the members thought it a bit difficult to access, upload documents, photographs, and to accept e-mails. J Tapping has forwarded 3 quotes 1) Moon Fruit, 2) Word Press and 3) Wicks to D Dolling, the Treasurer for maintenance of the Website. The 3 quotes are needed for Maintaining the Website, to keep it updated and for the e-mail address. J Mck suggested that as we are under the umbrella of Illogan Parish then we should use the same website providers to enable a continuous flow from the Steering Group to the Illogan Parish Council. **To Action:** JMck to ask SW from the IPC for the quotes.

The Website address is: - [www.illoganneighbourhoodplan.org.uk](http://www.illoganneighbourhoodplan.org.uk) Domain Name

[www.illoganneighbourhoodplan.wordpress.com](http://www.illoganneighbourhoodplan.wordpress.com) WordPress Name

Both addresses go to the new Website.

To look at the Website for January 2017 meeting: **Action:** All Steering Group Members.

Cllr D Ekinsmyth stated that the Illogan Parish Council needs to take a bigger part in the administration and the driving forward of the Neighbourhood Plan.

Jeanette Tapping left the IPNDPSG meeting after her Website update. The monthly meeting continued.

**5. Election** of Chair for the SG. Nomination – A Prout **Proposed:** Cllr L Pavey

**Seconded:** Cllr D Ekinsmyth

Position of Chair for the SG accepted by A Prout.

Election of Secretary postponed until January 2017 meeting.

**Proposed:** A Prout

**Seconded:** D Dolling

All agreed.

## 6. Actions Update: AP

- Invitation to JP-B to SG meeting – Done
- Contact SW re minutes on the IPC website and re sensitive data – **In hand**  
Cllr L Pavey suggested that sensitive data issues be put at the end of the Agenda. The Minutes to be placed on the Website after they have been approved at the next monthly meeting.
- Apply to IPC for Secretarial Support – Done and will be heard at tomorrow's IPC meeting.
- Notification and organisation of the acceptance of the Questionnaire's Raffle at the Christmas lights – Done.
- Terms of Reference to be checked – Done but AP is concerned that there is no evidence of its issue number – **to be clarified. Action:** AP
- Inclusivity and diversity in the make-up of the SG - Done
- Check skills, knowledge, interest, representation of SG ) CW has produced a skills matrix spreadsheet.
- Data Protection Protocol – Spoke to Neighbourhood Planning, CC Truro – covered by Illogan Parish Council. Those who analysed the questionnaire are Data Custodians and have signed a Data Protection Form. Done.
- Communication and Engagement Strategy – have spoken to Neighbourhood Planning, CC Truro re how to engage. There is now a folder for this Strategy which includes a list of engagements already held. JP-B stated that a feedback strategy must be included.
  
- Identify key Partners
- Establish interest from potential developers      Awaiting a meeting with SW at IPC -

## **Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 13 December 2016 at The Old School Centre, TR16 4BB**

---

- Liaising with Stakeholders **All on going**
- Consultants
- Discussions with landowners

### **7. Schools** update - Cllr. D Ekinsmyth

Secondary Schools update – As the local Secondary Schools are in the neighbouring Parishes of Carn Brea and Redruth, he has spoken to them and it is agreed that they work in tandem with this item. The Head Teachers would like to get involved but loath to commit at the moment and need more time. A mini survey could be produced – A4 size and using open questions or to list options. JP-B found that one question giving options and putting them in order gave a better response and is there a Schools Council to be contacted? A working group to be set up in the new year.

### **8. Scouts** Parliament – Cllr D Ekinsmyth.

Scouts parliament was well attended by Scouts and Adventurers from all local areas. A lot of parliamentary discussions took place i.e. Why not have a vote at 16yrs. Why didn't 16yr olds have a vote in the Referendum as it is their future etc. The topic of the Neighbourhood plan and how they can help will be discussed in due course. Is there a camp badge i.e. help in the Community. **Action:** Cllr D Ekinsmyth.

### **9. Project Plan Update: C W**

The Project Plan is on-going. CW, AP and SW will get together in January 2017 to prepare a new, revised and simpler format of the current Project Plan. The Project Plan is to be placed on the Website. JMck requested a copy –

**To Action:** CW

### **10. Financial Report by the Treasurer – D Dolling**

- Bank** Balance - £558.11p.
- Cheques** Paid/Invoices Outstanding – 1 cheques - £25.00 for the Wildlife Trust.
- Auditor** quotes and appointment – There are 3 quotes 1 - £180.00, 2 - £60.00, 3 - £0.00 Clarification from E Ball has been received via e-mail, stating that the appointment of an Auditor is not necessary. DD handed Cllr LP a hard copy of the clarification e-mail.
- Funding Grants** update – The Parish Council has the overall control of the SG and need to be aware of our accounting. Funding needs to be applied for now to take into consideration all monies required up to April 2017. A discussion re the Funding application took place and it was decided to apply for £2000.00  
**Proposed:** CW **Seconded:** J McK. Agreed by all.
- Addition of signatory at the Bank – A Prout, **Proposed:** Cllr L Pavey, **Seconded:** Cllr D Ekinsmyth all agreed.

**11. Christmas** Lights 18-25yr olds survey. There were 13 responses. AP handed them over to JMck for analysis.

**12. Task** group updates: J Mc Kimm, 30 Nov and 6 Dec 2016 @ IPC Office. An explanation of what happened at these meetings was given.

1. Analysis of the results of the survey.
2. Analysis of the Settlement boundaries. Settlement infills require rounding off. The numbers in the plan are minimum. J.Mc K has received layered maps to define such boundaries. A workshop with a Parish Councillor needs be set up as soon as possible in January 2017. **To Action:** J McKimm
3. Should there be policies within each Settlement boundary.

Options are to be asked at the Feedback event in February 2017.

AP, Chair asked for Next steps and Maps. **To Action:** J McKimm

### **13. Truro** meeting with Steve Havers: A Prout.

Originally J Tapping instigated contact with E Ball. AP then made arrangements to meet with Emma Ball but because of her absence Steve Havers took her place. AP discussed with Steve where the NDP is at, what it intended to do etc. Steve said the NDP is going in the right direction and needs to be Simple, Brief and To the point. Steve offered his help and AP found him very positive and supportive.

**Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 13 December 2016 at The Old School Centre, TR16 4BB**

---

**14.Any Other Business**

JP-B asked how many on the Working Groups – approx.6 per group made up from Members of the SG and the 33 offers of help received from the questionnaires who are yet to be contacted.

**Date of Next Meeting:** 24 January 2017 @ 7p.m.    **Venue:** The Old School Centre, TR16 4BB

The meeting ended at 8.38p.m.

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

**Position:**.....