

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 22 November 2016 at The Old School Centre, TR16 4BB

Meeting Commenced at 7.05p.m.

NP= Neighbourhood Plan. NDP= Neighbourhood Development Plan. SG=Steering Group

1.Present: A Prout - Acting Chair, M Cawsey – Acting Secretary, C Williams, D Dolling – Treasurer, Cll L Pavey, S Trathen. J McKimm, J Brooks.

Welcome to John Brooks, a new member of the Illogan Parish Neighbourhood Development Plan Steering Group.

Apologies: Cllr D Ekinsmyth

Resignations: Cllr M Roberts and Jeanette Tapping – Chair.

As there are no outgoing cheques this month the election of Chair and Secretary to be added to the Agenda for next month was proposed by D Dolling. In the meantime A Prout, Vice Chair will become Acting Chair and M Cawsey, Minute Secretary will become Secretary. J Tapping is co-Signatory at the bank. Her name must be removed and replaced by the Chair or Secretary. The bank will only allow a Signatory who is appointed by election. To be done at the next meeting. **Proposed:** A Prout **Seconded:** D Dolling

S Trathen- gave all members present a write-up re his comments made on Wednesday 2nd October during a presentation by Cornwall Council to the Illogan Parish Council Planning & Environmental Services Committee. A Prout thanked him for his handout and asked everyone to read it. This would be added to the Agenda for the 24 January 2017 meeting of the Steering Group.

2. C Williams – On the Minutes dated October 2016 page 3 re quotes required- Miss Claire White has recently married and is now Mrs Claire Tripp.

Minutes of last meeting accepted. **Proposed: AP, Seconded DD**

3. Actions Update:

JT DMC-IT invoice forward to DD, Done.

Contact S Willsher re SG minutes on Website, **Contact only done.** JT will continue with Website if Illogan Parish Council agrees to this.

Cllr P Invite to J Brooks to attend this meeting – done.

JT SW to be contacted re minutes on IP website and re sensitive data- **not done.**

Terms of Reference to be checked – **not done.**

SW notified JT that Data Protection protocol requires a statement about how any information given will be used – **not done.** Need to contact Emma Ball.

AP The Treasurer requires all copies of the quotes for the circulation of the Questionnaire – done.

MC,CW,DD,AP&JT. All actions regarding the return of the questionnaires, organising a working group to assist JMCK with the comments on the questionnaires and to decide Themes and next steps.

Minutes from the 2 working groups Friday 11 November and Monday 14th November 2016 **at the next meeting.**– done.

JT Feedback from 6 Oct 2016 to go to JMCK – done

Copy of Feedback from the Working Group 6 Oct 2016, i.e. project brief and a list of Next steps (identified from the Project Plan) to be forwarded to J MCK. – done

Cllr E Contact with the schools/college for 11 – 18yr age group to be arranged and a meeting arranged to arrange engagement with this age group. – **to be discussed at the next meeting.**

DD To contact the Illogan Primary School for help with under 11yr olds. – done. The Head Mistress is concerned about what we want to do – no questionnaires and will require a formal letter of our intentions.

JMcK to work on themes that affect this age group after February and after public consultations with parents.

JT A meeting with Steve Turner re the Scouts Parliament is to be arranged. **Not done**, however Cllr D E did attend the Scouts Parliament – **to be discussed at the next meeting**.

JT As per the project plan Suggested Activities are:-

- Check inclusivity and diversity in the make-up of Steering Group.
- Check skills, knowledge, interests, representation of Steering Group.

JT proposed that a working group look at this. **Not done**.

- Data Protection. - Archived with Illogan Parish Council.
- Communication and Engagement Strategy- consult with Emma Ball
- Identify Key Partners.) – To start making a list
- Establish interest from potential developers.) - To start making a list
- Liaising with Stakeholders.) - To start making a list
- Consultants?) - To start making a list
- Discussions with landowners) – To start making a list

- **All not done**

To Action: AP

Contact details of Emma Ball to clarify funding details to DD – done.

DD Clarification of funding - done.

JT Updated Project Plan - **Not done**. CW is to update the Project Plan using a combination of the condensed version and the original long version for perusal at the next meeting. **To Action: CW**

4. Financial Report by Treasurer.

- Bank Balance - £612.31p. Less Cheques Paid – 1) Freepost, Royal Mail £55.20p. Some returns by a large envelope (A4 and A5) and if sent out on the week-end this will cost more i.e. out of the Business Working Week. 2) Questionnaire £25.00 random draw winner.

- Invoices Outstanding – None

- Auditor's quotes and appointments, needs to be reputable and worked with reputable organisations – **To Action: DD**

- Funding grants – the NDP situation decides what needs to be applied for.

It needs to be specific for the NP. i.e.

Developing the Website - done

Training – free

Project Plan Activities, Auditors, engaging Consultants, Household Surveys, functions, room hire, tea, coffee, maps etc. all NP requirements. It needs to be evidence based. The Treasurer to submit an interest and then there is 30 days to complete the initial funding application form. The Start Date i.e. 1st Meeting of the NDP where the SG members were elected was 23 March 2016.

5. Initial Questionnaire. - JMcK

373 Questionnaire were returned = 16%

33 respondents would like to become more involved.

130+ would like to be kept informed.

The Raffle was drawn. Winner No. 198

The winner to be notified of the win and the presentation of the cheque will be at the Christmas Lights Event.

To Action: AP

JMcK gave a presentation of the findings from the Questionnaire and highlighted the fact that the under 25 yr. olds were vastly under represented. We need to focus on these groups.

Scouts by using a modified questionnaire, need to talk to the Scouts leader as there may be a badge re community work for them here. **To be actioned Next Year**.

Schools and college – **Cllr E. Next meeting**.

Under 25yr olds. – need to devise a Questionnaire appropriate to them e.g. What 3 things you like about the Parish? What 3 things would you change within the Parish? – No more than an A4 sheet. Perhaps stand outside the shops on a Saturday morning? Or at the Parish Christmas Lights – Not enough time to organise that therefore will not do it.

Need to speak to Pool Academy but not until January 2017. **To Action: DD**

DD also suggested using the Electoral Register for 18-25 age group, to stand outside the local pubs with a questionnaire on a clipboard or a focus group. Need to hold a Workshop to examine all opportunities for communicating with this hard to reach group.

Living in the Parish

- 83% of residents are satisfied.
- Village feel is Very Important.

Concerns are: - Services, amenities, environment, traffic, schools and getting a Drs. Appointment.

Do not want to be part of CIPR.

Future Development:- Housing development – there is not enough employment.

There are strong feelings about the type/location of any new developments. Illogan Parish is seen as a residential area – Rural.

Not opposed to development 35 for/45 against.

Use of brownfield sites but none identified.

6. Formation of Working Party

- Task and finish group to get together before the next meeting to start on Themes
- February feedback events
- Engaging young people events
- Project Plan activities
- To get others involved from the 33 identified on the Questionnaires.

7. Website: See Actions Update, need to speak to J Tapping. **To Action:** AP

8. Terms of Reference: AP Acting Chair has looked at this and is satisfied with the Terms of Reference as is.

9. Any Other Business:

- Election of Chair and Secretary to be at the next meeting.
- Funding of the room for the cost of heating and lighting – To speak to J Tapping and if happy to continue to meet here at The Old School Centre then to book up to the AGM in March 2017, 1 1/2 hrs per meeting.
To Action: DD
- Secretarial Support from Illogan Parish – 3/4hrs. Needs to be formulated, put into writing and the money to come from the funding held with the Illogan Parish. **To Action:** AP
- Ms Jay Pattison-Ball to be invited to the next meeting. **To Action:** AP
- On 23 November 2016 a replacement Cllr will be nominated to replace Cllr. Roberts on the IPNDPSG.

Meeting ended at 8.26p.m.

Date & Time of Next Meeting: 13 December 2016 @ 7p.m. The Old School Centre. TR16 4BB