

## **Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 23 August 2016 at The Old School Centre, TR16 4BB.**

**Present:** J Tapping, Chair; A Prout, Vice Chair; C Williams; Cllr M Roberts; M Cawsey, Minute Secretary.

The meeting commenced at: 7.05p.m.

For reference throughout the meeting IPNDPSG=Illogan Parish Neighbourhood Development Plan Steering Group.

**1 Welcome and Apologies:** Cllr L Pavey, Cllr D Ekinsmyth, D Dolling

**2 Minutes of last meeting accepted:**

Proposed: J Tapping, Chair, Seconded: A Prout, Vice-Chair. All agreed.

**3 Actions update:** There are 2 vacancies on the IPNDP SG. To contact Mrs E Phelan (name obtained from the list of interested persons compiled at the Illogan Fair) and Mr S Trathen (details from Cllr M Roberts). **To Action: J Tapping**

**Reply boxes for Surveys** – A Prout has amended the letter requesting a drop off point for the survey.

**Facebook** – J Tapping has put the leaflet and photographs re the Illogan Fair onto this site. A hardcopy of the leaflet distributed at the Illogan Fair is required by J Tapping to be placed in the IPNDPSG file.

**To action: A Prout.**

**Progress of Questionnaire** – The necessary amendments to the Questionnaire as per the last meeting were made by C Williams.

**Letterhead format** – to be forwarded to J Tapping. **To action: C Williams.** Then reply to the Carn Brea Parish letter dated 1 March 2016 to be sent. **To Action: J Tapping**

**Monthly Meeting Dates** – Have been circulated by J Tapping and they are on the Illogan Parish Council Website.

**4 Financial Report by The Treasurer** – D Dolling was not available for this meeting. All financial issues to be discussed at the next meeting.

**Questionnaire** – Depending on the financial status of the IPNDPSG arrangements need to be put into place re the printing and distribution of the Questionnaire.

- To contact D Dolling, the Treasurer re financial status. **To Action: A Prout.**
- To contact Mike Chappell and to ask for an extension on the expiry date of 31 August 2016 for the printing of the questionnaire. **To Action: A Prout.**

When the Questionnaire is ready for printing A Prout will contact C Williams, who will then take the questionnaire to the printer.

In future, if the Treasurer is unable to attend a meeting would he please forward an up-to-date Financial Report/Spreadsheet to The Chair, J Tapping.

**5 Good Practice – Roles and Procedures.** – The Roles of the Chair and Vice Chair were accepted. The Role of the Secretary to be amended in Section 4 Communication & correspondence – should read "Responding to all committee correspondence including electronic communications." All Roles stated above were accepted. Proposed by J Tapping, Seconded by Cllr M Roberts, all agreed.

The Treasurer's Role to be discussed at the next meeting.

**Good Practise** – J Tapping issued a Good Practise handout. Items 1 – 4 were discussed.

- No. 3 needs to read “Supplier/Provider with the successful quote to be Minuted and Agreed.”
- Nos. 5 – 11 applied to the Treasurer and could not be discussed. This handout to be discussed at the next meeting.
- The Handout to be e-mailed to D Dolling, The Treasurer. **To Action J Tapping.**

Cllr. Roberts stated that it is Good Practice to keep in touch with Emma Ball on a regular basis.

**Terms of Reference** – J Tapping stated nothing appeared to require amendment. Further discussion at the next meeting.

**6 Progress of Questionnaire** – C Williams telephoned the Post Office and the freepost address is: - Freepost, IPNDP, it is valid for 12 months.

**Printing and Distribution of Questionnaire.**

- Check if the money is in the Bank Account.
- If the money is in the Bank Account A Prout to contact C Williams, who will then send the Questionnaire to Image Set.
- Image Set to send a proof of the Questionnaire to C. Williams for approval. Once approved by C. Williams then Image Set to print the Questionnaire.
- Questionnaire to be delivered to Illogan Parish Council Office. Sarah Willsher to contact A Prout.
- Drop boxes to be delivered to Illogan Parish Council Office. **To action: A Prout.**
- Letters re Drop boxes plus the IPNDPSG leaflet to be delivered to Drop Off points i.e. Dr, Chemist, P.O, and all Shops. **To Action: A Prout.**
- Questionnaire and Drop boxes to be delivered by David Heyes. **To action: S Willsher.**

No. of Questionnaires ordered	3,000
To be delivered door to door	2,500
To be delivered to Drop Off Points	500 ( initially 10 at each drop off point)

**7 Update on Website** – DMC IT Support and Training, states “Quote” but the price states “approx.” The status of the Quote/Estimate needs clarification with Dinah Crellin of DMC IT. **To action: C Williams.**

Also for clarification – the dates and minutes of the IPNDPSG meetings needs to be entered onto the Illogan Parish Website page with a link to the IPNDPSG website – is this what Dinah Crellin has quoted for or will we have to do it ourselves. Also we need to know what the website has been created on.

**To Action: C Williams.**

Roche needs to be contacted to ask what exactly DMC IT did for them. **To action: C Williams.**

**Survey Monkey** – This will be talked about after the discussion with Dinah Crellin.

**Pdf files** – To be discussed at the next meeting.

**Agree tasks for next meeting** – When the Questionnaires are returned to S. Willsher. S Willsher to contact C Williams to collate the questionnaires.

C Williams to collect questionnaires from the Drop Off boxes and to visit Social Groups to offer help to fill in the forms.

**Date of next meeting** – 27 September 2016 at The Old School Centre

The meeting closed at 8p.m.

**Signed:** ..... **Date:** .....

**Name/Position:** .....