

## **Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 24<sup>th</sup> May 2016 at The Old School Centre, TR16 4BB.**

**Present:** Chair J Tapping, Vice Chair A Prout, M Cawsey, D Dolling, D Ekinsmyth (from point mentioned), M Loxton, L Pavey, M Roberts, C Williams and S Willsher.

The meeting commenced at 7pm  
For reference throughout the meeting NP = Neighbourhood Plan

### **1 Welcome and Apologies:**

P Richards and S Richardson.

The Chairman welcomed MR and thanked ML for all her work.

### **2 Minutes of last meeting accepted:**

The last meeting minutes were accepted JT proposed, ML seconded them, all agreed.

### **3 Actions update**

The Council would receive the terms of reference at their next meeting.

AP reported that the headed paper needed to be formalised.

All other actions had been completed.

### **4 Feedback on Training: Policies**

DE entered during this item at 7.11pm.

There was a lot of discussion about other areas and the issues/concerns in those areas. The budget allocations and costings of other NPs was discussed and the methods of completing surveys including using survey monkey.

The numbers and types of policies in other plans was discussed and how to present them. The accuracy of data/figures was considered and whether more accurate information could be obtained by completing new surveys etc.

### **5 Initial Survey Final Draft**

Members discussed in detail and at length the format, layout, format and design of the survey.

It was agreed that the survey would be a single sheet, poster style, in an appealing design with short and specific questions about development. CW and AP would draft the survey and would distribute it to members in advance of the next meeting.

### **6 Costings/Funding Request/Project Plan Update**

Members considered how to manage the funds for the group including opening a bank account and appointing a treasurer. Further to discussion it was proposed by JT and seconded by MR that DD was appointed Treasurer for the group, all agreed.

It was proposed by JT, seconded by MR that a bank account would be opened with Lloyds, all agreed.

DD would get an application form from Lloyds.

It was proposed by CW, seconded by MC that there would need to be 2 signatures to authorise payments and that the signatories would be DD, AP and JT, all agreed.

SW gave JT quotes for printing and information on freepost.

An updated project plan would be prepared for the next meeting.

### **7 Agree Tasks for Next Time**

CW and AP draft and circulate survey

DD bank account application.

Headed paper.

### **8 Any Other Business**

NPs were being advertised on Classic FM and Pirate FM.

There was a meeting of the Parish Council's Planning and Environmental Services Committee tomorrow evening at 7pm in Penwartha Hall to discuss a Community Right to Bid application for the Glebe land.

Cornwall Council West Planning Committee are meeting the 31<sup>st</sup> May 2016, 1pm at Dolcoath to consider amongst other items the applications for the Glebe.

ML reported that St Agnes had erected a big sign on the entrance to the area advertising the NP.

Obtaining another large map of the Parish from Cornwall Council would be looked into.

Agenda item for the next meeting would be to consider the budget and requesting funds from the Parish Council.

Ideas for a logo for the group would be considered.

**9 Date of next meeting** – Tuesday 7<sup>th</sup> June 2016, 7pm at The Old School Centre.

The meeting closed at 8.30pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Position: \_\_\_\_\_