

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 25 October 2016 at The Old School Centre, TR16 4BB.

Meeting started at 7p.m.

Present: J Tapping - Chair. A Prout - Vice Chair, C Williams, M Cawsey - Minute Sec. D Dolling – Treasurer, Cll L Pavey, Cllr M Roberts, S Trathen.

Cllr D Ekinsmyth arrived at 7.02p.m.

Apologies: J McKimm.

IPNDPSG= Illogan Parish Neighbourhood Development Plan Steering Group.

2.Minutes of the last meeting were accepted. Proposed: J Tapping. Seconded: A Prout. All agreed.

3.Actions update:

- All actions regarding the Initial Questionnaire extended end date and collection – done.
- Housing figures received and circulated to all.
- Local Insight Report received and circulated to all.
- Project Brief Workshop took place attended by JT, AP, CW, MC. Discussed later.
- JT confirmed DMC-IT contacted and an amended invoice received. DMC-IT not VAT registered. **Action** JT to forward copy invoice to DD for filing.
- Alternative Website: discussed later.

Actions outstanding: -

- S Willsher to be contacted re: placing the NP minutes on the IP website and re sensitive date. **Action:** J Tapping
- Terms of Reference to be checked. **Action:** J Tapping
- New members for the Steering Group: 2 volunteers from the Tolvaddon area. Chris Arthur not available on Tuesday evenings but will assist IPNDPSG Events. John Brooks to be invited to attend next meeting. All agreed. **Action** LP
- Sarah Willsher notified JT that Data Protection protocol requires a statement about how any information given will be used.

4.Financial Report By Treasurer

- Current Bank Balance £1,007.00p
- No Cheques Paid/No Invoices Outstanding this month
- Auditor – to be appointed. 3 quotes required. To **Action:** D Dolling
- A.G.M. Financial Year End: - February 2017.
- J Tapping proposed A.G.M.: - March 2017 Seconded: A Prout. All agreed.

The A.G.M. will be open to the public, therefore it must be advertised 3 weeks in advance on all media used. JT to check Terms of Reference detail.

- Treasurer's Role and Responsibility as per handout: Proposed: J Tapping, Seconded: C Williams. All agreed.

The Treasurer requires all copies of the quotes for the circulation of the Questionnaire. Copies to J Tapping for Photocopying. **Action:** A Prout (Filing D Dolling, J Tapping)

There must be at least 3 quotes for everything that is to be quoted for.

5.Initial Questionnaire.

- Steering Group thanks John McKimm for his efforts on the detailed analysis of the Questionnaire results.
- JMCK has requested help to assist with the Comments section. Volunteers:- A Prout, C Williams and M Cawsey. The Old School Centre may be used, confirm availability with J Tapping. **Action** MC to organise/liaise with JMCK/JT.
- The final collection from all Drop Off boxes and Illogan Parish Council Office to be from Tuesday 1 November 2016.
- Freepost collection from Illogan Parish Council. To **Action**: C Williams
- Illogan Shops, Post Office, Drs Surgeries, Chemist, Pubs, Penwartha Hall collection. To **Action**: D Dolling, A Prout
- A letter from J Tapping re the extension date for the return of Questionnaires was Letter of the Week in The West Briton, dated 20 October 2016.
- To date 338 Questionnaires have been returned. When the results from the Questionnaires have been completed, J Tapping suggested a meeting of a few of the SG members to decide Themes and next steps. **Action** JT and all to note.

6.Website

The website created by DMC IT is temporary and there is a problem with the SEO – Search Engine Optimization. J Tapping has met with local resident Andy Hughes and they have set up a website using Wordpress. The website menu options are: -

Home: Events: Themes: Who we are: Your say: Contact

The website will be linked to our Facebook page

J Tapping volunteered to continue with the website and to update it regularly and proposed that DMC IT Support Training is no longer required. Everyone agreed. Thanks go to Andy Hughes for his advice and support in setting up the new website.

7.Project Plan

Feedback from Working Group 6 Oct 2016. A handout outlining our project brief was circulated along with a list of Next Steps (identified from the Project Plan) to everyone present. **Action** J Tapping to provide copy to JMCK.

October

- Gaps in evidence/sourcing/engaging age groups not represented.
- Broadly define key issues and priorities

This will be defined when the results of the Questionnaire are known.

November

- Organise an event (in February) to feedback the results of the initial questionnaire.
- Decide Themes
- Organise events to fill gaps in evidence.

It was noted that Initial results provided by JMCK show younger age group needs to be engaged.

January

Themes Workshop(s)

February

Event 'Feedback Results' *from the Questionnaire.*

It was noted that these events/activities need to be planned i.e. funding sourced, materials acquired (maps, interactive projects and children engagement etc.) It was suggested to contact resident, Michelle Costello for help with child friendly activities and also to contact schools.

- Pool Academy, Redruth Academy and Cornwall College to be contacted for help with 11 – 18 year age group. **Action:** D Ekinsmyth.
- Illogan Primary School for help with under 11 years of age. **Action:** D Dolling
Proposed: C Williams, Seconded: A Prout, all agreed.

Quotes will be required to engage with Primary School children. Claire White, Dominica Williamson and Michelle Costello to be approached – to be discussed at the next meeting.

As the secondary Schools and Colleges are in the Carn Brea Parish/Redruth Town areas it was suggested we co-ordinate our efforts with their NDP Steering Groups.

It was also suggested to contact Steve Turner re the Scouts Parliament – perhaps a representative of the IPNDPSG could attend. **Action** J Tapping to contact.

J Tapping stated that the Project Plan we have adopted (template supplied by Cornwall Council) details a number of activities (bulleted below) that we have not as yet addressed. It was noted that these are shown as Suggested Activities. These tasks include:

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

JT proposed that a working group look at this and offered a template devised by ACAS as guidance. Four of those members attending felt that a Skills Audit was not necessary for the existing group. The Councillors stated that the SG gets the project going and then forms an on-going committee (to continue with the IPNDP), using a Skills Audit, and may be made up of existing members of the SG. They stated that the SG should last approximately 1 year.

The three Councillors attending informed members that events are overtaking us and we need to move on with the project.

D Dolling mentioned that a skills audit should be in the form of a Job Application. Cllr D Ekinsmyth suggested that we need to find some-one who has done a NDP to find out what skills are required. The Skills Audit is to be discussed at a future date.

- ❖ Data Protection statement. Communication and Engagement Strategy.
- ❖ Identify Key Partners.
- ❖ Establish interest from potential developers. Liaising with Stateholders.
- ❖ Consultants?
- ❖ Discussions with landowners

The working group felt that with regard to ‘Discussion with Landowners’ it may be appropriate to use Consultants. JT has requested details of interested developers from Rob Lacey at Cornwall Council.

It was noted that should the SG approach a Consultant we need to state clearly what we want them to do.

A Prout stated that not all SG members seem to be familiar with the details of The Project Plan and that as this will be followed as a Template to guide the SG through the steps required to complete the Plan successfully, no decisions on these activities could be made at this time. SG members to familiarise themselves with the tasks detailed on the Project Plan. **Action** all to note

Cllr M Roberts and D Dolling left at 8.26p.m.

Funding: Funding for the NDP Though the Illogan Parish Council – Cllrs should consider the funding stream. Lottery Fund – need to apply for 6 months. SG may apply to Cornwall Council directly. It is proposed to approach Emma Ball to clarify this. To **Action:** D Dolling, The Treasurer, D Dolling requires contact details. To **Action:** J Tapping

Updated Project Plan – **Action J** Tapping to do.

February Event organising: Proposed: J Tapping, Seconded: A Prout.

To **Action:** A Prout, C Williams, M Cawsey and J Tapping if can.

- ❖ Communication & Engagement Strategy need to consult with Emma Ball. **Action J** Tapping
- ❖ Data Protection Statement. To **Action:** J Tapping
- ❖ Identify Key Partners., Consult Interested Developers – contact Rob Lacey, liaise with Stakeholders, Businesses and Land owners and Community groups . To start making a list - To **Action:** J Tapping

8.Terms of Reference

Update, Next Meeting

9.Any Other Business

Big Meet Cornwall, Alverton Manor 16th November, 6pm to 8.30pm. A Prout attending.

A Prout proposed that we ask Illogan Parish Council for 3 to 4 hours per month secretarial assistance, as necessary, to help with gathering information and resources and preparing for meetings. Seconded D Ekinsmyth. All agreed. To be added to next agenda.

The meeting ended at 8.32p.m. All to note: There will not be a meeting in December 2016.

Date and Time of next meeting: 22 November 2016 at 7p.m.

Signed:Date:

Name/Position: