

**Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 27th September 2016 at The Old School Centre, TR16 4BB.**

Present: Cllr D Ekinsmyth, Chair J Tapping, Vice Chair A Prout, C Williams, Minute Secretary M Cawsey

J McKimm; S Trathen invited to attend as new Steering Group Members

The meeting commenced at: 7p.m.

For reference throughout the meeting NP=Neighbourhood Plan

1 Apologies: Cllr M Roberts, Cllr L Pavey, D Dolling.

2 Minutes of last meeting accepted: Proposed: J Tapping, Seconded: A Prout, all agreed.

3 Actions update: Discussion Roache, Website and PDF files to be discussed at the next meeting. All other Actions completed.

4 Financial Report: In the absence of D Dolling the Treasurer, J Tapping gave the following report.

Bank Balance: £1,127.31 as at 27/9/16

The following invoices confirmed as paid:

- Freepost Invoice - £259.20, repaid to D Dolling
- DMC IT Website Invoice - £188.49, repaid to D Dolling
- Photocopies from Illogan Parish Council - £30.00
- Image Set, printing of Questionnaires - £395.00

Invoice awaiting payment: Delivery of Questionnaires £515 D Hayes

5 Initial Questionnaire:

152 completed Questionnaires have been returned so far. It was noted that drop boxes were not placed at the Golf Club or Tehidy Woods Café.

AP proposed the closing date be extended to 31 October 2016, sec JT, all agreed. CW stated that more Questionnaires may be returned if more local clubs were visited and encouraged to complete the Questionnaire. Agreed by all.

The new return date to be advertised. Facebook, the Website, Illogan Parish notice boards.

**Action: J Tapping.** Drop off boxes **Action AP.**

Cllr D Ekinsmyth has offered to hand out a compliment size notice with his next Illogan Matters publication. AP offered to organise 150 complimentary sized handouts and deliver to Cllr D Ekinsmyth. **Action: A Prout**

Collection of questionnaires: local shops, visit to Allsorts (a.m. and p.m. sessions). **Action: C Williams.** Collection from local pubs. **Action: J Tapping**

C Williams presented Excel spreadsheet of returned data recorded so far. 52 of the 152 returned Questionnaires already entered. JT thanked CW for work carried out so far.

J McKimm volunteered to help CW to work on the analysis. Next week, CW will drop off questionnaires and electronic files to JT for J McKimm to collect.

Consultants re Survey results – To be discussed next meeting.

Cllr DE led a discussion on Housing figures for the Illogan Parish. CW and AP stated that we need housing figures now. **Action JT**

CW reminded members of the data required and the formula given during training. To calculate Illogan quota: Data required

1. housing requirements for the whole Camborne, Pool, Illogan and Redruth(CPIR) Network Area figure A

2. number of homes that have been granted planning since the figure in item 1 was agreed, whether built or not figure B
3. number of households (as opposed to actual houses) in the CPIR area (households rather than people on the electoral roll) figure C
4. number of households (as opposed to actual houses) in the Illogan area (households rather than people on the electoral roll) and that the figure would get this from the same source as figure C - call this figure D

The formula:  $(A - B) \times D/C$

i.e. the number of houses allocated to CPIR still unplanned multiplied by Illogan's households as a proportion of all the households in CPIR

JT presented a letter from Robert Lacey, Principal Development Strategic Planning, Strategy, Economy, Enterprise and Environment Officer, Cornwall Council.

R Lacey's recommendations are to:-

- \* explore the housing factors to provide an indication of housing need (Homechoice Register, previous delivery rates, local housing surveys etc.)
- \* look at settlement boundary(ies) for Illogan (and Tolvaddon?) allowing for any small scale growth required through infill, rounding off etc;
- \* look for opportunities to allocate larger sites for housing (if this is appropriate and needed);
- \* identify any places that we would/wouldn't want to see developed for exceptions sites.

Cornwall Council are about to launch some guidance on working out our likely housing requirement, but the steps above are the basic ones that we will need to consider if we plan to add a figure to our plan.

JT stated she had spoken to B Ellenbroek of Redruth Town Council who recommended the NP obtain the free report called 'Local Insight' from Charlotte Caldwell/Emma Ball. JT has requested report. **Action: J Tapping**

Charlotte Caldwell recommended website: NOMIS. Data –UK also a useful website for stats.

JT circulated a handout re Top Tips for appointing consultants. It was decided to have a workshop to decide what we need to do and the information we need using the Top Tips and Project Plan as a guide. A decision may then be made re: appointing Consultants/carry out work in house. Proposed: JT, Seconded DE

JT to organise date for Workshop: those attending JT, AP, CW, MC. **Action JT**

6 Update on Website:

JT contacted DMC-IT last week as problems with the email address had been reported. DMC-IT has now fixed this at no extra charge. Email is now forwarding to JT at [oldschoolcentre@outlook.com](mailto:oldschoolcentre@outlook.com). JT has requested a copy of the DMC-IT invoice from DD (Treasurer) on his return to check exactly what has been paid for with regard to the temporary website. **Action JT/DD**

JT stated that the temporary website has been created using WebPlusx8 software. This sitebuilding software is owned by DMC-IT unlike other sitebuilders which are available online. If we continue with the temporary website and update/administer it ourselves we will need to purchase the software (£89.99). DMC-IT have detailed an optional 2 hour training session on the software at £45 per hour. It was generally agreed that the website provider needs to be looked at again.

JT to contact DMC-IT regarding the temporary website and to look at alternative website sitebuilders. JT stated that we do have money left in our budget for the website. **Action JT**

JT offered to update/administer a new Website. JT to arrange user guide/login details as appropriate once new site set up. Proposed: JT, Seconded: AP, all agreed.

JT has approached Kenny, from Cornwall Photo's, who runs The Old School Camera Club with regard to taking images of areas of Illogan Parish for the NP Website.

S Willsher to be contacted re: placing the NP minutes on the Illogan Parish website and sensitive data. **Action: JT**

7 Good Practice:

- \* Roles
  - \* Procedures
  - \* Terms of Reference (to be checked. To Action: J Tapping)
- To be discussed at the next meeting.

8 Any Other Business:

Questionnaire returns info: CW stated that 3 people had stated an interest in joining working group. 2 from Tolvaddon (one may be interested in joining the Steering Group). CW to provide contact details to JT to contact. **Action: CW/JT**

As there are 2 new members on the Steering Group, John McKimm and Simon Trathen. A new updated Contact List to be circulated amongst the Steering Group. **Action: JT**

J McKimm stated that Data Protection must apply to the Questionnaires. JT to gather advice from Sarah Willsher.

9 Date and time of next meeting: 25 October 2016 , The Old School Centre @ 7p.m.

The meeting closed at 8.28p.m.

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

Name/Position: .....