

## **Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 28 June 2016 at The Old School Centre, TR16 4BB.**

**Present:** Vice Chair A Prout, M Cawsey, C Williams, D Dolling, Cllr L Pavey, Cllr D Ekinsmyth.

The meeting commenced at 7p.m.

D Dolling arrived at 7.05p.m.

For reference throughout the meeting NP=Neighbourhood Plan, SG=Steering Group

**1 Welcome and Apologies:** Apologies received from Chair J Tapping and Cllr M Roberts.

Vice Chair A Prout became Acting Chair and M Cawsey Acting Secretary.

**2 Minutes of last meeting accepted:** Minute Secretary A Prout.

Minutes were read and accepted. AP Proposed and D Dolling Seconded.

As per absence of Cllr D Ekinsmyth and Cllr M Roberts at the last meeting, unfortunately they did not receive the e-mail informing them of the meeting date. AP handed out a list of the steering Group Contact details to each member present to check and amend their details. This was done and AP to make the necessary amendments on the list and to circulate accordingly.

**A Prout to action.**

**3 Actions update:**

**Maps,** A Prout asked for confirmation, at the NP Workshop 22 June 2016, that the SG could have 5 paper maps of the same type and as many PDF maps as required. The SG to print their own maps from the PDF's This was confirmed by Emma Ball.

C Williams asked Emma Ball if the map of the Flood Plain and Agricultural Land could be used on the Questionnaire and it was agreed that it could be used.

D Ekinsmyth has access to maps.

**The Hexagon flower logo** has been amended by C Williams.

**Reply boxes for surveys.** D Dolling spoke to Penwartha/Pencarrow regarding a drop off point for the questionnaire but as they no longer have an outside postbox this option is no longer viable. He also spoke to the local Doctor Surgeries, Boots the Chemist, the local shops, and the Post Office who all agreed to consider holding a reply box on the condition that they received a covering letter explaining how and why. On the receipt of the letter a decision will then be made. AP to compile the letter. **AP to action.**

Schools – Illogan School and Curnow School are willing to have a collection box for the parents to return their surveys.

**A Printer and pricing for the survey** was actioned by AProut. AP handed out a pricelist of the nett costs for printing the Initial Survey. The survey to be A4 size, printed in A3, folded and stapled. It was noted that St Austell Printing Co. offered to also mail out the surveys at an additional cost tbc.

A discussion then took place re the pricing options and it was decided that AP is to confirm the quality of the Initial Survey with Image Set and if the quality can be confirmed to that of the Review then Image Set is to be used for the printing of the Initial Survey. Re the back page of the Survey C Williams suggested that the freepost address and the collection box details to be swapped around. The use of Image Set – C Williams proposed and D Dolling Seconded. This was agreed by all. **AP to action.**

**Illogan Parish Fair Display.** The site for the position of the SG has been noted. C Williams and A Prout to man the site with M Cawsey at interim times. Cllr. D Ekinsmyth and Cllr L Pavey will also be at the Parish Fair. A Prout and C Williams will be there to install a gazebo, display maps, hand out leaflets re the Initial Survey and to discuss the NP.

**Headed paper.** C Williams has amended the Hexagon logo as per minutes of last meeting, and is ready for use.

**Website.** A Prout has contacted Cornwall Council but todate no reply. The Cornwall Council website service is advisory and will cost.

C Williams has contacted the following for website design sites:-

- Focus Technology based in Tolvaddon who provided and host Illogan PC-
- DMC IT based in Fraddon who provided the website for Roche NP-
- Vision ICT, based in Exeter, who provided the websites for Carn Brea PC and Redruth TC.-

- Audana, based in Falmouth who provided the Camborne TC website-

Focus and DMC IT replied by e-mail and each member of the SG received a copy by e-mail. Vision ICT and Audana replied by telephone.

The quotes were then discussed and it was decided to use DMC IT.

Proposed by AProut and seconded by D Ekinsmyth, all agreed.

**Facebook.** The single sheet leaflet to go onto the NP facebook page .A Prout to ask J Tapping to do this.Proposed by A Prout, Seconded by M Cawsey. **AP to action.**

### **Costings/Funding Request.**

Dave Dolling is progressing well with the setting up of a bank account for the NP and now has just a couple of items to clear with the other signatories. **D Dolling to action.**

**Freepost costings.** There are 2 types of Freepost

- Response Plus £94 + VAT, which is for 1yr and requires a licence no. and address to be printed on an envelope. (Envelope charged at additional price).
- Freepost name - £216 + VAT, £259 in total also for 1 yr. People to write the freepost name and address on their own envelope.

A Prout proposed the Freepost name option and to use for everything for the next 12 months. Seconded M Cawsey. Everyone agreed.

Cllr Pavey mentioned that because Freepost is a specific request over £200. The request will have to go to full Council and the SG will have to write to the Council to make a formal request.

As the questionnaires will hopefully be returned for analysis by 30 September, A Prout will, once she has received all the proofs of the questionnaires, speak to S Willsher re David Hayes for the distribution of the questionnaire. **A Prout to action.**

The SG will need to apply to the Cornwall Council for funding for the sum of £2,000.00p. which is needed for:-

- Questionnaire printing and distribution.
- The Website

- Freepost

### **Training feedback:**

A workshop for collecting evidence was held. A Prout, C Williams and M Cawsey attended. D Dolling and J Tapping were unable to attend.

There is a lot of evidence to be collected for which the SG does not have the necessary expertise. D Ekinsmyth suggested employing professional help, especially for the Homes and Development section. Illogan is part of CPIR community network Area. C Williams offered to contact the Planning Department to ask how many houses are to be built in Illogan Parish or if the SG of the NP are to set their own figure. **To be discussed at the next meeting.**

### **5 Initial Survey:**

- Illogan Parish Fair Display
- Initial Survey Distribution
- Free Post Costings

See Section 3 above.

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

- Costings
- Funding Request

See Section 3 above.

- Project Plan Update will be sent out with the minutes – **C Williams to action.**

### **7 Identity:**

See Section 3 above.

### **8 Agree tasks for next meeting:**

- Feedback from the Parish Fair
- Website
- Progress on the production of the Questionnaire

**9 Any Other Business:**

A Prout distributed a copy of a letter from Carn Brea Parish Council that had been sent to the Illogan Parish Council Office. As S Willsher is not a member of the SG and this letter along with any other communications for the SG should be passed to the Chair of the SG as they are need as evidence for the NP.

**The Meeting Ended:** 8.25p.m.

**Date and time of next meeting:** 19 July 2016 at 7p.m. at The Old School Centre

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

Name/Position:.....

