

Minutes –Neighbourhood Plan Steering Group 30/3/16

Venue: The Old School Centre, Nance Lane, Churchtown, Illogan TR16 4BB

Present: Chair J Tapping, Vice Chair A Prout, M Loxton, M Cawsey, D Dolling, C Williams, S Richards, L Pavey, D Ekinsmyth, P Richards.

Apologies: S Wilsher

The meeting commenced at 7.00pm

For reference throughout the minutes NP = Neighbourhood Plan

1. JT referred to the agenda (attached) which details significant points as a starting point for discussion on the Neighbourhood Plan.

2. The last meeting minutes were accepted, JT proposed and AP seconded them, all agreed.

3. JT confirmed that the relevant application to the local planning authority for approval of the Neighbour Plan group was submitted and approved on the 8/9/2015, the area covered is the Illogan Parish, and the council have approved this.

Action: JT to forward the Neighbourhood area map to AP, MC and PR, the parish boundary is shown on the map.

4. The group will be called Illogan Parish Neighbourhood Development Plan Steering Group (IPNDPSG) This was proposed by ML and seconded by CW – all agreed.

5. JT issued the Cornwall Council Steering group sample terms of reference template, this was recommended as a useable template, LP proposed its use and JT seconded it – all agreed.

Action: JT to email the template to all of the steering group members. Please add “Template – what needs changing “to the agenda for the next meeting.

6. Members of the public can contact the Steering Group via the Illogan Parish Council office by email at enquiries@illoganparishcouncil.co.uk or call 01209 711433.

7. The Illogan Neighbourhood Development Plan Face book page will be edited by the admin personnel, SW, JT and PR – Proposed by AP seconded ML – all agreed.

8. Croft Handy workshops- the following attendance was agreed.

Starting a Plan 6.30 – 9.00pm - 9/5/16 – attendees JT and PR if extra places are available ML & AP will attend.

Collecting Evidence 1.30 – 4.00pm - 22/6/16 attendees DE and AP if extra places are available JT & CW

Affordable Housing 1.30 – 4.00pm – 15/6/16 attendees JT and CW if extra places are available MC

Policies 6.30 – 9.00pm 16/5/16 AP

Action: SW to contact Emma to see if the workshops will be repeated in the near future.

9/10. Discussion around the on line Toolkit, it was felt that the Toolkit will not be the best document to follow to write the plan there are other documents that can be used.

DE advised that Carn Brea are starting to prepare their NP that it is important to consider the boundaries and the effect of actions on other parish boundaries, that there is a Community Plan Network that should be considered.

Action: JT to add “Network Community Plan” to the agenda – other documents that we should consider during the process of creating the plan are National Planning Policy Framework, Local Plan, Neighbourhood Planning Regulations. JT to ask SW for copies of these for next meeting.

11. The Illogan Parish Council confirmed that they have funding available for the initial survey to the community. Discussions will take place following the survey regarding applying for further funding.

12. It was agreed that the questions for the survey will be agreed at the next meeting along with the return arrangements for the survey. The survey will be issued to the Community, Residents, Businesses and Community Organisations, this will be a pull out page in the Illogan Parish news along with being hand delivered to potential respondents. Survey Monkey is a possibility for an online survey.

Action: DD to bring a sample survey to the next meeting.

Action: Bring ideas of how to change the terms of reference

Action: Bring along Youth contact details, DD to talk to Gina.

Action: All to see if we can recruit two more to sit on the steering group, AProut to contact people in the Tolvaddon area.

13. Next meetings – it was agreed that Wednesday is a good evening to meet, but to avoid the 1st and 3rd Wednesday in a month, the next meeting is provisionally booked for the 13th April.

Action: SW to check if this evening is free for the councillors, if not the meeting will be on the 12th April 2016, 7.00pm at the Old School Centre.

No other business.

The Meeting closed at 8.40pm.