

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 21 February 2017 at The Old School Centre, TR16 4BB

IPNDPSG – Illogan Parish Neighbourhood Development Plan Steering Group

1.Present: A Prout (AP) Chair, D Dolling (DD) Treasurer, C Williams(CW), J McKimm (JMck), S Trathen (ST), Cllr L Pavey (Cllr LP), Cllr D Crabtree(Cllr DC), Mo Cawsey (MC) Minute Secretary.

Late Arrival: Cllr D Ekinsmyth(Cllr. DE) arrived at 7.05

Apologies: J Patteson-Ball(JP-B), J Brooks (JB).

2.Minutes of the last meeting accepted: **Proposed:** CW. **Seconded:** Cllr DC
Minute Secretary: MC

3.Actions Update: A Prout

- **Forward SG Minutes** to Sarah Willsher Illogan Parish Council to put on IPC Website – **Done.**
The Minutes have been put under the tab 'About Us'. If the IPNDPSG would like a difference Tab then to notify SW.
There needs to be a link to the IPNDPSG website. This is to be sorted. **To Action:** Cllr LP and Cllr DC.
- **Terms of Reference** – Could find no mention of the version used but the version that has been sent to all members of the Steering Group is acceptable and needs no amendments. Clause 8 will be discussed during the Treasurers Financial Report – **Done.**
- **Liaison with Stakeholders** – SW has issued the IPNDPSG with a list of Businesses in the Parish and JP-B is currently sorting through to find out which Businesses are still working in this Parish. AP and CW have been working on a Questionnaire for Businesses, based on other NDP's Questionnaires and wanted to email this to the SG members. If everyone is happy with it then send it out with an invitation for the Public Consultation Events (PE) in March 2017. It was decided only the invitation to the Public Event would be sent. We need to engage the public re planning, roads, transport and parking etc. therefore it was decided to compile the Business Questionnaire/Survey after the Public Event.
Proposed: JMck **Seconded:** Cllr LP
- **List of Landowners** – It was decided not to get a list of Landowners as JP-B did a Mock Public Event with a chosen audience that included Landowners and we now know who owns what. The list will be compiled at the next workshop when JP-B is in attendance. **To Action:** Task Group Meeting.
- **Availability** of room for SG meeting and Mock Public Event, 21 Feb. 2017 – **Done.**

Update: AP & JP-B

- Formalization of Agenda – **Done.**

Update: Task Group Workshop

- **Letter of invitation** to Parish Businesses for PE this will be done and either e-mailed, posted or hand delivered before the PE. **To Action:** AP
- **Advertisement** for PE at Schools – A poster will be delivered to Illogan and Treloweth School plus the Pool Academy. **To Action:** DD
- **Website specifications** – will be forwarded to the IPNDPSG meeting as soon as JP-B is available.

Update: SW

- An e-mail address has now been arranged for the IPNDPSG.

Update re Schools: Cllr DE & DD

Cllr DE

- Nothing to report

DD

- Pool Academy will require a letter of our intensions which will then be forwarded to the Education Department for permission. GCSE’s will commence mid-May and last until the end of June when it would be a suitable time to hold our event. A letter will be written for Pool Academy. **To Action: AP**
Cllr D E suggested that a Focus Group would be more appropriate than a survey as the pupils will be more ready to give us ideas than to just tick a box.
Carn Brea Parish is interested to piggy-back with us at the School events in their parish.

Update Project Plan: CW

Although the Task List & Gantt Chart has been updated it is difficult to go beyond where we are until after the PE. A date for putting on the website is uncertain.

What needs to be done: A decision needs to be made re the proposed finish date, at the moment it is hoped that the draft plan will be finished by the end of this year and then it will take about 12months or so to go through the next steps and then on to the Referendum. It is then hoped that the Neighbourhood Development Plan would be live in 2019. Consultation of Draft Plan to adoption = approx. 1year.

Update: JMck

See item 6 on the Agenda.

Cllr DE had been to a meeting yesterday where it was learnt that the CPIR Site Development Plan had been adopted. Between now and 2030 Illogan’s share of the 2000 homes for the whole of the CPIR is 69 homes.

When a developer wishes to build in a particular area the Neighbourhood Development Plan, along with the Local Plan, must be considered first.

4.Website Update: JP-B

JP-B is absent from the meeting therefore this update will be carried forward to the next available meeting.

5.Financial Report: DD, the Treasurer

DD produced a Financial Report for the IPNDPSG up to the 21 February 2017. There were 2 invoices that needed to be paid immediately – DD paid them from his own monies therefore a cheque is required to reimburse DD for the sum of £13.31p.

Invoice 1	Room rental for IPNDPSG meetings @ the Old School Centre for Dec. 2106 & Jan 2017	£12.00
Invoice 2	Freepost – written in very small writing under Terms and Conditions it was stated that there will be an extra charge for Large envelopes used for returned post and any week-end postings.	
		<u>£1.31</u>
		<u>£13.31</u>

Grant funding update: Also see item 8 Terms of Reference.

DD gave every SG member present at the meeting a report on Grant Funding:-

- Applying for support.
- Expression of Interest (expires after 30days).
- What can the grant be used for?
- How it works in practice.

When seeking this advice DD was told that it was better to have money to claw back than to have no money.

The Groundwork UK funding finishes on 31 March 2018.

A Working Group meeting is needed to discuss this in detail.

To Action: Task Group meeting.

There are now 2 signatories at the Bank and a 3rd is now required. JP-B, Vice Chair, is to be asked.

Proposed: CW **Secoded:** AP

To Action: AP

The next SG meeting on 28 March 2017 will be the A.G.M. and held at Tolvaddon Fire Stn. When the PE's are completed then the A.G.M. will be publically advertised 3weeks in advance.

6.Task Group Workshop update: JMCK, A mock Public Event was produced for the Steering Group members who had not attended the weekly Workshops. The Public Events on 3 & 4 March 2017 are to give the public feedback on the information that was given on the IPNDP Questionnaire.

A set of display boards were erected and the Consultation information displayed for the perusal of the SG.

The comments received were positive – Works well and should lead to questions & answers. The questions asked were confidently answered. It is important to get people talking.

The Settlement Boundaries map is the right approach and is in the right place. Could there be smaller maps for the public to draw where they think the Settlement Boundaries should be.

Under the heading of Tell us what you think – will be the Feedback board where comments from the public can be pinned to the board.

If there is to be a negative then there is too much detail with the 10 heat maps. It was suggested to display only 2 heat maps:-

- Survey responses.
- People's reaction to development.

and have them enlarged to A3. The other 8 heat maps could then be displayed in a folder and placed on the centre table for those who wish to investigate further.

In the light of the new housing figures quoted by Cllr DE the housing figures on the amount of homes required needs to be amended.

To Action: JMCK

7.Any Other Business:

There is a Housing Design Seminar at Truro Prep School on 7 April 2017. AP and ST wish to attend and asked if the SG could fund the Seminar. It was decided that it could as it was useful for training.

Proposed: DD

Seconded: JMCK

Public Event Friday 3 March 2017 3 – 8pm and Saturday 4 March 2017 10a.m – 4p.m. – volunteers were sought to help man the events.

- J MCK – All the time both days.
- MC - Most of the time both days.
- Cllr LP After work on Friday and Saturday afternoon.
- Cllr DE All day Saturday
- Cllr DC Will let AP know nearer the time.

Date and time of next meeting: 28 March 2017 @ 7p.m. Venue: The Fire Station, Tolvaddon.

This meeting will be the A.G.M.

The meeting ended at 8.30p.m.

Signed.....Dated.....

Position.....