

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 23 May 2017 @ 7p.m. at The Community Hall, Tolvaddon Community Fire Station

IPNDPSG = Illogan Parish Neighbourhood Development Plan Steering Group

IPC = Illogan Parish Council

Hard Copies received: Agenda 23 May 2017.

Minutes of meeting 25 April 2017

Briefing Note on Housing Numbers, Land Allocations & Landownership

Correspondence Illogan Primary School

1. Welcome and apologies:

Present: A Prout(AP)Chair, C Williams(CW), JMckimm(JMcK), J Patteson-Ball (JP-B), D Dolling (DD), Cllr D Crabtree(Cllr DC), Mo Cawsey (MC) Minute Secretary.
S Trathen (ST) arrived at 7.15p.m.

2. Minutes 28 March 2017:

Item 15: Council Meetings - a letter to the Clerk of the IPC requesting a member of the SG be allowed to attend the meetings with a view to being able to speak when necessary in an advisory role has been handed to the Clerk of the IPC. This has been accepted. The SG members who are willing to take on this advisory role are: A Prout and J McKimm.

The last sentence to read - 'The SG member who is willing to take on this advisory role is A Prout.

Minutes 25 April 2017:

Item 3: Matters Arising:

Robertson Developments, Trevelyan Road, Presentation. AP asked Cllr D Crabtree when she would receive answers to the questions raised at the April IPC meeting and who would answer them as Mr Robertson left the meeting before the questions were asked. Cllr D Crabtree said that the IPC were not in a position to answer the questions as Mr Robertson had not yet put in a planning application.

Item 4: Website: To date JP-B had not received any photographs from Cllr L Pavey. See May Agenda No. 4.

Item 5: Project Plan: See May Agenda No. 5

Item 6: Business Survey: This has been summarised and sent to SG members. AP has received 1 more Business Survey and will give it to JMCK for analysis. **To Action: AP**

Re the summarised results taken to an IPC meeting - As AP was away the summarised results will be taken to the June 2017 meeting.

Item 7: Public Event: See May Agenda No. 6.

Item 8: Landowners: Not done - to be carried over to next month.

Item 9: Schools: See Matters Arising May 2017.

Item 10: Financial Matters: See May Agenda No. No. 7.

Item 11: Any Other Business. - A.G.M. minutes should read **Seconded: C W**

The Minutes of the last meeting were accepted:

Proposed: C Williams

Seconded: JP-B

3. Matters Arising:

Communication has been received from Illogan School inviting a couple of members from the SG to meet with the School Council to discuss the NDP.

A discussion took place re if the meeting is really necessary and it was decided that it was. It is important that the views of the children are taken into consideration as they are the main ones walking through the Parish to and from their schools and also they are the main ones who will be most affected by the NDP.

With regard to Pool Academy, Carn Brea Parish needs to be consulted re joining in the focus group as the school is in their Parish.

A letter of Acceptance to be sent to Illogan School and a letter requesting a meeting with the Pool Academy students needs to be sent before the end of this School Term.

Proposed: AP

Seconded: JMCK

To Action: AP

4. Website: (JP-B)

3 Banners had been produced for the Website - it was decided to use Banner No. 1 which showed the hexagon on the left followed by the Settlement signs of Illogan, Tehidy woods, Park Bottom and Tolvaddon. The order of the settlement sign were then discussed and it was decided to keep this as is.

Proposed: AP

Seconded: DD

To Action: JP-B

This Banner to be put on the website.

There have been very few hits on the website.

Facebook is being looked at 20 - 30 views a week.

No helpful comments have been received on messages. Any inappropriate comments will be removed.

5. Project Plan: (CW)

This is on on-going task. There are a lot more green and some tasks need to be removed. An explanation is required as to their removal.

The next major project is the Draft Policies which is hoped to be completed soon.

Periodic Review Date: This is to be discussed at a later date. The Periodic Review needs to be completed by IPC, therefore when the NDP is closer to finishing then the IPC will need to decide when to do the Periodic Reviews. This will be discussed at a Working Group nearer the completion of the NDP. It is hoped that the IPC will put this to Governance and will look at it annually.

To Action: Workshop Meeting

A summary of the Project Plan is required for the grant funding.

To Action: CW

6. Public Event: Sat 27 May 2017 - Books and Bits at the Old School Hall, Illogan

The NDP will have an unmanned display board showing:-

- 3 Settlement maps.
- A summary from the Business Survey.
- Some items from the Public Event in March 2017 held at the Community Hall, The Fire Stn. Tolvaddon.
- A summary from the Household Survey
- What is a Neighbourhood Development Plan.
- Advertising the NDP Website, email address and facebook.

CW and AP will erect the display and AP will stay all day.

To Action: AP & CW

It was suggested that a donation of £25.00p. would be given to the Old School Hall Charity.

Proposed: JP-B

Seconded: AP

DD wrote a cheque for £25.00p. and handed it to AP.

Illogan Fair - 8 July 2017 at 10a.m - 4p.m. It is hoped that the NDP will have the same position as last year - next to the Church gates and opposite the Illogan School.

There will be:

- A gazebo
- Display boards
- Settlement boundary maps
- Draft policies

The draft policies will be discussed at the June 2017 SG meeting.

7 Financial Matters:

The amount in the current Account is £1,847.39p.

There are 4 queries with the Grant funding and as soon as they have been cleared up then the Grant application can go through.

- I. A more extensive Project Plan is required but a summary would suffice.
- II. The Education quote for £200.00p. per day is too much therefore another way to action the Education Survey must be found - This will be done in-house.

- III. Land Registry - This is too much. No other NDP has applied for this - go through Cornwall Council or Business Rates. The SG have used both these channels but to no avail. It has been decided that Land Registry is no longer required.
- IV. Draft circulation - a 24page document. Perhaps place the full 24page document at the IPC Office for the Illogan Parish residents to look through and a 2 page summary to be posted to each household.

The Parish Council must apply for the grant.
 A more realistic quote its:-

- £500 - 2 page summary delivery cost to each household.
 - £350 - for postage
 - £250 - for Freepost licence
 - £150 - Printing costs - general
 - Plus the printing of the drafts
 - £250 - Website costs
- Total Grant application will be for £2,000.00p.

Summary of Project Plan (see Agenda No. 5)

To Action: CW

The Treasurer to copy it and email to the Parish Clerk who in turn will apply for the Grant funding. If successful the money will be paid to the Illogan Parish Council who will then distribute it to the IPNDPSG for the NDP use.

To Action: CW, DD and Parish Clerk

8 Any Other Business:

ST attended an IPC meeting where the Cornwall Community Land Trust held a presentation. He felt that it was a worthwhile project. It was decided to revisit this at a Workshop meeting in the future.

IP Councillors as members of the IPNDPSG.

- i. The Chairman of the IPC
- ii. A County Councillor
- iii. An IP Councillor

Cllr L Pavey has stood down as Chairman of the IPC and Cllr Margaret Roberts has taken the role. Cllr D Ekinsmyth is the Cornwall County Councillor
 Cllr D Crabtree is an IP Councillor.

The NDP is a Legal Document and the IPC is the Qualifying Body.

The IPNDPSG need clarification of IP Councillors changes of members of the SG. To notify Jean in SW's absence.

To Action: AP

Workshop update to be carried forward to the June 2017 SG meeting.

The next Workshop - Draft plans and Consultation Statement.

A list of the contents of the strategic sections to be emailed to the Workshop members.

To Action: JP-B

Need to look at for the next Workshop meeting:

- The advice from Local Government.
- Small village NDP's.
- Completed NDP's of similar size as Illogan Parish.
- Advice given by Cornwall Council.

The next Workshop will be on Friday 26 May 2017 at 9.30a.m. at the IPC Office.

The next SG meeting is 27 June 2017 at the Community Room, Tolvaddon Fire Station @ 7.p.m.

The meeting closed at 8.30p.m.

Signed:..... Dated:.....

Position:.....