

**Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 25 April 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 25 April 2017, The time of 7.30p.m. is a typing error. It is 7p.m. as per the minutes.

Minutes of meeting 28 March 2017

Minutes of AGM 28 March 2017

**1. Welcome and apologies:**

**Present:** A Prout(AP)Chair, C Williams(CW), JMcKimm(JMcK), S trathen(ST), Cllr D Crabtree(Cllr DC), Cllr L Pavey(Cllr LP), Mo Cawsey (MC) Minute Secretary.

**Apologies:** D Dolling(DD), Cllr D Ekinsmyth(Cllr DE), J Patteson-Ball(JP-B).

**2. Minutes 28 March 2017:**

Item 3:**Agenda** - has been updated and put into use.

Item 4:**Link to IPNDPSG Website from IPC** - has been done and to be found on the IPC Webpage under "Useful Links".

Item 5: **Liaison with Stakeholders** - See March item 11.

Item 6:**List of Landowners** - See March item 10.

Item 7: **Schools** - See April Agenda No. 9

Item 8: **Project Plan** - See April Agenda No. 5

Item 9: **Public Events** - See April Agenda No. 7

Item 10:**Landowners** - See April Agenda No. 8

Item 11:**Business Survey:** See April Agenda No. 6

Item 12:**Schools:** See April Agenda No. 9

Item 13:**Financial Report and Funding Figures** - See April Agenda No. 10

Item 14:**Website** - See April Agenda No. 4

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.

Item 16:**Project Plan** - See April Agenda 5

Item 17:**Any other Business** - None

The Minutes of the last meeting were accepted:

**Proposed:** C Williams  
**Seconded:** Cllr D Crabtree

**3. Matters Arising:**

Trevelyan Road Site meeting - Cllr. L Pavey and Cllr D Crabtree.

A telephone call was made to Robertson Developments inviting them to give a presentation at the next Planning Meeting of the IPC on Wednesday 3 May 2017 @ 7p.m. Robertson Developments accepted the invitation. Working group member to attend.

**4. Website: (JP-B)**

JP-B was absent and had sent notes on the progression of the Website to AP. The Website is still ongoing. A selection of 5 photograph banners had been produced for the perusal of the SG. The SG decided on Banner No. 1 but with amendments as noted below:-

- The IPNDPSG logo to be shown covering the first 2 photographs of the banner.
- The logo of "Illogan Future - Your Say" was not shown, could it be displayed with the IPNDPSG logo covering the first 2 photographs?
- The Tolvaddon signpost to be replaced with a photograph of the Granite Tolvaddon Stone.
- The Tehidy Woods sign to be replaced with the Tehidy Woods sign at North Cliffs.
- The "Mining trails" photograph is not to be included.

**To Action:** JP-B

Cllr L Pavey has several photographs of the Illogan Parish and will forward them to JP-B.

**To Action:** Cllr L Pavey

JMcK is mindful that it has been 4month since the rejuvenation of the website and that its progress has been slow.

### **5. Project Plan: (CW)**

The Project Plan is continually being monitored and updated. Elements are now turning green (completed) but some elements need to be changed - once this has been done the updated Project Plan will be distributed to all SG members.

**To Action:** CW

### **6. Business Survey: (JMCK)**

There was a 10% return for the Business Survey. Of that 10% over half have been in business for 10+years. The average number of employees is between 2 and 6.

The business' would like the NDP to help with Transport, Parking, Car Sharing, Road maintenance and Business rates. They would also like the IPC to promote their Business' more in their newsletters.

There was little interest in new premises as they think they are fine as they are.

The result of the survey is to be summarised and sent to SG members.

**To Action:** JMCK

Cllr L Pavey requested that when the results have been summarised would they be taken to an IPC meeting.

**To Action:** AP

### **7 Public Event: AP**

There are two public events coming up.

- 27 May 2017 - Books and Bits at the Old School Centre from 10a.m. - 2 p.m.
- 8 July 2017 - Illogan Parish Fair from 10a.m. - 4p.m.

Books and Bits:- It is hoped that the Draft Policies would be available for the Books and Bits at the Old School Centre. There will be an unmanned display board showing:-

- 3 maps showing the boundary lines for Tolvaddon & South Tehidy, Park Bottom and Illogan & Churchtown.
- Frequently asked Questions with their Answers.
- Survey results.
- Copy of Business Survey.
- Email address.

It would be appreciated if any member of the SG who is present at this event to make themselves known in order to help with any queries that might arise. This was suggested by Cllr. L Pavey.

Illogan Parish Fair:- There will be a gazebo and hopefully the display boards as above along with IPNDPSG leaflets.

It is intended to display draft policies here for comment. Details to be confirmed at a date nearer the Event.

**To Action:** The Working Group

**Seminar** at Truro School - 7 April 2017. ST and AP attended. ST thought the Conference was interesting and we gained valuable information towards the design guide for Cornwall Council.

ST left the meeting at 7.35p.m.

### **8. Landowners: JMCK**

JMcK produced a handout on Housing numbers, Land Allocations and Landownership.

It has been confirmed by Sarah Furley, Cornwall Council, Pydar House, Neighbourhood Development Team, Truro, that the IPNDPSG do not need to contact all Landowners. It is not compulsory for Illogan NDP to require site allocation for new homes due to the evidence supplied regarding achieving targets for new homes for the duration of the plan.

It has been confirmed from Nick Marsden, Housing Needs, Cornwall Council, Truro that the IPNDPSG do not need to do a Housing Needs Survey. It has been noted that it is up to the people on the Housing Needs List to come forward and apply for a house in the Parish rather than the Building Developers to contact those on the Housing Needs List.

The NDP policies need to be written to reflect these decisions.

The IPNDPSG needs to write a report for the IPC meeting and the handout to be emailed to all SG members.

Proposed: Cllr LP Seconded: Cllr DC

To Action: AP

**9.Schools: AP**

Last month it was noted that AP was to draft a letter to both the Junior and Senior schools in the area and this has been done. It was decided not to send the letters until it was known exactly what information was required and how we were going to go about getting it. Once this information is known then the letters would be sent. Carn Brea Parish may want to join the IPNDP in visiting the Schools. AP to meet with JP-B to discuss this.

To Action: AP

**10. Financial Matters: (AP)**

The Treasurer was absent from the SG meeting but had send a Treasurers Report to be read out by AP, Chair.

The balance at the Bank Is £118.19p.

As of 21 April 2017 there were no pending transactions.

It stated that an application for Grant Funding has been submitted to Mycommunity.org.uk, a Neighbourhood Plan funding unit of the Department for Communities and Local Government. The amount requested was the sum total of estimates supplied by committee members and supporters and likely additional expenditure anticipated by the Treasurer.

A decision on the application should be announced on or after Saturday 29 April 2017.

It was proposed that a cheque received from IPC for £2000 be presented to the bank as funds are need for expenses re printing costs and the forthcoming Public events.

Proposed: CW  
Seconded: JMCK  
To Action: DD

**11. Any Other Business:**

**Correspondence** - An email had been received asking questions re the information given on the IPNDPSG website. The email and its replies were shown to the members of the SG who were present at the meeting.

Cllr DC left the meeting at 8.25p.m.

**A.G.M.** The minutes of the A.G.M. were accepted.

Proposed: JMCK  
Accepted: CW

**Policy Form** - J MCK had given members of the Workshop a form to help with Policy making and also an A4 example of policies from other NDP's who had had their NDP accepted. It is intended to start forming draft policies at the next Workshop which will take place next Tuesday 2 May 2017 at 7p.m. Venue to be arranged.

The next SG meeting is 23 May 2017 at the Community Room, Tolvaddon Fire Station @ 7.p.m.  
The meeting closed at 8.35p.m.

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

Position:.....