

Minutes of the Illogan Parish Neighbourhood Development Plan Steering Group Meeting held on Tuesday 27 June 2017 @ 7p.m. at The Community Room, Tolvaddon Community Fire Station

IPNDPSG = Illogan Parish Neighbourhood Development Plan Steering Group

IPC = Illogan Parish Council

Hard Copies Received: Agenda 27 June 2017
Minutes of meeting 23 May 2017
Full set of Draft Policy Documents
Illogan Parish NDP Project Plan (27 Jun 17)

1. Welcome and apologies:

Present: A Prout (AP) Chair, C Williams (CW), J McKimm (JMck), J Patteson-Ball (JP-B), D Dolling (DD), Cllr M Roberts (Cllr MR) New Chair IPC, K Patteson-Ball (KP-B) Minute Secretary Stand In.

Apologies: Cllr D Crabtree (Cllr DC).

2. Minutes 25 April 2017:

Item 6: **Business Survey** - AP has given the final response to JMck.

Minutes 23 May 2017:

Item 3: **Matters Arising; Communication with schools** - AP has sent a letter to Pool Academy & Carn Brea Parish. No reply received from either yet.

Item 4: **Website** - Action completed by JP-B.

Item 5: **Project Plan** - CW has completed the summary for funding.

Item 6: **Public Events** - Books & Bits was attended and will be used as evidence re public consultation.

Item 7: **Finance** - CW has completed the Project Plan summary (as above); DD to speak about finance later in the meeting.

Item 8: **AOB; The IPNDPSG need clarification of IP Councillors changes** - Cllr M Roberts has replaced Cllr L Pavey as Chair of the IPC but the Parish Clerk still needs to confirm this. Need to chase for confirmation of this for records.

To Action: AP

Parish Clerk needs chasing to update the IPC website re meeting location of the IPNDPSG.

To Action: AP

Typo on previous minutes to be edited by AP.

Proposed: CW

Seconded: JP-B

To Action: AP

3. Matters Arising - Policy Document Update:

JP-B briefed the SG on the current Draft Policy Documents. This included an update on how they would be used on the stand at the upcoming Illogan Parish Fair as part of the consultation process and hopefully feedback will be gained on the day.

The process then calls for the IPC to formally ratify the Draft Policy Documents.

4. Website:

123 Reg have been in touch regarding payment. 123 Reg needs to be cancelled as it is not used. When it was set up D Crellin paid for it with her own private card and was

reimbursed accordingly. However, this means that she will need to cancel the payment as it was made in her name and with her card. D Crellin will need to be formally told that this needs to be cancelled and that she needs to do it as per the reasons outlined above.

Proposed: DD
Seconded: Cllr MR
Vote: Unanimous
To Action: AP

5. Project Plan: (CW)

Hard copies distributed.

Activities marked in green are completed, marked in yellow are ongoing and in red are yet to be done. Activities marked with a ? are those which are queried as unnecessary.

The template being used is a standard one and as such some of the activities need to be changed or removed as they do not apply to us.

JMcK suggested changing some of the descriptions to meet our criteria. CW proposed taking out all those activities with a ?. These can be taken out as they are not required due to evidence collated and advice from Cornwall Council.

Proposed: CW
Seconded: AP
Vote: Unanimous
To Action: CW

Activities marked with an arrow will need moving on the calendar as they have not been completed in their allotted time slot. This should not affect the overall timescale. If these activities can be completed in July-Sept the date for pre-submission consultation can still be met. CW to make changes and send out to everyone.

To Action: CW

It was confirmed by AP that it is the responsibility of the IPC to decide how often the NDP should be reviewed. The IPNDPSG can only recommend; it is not our decision.

6. Public Event: (AP)

The NDP will have a stand at the Illogan Parish Fair. There will be a gazebo with boards displaying the Draft Policy Documents and the Settlement Boundary Maps. The stand will be manned by the Working Group; 2 in the morning and 2 in the afternoon. Working Group members will have clipboards to take notes and comments from the public. They will also have other information and evidence available to them but this will not be on display. JMcK has an email list of Parish residents who wish to be kept informed. A letter is to be drafted to be sent out to this list and this will also be put on the website. As JMcK has difficulty sending out group emails the Parish Clerk will be asked to send the email once the letter has been drafted.

To Action: AP (letter) & JP-B (website)

It was noted that there are some typos in the Draft Policy Documents. AP suggested that the Working Group could look at this in their next meeting. JmCK volunteered to look at this prior to the meeting.

Discussion of how people could be attracted in to the stand and various suggestions made, including ensuring that the stand has a prominent position. Cllr MR suggested that we should speak to Steve Turner regarding the position of the stand.

To Action: AP

7. Finance: (DD)

In current account - £1814.12.

Freepost Licence renewal is due next week. The cost of this is £259.20.

An extra £67.79 has been paid to the Royal Mail for returns which were not covered by Freepost.

We will be asking for feedback on the Draft Plan and whilst the reply boxes work well the public also need to opportunity to send their feedback back by post too. Cheaper options have been discussed before but this seems to work best.

The initial application for Grant Funding was for £5059. This has now been reduced and unnecessary elements removed.

£500 - 2 page summary delivery cost to each household

£350 - Postage

£250 - Freepost Licence

£150 - General printing costs

£600 - Printing of the 2 page Draft Summary

AP suggested that if anything needed to be reduced further it should be the postage, which could be reduced to £200.

DD to re-submit the application through the Parish Clerk.

To Action: DD

8. Any Other Business:

JP-B raised the issue that an interim Minute Secretary is needed until Mo Cawsey returns after a bereavement. If Mo does not come back then a replacement is needed. KP-B volunteered to fill the gap.

Proposed: CW

Seconded: DD

Vote: Unanimous

The next SG meeting is 25 July 2017 at The Community Room, Tolvaddon Community Fire Station @ 7p.m.

The meeting closed at 8.05p.m.

Signed:..... Dated:

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Position:.....