

ST JUST PENDEEN NEIGHBOURHOOD PLAN

STEERING GROUP

Minutes of meeting 21 May 7pm

St Just Council Chamber

Attending:

Steve Hall (Chair), Zoe Baxter, Robert Chadder, Mel Faulkner, Constance Moore (NHEG), Jeremy Redwood, Dave Stevens, Nicola Shanks (NHEG), Judith Summers (Minutes / BEG), Sarah Tieken

Apologies: Jess Colliver, Debbie Shephard, Tim Wotton, James Hardy (CC)

1. Welcome

The Chair welcomed Sarah Tieken, who had agreed to take on the role of Treasurer.

2. Matters relating to Steering Group terms of reference

- It was noted that SG should keep under review how it was fulfilling the roles and responsibilities set out in the terms of reference.
- 'Produce, monitor and update a project timetable': the project plan should be regularly updated to show progress, as part of the evidence base for the NP. It was noted that the project plan could be modified as required, and that scoping following the Have Your Say events would enable timelines to be clarified, to assist groups.
- 'Produce consultation and engagement strategy': to be a main agenda item at a future SG meeting, drawing on the work already undertaken.
- 'Regularly report back to Town Council': it was agreed that SG should formulate a monthly consolidated report from group minutes, to be presented to the Council by a councillor member of SG.,
- 'Identify sources of funding': RB had provided information but this had not yet been forwarded. St Just Town Council was waiting for funding to be received; the Treasurer would be able to apply for funding as necessary. Arrangements had been made for how petty cash items would be dealt with and how decisions on larger items would be made.
- Membership of SG: it was agreed to increase the maximum number of members to 12 following the decision to include group Chairs, with a quorum of four. The TOR would be placed on the website.

3. Have Your Say events

- The dates were confirmed as 13 June (Pendeen) and 19 June (St. Just).

- MF reported that there would be a print run of 2500/3000 leaflets, which would be distributed in the first week in June, organised by CEG.. Posters would also be distributed. Coverage on Coast radio had been arranged. The Facebook page and Twitter account would be used and it was intended to create an Instagram account. 'A' boards would also be used. There would be a press release to the Cornishman. It was suggested that leaflets should be placed in the Cornishman locally.
- Schools: there would be publicity at Pendeen school and possibly an assembly; the School Council at Cape would be re-contacted and St Just Primary approached.
- Preparation of displays was under way. Groups have been asked to arrange rotas of their members. Refreshments would be served. In response to a request from BEG for a shared script for explaining the NP and purpose of the consultation, it was noted that a statement covering this had been agreed by SG and would be displayed, and that it was for SG members at the events to answer questions on this.
- The displays would be used at events through the summer, including Lafrowda.

4. CEG, BEGH, NHEG general progress updates

CEG

- Covered under previous item.

BEG

- Preparation for the Have Your Say events was in hand with a format agreed for the display. This would include a slide show using the format of the 'What we've got' presentation prepared for NHEG. A rota for covering the events was in place.
- Review of the NP topics within BEG's remit would be completed at its next meeting.
- BEG would approach a Plymouth University professor based locally with a view to his joining the group.
- It was noted that a list of organisational stakeholders (public sector / civil society / voluntary / commercial and industrial/ services) would be needed as a basis for planning consultation with them. It was agreed that this should be an agenda item for SG following the Have Your Say events, using initial work by D Shephard.

NHEG

- NS reported that the displays for Have Your Say were organised and volunteers for the events and for leafleting would be sought at the NHEG meeting on 22 May.
- It was noted that the new NHEG needed to be clear about its membership and priorities in which should be the Have Your Say events, understanding key issues, and then following Have Your Say feedback to begin compiling evidence.
- No nominations for officers for the new group had been received. It was agreed that SG would continue to provide officers and service the group until its meeting of 10 July.
- It was agreed that the aim of the meeting on 22 May was to enable NHEG to move forward positively, with a clear set of tasks. These would be: 22 May meeting – preparation for Have Your Say events; 12 and 26 June – identify key issues for

each element of the group's remit; 10 July – Have Your Say events feedback; begin work on collection of evidence; elect officers.

- A reminder/agenda would be sent out to members for the meeting on 22 May.

5. Communications update

- Data Protection requirement (GDPR): this had been dealt with by CEG and BEG. ; SG and NHEG to action.
- The website was now operational, with documents, a calendar and links being put up. Arrangements would be made for group secretaries to post material

6. Date of next meeting

- Monday 11 June 7pm (note moved from 4 June as the Town Council meets on that date).

7. AOB

- Sarah Tieken agreed to cover the role of Secretary during D Shephard's absence, supported by DS. JS would minute the next SG meeting.
- Financial approval was given for expenditure of up to £120 by NHEG for the Have Your Say events.

ACTION LIST

- Project plan: send updates on actions to DS (ALL); put project plan on website (DS)
- Consultation strategy: send information to Marna Blundy (SG); future agenda (SH)
- SG report to Town Council: produce draft for SG (DS)
- Put SG TOR on website (DS)
- Stakeholders: bring lists to first SG meeting after Have Your Say (ALL); place on agenda (SH).
- Reminder/agenda to NHEG members for 22 May (and include reference to GDPR) (DS)
- Contact group secretaries for uploads to the website (DS)