

ST JUST NEIGHBOURHOOD DEVELOPMENT PLAN

Community Engagement Group hosting Steering Group, Built Environment and Natural Environment Groups

Minutes of meeting Thursday 12th April 2018

Town Council Chambers, 7pm

Attending:

CEG (8): Mel Faulkner, Cait Chalwin, Jill Taylor (taking Minutes), Marna Blundy, Rachel Fisher, Sue James, Sara Olivier, Stef Gulliver
Steering Group (5): Steve Hall, Rob Chadder, Debbie Shepherd, Tim Wotton, Dave Stevens
Built Environment (7): Judith Summers, Richard Gowan, Dot Stevens, Tom McFadden, Vic Mouldsley, Kirsty Pritchard, Cornelius Olivier
Natural Environment (2): Constance Moore, Joza Cardoso

Apologies:

Mark Hankins, Nicola Shanks, Andrew Corser, Jessica Colliver, Jonathan Manser, James Hardy, Ted Mole.

Meeting Minutes:

Introduction by Melanie Faulkner (Community Engagement Group Chair - CEG). MF clarified the situation regarding the necessity for a collective discussion as to whether the "Have Your Say" event should go ahead as planned, or be delayed as per the request of some members of teams, some persons had expressed concern that they may not be ready to contribute in June. This meeting was being held to discuss the best way forward.

Steve Hall (Steering Group Chair-SG) explained that some members had informed him that they were unhappy about June being the date for the "Have Your Say" (HYS) event; that they felt June was too soon.

SG went on to define the remit of the SG, clarifying that it sees itself as a guiding and support group, not being in charge of the other groups. It is not possible for the SG to have a full overview of everything and that it is not always possible to please everybody. Their role is to understand the aims and objectives and support the evidence gathering needed to submit a successful plan. SH then discussed that the Neighbourhood Development Plan is not the same as a community plan and expressed concerns that the development part of the NHDP appeared to have been dropped; members were using the term Neighbourhood Plan.

The teams need new additional members to bolster cumulative group skills.

Constance Moore - representing Chair Nicola Shanks (Natural Environment Group-NEG). Discussed the remit of the NEG and that they had been looking at subjects such as whether a cornish hedge is 'built' or 'natural' environment. The NEG will carry out a skills audit. They have held a session on what has been lost, CM gave examples such as the drainage system at Bostraze and

the need to involve key stakeholders such as the National Trust, AONB, World Heritage Site, etc.
CM confirmed that the NEG felt that September was a more achievable date for the HYS events.

Cornelius Oliver (Built Environment Group-BEG) praised the work already undertaken and the commitment shown by group members. He suggested approaching persons who had been involved in the writing of NHDPs for Carbis Bay, Porthleven, St Ives or Hayle to gain insight and advice. He suggested that it would be beneficial to go ahead with the HYS events but to ensure questions are open ended and not leading.

Rachel Fisher (CEG) Clarified that the HYS event is NOT the only planned community consultation and that the HYS event was designed to inform and help prepare and plan for later community consultations. RF felt that some members of groups wrongly assumed that the HYS event was the only planned community consultation, which would explain why some persons did not feel ready to go ahead with the June HYS event. She further clarified that the HYS event was a simple scoping exercise to help understand what is, and is not important to the Parish Community. RF expressed concern that if the HYS event did not go ahead, that may have a negative impact on the end plan's success.

Judith Summers - representing Chair Jessica Colliver (BEG). Provided an update as to their activity to date; they have started a membership list, and have built up a large document file identifying all of the topics that the BEG felt should be considered within their portfolio. This included historical places in so far as what has been built or developed. She gave examples such as: historical/heritage buildings and sites, commercial sites, parking, transport, and that they were in the process of formulating open ended questions, designed to be non leading, that they would ask of the community at the HYS event. JS confirmed that the BEG had not discussed whether or not the HYS event should go ahead as planned, or be postponed.
JS said that they were focussing on development and asked for clarity on when their evidence should be used to formulate questions.
JS suggested re-jigging group members after a skills audit had been completed to ensure that the right persons are posted onto teams that would be of most benefit to the process.

Dot Stevens (BEG). Asked for clarification on the term 'community buildings', did they include schools?. DS felt that the community should be involved now. This led to a group discussion where everyone agreed that the community should inform the process, not the other way around.

Cornelius Oliver suggested going ahead with the HYS event just to ensure the community are aware that the process has started.

Melanie Faulkner (CEG) provided an update on the work that had been carried out so far. She said that her vision was for a fully inclusive plan, involving the whole community demographic, and stakeholders. That they

should inform the process and their thoughts and views should be accurately reflected. Her aim was that after the initial scoping had been completed at the HYS event, all groups should again engage the community in a specific survey which would ensure that the community needs are accurately captured and reflected in the final plan submission.

MF said that thus far the CEG group had published two articles in the Outreach Magazine, had completed two visits to The Cape School, where all pupils had been informed about the plan and were in the process of articulating what was important to them, this information was being gathered by way of issuing pupils with several open questions.

The CEG have taken out a public contact/communication email, as well as a group email for the groups to liaise and share documents with each other, as well as the other groups. Two post boxes have been sited at the St Just News Centre, and Costcutter at Pendeen, to allow members of the community to write to us free of charge. A NHDP Facebook has been initiated and is slowly being populated. Posters and leaflets have been designed and are ready for circulation (when the website address and community HYS event date has been set). Costings have been gathered for printing and venues have been booked for the HYS events. MF has also been trying to secure a stall at Lafrowda.

MF went on to express the CEG view that the HYS event should go ahead in June and that it is vital that the community are informed about the process as it was feared many persons are still not aware it has started. Also it is essential to provide clarity on what the NHDP can and cannot influence. MF agreed that the last survey should be referenced for things such as new builds and that the community felt that they should "blend in". She reiterated that questions would be broad and not leading. MF expressed strongly that members of groups should be fully utilising opportunities such as local events to spread the word and keep the momentum going.

Rachel Fisher suggested the creation of an Aims and Visions document.

Judith Summers highlighted that she felt there was a leadership issue, and that everyone needed a framework, a process. She clarified that her group very much needed specific direction from the CEG as to exactly what is needed for the HYS event.

Dot Stevens highlighted communication issues and that a website address had been obtained and registered as well as five email addresses, this had not been acknowledged.

Sara Olivier (CEG) said that the website would be the proper place for all community minutes and agendas to be published, she felt strongly that this is a public process that should be open and transparent and that the public should have unfettered access to documents and meetings. She said that all documents should be in PDF format to prevent them from being altered.

Dave Stevens (SG) confirmed that he had obtained a website address: www.stjustandpendeen-np.org.uk and had taken out 5 email addresses, info@, steering@, engagement@, built@, and natural@.

Tim Wooton raised the issue of public communication saying that he felt there should be one communication point in for members of the public, and that it should be well publicised to ensure that it was as easy as possible for the public to correspond with members of all groups.

Dave Stevens responded that this is what he had in mind when he set up the email addresses and that he had designed the info@ email address to be used by members of the public. He suggested that the groups' secretaries would be best placed to monitor their group emails.

Jill Taylor(CEG) said that an email address had already been taken out (stjustpendeennp@gmail.com) which was purely for the public to use, this email address had already been advertised for the community to use on Outreach.

Discussion was held around the website and who should manage/gatekeep it, TW suggested the steering group in order that they can collate and gather evidence.

Marna Blundy (MB) said that agendas and minutes would need to be posted onto the website, she clarified that technically the minutes would be in draft form because they are only ratified at the next meeting.

It was agreed that the secretaries would be responsible for posting their own minutes and agendas onto the website and that Dave Stevens would circulate a step by step guide on how to do this.

Steve Hall discussed SG meetings and cordially invited all chairs or vice chairs to all SG meetings, which would help improve communication. It was suggested that in order to ensure that everyone was aware of all meeting dates, a calendar should be placed onto the website.

Marna Blundy queried whether members of the public should also be invited to SG meetings, as observers. There was then a discussion regarding inviting all members of the community to all group meetings, this caused some discourse, some agreed and some disagreed. A decision was not made either way.

Constance Moore agreed that Lafrowda was a great opportunity to engage with the community, a discussion took place around the site of the stall we would have and it was suggested outside Council chambers, then if the weather was inclement, the displays could be moved inside to prevent them being damaged, CM expressed concern that this could link the NHDP wrongly to the council, which may cause the community to assume that the council were involved in decision making. She felt that the NHDP should in no way be linked to the council.

It was proposed that a vote should be held by all 22 persons in the room as to whether the HYS event should take place as planned in June or be delayed until September. All agreed that a vote should take place. All persons in the room voted in favour of the HYS event going ahead as planned in June.

Sue James and Marna Blundy both suggested liaising with a “mentor”. A gentleman had offered his assistance, he had been involved with the preparation of St Ives NHDP. Steve Hall has already been put in touch with the person Sue James had suggested, from Ludgvan NP.

Judith Summers asked for clear direction from the CEG regarding the HYS event. MF assured that this would be forthcoming after the next CEG meeting, (to be held on 17th April) MF said that they would need to plan the event and to ensure that all information was collated as it would be vital evidence in the plan.

There was then a group discussion as to whether the event needed to be held for two days in each venue, all agreed that one day would be sufficient.

It was agreed that the Pendeen event would be held on Wednesday 13th June from 10.00am until 8.00pm.

The St Just event would be held on Tuesday 19th June from 10.00am until 8.00pm.

Dot Stevens clarified that as the NHDP was a community concern, the Lafrowda committee would not make a charge for a stall at Lafrowda Day.

Dave Stevens requested graphics and wording so that he could populate the website.

Rachel Fisher requested that she be allowed to re-write the open questions to ask the school children at Cape School, she will circulate to MB when completed,

The meeting was then concluded, shortly before 9pm.