

# ST JUST NEIGHBOURHOOD PLAN

## Community Engagement Group

### Minutes of meeting Thursday 15<sup>th</sup> March 2018

#### Town Council Chambers, 7pm

**Attending:** Cait Chalwin, Marna Blundy, Rachel Fisher, Mark Hankins, Fiona Cock, Jill Taylor, Neil Taylor, Steve Hall, Rob Chadder.

**1. Apologies:** Stef Gulliver, Mel Faulkner, Sue James, Glenda Hind (Glenda has asked to leave the group due to personal commitments)

**2. Minutes :** The minutes from the last meeting on 22.2.18 were approved.

**3. Actions update:** We discussed the school assembly input at Cape school, the school have very kindly agreed to ask the children to complete a brief questionnaire in school time.

The NHP facebook page has been set up and is ready to start being populated.

The logo has been designed and will feature on posters, leaflets and Facebook, as well as any press articles etc.

We discussed the leaflet and will be using the St Just Market Square leaflet, it will be printed in A5 size with wording about the NHP on the back.

Several members of the group will obtain costings for the leaflet and poster printing. Once obtained the quote will need to go to Richard Bacon, the treasurer in order for him to bid for funds.

We discussed Twitter and have decided not to use it to advertise the NHP, it was felt that it would not be a suitable communication media for the NHP.

The two Post Box locations have agreed to site a small community post box. St Just P.O and Costcutter (Boscawell Stores) in Pendeen.

The Community Consultation events will be held at either the W.I in St Just or the miners Chapel in St Just and The Centre of Pendeen.

The events will each last for 2 days from 10.00 am until 8.00 pm and will be staffed by a member from each group.

The Pendeen event will be held on Tuesday and Wednesday 12<sup>th</sup> and 13<sup>th</sup> June, and the St Just Event will be held on Tuesday and Wednesday 19<sup>th</sup> and 20<sup>th</sup> June.

CC to book venues, JT to notify other groups so they can start preparing. CEG to source tables and stands etc.

#### **4. Cape School**

We discussed the school assembly input at Cape school and collectively decided on the questions to ask of the pupils about their area. The questions will be around their past, present and future, what they like, what they think needs to be improved and what they want and need. **MB to forward questions to school.**

#### **5. Steering Group Update**

SH and RC discussed the need for all groups to devise a communication/data strategy, a meeting will be set up RF and JT to attend. Work will be done at their next meeting to devise a shared vision for all groups.

#### **6. Communication**

We discussed this at length. RF raised concerns that the CEG were using the public email address for group communication, and that the public email should be kept completely separate. **JT to open a new group email, migrate all emails to the new one, and inform other groups that any communication should now be through the new email address. The group email will be managed by JT, C.C and M.F. The public email will need to be managed (to be decided who from CEG at next meeting, only two persons should have access.**

#### **7. Outreach**

MB has kindly written another outreach article, the next issue will have an article from the NEG and the BEG.

#### **8. Town Council Website**

The council website needs to be refreshed and updated **MB to arrange.**

#### **9. Skills Audit.**

It was not felt that we needed one at present.

#### **10. Post Boxes**

**JT will purchase 2 lockable boxes** and distribute to the locations, they will be checked and emptied by CC.

#### **11. Facebook**

The Facebook page will be maintained by Rachel Fisher and Stef Gulliver. It initially needs to be populated with a map of the neighbourhood that the plan encompasses, and also an explanation about what a plan is etc.

The BEG and the NEG are in the process of designing a facebook article about what their groups are working on (NEG article is almost complete).

**RF and SG to begin work on the FB page, MB circulated a NH map via group email.**

## **12. Other groups**

A brief discussion was held around other groups members and who the chairs/secretaries are.

## **13. NE group questions**

We discussed with SH and RC whether the CEG should consult with other groups prior to sending public pronouncements. It was felt that and public communication was the role of the CEG and that it was not necessary to seek approval from other groups.

Both the NEG and the BEG will have the opportunity to send out their own communications via the CEG through Facebook and outreach.

## **14. AOB**

No issues raised

## **15. Next meeting**

**Will be at 7.00 pm on Thursday 29<sup>th</sup> March.**

**Venue to be confirmed.**