

## **MINUTES of the Community Engagement Group Meeting**

Thursday 21st June 2018, 7.00 pm, St Just Council Chambers

### **Present (11):**

Cait Chalwin (Chair), Jill Taylor (Minutes), Sue James, Sara Olivier, Marna Blundy, Rachel Fisher, Neil Maguire, Dave Stevens, Steve Hall, Julia Kerrison, Emily Earley (new CEG member)

### **Apologies:**

Stef Gulliver, Neill McGuire, Mel Faulkner, Mark Hankins, Rob Chadder.

### **Minutes of meeting held on 7<sup>th</sup> June 2018:**

These were approved

### **Minutes**

Emily Earley was warmly welcomed to the CEG group as our youth representative.

MB discussed school assembly questionnaires, some early feedback from pupils at Pendeen Primary School was that they were in favour of “dark skies” amongst other things.

Marna has been invited to St Just Primary School on Monday 25<sup>th</sup> June at 13.00. Cape Cornwall school have returned 48 survey responses. They have invited NHDP representatives back to school to continue liaison prior before end of term prior to Summer holidays.

EE was asked to liaise with Mrs Lawry to ask permission to send fresh handouts to pupils in order that they could possibly be completed in a PHSE lesson.

### **ACTION**

**MB to email Mrs Lawry to ask permission for this to be done and also to print off new questionnaires.**

**EE to follow up with Mrs Lawry.**

The “Have your say events” were discussed, the group agreed that the process had worked well and had been a success. Inter group communication was felt to be lacking and that this could be improved.

The meeting discussed what happens next. It was agreed that all information should be collated by way of an Excel 3D Matrix.

DS will lead this process, RF will be the deputy lead. All NHDP members are encouraged to attend and contribute, the process will commence on Monday 25<sup>th</sup> June at 7pm at Penlee House.

Discussion was then held around publishing the results, it was felt that the HYS events massively missed the 18-30 demographic, and that before any data is shared or published, the missed data will need to be captured by any means possible.

Data will need to be gathered from Lafrowda, The farmers Markets, Toddles groups, etc.

The initial scoping process (as per HYS) will continue throughout the Summer.

Post Boxes currently installed at St Just P.O and Pendeen Costcutter to be collected and later installed at locations such as St Just and Pendeen Football clubs, The Cricket Club, Brambles and Pendeen Minors.

There is a Fun Day on Saturday 4<sup>th</sup> August, it was suggested that this event should be staffed and a post box installed to gather completed forms.

The Cricket Club would also be a great location to collate 18-30 NHDP opinions by way of questionnaires.

#### **ACTION**

**MB to speak to Terry Addicoat.**

The Ark and also Brambles were also put forward as possible locations to consider in order to consult with the missing 18-30 demographic.

#### **ACTION**

**DS to contact Brambles**

**MB to contact Bridget Gibbs (The Ark)**

**SO to contact Pendeen Minors**

**DS to provide more forms**

**CEG member to contact St Just Rugby Club**

#### **Lafrowda Day**

The NHDP will have a stall at Lafrowda Day, located outside St Just Council Chambers.

The stall will be set up on Thursday 19<sup>th</sup> July at 6.30 (date/time of next meeting) at Council Chambers. All to contribute.

Staffing of the Lafrowda stall was discussed for Saturday 21<sup>st</sup> July.

10.00 – 11.00 – MB

11.00 – 12.00 – RF and CC

12.00 – 13.00 – SO

14.00 – 15.00 – SJ

15.00 -16.00 – MH

One member from each of the other groups will be required to support the process.

#### **ACTION**

**SH to ensure that the stall is supported and staffed by representatives from all groups.**

The cut off date for the initial scoping process was agreed to be Sunday 5<sup>th</sup> August, all contributions will be included in the data collection until that date, after that the whole scoping process will be formally collated and the results formally published in order to inform all groups around the focus areas for the next stage of the NHDP formulation.

The Outreach Magazine was discussed, and it was agreed that a NHDP update should be included in the next edition. The cut off date is 11<sup>th</sup> July.

#### **ACTION**

**CC to write the next article and email Jackie Packer with it.**

Out of pocket expenses was discussed next as some NHDP members has incurred substantial personal expenditure in order to ensure that the HYS event ran smoothly.

SH was asked to clarify the process for claiming back out of pocket expenses. It was clarified that individuals wishing to claim back out of pocket expenses should:

Make a copy of the original receipt and keep this.

Attach the original receipt to a short report detailing the reason for the expenditure. Hand this to SH in order for him to approach the next town council meeting to ask permission for this expenditure to be recompensed to the individual

Once permission has been given by the Town Council, SH will inform the individual, the individual should then take the copy of their receipt to Cas Leo, in the council officers, where he will arrange for the monies to be re-paid to the individual.

AOB

Nothing offered.

Next Meeting will be at 6.30 on Thursday 19<sup>th</sup> July at the Town Council Chambers.