

Community Engagement Task Group

Meeting minutes

Location: Council Chamber, St Just

Date: Thursday 22nd February 2018

Time: 19.00

Attendees: Mel Faulkner (MF), Marna Blundy (MB), Stef Gulliver (SG), Mark Hankins (MH), Cait Chalwin (CC), Fiona Cock (FC), Neil Taylor (NT), Jill Taylor (JT), Zoe Baxter (ZB), Robert Chadder (RC) and Sara Oliver (SO)

Apologies: Glenda Hind, Sue James and Rachel Fisher

Meeting Minutes

This evenings meeting was chaired by MF.

During the meeting MF kindly agreed to take on the role of Chairperson, and CC kindly agreed to take on the vice chairpersons role on a permanent basis.

Last meetings minutes were reviewed and agreed.

This meetings actions will be highlighted in red.

MF went through the outstanding actions, ZB to attend Cape Cornwall School on 6th March to give children a NHP input and to gather their thoughts and views. **(ZB to feedback after event)**

The council have given their approval for a Facebook page to be set up, as long as it remains independent from the council.

The Outreach NHP article has been written and submitted for inclusion in the March edition.

Group email has been created, the address is stjustpendeennp@gmail.com (all lower case). All are invited to use the email address, it will be corporately monitored by JT. The email address will be used by other groups and members of the public as a point of contact (it will be circulated on posters and leaflets)

Work has started on the Facebook page, it was agreed that it would be best to have a closed group account, monitored and updated by administrators (MF & RF ?) New members will be invited and persons requesting to join will be vetted by admin. **(on-going action)**

MF produced two posters, designed by Richard Guy, both were really liked and accepted by the group.

It was agreed that we need a small logo/brand, something simple but catchy which will amalgamate all media, posters, leaflets, facebook, etc and hopefully the community will start to recognise it and know what it represents. (MF to develop ideas with Richard).

There is an aspiration to deliver leaflets to all residences in the parish, in excess of 2000 leaflets. We discussed what a leaflet might look like, we agreed that it would be A5 size, the logo/brand/design will be added to the leaflet for corporacy. (All to give some thought to the wording of the leaflet and forward to JT)

We are all going to take a good look at www.mycommunity.org (NP made simple)

The steering group are applying for a £500 grant from Cornwall Council, this is in addition to the £9000 that will start to become available from the start of the financial year.

Funding is needed by all groups for printing, RC is to take the issue to the Steering Group to see if photocopy facilities are available at zero or reduced cost (RC for update re costs)

The group agreed that we need to start informing the community as soon as possible.

The posters will have our contact details i.e Facebook address/name, Email Address, Postal address and Twitter Address.

SO agreed to set up and monitor a NH Twitter account.

Two locations were identified as postal locations, that (if they are agreeable) a NHP post box (cardboard box) will be sited, members of the community can contact all groups via letter that they can call in and post the letter in a box. The locations are St Just PO and Boscaswell Stores/Cost Cutter in Pendeen. CC to ask permission in St Just and SO to ask permission in Pendeen. If they agree JT will make labeled boxes to place in both locations. This will be a free communication service for the community and will be monitored by JT in St Just and SO in Pendeen (Sara, hope this is ok with you).

We talked about holding a community exhibition in June/July, one in St Just and one in Pendeen. We thought it made sense for the Community Engagement group to organize and facilitate the exhibition, with the Natural and Built environment groups designing and staffing “stalls” in order to explain their considerations. The exhibitions will be a platform for the public to communicate their preferences (mad,sad,glad board).The Community Engagement group will collect data, examine and analyse it and then design a questionnaire based on findings from the exhibition and other engagement activity. All to give some thought to venues for the exhibition.

We have access to 2x3 sided table display boards (each of the six panels is 90cm high by 60cm wide, and they can be displayed double sided if required)

We talked about taking possibly part in one of the Lafrowda Day Parades

It was agreed that a timeline was essential, and something which the steering group would produce, however rough timescales were agreed that the posters would be distributed asap, the leaflets would then be delivered to all houses within the Neighbourhood in April/May, then the exhibitions would be held in June/July.

We then discussed all groups meetings, that it would be good to synch each meeting to ensure that we all compliment each other and work together. The steering group will lead on this and will communicate back suggestions as to when we should all hold our meetings (ZB to update).

Meeting concluded.

Date of next meeting to be advised in due course by the steering group.

GROUP INFORMATION.

STEERING GROUP (next meeting Monday 26th Feb)

Chair - Steven Hall

Vice Chair - Rob Chadder

Secretary - Debbie Shephard

Treasurer - Richard Bacon

BUILT ENVIRONMENT - email address buildingstjust@gmail.com

Chair - Jessica Colliver

Vice Chair - Jonathan Manser

Secretary - Judith Summers

NATURAL ENVIRONMENT (Next meeting Tuesday 27th Feb)

Chair - Nicola Shanks

Vice Chair - Constance Moore

Secretary - Andrew Corser

COMMUNITY ENGAGEMENT - email address stjustpendeennp@gmail.com

Chair - Melanie Faulkner

Vice Chair - Cait Chalwin

Secretary - Jill Taylor

Actions

1. Zoe - School Input
2. Mel & Rachel - Facebook set up
3. Mel & Richard - Logo design
4. All - Leaflet wording
5. Rob - Printing costings

6. Sara - Twitter Set Up
7. Cait, Sara and Jill - Post Box permission and creation
8. All - Exhibition Venue suggestions
9. Steering group c/o Zoe - Timeline, and meetings directions.