

Community Engagement Task Group

Meeting minutes

Location: Council Chamber, St Just

Date: Wednesday 31st January 2018

Time: 19.00

Attendees: Chair - Rachel Fisher (RF), Sue James (SJ), Marna Blundy (MB), Stef Gulliver (SG), Mark Hankins (MH), Glenda Hind (GH), Cait Chalwin (CC), Fiona Cock (FC), Steve Hall (SH), Melanie Faulkner (MF), Neil Taylor (NT), Jill Taylor (JT), Robert Chadder (RC)

Agenda items

1. Introductions
 2. Apologies
 3. Appointment of chair, Vice Chair and Secretary
 4. Since the last meeting, Cape School Council
 5. Video about NP
 6. How to publicise NP “Script” to be agreed, where to go.
 7. How to gather opinions, summary of issues, where to go, special events.
 8. What to report back to the steering group.
 9. Date of next meeting.
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1. All present introduced themselves and their home locations
 2. Apologies were received from Andrew Exelby, Sara Olivier.
 3. Discussion took place around the appointment of a chairperson, due to individual commitments it was decided that for the time being, the best solution would be to have a roving chairperson. RF volunteered to chair tonight’s meeting. JT agreed to take on the role of secretary.
 4. Cape School have invited representatives from the group to attend a school assembly before Easter break, in order to give the pupils an input/introduction into the formulation of a neighborhood plan, why they should be consulted, and how they can contribute.

All agreed that this is a great opportunity for youth engagement and that it could also facilitate an opportunity for pupils to take home information leaflets for their parents, this would also help to engage with working parents who may otherwise be hard to reach.

Action 1 - Zoe Baxter to prepare for and attend the assembly.

5. MB then played a short video that has been created in order to inform the community, in simple terms, what a neighbourhood plan is. There were mixed feelings about the video, however all agreed it does what it sets out to do and there were some useful bullet points that could help with our own community engagement strategy.

6 and 7. The majority of the meeting was taken up with discussing how to “spread the word”. All agreed that it was absolutely necessary that before any real work commenced, the St Just and Pendeen community need to be informed that this process is needed and why, and that it is happening and that everyone’s views, opinions and suggestions are a vital and valuable part of the 18 month to 2 year process.

Several methods of community engagement were discussed including an initial campaign to notify everyone about the commencement of the process: the creation of a facebook group (with relevant links), the creation of posters and leaflets, signage, strategic viewing places and a short promotional film. Then potentially two public exhibitions in strategic places in order to inform, consult and interact with the community.

It was agreed that the initial requirement was for the wording of the posters and leaflets to be decided and agreed upon by the steering group, then for the posters and leaflets to be designed, incorporating the wording and the film made.

Action 2- SJ & MB to seek official approval with regard to setting up a facebook group. JT & NT to collate and suggest the initial form of words. MF & RF to give some thought to the designing of and setting up of a facebook group and a short promotional film.

Where to go , Community events ? - MB shared a list of hard to reach groups, community groups, venues and events that appeared to capture much of the community, this list will be put to use later in the engagement process. Several attendees pointed out that it would be really helpful to obtain an up to date demographic of the neighbourhood in order to appropriately identify individual groupings of the community, including businesses and farms . This will ensure that everyone is included and consulted. A plan can then be created as to how each group will be reached ensuring that this is evidenced.

Action 3 - MB & SJ to consult James Hardy re demographic and any legal issues.

Everyone agreed that they need to understand what a neighbourhood plan can and cannot impact upon, CC read an excerpt from some literature she had found which helped to clarify this. (To be circulated).

8. It was agreed that a member of the steering group should be invited to the next meeting and that they should be consulted regarding the wording of initial posters, leaflets and the promotional film, and that they should sign this work off before any circulation. (RC in attendance and noted this)

Meeting concluded.

Date of next meeting - Thursday 22nd February 2018 at 7pm in the Council Chamber, St Just.

Action items	Owner(s)	Deadline	Status
1.	Zoe Baxter plus support Volunteer	Easter 2018	In progress
2.	SJ & MB	Next meeting	In progress
	NT & JT	Next meeting	In progress
	MF & RF	On-going	On going
3.	SJ & MB	Next meeting	In progress.