

MINUTES of the Community Engagement Group Meeting

Thursday 31st May 2018, 7.00 pm, St Just Council Chambers

Present (11):

Mel Faulkner (Chair), Marna Blundy (Minutes), Rachel Fisher, Sue James, Mark Hankins, Neil Maguire, Neil Taylor, Dave Stevens, Stef Gulliver, Julia Kerrison, Cait Chalwin

Apologies:

Jill Taylor, Sara Olivier

Minutes of meeting held on 17th May 2018:

These were approved

Matters arising:

- 1) Cait's filing cabinet has disintegrated, and we are looking for another one. Dave Stevens may have one, and will let us know; otherwise we will put an advert out on Facebook **Action: Dave & Mel**
- 2) Neill Maguire now has admin rights to the Facebook page
- 3) Weatherproof banner – Dave Stevens will design and send to Mel for checking, and will then action it **Action: Dave**

The Cornishman:

- Cait has written an article and passed it on to Neil Maguire, who will put it all together to send. Marna and Rachel will sound out contacts in The Cornishman. It will need to be submitted by Monday morning for the 7th June edition. **Action: Neill, Rachel, Marna**
- Neil will send something to Down Your Way (Pendeen for 7th June, St Just for 14th June?) **Action: Neill**
- If anyone feels inspired to send a Letter to the Editor, feel free!

Leaflets/Leaflet distribution:

The group sorted the leaflets and put into 20 route envelopes prepared by Neil Taylor. Distribution was agreed as follows:

St Just Zone 1	- Marna
St Just Zone 2	- Rachel
St Just Zone 3	- Mel
St Just Zone 4 incl Bosavern	– Rachel
St Just Zone 5	– Neil T
St Just Zone 6	- Julia
St Just Zone 7 incl Bosorne	- Stef
St Just Zone 8 incl Bollowal	– Esther*
Pendeen 1 -	Cait
Pendeen 2	– Delia*
Boscaswell	– Sara (Sue James will deliver to her)
North sector, Chyrase, Bojewyan	– Nicola Shanks*
North East	– Cait
North West, Levant	– Jill
South East, Numphra	– Constance*
South West, Cot Valley etc	- Mark
Carnyorth	- Dave
Truthwall and Botallack	- Cait
Tregeseal	– Liz*
Trewellard	- Sue

There are some spare leaflets on The Square windowsill
Those for the NEG distributors (marked *) can be collected from Dave Stevens at Penlee House. We should aim to deliver as soon as possible, certainly by Wednesday 6th. **Action: All**

Poster distribution

These were given out for distribution across the area, with a few spares available in The Square

Coast FM

Neill Maguire has arranged an advert to go out every 2 hours, and has this evening recorded an interview with Steve Hall and Mel for broadcast next week. There is a possibility of a live broadcast on the day in St Just, if the WI Hall wifi can be accessed.

Rota for HYS

A rota has been agreed for the Community Engagement group, with just one amendment from the one circulated earlier (see below)

It was agreed that name badges should be used. Marna will make these, using plastic holders (borrowed from WCHW) in which name slips can be inserted (first names only). **Action: Marna**

CEG displays, postcards, question sheets

- Jill has bought postcards for people to write on.
- It was agreed that Rachel's simple question sheets would be used, as they will be easier to collate information and data from. Dave Stevens will ask the Town Clerk about photocopying them **Action: Dave**
- Neill suggested we staple the postcard to the sheet, for simpler collating.
- CEG members should take photos during their shifts, and keep a record of the time of the photo.
- We also need to keep a tally of the numbers of people attending.
- We will provide a seated area with tables and pens for people to complete their question sheets, where refreshments can also be offered.
- Neil T will make a ballot-style box for all the completed sheets, to help confidentiality. **Action: Neil T**
- It was agreed that we would not have a rolling slideshow of the NP presentation; Dave Stevens and Steve Hall will be there throughout, to explain the NP process to anyone who asks. **Action: Dave S/Steve Hall**
- Sue called Kirsty, who agreed we could set up the boards etc on Tuesday afternoon or evening at Pendeen, provided we let her know a time for unlocking, to be arranged at next week's meeting. **Action: next week**
- Cait will check if we can access the WI Hall on the night before the St Just HYS session. **Action: Cait**
- Marna will email the Chairs of the other groups to ask for their rotas and names for badges, and to let them know that they can set up the day before. **Action: Marna**
- There are two huge white wooden boards, nine in total; we can have the three smaller ones, to be decided at next week's meeting. **Action: next week**

Other publicity

- 1) Find the Facebook event and share widely
- 2) Tell everyone we know

HYS Refreshments

Will claim from the budget for tea, coffee, milk, biscuits

Julia and Stef are making cakes, to be dropped off the night before

Any other business

- 1) It was agreed to share mobile phone numbers, for circulation only within our group (list below)
- 2) Sara and Marna had a short informal meeting with the Penzance Mayor and Town Clerk to share how we have started our NP. They clearly have done little proper community engagement thus far, with a plan largely written by a handful of people.
- 3) We are leading an assembly at Pendeen School on 11th June. It was suggested that Zoe could attend along with Marna. **Action: Zoe, Marna**
We will think about what we can send home to reach the parents, at the next meeting.

Date of next meeting

Council Chamber Thursday 7th June, 7pm

The meeting closed at 8.32pm.

Rota for HYS

Pendeen Weds 13 June

10.00 – 14.00	Neil Taylor and Cait Chalwin
13.30 – 17.00	Neill Maguire and Marna Blundy
17.00 – 20.00	Sara Olivier, Julia Kerrison and Mark Hankins
18.00 – 20.00	Stef Gulliver

St Just Tues 19th June

10.00 – 14.30	Mel Faulkner and Cait Chalwin
14.30 – 17.00	Neil Taylor and Sue James
17.00 – 20.00	Sara Olivier and Julia Kerrison
18.00 – 20.00	Stef Gulliver

Mobile contacts

Mel	07795062720
Cait	07889656205
Neill M	07855 744118
Neil T	07807 976331
Jill T	07935 325098
Dave	07468 692437
Stef	07969 379515
Julia	07940 503875
Sue	07745 116049
Rachel	07535 515585
Marna	07974 812916
Mark	(no mobile)
Sara	(to be added)