

**ST JUST PENDEEN NEIGHBOURHOOD PLAN
TEAM MEETING via ZOOM
Monday 13 July 2020 7pm**

AGENDA

1. Apologies and Declaration of interests
2. Minutes of last meeting 29 June (attached) and any matters arising
3. Report back from Town Council meeting 6 July (letter to TC attached)
4. Progress report on Policy document (JS)
5. Consultation with landowners
6. Main text of the Plan: drafting (attached)
7. Consultation plan (attached) (JT)
8. Design: to choose the graphic designer* (ST)
9. Review of 'vision and aims'
10. Sustainability checklist
11. Date of next meeting

***Graphic designer**

Here are the websites for the 2 graphic designers who have kept in touch through the process:

morewhitespace.co.uk

whittledesignstudio.com

There are examples of work on both sites and both are very willing to work with us to achieve what we're looking for (when we know what that is!). Could everyone have a look and give their preference.

Consultation Plan - discussion topics

1. Thoughts on the strategy, suggestions for improvement.
2. Postcards or leaflets ?. Should we use the household survey logo on the front ?
3. How many paper copies will we need initially, 50 or less ?. Can we print them at the council chamber if they are two sided and basic black and white copies ?, this way if further copies are needed it would be easy and cost effective to print more to avoid any waste. How many pages are there likely to be?.
4. How should we record residents comments, suggest one proforma for both email comments and call back comments, to be filled in by the team.
5. How should we collate and interpret those comments so that the findings can be published.
6. How will those comments be used ?.

COMMENTS ON THE ABOVE FROM SUE JAMES

2. Postcards or leaflets ?.Should we use the household survey logo on the front ? **My view is postcards will stand out from junk mail and the previous survey will grab attention, at least from those most likely to engage.**
3. How many paper copies will we need initially, 50 or less ?. **Subject to where you print them, I'd say an initial run of 20.** Can we print them at the council chamber if they are two sided and basic black and white copies ? **Probably 'yes' but a question for Debbie to ask as part of her report Monday.** Presumably, printing will not be until after the joint meeting with Town Council, that the actual printing needs to happen. Hopefully, by then, the Library and Town Council staff might all be back in the building working and one can be designated as a contact point for printing as needed.

Responsibilities to be allocated to team members:

1. Design the postcards and posters. Write the wording to be printed onto them, using agreed colour logo on the front, liaise with Headland printers ? and order them.
2. Write the wording to be used to advertise the consultation, to be published on the NHP website, facebook platforms, The Cornishman and Outreach magazine and liaise with relevant parties to arrange for this to go ahead, all at the same time, on an agreed date. (Judith can upload to the NHP website and Jill can circulate on Facebook)
3. Purchase Pay as you go mobile phone, and top up with sufficient call credit in order to access voicemail. Monitor, record and allocate all answerphone messages (to arrange delivery of hard copies, and to allocate team members to call back and obtain and record residents comments). Jill volunteers to do this.
4. Monitor the NHP email address to ensure residents comments are recorded.
5. Adjust existing banners to enable them to be used to advertise consultation.
6. Organise leaflet drop using existing volunteer list. Jill & Neil.
7. Liaise with Neill MaGuire from Coast FM. Neil.
8. Organise, collate and interpret public comments and create a document to publish the results.
9. Design a comments pro-forma, to be used to record all public comments made either by on-line or paper copy users.