

St Just and Pendeen Neighbourhood Plan Steering Group Meeting Minutes.

Tuesday 6th October 2020 - Zoom meeting.

1. Present - Debbie Shepherd (Chair), Dot Stevens, Jill Taylor, Neil Taylor, David Osbourne-Broad, Dave Stevens, Sarah Tieken, Jo Forsyth, Adam Sharpe, Sue James
2. Apologies – no apologies
3. Minutes agreed from last week’s meeting.
4. Declarations of interest – none.
5. Matters arising – DebbieS discussed the resignation of Tim Wooton and Steve Hall (the chair of the NHP team) DebbieS noted that his vacancy needed to be filled, she put DotS forward to be the new chair, there was a team vote, everyone was in favour. DotS will commence being the official chair at the next meeting. Debbie S will retain her role as vice chair. JillT went through a to do list with the team.
6. DavidOB gave an update on the leaflet printing and hoped that the leaflets would be ready on Thursday afternoon.
7. DavidOB updated the team to say that he was really pleased with the design and that the designer was on schedule.
8. Jill gave an update on the leaflet delivery, all deliverers are to receive the leaflets on Friday afternoon, to deliver over the weekend, posters are in place advertising the arrival of the leaflet.
9. Cornishman entry and the outreach entry, further entries will be submitted throughout the 6 week consultation.
10. The team discussed the consultation and how to record public representations whilst strictly adhering to GDPR. JillT will write a policy to state how personal details will be recorded. Only two of the team (Jill and Judith) will know the identities of the members of the public, any discussion with the team regarding representations will be presented by way of a redacted form, showing only the representations, no personal information will be shared with the team or anyone else. A GDPR statement will be prepared and quoted on websites and facebook to ensure that the public trust and confidence in the process is preserved. When contacting members of the public in order to clarify a policy the team will read out a pre-prepared statement along the lines of “any clarification provided will be unbiased etc...”.
11. No further consultees were suggested.
12. DebbieS will assist with the completion of the compliance document
13. Adam S raised the required document to evidence the constraints mapping, Dave S agreed to take ownership of this and liaise with KateB.
14. Next meeting will be Tuesday 20th October at 7.00pm.
15. Meeting concluded.