

## St Just and Pendeen Neighbourhood Plan

C.E.G Meeting Minutes from Wednesday 23rd January 2019.  
7.00pm - Council Chambers, St Just.

Apologies - Julia Kerrison, Sara Olivier.

Present - Mark Hankins, Neill McGuire, Rachel Fisher, Sue James, Marna Blundy, Stef Gulliver, Cait Chalwin, Emily Earley, Neil Taylor, Jill Taylor and Steve Hall.

NT introduced himself as the new chair.

Meeting commenced, JT will be resuming the secretary role.

The minutes of the last meeting were agreed.

There was a desire from members of the steering group and the CEG to update the NHP website, it was felt that the CEG should manage the website as a means of engagements.

**\*Action** NT to research and explore options.

RF was thanked for all of her hard work in producing the "Have Your Say" report. The report has been published on Facebook and hard copies have been distributed throughout St Just and Pendeen, in prominent local meeting places by MH and SO.

NM will capture an image of the report being viewed by members of the public for social media publication and also for an article to be published in the Cornishman.

MB has produced a Community Engagement Strategy in a draft version, this will be discussed at the next meeting and if agreed will be forwarded to the SG.

NT updated the group on strategic objectives.

SG have produced a timeline to outline the remainder of the process, key to the CEG is the production of the community survey in June.

The survey process was discussed resulting in the group splitting into two groups:

A logistics group who will be responsible for devising a delivery strategy to ensure every household within the Parish has a survey questionnaire delivered to them.

This group comprises of JT, SJ,MB,MH and SO.

And

A Survey/Questionnaire group who will be responsible for formulation and producing a community survey.

This group comprises of RF, SG, EE,CC,NM.

Each group identified the following actions:

### **Logistics**

How many questionnaires are required ?

Printing Costs.

Collection and delivery Plan.

Name badges, bags, recruiting and briefing delivery volunteers.

Promotion and advertising.

### **Survey Group**

Design and branding of the survey document.

Style of questions.

Formulation/formatting of questions.

Ease of analysis.

Online completion option.

The group were all asked to come up with a punchy and impactful name for the survey, RF suggested using the same branding as the HYS report, but in a different colour, this was well received by the group.

**Action** - the survey group will look to produce a sample question to be shared with BEG and NHEG in order to assist them with their question formulation.

**Action** - CEG to ascertain how many documents will be required.

**Action** - All members to give thought to delivery and collection options eg should we deliver and collect on one day, or should we deliver on one day and collect the next.

**Action** - Vanessa Luckwell from Cornwall Council will be attending the next CEG meeting, all please to give thought to any questions that they would like VL to assist with.

The group discussed various different surveys from across the country. It was agreed that the survey devised by Amberley Neighbourhood Plan, was fit for purpose, the questions were fair, not leading and nicely set out.

**Action** - NT to approach Amberley to ascertain how they had their questionnaire analysed and to seek advice from them.

**Action** - MB to produce I.D badges for delivery volunteers (no completion date)

**Action** - JT to research delivery bags for volunteers (no completion date).

Next Meeting will be on Wednesday 6th February, 7pm in the St Just Council Chambers.

