

St Just Pendeen Neighbourhood Plan

Steering Group

Minutes of Monday 21st January 2019

7pm, The Commercial

(Unfortunately due to the non attendance of any Town Council SG representative key holder, access to the Council Meeting room was not possible. The SG is grateful to the management and staff of the Commercial Hotel who kindly welcomed us to hold our SG meeting in their dining room).

Present: Steve Hall (Chair), Robert Chadder (Vice-chair), Neil Taylor, Tim Wotton, Sarah Tieken

Apologies: Judith Summers, Debbie Shephard

1. **Declaration of interests:** None
2. **Membership:** Dave Stevens has resigned. His input to this point has been much appreciated.
3. **Minutes of the last meeting:** Approved.
4. **Matters Arising:**

Sustainability – David Osborne has taken this on, along with RC. The group has established 5 key objectives to explore so far. There is a charity with funding available, (The Esme Fairbairn Foundation, see the Centre for Sustainable Energy), who can work with alongside and help follow through on some of the ideas. The group aims to provide a framework around which such initiatives can come to fruition. There is a lot to look at but hoping to identify questions for CEG by the end of March.

5. Project planning – Timeline to referendum. TW felt it was ambitious to expect to draft the plan in 2 months and that the questionnaire should be one of several pieces of further consultation.

SH raised the possibility of forming more targeted questionnaires in response to stakeholder consultations ie. a questionnaire directed at Warrens employees.

RC suggested getting young people to engage via Penwith College.

However further consultation would certainly affect the viability of producing the community questionnaire by June and it was agreed that these groups will receive the main questionnaire anyway. Manpower problems are significant in terms of creating further consultation opportunities but there is also a fairly extensive Stakeholder consultation underway.

Further community engagement would be expected following the questionnaire and in response to the draft plan. Tim suggested presenting the draft plan in a more accessible version for public consumption.

Further community open days are envisaged and possibly an open meeting/forum.

In the meantime it is crucial that sub groups report back to inform on what should be included in the questionnaire and also crucial that SG ensures that everyone is working on pertinent areas ie. based on the strategic objectives. CEG will formulate the questions but the other committees

need to let CEG know where they require more detail following the community response to Have Your Say.

RC proposed that the Project Planning timeline be accepted. All agreed.

This timeline is, however, a working document and will be subject to change.

The detailed plan was also agreed.

5. Strategic Objectives

The objectives that emerged from the meeting on 7th January are being used to formulate a framework.

Tim presented his work so far which was agreed to be very focussed and pertinent and provides a useful structure.

Next steps - *Action* – ST to forward this to the Chairs of other groups.

7. Stakeholder consultation

RC reported that there have been constructive meetings with the National Trust, Warrens and Penwith Landscape Partnership. PLP will be able to contribute reports/research of their own to our evidence.

Next steps – it was agreed the stakeholder consultations do not need to be opened up further at this point.

TW queried whether schools could be consulted as stakeholders as they are big employers in the area. SH will check this Judith.

8. Skills Audit

No one has received this yet, apart from RC who had asked Judith to re-send. To be addressed at the next meeting once re-sent to everyone. This will be important in helping to identify where there are gaps that may require us to employ outside consultants.

9. Reports:

- **Treasurer** - The Town Clerk has requested an outline of expected expenditure for both 2019-20 and 2020-21. There is funding available to a total of £9000 across the timeline of the plan with it being possible to make more than a single application in one financial year - although it would be preferable to avoid this. Any estimation for 2020-21 will be liable to change at this stage, however we will need to provide a fairly accurate estimation of our costs for the coming financial year. We should allow for the small amount of money owed to the TC currently, printing, consultants where needed, venues if needed etc. Therefore each committee will need to consider their costs for the year in light of both the strategic objectives and skills audit. Chairs will be asked to come back with this information for our next meeting on Feb 18th.

Action – ST to email the Chairs.

- **Website** - The website needs to be made more appealing/usable / include images – generally to be more of a community tool. In particular, CEG needs to have access to the site. SH suggested that this is an area where we may need to employ a consultant. Currently

Dave Stevens is the only administrator and this needs to be changed. NT will contact him. This may well be an area where we make a funding bid – and there are plenty of people locally who could take this on.

Action – NT to contact DS.

- **BEG/NHEG** – Met last Tuesday. The groups have merged and broken down into sub groups to deal with subjects such as housing, sustainability etc. They will come back with evidence and ideas as to how questions can be formulated for the questionnaire.
- **CEG** – Mel has stood down as Chair & Neil has taken over. The next meeting is on Weds 23rd January – hoping for a decent attendance. This will be focussed around working towards the questionnaire. The plan is to separate into 2 groups: 1, to formulate the questionnaire, likely to be led by Rachel Fisher and 2, will look at the logistic side of things – how many will be needed? 1 per household? To businesses as well? Printing costs? How to deliver?

Date of Next Meetings – This one has been productive despite low attendance. The next meetings are on 18th Feb, 18 March, 15 April.