

# **ST JUST PENDEEN NEIGHBOURHOOD PLAN**

## **STEERING GROUP**

**Minutes of meeting 25 November 7pm**

**The Knut, St Just**

*Attending:*

Steve Hall (Chair), Zoe Baxter, Kate Beckly, Jo Forsyth, Adam Sharpe, Debbie Shephard, Dave Stevens, Judith Summers (Secretary), Jill Taylor

Apologies: Dave Munday, David Osbourne-Broad, Jeremy Redwood, Neil Taylor, Sarah Tieken, Tim Wotton

### **1. Declaration of interests**

- No interests were declared.

### **2. Minutes of meeting 28 October 2019**

- These were approved and signed.

### **3. Matters arising**

- Sustainable Pendeen event 9 November: this had covered with a stall and new banner) and yielded useful feedback and contacts.
- Community Land Trust: JF to contact and discuss further with Cllr Sue James.
- AONB: there would be a meeting with the Planning Officer on 4 December, to discuss policies.
- Housing Needs Survey: SG agreed that it was not appropriate to set targets new builds in the Parish, but to use the Survey as part of our evidence base. JF agreed to make an analysis.
- Kernow Clinical Commissioning Group: JS had been in contact and was awaiting information from them for the evidence base. However, they were not able to provide information about capacity. JT agreed to speak to the Practice Manager.
- Finance: the grant application had been paid to the Town Council. There were no further matters to report.
- Town Council Climate Action Group: were considering an advice leaflet on retro-fitting.

### **4. Timeline**

- JS presented a redrafted Timeline, which took account of advice on the time required for the 'ratification' phase (from formal submission to Cornwall Council to referendum). This meant that realistically the referendum would be in November/December 2020, and that to achieve this we would need to aim for completion of the draft plan by the end of February, prior to approval by the Town Council and then public consultation.

- SG considered that the drafting timescale was very challenging but that we should aim to make good progress in policy drafting and review at the end of January 2020.

## **5. Policy-writing**

- Drafting was at different stages for each set of policies. SG agreed that we should not work in isolation but share work electronically for comments. JT and ZB offered to support work on parking and traffic, where it was proving difficult to suggest policies.
- Policy-writers agreed to meet on Monday, 16 December, 10am -1pm to go through work to date (following which drafting would be sent to Melissa Burrow for comment). A second-round meeting would be arranged during January, date tba when Town Council dates were known.
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- SG agreed to set up a small drafting team to start work on the main body of the plan. KB and DSh would be part of this. JS would canvass further interest.
- Cover: after discussion of options including approaching local artists, inviting school students to design, or making a photographic collage, SG agreed to use a local graphic designer. KB would obtain quotations (to be included in a further funding bid). The title and cover information would be bilingual. JS would provide text for the title and DM would arrange for this to be translated into Cornish.
- JS reported that work was progressing on gathering evidence, which was being posted on the new Evidence page on the website.

## **6. Plan design and writing**

- KB and DSh had contacted two artists/designers. SG agreed that the approach of the designer presented by KB was more suited to our needs, and that KB should ask him to work up a design for discussion. SG emphasised that it needed to reflect the whole parish and noted that place-names were a way of doing this. SG agreed to pay £250 for the cover design.
- SG noted that we had not yet discussed design of the inside of the Plan and might need to source a graphic designer for this.
- Contents: KB, JF, SH and JS plus Mark Hankins would meet to progress work on the contents other than the policies.

## **7. Aims Strategic Objectives**

- KB provided a draft of a new `aims' paragraph and a redrafted objective for sustainability. SG noted that other items would need redrafting (eg it was suggested that Objective 2 was unsatisfactory). SG agreed to postpone this until more work had been done on the policies.

## **8. AOB**

- SG noted that we should address the use of geothermal energy.

## **9. Dates of future meetings**

- December 16, 10am: Policy-drafting

### **AGREED ACTION**

- Contact Community Land Trust (JF)
- Analyse Housing Need Survey evidence (JF)
- Contact Cape Practice Manager (JT)
- Organise 16 December meeting and follow-up January meeting on policies (JS)
- Source worked-up cover design (KB)
- Convene meeting to deal with content- writing (JS)