

ST JUST PENDEEN NEIGHBOURHOOD PLAN

STEERING GROUP

Minutes of meeting 24 July 7pm

St Just Council Chamber

Attending:

Steve Hall (Chair), Zoe Baxter, Robert Chadder (Vice-Chair) Mel Faulkner (CEG), Constance Moore (NHEG), Dave Stevens, Judith Summers (Minutes), Sarah Tieken (Treasurer)

Apologies: Grenville Prowse, Tim Wotton

1. Open discussion on Steering Group

- Rob Chadder introduced the discussion. He reported that it was felt that SG needed to be more pro-active rather than reactive and should give leadership, steering the NP process. SG needed to coordinate, support the groups, and improve communications. SG members needed to make an appropriate level of commitment rather than leaving decision-making with a few, and roles and responsibilities should be defined (taking example from TW's lead on the project plan).
- In discussion the following points were made:
 - SG needs to meet more regularly and agree the frequency of meetings; momentum needs to be kept up
 - SG has not been out of touch, having been fully involved in group meetings and events, and it is important not to exaggerate problems
 - It is essential for group Chairs to attend so that SG can coordinate the work
 - To enable this meetings must be planned and not called at the last minute; this was essential to openness
 - Different views were expressed about the desirable number of members of SG; it was felt that others should be able to observe
 - The next meeting, at the end of the summer break, should include a plan of action, looking at the project plan and what is required, and taking stock of work to date
 - Those who cannot commit much time might be asked to take on a specific task
 - Snapshot data from the Have Your Say events would be available on 11 August, with a fuller report to follow. It might be necessary to dig deeper into the responses. The next phase of work should involve CEG 'stepping back' with NHEG and BEG working on the next phase of preparing community survey questions. CEG's role should be then be to deal with presentation and publicity for the survey
 - SG had not yet addressed the task of identifying stakeholders for consultation. It was felt that this needed to be pulled together, so that we could demonstrate attempts to consult, with NHEG and BEG possibly taking responsibility for contacting stakeholders in their remits

- It was suggested that all involved, including group Chairs, should be emailed informing them of topics to be discussed and how to go forward, and asking for suggestions
- It was *agreed* to meet on the last Monday of each month, enabling monthly report to the Town Council (August meeting to be on 20th).

-

2. Finance

- It was reported that a spreadsheet was required to sort out invoices, and that expenditure needed to go through the Treasurer to ensure that it was monitored.
- The Town Council would be asked for clarification on who could authorise expenditure (the current list being the Chair, Vice-Chair, former Treasurer and DS)
- The Treasurer would need to familiarise herself with the NDP grant terms. In addition £500 grant from Liverty (formerly Devon and Cornwall housing) now Had come through.

3. Plan progress

- Covered in item 1 above.

4. NDP website

- It was agreed that the website needed to be populated to be useful. MF and R Fisher would have access for CEG., with DS as administrator. It was noted that relevant documents should be uploaded.

5. Minutes of meeting of 21 May

- These were approved and signed.

6. Natural and Historic Environment Group

- Pending the appointment of a Chair, the group has been run by the SG. Grenville Prowse has now offered to act as Chair. It was unanimously agreed to appoint him and to secure the support he required.
- It was agreed that the group would benefit by having a Vice-Chair for each area, and suggested that these should be Adam Sharpe (Historic) and Nicola Shanks (Natural). Pending the appointment of a secretary from the membership of the group, ST offered to take minutes.
- It was agreed that the group should be convened if possible during August.

7. Date of next meetings

Monday 20 August 7pm; Monday 24 September

AGREED ACTION

- Prepare definition and list of stakeholders with comments on consultation methods, for next SG (RC, SH, JS)

- Circulate Have Your Say snapshot data (with offer to speak to groups) (DS)
- Set up expenditure spreadsheet (ST, DS)
- Check expenditure authorisation procedure with Town Council (CM)
- Convene NHEF (GP, SH, ST)