

ST JUST PENDEEN NEIGHBOURHOOD PLAN

STEERING GROUP

Minutes of meeting 29 October 2018 7pm

St Just Council Chamber

Attending:

Steve Hall (Chair), Robert Chadder (Vice-Chair), Zoe Baxter Jess Morris (BEG), Mel Faulkner (CEG), Grenville Prowse (NHEG), Jeremy Redwood, Debbie Shephard, Dave Stevens (Information), Judith Summers (Secretary), Sarah Tieken (Treasurer), Tim Wotton, Also present: Constance Moore (NHEG), Vanessa Luckwell (CC).

Apologies: None

1. Minutes of meeting 24 September 2018

- These were approved and signed. There were no matters arising.

2. Report of special meeting 8 October 2018

- The report of the special Steering Group meeting with Sarah Furley and Vanessa Luckwell of Cornwall Council was approved and signed.
- The Chair emphasised the significance of the support available from Cornwall Council. Steering Group could decide in due course whether assistance from external consultancy was needed.
- JS reported that advice had been sought from the Clerk to the Town Council and from VL on declarations of interest. The Town Clerk had responded that Town Councillors' interests were recorded on the Register and that they were bound by the Cornwall Council code of practice; however there was no provision for recording interests of other members of SG and sub-groups. VL had referred to Saltash, where the NP Steering Group had spent some effort in establishing a register and code of practice, because of particular concerns. It was agreed to confirm that the Steering Group had accepted the Cornwall Code of Practice, applying to SG sub-group members, and the sub-groups would be informed of this.
- It was agreed that the project plan should be advised and updated and should include a timeline, to be presented to the next meeting. SG would then review progress at the next meeting.

3. Have Your Say update

- MF reported that statistical work was complete and available to the sub-groups. CEG were now working through responses to pull out details which would make the report more meaningful; they had also looked at how other NPs had presented their consultation reports. It was hoped to present the report to the next SG meeting.
- GP commented on the impact of the delay on NHEG's work as they had not seen

the HYS data. . It was agreed that NHEG and BEG could usefully work together, for example by sending representatives to each other's meetings. It was confirmed that it was for the groups to arrange joint meetings if they wished.

4. Stakeholder consultation

- JS presented a revised proposal, following helpful advice from VL. It was agreed that key stakeholders would be interviewed as an information gathering exercise for the preparation of options: National Trust, Cornwall Wildlife Trust, Warrens, Lands End Airport, Penwith Landscape Partnership, Land's End Community Land Trust, and the two social landlords, Live-West and Century Housing. Interviews would be by two or three SG members, with a representative of a sub-group if relevant, and an agreed record would be produced which would be evidence for the plan and in the public domain.
- CEG was asked to review how other stakeholders should be consulted as part of the community engagement strategy.

5. Reports

- Treasurer: about £600 had been spent so far. ST was looking at the process of applying for funding and the time constraints on spending.
- Information/website: the new NHEG would be given an address and access to post on the website. MF noted that the Facebook page would be updated when there was information to share.
- BEG: work was on track following the 8 October meeting. A matrix had been created to combine HYS results and material from BEG's previous work, and this was being used to develop options. BEG continues to meet fortnightly.
- NHEG: see above. A Secretary had now been found. NHEG might decide to develop their own specific consultations.
- CEF: see above.
- VL told SG that many NP groups have had at some point to take stock and redirect their work. Typical issues were groups treading water or keeping motivated. She felt that we were developing practical responses to such problems.

6. Dates of future meetings

- 26 November
- December / early January tba
- 28 January
- 25 February

7. AOB

- ZB noted that there were now three Town Councillors on the Steering Group since the appointment of GP as chair of NHEG; the original decision had been for two. It was agreed that this was not a cause for concern as town councillors were still a

minority of SG members.

- It was agreed that it was desirable for there to be a single report to the Town Council from SG and ZB agreed to take responsibility for this. JS would provide a checklist following each SG.

AGREED ACTION

- Inform sub-groups about the Code of Practice (JS)
- Revise the project plan and report to next meeting (JS, TW)
- HYS report to be agenda item for next meeting (MF)
- Set up stakeholder interviews (JS)
- Review engagement strategy to include stakeholders (MF/CEG)
- Access to website and address for NHEG Secretary (DS)
- Recirculate HYS data (DS)
- Provide checklist for report to TC (JS)