

# ST JUST PENDEEN NEIGHBOURHOOD PLAN

## STEERING GROUP

### Minutes of meeting 20 August 7pm

#### St Just Council Chamber

#### *Attending:*

Steve Hall (Chair), Robert Chadder (Vice-Chair) Grenville Prowse (NHEG), Jeremy Redwood, Dave Stevens, Judith Summers (Secretary), Sarah Tieken (Treasurer)

*Apologies:* Jess Colliver (BEG), Mel Faulkner (CEG),

### 1. Minutes of meeting 24 July 2018

### 2. Matters arising

- GP reported on the meeting of Natural and Historic Environment Group (NHEG) on 14 August, at which he was appointed Chair. A Secretary had not yet been found. Several members had taken on responsibility for topics to be investigated and Adam Sharpe had since drafted a paper on the historic environment. A poster was being prepared to engage new members. The next meeting would be on September 25.

### 3. Appointment of Steering Group Secretary

- It was proposed by RC, seconded by GP and unanimously agreed that Judith Summers should be appointed Secretary.

### 4. Have Your Say outcomes

- DS reported that there had been approximately 400 responses, ie over 10% of the population, and this was considered a good result. Scoring of the results was complete and the next step would be re-reading to extract key phrases. The report should be ready by the end of the month. It was noted that this stage of consultation would provide qualitative rather than quantitative information. Responses would be stored securely in a cabinet in the Council Chamber (to be provided by DS).
- It was noted that Jess Colliver and Tamsin Young had proposed a 'word tagging' search of the responses, and would decide whether to take this forward after a review of the material.
- Next steps were circulation of the report and presentations to BEG and NHEG by DS, and publication on the website.

### 5. Stakeholder consultation

- A draft paper was presented by RC, SH and JS identifying stakeholders to be consulted, and suggested methods.
- SG worked through the list of groups. It was noted that landowners would be consulted separately at the appropriate stage, and that advice should be taken on consultation of social landlords.
- It was agreed that there should be a two-tier approach. A written questionnaire to be sent to some with an offer of a follow-up meeting if wished; this would be managed by the Steering Committee. A cover letter with an explanation would need to be drafted. Meetings would be planned with key stakeholders, with responsibility allocated to NHEG, BEG and the SG as appropriate. It was noted that stakeholders needed to be assured of the confidentiality of the process in case of sensitive information.
- It was agreed that a common framework would be useful, which could be customised for individual stakeholders. Suggested questions were:
  - How can we best design the NP to meet the interests of the topic/area you cover?
  - What are the issues facing you which would have a bearing on the NP?
  - What plans do you have which have a bearing on the NP?
  - What would you like to come out of the NP?
  - Do you have any relevant information / data?
- It was agreed that the amended draft paper would be circulated to the groups for comment and action planning.

## **6. Action Plan**

- SG discussed at what point specialist professional support might be required. It was noted that JR could assist in drafting the final plan, to place it in the context of planning law requirements, but that while Cornwall Council should advise on the language and technical issues they might not in practice be able to do so. The use of a specialist consultant to review the draft plan should therefore be considered.
- It was agreed that Sarah Furley (CC neighbourhood plans specialist) should be invited to the October Steering Committee or on a date to suit her diary) to help us review our progress and understand the next steps in the process.
- It was noted that the project plan included 'Develop a clear understanding of the structure of the plan' and that this so that all understood what we were working towards. JR agreed to lead on this with the aim of providing the groups with a 'design guide', to be available for the next Steering Group meeting.

## **7. Finance**

- ST reported that expenditure to date was around £600 and she was working to establish that all invoices had been logged and dealt with.
- The following procedure for claims was agreed:
  - group officers to email SH for prior authorisation of expenditure
  - SH to approve, copied to ST

- invoices to be sent to ST
- sign-off currently SH, but Town Clerk to be asked to agree that ST should sign off.

## **8. AOB**

- It was agreed that the list of SG members should be posted on the website.
- Group secretaries should be asked to provide updated membership lists.

## **9. Date of next meeting**

- Monday 24 September (and normally the last Monday in the month)
- The date of the October meeting would be checked in case it clashed with Feast.

## **AGREED ACTION**

- Update stakeholder consultation document and circulate to groups (JS/SH)
- Seek CC advice on consultation with landowners and social landlords (JS)
- Draft cover letter to stakeholders for written consultation (JS/SH)
- Arrange for ST to be authorised to sign off invoices (SH/ST)
- Contact Sarah Furley (JS)
- Produce design guide on the structure of the Plan (JR)
- Contact Town Clerk re sign off for invoices (SH/ST)
- Memo to groups on claims procedure (JS)
- Collect updated membership lists (JS)
- Check date for the October meeting (JS)