St Ives Area Neighbourhood Plan Inclusivity Group Minutes

Date of Meeting: 21st Aug 2013, 6.30pm

Venue: St Ives Guildhall, Committee Room

Present

Ric Walker   (Chair)
Maxine Armstrong   (St Ives Town Council)
Tony Beavan   (St Ives)
Lucy Hackett   (Clerical Officer)
Matt Hayton   (St Ives)
Morag Robertson   (St Ives Town Council)

Actions from Previous Meeting

1. **E – newsletter**
   Lucy and Morag met and the first version of the newsletter has gone out to 223 addresses. Need to ensure content is received from topics groups and sent to Lucy to help future editions.
   Actions: *1) Maxine to remind TG chairs at next Steering Group meeting*

2. **Survey Distribution**
   Tony found out that the amount quoted was a minimum and would be the same with or without Lelant doing their own distribution

   Freepost envelopes: Ric got the feeling that the Post Office expected most people to use a commercial printer for the envelopes rather than buying a licence for the use of the software. Some discussion took place on whether the Town Council would ever have a need to use Freepost envelopes and therefore make use of the software licence however, that hasn't been a need in the past and it could slow down getting the surveys out if this was a decision to be made by Town Council.

   Lucy asked about whether the leaflet and survey could go out together and whether that would be the same distribution cost. It is thought that it would be but would need confirmation

   Action: *Tony to ask Times and Echo about cost of combining survey printing, leaflet printing, including folding and stapling and printing envelopes.*

Tony will email the quote to group members to enable a decision to be made timely and before the next Inclusivity Group meeting.

3. **Survey Design and Analysis**
   There isn't access to free software but Lucy informed the group that it is under control!

4. **Communication with Community Groups**
   The leaflet to groups has gone out.

   Action: Ric to do follow up phone calls to groups

5. **Logo**
   Morag, Lucy and Morag's partner all contributed towards the design of the logo.

6. **Local Events**
   Matt followed up contact with event organisers and
   An additional event worth attending could be the Greenway Pro film event.

   Ric has designed a stand which has already been used. Ric is concerned that it isn't portable and possibly a bit high however it is catching attention.

   Display boards: It would be useful to have access to display boards. Currently the Town Council do not have any.

   Action :   1)Maxine and Morag to look into whether Town council (TC) would fund boards which could then be used by both Neighbourhood Plan and TC

   2)Ric contact Greenway Pro event organisers

7. **Publicity**

   The Steering group will be considering the production of posters at the next meeting

   Action: Maxine to include on next SG agenda

8. **Communication Strategy**
   The Communication strategy has been amended

9. **Terms of Reference**
   A Terms of Reference for the Inclusivity Group needs to be developed.
   Action: Lucy to email Maxine a sample Terms of Reference to adapt for the Inclusivity Group

10. **Stakeholders**

Drafting of a stakeholder list is in progress. An advert will also be placed in the local press to ensure those not captured by the list have an opportunity to engage. There was some reservations expressed at SG about the need for a Stakeholder event which was discussed at this meeting. Morag suggested that it is about introducing different groups and ensuring a wide range of involvement in the process. Lucy reminded the group that it is also an essential core part of the plan development process.

11. **Press Contact**

It was acknowledged that the recent article on the Times and Echo was misleading suggesting the consultation process was reaching an end when actually it is only starting. It has become apparent that one person needs to be the official contact person with the Press. Ric has volunteered for this.

12. **Date and Time of next meeting**

Tuesday 10th September, 7pm, St Ives Guildhall

Meeting closed at: **19.30 (approx.)** **Chairperson's signature: Ric Walker**