

## **Meeting of St Ives Neighbourhood Plan Inclusivity Group: Minutes**

**Date:** 3 July

**Venue:** Committee Room, 7.00pm

PRESENT: Ric Walker, Tony Beavan, Maxine Armstrong, Matt Hayter, Lucy Hackett

### **APOLOGIES FOR ABSENCE**

None

### **MINUTES OF LAST MEETING**

Were accepted as a true record.

#### 1. **Communications Strategy**

The group worked through the communications strategy timeline.

#### **ACTION:**

- **Lucy will amend the timeline as discussed and write a draft communications strategy, to be distributed in the first instance to the Inclusivity group;**
- **Matt will compile a list of local events and dates at which we could have a neighbourhood plan desk.**

#### **RECOMMENDATION:**

**That the neighbourhood plan steering group adopt the strapline;  
‘Your neighbourhood, your plan’**

#### 2. **CONSULTATION EVENT PLANNING**

#### **RECOMMENDATION:**

- **That this be the responsibility of the steering group;**
- **A Consultation Team is set up, with membership from the topic groups**

#### 3. **INCREASING GROUP MEMBERSHIP**

It was agreed that the Inclusivity Group should focus on ‘inclusivity’, i.e. reaching all sections of the community (all social and ethnic groups; elderly; disabled; second home owners), primarily through the Roadshow, while the steering group take overall responsibility for communications.

It was therefore not felt necessary to increase the size of the group.

#### **RECOMMENDATION:**

**Responsibilities be allocated as follows:**

#### **Steering Group:**

- **Establish a Consultation Team;**
- **Decide dates for consultation events and organise;**
- **Parish-wide leaflet drops;**

**Inclusivity Group:**

- Advise on wording and content of leaflets and consultation events;
- Write a Communications Strategy and timeline;
- Roadshow, including attending local events;
- E-newsletter;

4. **MORE ACTION POINTS:**

- Ric will look into Halsetown involvement;
- Ric will draft the roadshow letter to local organisations and format addresses labels (including Youth Council and Carbis Bay Residents Association), both to be sent to Lucy for printing;
- Ric will find quotes for return envelopes;
- Ric and Tony will draft an e-newsletter, including contacting all topic groups for a summary of their aims and activities;
- Ric will compile an agenda for the next meeting;
- Maxine will contact Carbis Bay Residents Association re. helping with an autumn consultation event;
- Lucy will look into the response rate for the Wadebridge neighbourhood plan residents survey.

5. **DATE OF NEXT MEETING**

Wed 24 July, 7.00pm Committee Room, St Ives Guildhall

The meeting closed at: 9.00pm