

Notes of the Extraordinary Meeting Steeple Woodland Project Committee

Monday 6th November 2023, 6.30pm – 7.30pm

Present: Giles N, Rupert M, Mattie P, Kim N, Lorna M, Ginny J

The meeting was convened for the specific purpose of discussing and making decisions concerning two pressing matters: (i) Signage; and (ii) Project Policy documents

1. Signage for the Steeple Woodland Site

Giles explained that the objective of the meeting was to finalise the design and style of the signs that will be posted at entry points to the site, to include selection of

- Symbols
- Colour
- Mounting posts
- Positions

Symbols: it was agreed that these will be (i) No motorcycles; (ii) No camping; (iii) No fires; (iv) Please take dog poo bags away with you (precise design of this symbol to be finalised).

Symbols that were considered but rejected after discussion were (v) no horses; and (vi) no hunting.

Colour: Giles and Mattie had visited St Ives Signs and discussed options. The option that was recommended was a white background for the signs, using recycled material that is vandal-proof and can be easily cleaned of graffiti.

Rupert expressed a preference for a green background, which would be more in keeping with the Project's mission to keep nature at the fore.

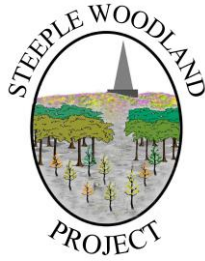
There was some discussion concerning the balance between raising awareness, with signs being noticeable, looking official and being taken seriously, and their being intrusive and ugly, detracting from the welcoming nature of the site.

It was agreed that Mattie/Giles would discuss the possibility of using material to give a green background with St Ives Signs; provided the green material would have same properties as the recommended white background material (ie made from recycled material, vandal-proof and easily washable) this would be the preferred option. If these properties could only be provided by the white background material, then that option would be selected.

Mounting posts: The options available from St Ives Signs are all the same price. These are:

- **Aluminium:** Recommended by St Ives Signs. Last for ever and low maintenance. However, there was general agreement that these are not in keeping with the spirit of the Project.
- **Recycled plastic** (brown or black): Less durable
- **Wood:** Least durable

Following a discussion centred around aesthetics and sustainability, it was agreed that the 1st choice is recycled brown plastic, 2nd choice wood, 3rd choice aluminium. The final decision will depend on



appearance, which will require a further visit to St Ives Signs for viewing, which will be arranged by Giles/Mattie, date tba.

Positions: It was agreed that Rupert will survey the site and prepare a proposal for the number and positioning of signs which will be put to the Project members for final agreement. When prepared and ready for mounting, Rupert will accompany St Ives Signs personnel who will instal the signs in agreed positions under his direction.

2. Policy documents

Ginny is in the process of reviewing and updating the Project's Policies and associated documents. The reviewed and revised versions of the Safeguarding Policy, Volunteer Policy and Volunteer Agreement were considered.

Safeguarding Policy: The latest version was included in the supporting documents submitted by Giles with the application to the Cornwall Community Foundation grant for funding for the signs.

Volunteer Policy and Volunteer Agreement: After some discussion, it was agreed that the main body of the text from the Volunteer Agreement will be removed and incorporated into the Volunteer Policy, leaving a simple Volunteer Agreement that all Volunteers will sign. Ginny agreed to make the necessary changes.

It was agreed that Rupert will review the final drafts of the documents that were circulated and make recommendations for changes to Ginny using "track changes". Final versions, approved by Giles, will be posted on the Project website.

3. AOB

- (i) Rupert reported that he had been asked by Rachel (local resident) whether or not the Project would object to some form of fencing being erected on the open land adjoining the Steeple Woodland site on Menhyr Drive in order to deter horse riders. It was agreed that there would be no objections.
- (ii) Volunteers' Christmas Dinner: Giles noted that many Volunteers will be unable to attend the dinner as scheduled (16th December), and suggested that the date should be moved to January 2024. This was agreed, and Giles agreed to notify all concerned, and to arrange and circulate details of the rescheduled dinner once decided.