

Pentewan Valley Parish Council

Anne Cruickshank, Parish Clerk & RFO

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Neighbourhood Steering Group Meeting Wednesday 26 April 2023 at 7pm The Cornwall Hotel, Pentewan Road, PL26 7AB

Minutes & Actions

Present: Cllr Stephen Street (SS), Cllr Janice Williams (JW), David Rudge (DR), Andrew Stanners (AS), Daniel Lawson (DL), Steve Besford-Foster (SBF) and Anne Cruickshank (Clerk).

1. Welcome

Cllr Street Welcomed everyone to the meeting.

2. Apologies

Apologies were received from Cllr Vicky Cartwright, Cllr George Muskett and David Croft

3. Review Previous Minutes.

The minutes of the meeting held on 29 April 2023 were approved as a true and accurate record. The actions were reviewed and any actions outstanding were noted.

4. Progression of the NDP

SS gave an update of progress.

SBF raised the importance of having all the proper arrangements in place and how he could assist with the processes and grant funding application required to develop an NDP. SBF advised the significance of gathering evidence to support the policies for the NDP, and the need for continued community engagement throughout the project.

ACTION Clerk to apply for grant funding once available.

5. NDP Documents

Equalities statement

SS had completed the updates and it was agreed that the conclusions should be amended to further highlight the diversity within the parish and the possible changes in the future.

ACTION SS to amend the document accordingly.

6. **Public Engagement**

Review of Consultation Questions

SBF suggested changes to Q4 to include Working from home space and Q 14 to group together some of the design items. Once completed the consultation could commence.

ACTION SBF will forward suggestions for the changes.

SS will amend the document.

Clerk to contact Go Collaborate to set meeting date.

7. **Budget & Finance**

JW advised that total project spend to date was £843.90.

Basic Grant funding would be announced in the next few weeks, however technical funding was available for the design codes in the NDP.

ACTION Clerk to apply for technical funding for designs codes.

8. **Matters Arising**

a) Project Plan – DR gave an update on the Project Plan dates still needed to be agreed.

ACTON SS & DR to arrange a meeting to go over key dates for the project plan.

b) Community engagement opportunity at the Coronation in Pentewan

ACTION Clerk to design a leaflet to be distributed at the event in Pentewan.

c) Active Travel Document

SS thanked DL for his work compiling the Active Travel Document.

ACTION Clerk to send copy to SBF.

9. **Future Meeting Dates**

Future meeting to be held on the last Wednesday of the month: 31 May, 28 June, 26 July, 30 August, 27 September, 25 October, 29 November

Meeting Closed at 20:11pm