

## Pentewan Valley Parish Council

**Anne Cruickshank, Parish Clerk & RFO**

Tel: 01726 823978

Email: [clerkpvpc@gmail.com](mailto:clerkpvpc@gmail.com)

Web: [www.pentewanvalleypc.uk](http://www.pentewanvalleypc.uk)



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

#### **Minutes & Actions**

**Present:** Cllr Stephen Street (SS), David Rudge (DR), Cllr Janice Williams (JW), Cllr George Muskett (GM) and Anne Cruickshank (Clerk).

#### **1. Apologies**

Apologies were received from Cllr Vicky Cartwright (VC), Daniel Lawson (DL), Andrew Stanners (AS)

#### **2. Review Previous Minutes.**

The minutes of the meeting held on 28 June 2023 were reviewed and there were no outstanding actions.

#### **3. Progression of the NDP**

##### Project Plan

It was agreed to keep the original date for the consultation 21 August until 8 October

#### **4. NDP Documents**

##### On Boarding Document

The on boarding document was reviewed there were a few minor changes to be made before the next meeting with Go Collaborate on 2 July.

##### Neighbourhood Plan Documents

Steering group to review of other parish NDP to get a feel for the scope of documents required and policies other parish councils have adopted.

#### **5. Public Engagement**

##### Engagement Action Plan

Engagement to include existing web pages, local newspapers etc. parish council web site, village email, all councillors to engage with promoting the events and NDP.

Events bookings are:

Penfest at the Ship Inn Pentewan 12 August

Trevithick & Trays farm shop – instead of a designated event it was suggested that a set up outside on a busy day may be a better idea.

Date TBC **(DR)**

The Rugby Club – 31 August

Pentewan Tabletop sale TBC

**ACTION AC to get quotes from Post office for PO box for manual survey returns.**

#### Publicly Documents

Maps have arrived for the events, an AONB area map would be useful.

A generic event risk assessment had been updated and ready for use.

#### **ACTIONS**

**SS to prepare a press release.**

**AC to get leaflet quotes, display boards sticky notes and sweets and provide a folding table for the events.**

#### **6. Budget & Finance**

JW gave an update of the budget to date spending was at £2535.24.

AC advised that Locality had announced that funding was available

**ACTION AC to submit a EOI for funding.**

#### **7. Matters Arising**

No prizes had been identified for a prize draw this would be considered at the next round of consultation.

#### **8. Future Meeting Dates**

Future meeting to be held on the last Wednesday of the month:

30 August, 27 September, 25 October, 29 November

Meeting Closed at 20:32pm