

## Pentewan Valley Parish Council

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**Neighbourhood Steering Group Meeting  
Wednesday 29 November 2023 at 7:00pm  
Pentewan Village Hall  
15 Glentowan Rd, Pentewan, PL26 6DB**

### Minutes & Actions

**Present:** Cllr Stephen Street (SS), David Rudge (DR), Cllr George Muskett (GM), Cllr Janice Williams (JW), Cllr Mike Ward, Steve B Foster (SBF) and Anne Barnes (Clerk).

#### 1. Apologies

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

#### 2. Review Previous Minutes.

The minutes of the meeting held on 25 October 2023 there were no outstanding actions.

#### 3. Progression of the NDP

##### Project Plan

DR circulated an updated project plan and gave an overview of progress it was hoped the next consultation would start in February aiming for Reg 14 in the autumn. All dates can be moved if necessary.

**ACTION DR to send updated project plan to AC.**

#### 4. NDP Documents

##### Plan Document

SBF had provided a template for the plan and each member of the Steering group had chosen theme to complete. SBF went through each draft theme and made some suggestions on what would be required for each section. **ACTION AC to send JW the list of local businesses.** The Census data included some areas outside of the parish which would affect the parish profiles, SBF suggested that a narrative be added to explain this on the report.

**ACTION AC to contact the NDP team at Cornwall Council and request a Local Insight Report.**

SBF gave a demonstration on how to access using maps and information from other sites. **ACTION SBF will circulate links to useful web sites and other resources.** At the next meeting it was suggested that the group look at each item on the lists for further discussion. SBF will show everyone how to add things to the mapping system on parish online. **ACTION AC to find out PSG membership number.**  
**ACTION group to complete their chosen themes.**

#### Design Codes Update

SS gave an update of the meeting with aecom the Simon Hargreaves (SH) will be doing the design codes for the parish and will pay a site visit in January and required so people to show him around GW & DR offered to help. **ACTION AC to forward reports to SH.**

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

Next public engagement to be more structured using local venues and targeting the main themes of the NDP. Invitation will be via leaflets, web site and social media as before but to include information about the Parish Council as well as the NDP. The consultation will also include a section for businesses to complete.

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

Budget was circulated there were no issues, but all needed to be aware that the funding needed to be spent before 31 March 2024, any unspent funding would have to be returned and a further bid will be required for 24/25.

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

SS had attended Cornwall Council online planning meeting and asked SBF about the effects of the new Levelling Up and Regeneration Act [LURA] ACTION SBF would find out more and advise.

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

Future meeting to be held on the last Wednesday of the month unless stated: 29 November, 3 January 2024 (online) 31 January 2024, 28 February 2024, 27 March 2024, 24 April 2024. Location to be confirmed.

Meeting Closed at 20:34