

NOTES OF THE NEIGHBOURHOOD PRIORITIES STATEMENT STEERING GROUP meeting held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Wednesday 2 September 2026 at 4.30pm

PRESENT

Helen Brooks	Cllr Stephen Reynolds
Sarah Buck	Katherine Uren
Cllr Bonnie Jackson	Peter Waverley
Cllr Andy Law	

Also present: James Hardy (Town Clerk), Elliot Ridington (Democratic Services and Governance Officer), Greg Martin (Communications Officer) and Laura Prisk (Corporate Services Officer).

1. WELCOME AND INTRODUCTIONS

The Democratic Services and Governance Officer welcomed all of those in attendance before inviting those present to introduce themselves.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Phillip Jameson.

3. ELECTION OF CHAIR

It was proposed that Councillor Stephen Reynolds be appointed Chair of the Neighbourhood Priorities Statement Steering Group.

(Proposed: Councillor Reynolds; seconded: Councillor Law)

In the absence of any other nominations, it was unanimously

AGREED that Councillor Reynolds be appointed Chair of the Neighbourhood Priorities Statement Steering Group.

Councillor Reynolds thereupon took the chair and thanked those present for his election.

4. ELECTION OF VICE-CHAIR

It was proposed that Helen Brooks be appointed Vice-Chair of the Neighbourhood Priorities Statement Steering Group.

(Proposed: Councillor Reynolds; seconded: Councillor Law)

In the absence of any other nominations, it was unanimously

AGREED that Helen Brooks be appointed Vice-Chair of the Neighbourhood Priorities Statement Steering Group.

5. TERMS OF REFERENCE OF THE NPS STEERING GROUP

The Democratic Services and Governance Officer presented the Terms of Reference of the Steering Group, for information, and advised that these had been developed and approved by the Town Clerk on the instruction of Penzance Council.

He then advised that, were any changes necessary in the future, these would require the approval of Penzance Council.

The Steering Group then duly noted the Terms of Reference.

6. PROJECT PLANNER

The Steering Group was presented with the 'Project Planner' document which had been drafted by Cornwall Council and gave an indication of the work which would be required over the coming months, along with that which had been completed so far.

During discussion, the following points were made:-

- i) The Project Planner referred to an initial meeting with officers from Cornwall Council and a date of 2 September had been included within the proposed start date but no such meeting had taken place. Were such a meeting to be arranged, it could be helpful if representatives from neighbouring parishes were invited as they would no doubt be affected by the proposed Statement for the Penzance parish, particularly with reference to the ongoing 'call for sites' when bearing in mind that the parish itself had a limited number of sites available.
- ii) It was suggested that, were the final NPS to be submitted to Cornwall Council in October 2027, the formal six-week consultation regarding its content would need to commence during June 2027 in order to allow adequate time for feedback to be reviewed, updates to be made and for the statement to be formally approved by Penzance Council during July, August and September 2027. Furthermore, taking into account the work which would be required prior to the final public consultation, the distribution of the initial residents survey would need to take place in early November 2026, with the feedback then analysed and collated into a report in December 2026 and January 2027.

In response, the Steering Group was advised that a meeting had been sought with Cornwall Council's Neighbourhood Planning officers but it had been advised that this was unnecessary due to their now running a 'monthly events programme'. However, due to the complexities of Penzance parish in comparison with other smaller parishes, it was felt that a meeting would be beneficial and an undertaking was provided to seek a meeting with Cornwall Council's Head of Housing and Planning Policy and the Project Lead for Neighbourhood Planning.

(Action: James Hardy to seek a meeting between the Steering Group and Adam Birchall and Colleen O'Sullivan at the earliest opportunity)

(Action: Elliot Ridington to clarify to the Steering Group which Neighbouring parishes are completing Neighbourhood Priorities Statements)

The Project Planner was subsequently updated to include the dates which had been discussed and was duly noted by the Steering Group.

7. INITIAL ENGAGEMENT SURVEY AND METHODS OF ENGAGEMENT

The Steering Group was presented with Cornwall Council's Initial Neighbourhood Planning Survey Template in order to provoke discussion and allow the members to consider the questions they might like to ask within the initial survey and optimum methods of engagement within the Penzance parish.

During discussion, the following points were made:-

- i) The Group felt that the Initial Engagement Survey provided by Cornwall Council was not fit for purpose for the Penzance parish and that it would therefore need to develop its own.
- ii) Possible areas for inclusion within a survey included difficulties in accessing housing, open spaces, design, housing tenure, local infrastructure, coastal resilience, repurposing of commercial buildings within the town centre, community health and wellbeing heritage and so on.
- iii) A member of the group had already collated his thoughts regarding possible matters for inclusion within the initial survey and provided an undertaking to share these with the Group.
- iv) With regard to the survey itself, it was suggested it would need to be a standard parish-wide survey but with a section for residents to clarify the community in which they lived and/or worked. It was further suggested that engagement could take place in a number of ways, including promotion on local radio, outreach sessions with local schools, colleges and youth groups, via existing community groups / centres and through Councillor surgeries. However, the view was expressed that it would need to be made clear that there would likely need to be significant increases in housing and that responses could not simply state 'no more housing'.

Following consideration, it was

AGREED that Steering Group members consider approximately twelve areas for inclusion within the initial residents survey and circulate to others prior to further consideration at the next meeting.

(Action: Elliot Ridington to circulate the potential survey areas which had already been developed by Councillor Reynolds)

(Action: All Steering Group Members to consider up to twelve areas/sections for inclusion within the initial residents survey and circulate to others prior to consideration at the next meeting)

8. DATE OF NEXT MEETING / CYCLE OF MEETINGS

Were the members agreeable, it was proposed that the next meeting of the Steering Group be held at 5.00 pm on Wednesday 23 September and meet on Wednesdays at 5.00 pm on a three weekly basis thereafter.

This schedule was recommended in light of the scale of the task ahead of the Steering Group over the coming months.

During discussion, it was highlighted that meeting every three weeks may not have been frequent enough in light of the task ahead. However, in response, it was clarified that members of the group could contact and/or liaise with each other outside of the formal meeting cycle and could then use these meeting dates to formally agree the results of these discussions.

The Steering Group then duly noted the date of the next meeting and cycle of meetings.

9. ANY OTHER BUSINESS

There was no other business for discussion.

The meeting closed at 6:07 pm

Chair
23 September 2026