NOTES OF THE NEIGHBOURHOOD PRIORITIES STATEMENT STEERING GROUP meeting held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Wednesday 14 October 2026 at 5.00pm

PRESENT Cllr Stephen Reynolds (Chair)
Helen Brooks (Vice-Chair)

Cllr Bonnie Jackson
Cllr Phillip Jameson
Cllr Andy Law
Cllr Paul Trevail
Katherine Uren
Peter Waverley
Revd. Jacky Wise

Also present: Elliot Ridington (Democratic Services and Governance Manager) and Greg Martin (Communications Officer).

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sarah Buck.

19. NOTES OF THE MEETING HELD ON 23 SEPTEMBER 2026

Having been circulated, it was

AGREED that the notes of the Neighbourhood Priorities Steering Group meeting held on 23 September 2026 were a true and accurate record.

(Proposed: Councillor Peter Waverley; seconded: Councillor Jackson)

Vote; Seven in favour. Two abstentions.

20. UPDATE ON MEETING WITH CORNWALL COUNCIL

The Democratic Services and Governance Manager advised that on 6 October the Town Clerk had met Cornwall Council's Head of Housing and Planning Policy and a date for a meeting with Cornwall Council officers would be circulated in due course.

During discussion, it was suggested that it may have been useful to invite all Members of the Council to the meeting in order to provide them with better understandings of Neighbourhood Priorities Statements. However, in response, it was suggested that, were this to take place, it may have been preferable to split the meeting into two sections so as not to impact upon the time of Steering Group members who were already well acquainted with Neighbourhood Priorities Statements.

(Action: James Hardy to confirm a date for Cornwall Council officers to attend a meeting with the Steering Group and Members of Penzance Council.)

21. PROJECT PLANNER

The Steering Group was presented with the 'Project Planner' which had been updated in light of the discussions which had taken place at previous meetings.

22. APPROVAL OF INITIAL ENGAGEMENT SURVEY

At the previous meeting it was agreed that the Chair and Vice-Chair would expand upon the agreed themes by populating each with a series of questions and circulate the product of their work for final approval by the Steering Group. The proposed survey was therefore presented for consideration. However, a member of the Steering Group had raised some concerns regarding the content of the Survey and it was therefore suggested that it would not be possible to approve it at this meeting and that it would need further work.

In response, the Steering Group was advised that the timescale associated with the circulation of the Survey was already extremely tight and, were it not approved at this meeting, it would be necessary to delegate authority to an officer to approve its final content as the next scheduled meeting would not allow adequate time for printing, circulation and responses prior to the end of the year.

Discussion then ensued in relation to the format of the document, the questions contained therein and venues within the parish where hard copies could be returned. Furthermore, it was suggested that the QR code included within the Survey could be circulated to the various community groups and organisations within the parish so that it might be included within their own newsletters in order to increase uptake.

Following consideration, it was

AGREED that

1. Suggestions for venues within Penzance parish where hard copies could be returned, approximately one or two per community, be sent to the Democratic Services and Governance Manager for collation.

2. The Chair, Vice-Chair and Katherine Uren review the content and wording of the Survey and submit their amendments to the Communications Officer by the morning of Monday 19 October 2026, with further confirmation of proposed changes sent to the wider membership for their information and/or comment.

3. The Communications Officer update the Survey document with said amendments and circulate it to the Steering Group on Friday 23 October 2026.

4. Steering Group Members review the revised Survey document and submit their comments, if any, to the Communications Officer by the morning of Monday 26 October 2026.

5. Authority be delegated to the Town Clerk to approve the final Survey document from Monday 26 October 2026 prior to printing and circulation within the community.

(Action: Steering Group members and officers to complete the actions set out above in accordance with the listed timescales.)

23. DATE OF NEXT MEETING

The next meeting would be held at 5.00 pm on Wednesday 4 November 2026.

24. ANY OTHER BUSINESS

It was advised that an item in relation to youth engagement would be included for consideration at the next meeting.

The meeting closed at 6:35 pm

Chair
4 November 2026

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