

# Minutes of the Extraordinary Penryn Neighbourhood Plan Steering Group

**Wednesday 26 April 2017**

**Attendance:** D Garwood, Chair (DG), Cas Leo, Town Clerk (CL), S Persighetti (SP), M May (MM), R Mitchell (RM), Martin Northern (MN), Mark James (MJ), Francis Crowe (FC), C Smith (CS), L Body, minutes (LB)

Agenda Item:	Minute:	Action:
1. Apologies	There were no apologies for absence.	
2. Minutes of Previous Meeting	The minutes of the previous meeting were noted as accurate.	
3. Initial Review of the Launch Event	<p>DG explained to the group that the need to hold the meeting was because there will be formation of a new Town Council in May and thus there will be a need to reform members of the steering group and a decision is required today with which to continue the services of Megan Beck from Make-A-Room. DG proposed to the meeting that he would like to set aside £1,000 to secure this professional support to continue the current success of the Neighbourhood Plan going forward.</p> <p>NH stated that he was very keen to continue the current service provided and he <b>proposed</b> that £1,000 be allocated, this was <b>seconded</b> by RM and the meeting was all in favour.</p>	
4. Next Steps	<ul style="list-style-type: none"> <li>• Have a presence for May Day this coming Sunday, Gig in Glasney event and the Town Fair – as many volunteers as possible would be required</li> <li>• MJ suggested the need for a Project Manager to start pulling things together, managing the timeline and keeping the website up to date and also pulling together the Engagement Plan and the Vision Statement.</li> <li>• Look into producing some good quality pop up display boards that capture the need and requirements of the plan and thus be able to take it 'on the road'. Some good signage could be useful when the Council moves to the Library.</li> <li>• Investigate the rental of a multi-purpose shop in the main street and share rental costs.</li> </ul>	
5. Date of Next meeting	Monday 22 May at 6pm in the Council Chamber	

