

**Padstow Town Council
Neighbourhood Development Plan Steering Group**

**Notes of the meeting held on Tuesday 21 November 2017 at
6.00 pm held at Padstow Town Council Offices,
Station House, Station Road, Padstow**

Present: Councillors A Rickard (Chairman), A Flide, R Higman and H M Saunders

In Attendance: Paul Weston (Community Consultant), Kathy Pemberton (Town Clerk) and Samantha Daly (Support Officer and Minute Taker)

- 1. Apologies:** Were received from Councillors F J Bealing and D N Vivian
- 2. Declarations of Interest:** There were no declarations of interest
- 3. Meeting Note (4 October 2017): RESOLVED** that the meeting note was a true record of the meeting.
- 4. Local Evidence Report / Gap Analysis:** The Town Clerk and Support Officer provided an update on efforts to fill the evidence gaps as identified in the Gap Analysis in October. As per the agenda report letters had been sent to statutory bodies, local community groups, Padstow School and Padstow Pre-school. Responses received so far had been forwarded to Paul Weston.

It was noted that despite contacting several sources a detailed list of local businesses was not forthcoming. The Support Officer would continue to pursue this and hoped to further update at the January meeting. The key contact for the local rambling association had been identified. A letter similar to that sent to the local community groups would be sent for their consideration. The contact had advised some of the groups members would be happy to attend any workshops the Steering Group would like to invite them to.

The Town Clerk advised that she was progressing engagement with Youth Groups, she would be speaking with key contacts from the sector in due course and would report back to January's meeting.

Paul Weston advised that he had progressed the Local Evidence report with all additional information and responses received. He had found Working Group member Gill Vivian's report of local estate agent opinion and the community responses so far had been very helpful. Mr Weston advised that further information regarding the condition of local facilities was still required and as such Councillor Flide offered to provide a report on the condition of local sports facilities.

A member expressed concern that questions to local groups concerning the condition of their properties could unfairly raise expectations as this could not be addressed in a Neighbourhood Plan. Mr Weston advised that

this evidence added to the wider picture of the community and its land use needs. If evidence suggested there was a need to improve community facilities then beneficial policies could in fact be included. Policies could help:

- to encourage action and enable community building owners to raise grants;
- identify sites for future replacement of existing sites and;
- to facilitate planning applications for all aspects of work carried out on community buildings requiring planning applications.

It was noted that consultation on such issues with community groups and the school were, at present, information gathering exercises only. Once more evidence was collated the issues could be examined in respect of policy and inclusion decided upon at that stage.

Mr Weston proposed 15 December 2017 as a deadline for further inclusions in the Local Evidence Report. Following which he would pull together all the information for sharing with the Steering Group, Working Group and all those attending the next meeting (proposed to be an Aims and Objectives workshop in January 2018). At this time the report could also be published online but would remain a live document throughout the process and be added to with appendices.

Action: Support Officer to pursue local business list for engagement and send the community letter and questionnaire to the local rambling group.

Action: Town Clerk to progress engagement with the youth community.

Action: Councillor Flide to provide a report on the description and state of local leisure facilities to inform local evidence report.

Action: Local evidence report deadline agreed as 15 December 2017, to be circulated 1st week of January 2018 to all those attending January Aims and Objectives workshop and placed on Council's website. The document to remain live via appendices throughout the process.

5. **Key Messages:** Mr Weston provided an update on this matter. The list of initial key messages identified from the local evidence report had been sent to the Working Group for comment and sent to the Steering Group for consideration and response. Responses had been collated with respondents largely in agreement of Mr Weston's findings. A few of the messages had been altered based on responses, others had been added where suggested by a member and based in evidence and these now formed a revised list of key messages.

One member considered the messages were not in fact evidentially based and were subjective. In response, Mr Weston considered that the key messages took into account much of the previous Parish Plan and further evidence as detailed in the local evidence report; much of which was

qualitative and not quantitative. He considered that the Steering Group now had a basis on which to move forward and that the next steps would see the messages tested collectively at community workshops.

Mention was made that the suggested key message "sports opportunities locally are limited" was negative and could perhaps be expanded upon. Mr Weston's advice was that presently the evidence regarding leisure facilities was very limited and did not imply anything further. Councillor Flide's report may evidence a need for revision of this message.

Action: It was agreed that the revised list of key messages be used as the basis for beginning discussions on Aims and Objectives at the next meeting of the Steering Group in the format of a workshop.

6 & 7 Aims and Objectives / Workshop and Consultation Event:

Wednesday 10 January 2018, 6pm – 8.30pm was proposed as a date for an aims and objectives workshop. Mr Weston advised that the session would last approx. 2.5 hours and would be for the purpose of agreeing an initial interpretation of the aims and objectives from the key messages. Attendees should be the Steering Group, Working Group and other key representatives of the community.

It was felt that the Steering Group should meet 2 weeks after the workshop to decide upon a report prepared by Mr Weston outlining the resulting initial aims and objectives. It was proposed that these could then be presented to the wider community at series of consultation events for their consideration and debate.

It was acknowledged that despite not knowing the exact content until after the workshop on 10 January, it would be prudent to make key decisions relating to the consultation events in order to prepare accordingly. Mention was made that the local Parish Church publication would have a deadline around 10 January and could be a good place to promote events.

Action: Chairman to contact Working Group and invite them to Aims and Objectives workshop on Wednesday 10 January 2018.

Action: Town Clerk in consultation with the Chairman consider any other members of the community and invite to attend the Aims and Objectives workshop on Wednesday 10 January 2018.

Action: Town Clerk in consultation with the Chairman to progress arrangements to debate aims and objectives at public consultation events to be held mid-February 2018 as follows:

- 1 x event in Trevone / weekday / 3pm – 7pm
- 1 x event in Padstow / weekday / 10am – 2pm
- 1 x event in Padstow / Saturday / 10am – 2pm

- 8. Housing Needs Survey:** The Steering Group were referred to the agenda report which provided an update in this regard.

A member expressed concern that data from the Housing Needs Survey would not be beneficial given that the Parish had already been advised of the number of houses it needed to accommodate. He considered that further information about the open market could not be commented on by the Town Council.

Mention was made that the questionnaire had been used by several towns and parishes already for the purpose of an NDP.

A member suggested that the survey should include a question relating to the inclusion, or not, of primary residence policies within the NDP. He considered this was a key question for the area that should be asked in such a way as to collate responses quantifiably.

Mr Weston considered that the Housing Needs Survey was largely aimed towards those in housing need and however, he suggested advice be sought from Cornwall Council as to the inclusion of the additional question.

Action: To seek advice from Nick Marsden, Cornwall Council regarding the inclusion of a question relating to opinion on primary residence policies and the wording thereof. The Town Clerk in conjunction with the Chairman to progress the publication the of survey based on Mr Marsden's advice and to update in January accordingly.

- 9. Project Plan:** Mr Weston advised that the project plan had been updated to reflect some the grant funding received. As funding was less than expected the in depth policy development would now take place in April. The plan did take account of consultation events in February.
- 10. Grant Application Update and NDP Budget:** The update was noted as per the agenda report. The Town Clerk added that should it be needed further funding could be applied for in April 2018.
- 11. Date of Next Meeting:** Wednesday 10 January 2018 from 6pm – 8.30pm: to include the Steering Group, Working Group and other key community members to a maximum of 24 in the format of a workshop to develop initial aims and objectives.

Meeting closed at 7.05