

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

**Notes of the meeting held on Wednesday 24 January 2018 at 6.30 pm  
held at Padstow Town Council Offices, Station House, Station Road,  
Padstow**

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

**In Attendance:** Paul Weston (Community Consultant) and Kathy Pemberton (Town Clerk and Minute Taker)

- 1. Apologies:** were received F J Bealing, A Flide and D N Vivian
- 2. Declarations of Interest:** There were no declarations of interest.
- 3. Meeting Note (21 November 2017): RESOLVED** that the meeting note was a true record of the meeting.
- 4. Aims and Objectives and Vision:** Mr Weston presented the Aims and Objectives Workshop report and commented that overall he considered the workshop worked well. There had been good participation from all who attended.

Emails from WG members were tabled, offering comments to the report which was sent out to both WG and SG members. Comment was made on the WG meeting to discuss the report. It was considered that WG members had provided their input during the workshop session, this was now a discussion for the SG to take forward the aims and objective to the consultation events. There were more opportunities to input at these sessions. Furthermore, some comments had been received from WG members, as per the tabled paper.

It was considered that the paragraph at the bottom of page 4, top of page 5 of the report (pages 9 and 10 of the agenda pages) should be reworded. This was referring to the 2015 questionnaire, which the WG had not been involved with. Furthermore, that the last objective under Natural Environment be amended to be clearer.

There was a general discussion on land use and that discussion at the workshop session did not necessarily touch on such issues. As a matter of course, matters would be raised which did not relate to land use but these could be fed back, as part of the process to the Town Council. Indeed some of these discussion could lend themselves to then moving on to such matters providing the context behind the same. Once more information had been collated it would then move to looking at policies/land use etc. Reference was made to the Ludgvan who were taking forward their NDP and similar discussion they were having.

The Group's attention was drawn to pages 15 and 16 which outlined the draft aims and objectives. These would form the basis for the consultation events next month. Mr Weston confirmed that from the

sessions he had pulled together the accompany report and the draft aims and objectives. These were not "set in stone" and would provide the stimulation to the public to read and comment on the same, also being given the opportunity to add to.

There was some discussion on whether to develop and vision statement. Mr Weston had provided some examples within the agenda report.

**Action: The draft aims and objectives as detailed in pages 10 and 11 of the report be agreed to form the basis of the consultation events next month with minor change to objective discussed at that the meeting. Councillor Saunders requested his name be recorded as abstaining.**

**Action: Workshop Session report: paragraph be reworded as detailed in minutes.**

**Action: That a vision statement not be developed at this stage.**

**5/6. Consultation Events and Gap Analysis and Future Engagement:** The Town Clerk confirmed that all venues had been booked for the dates in February, as detailed in the agenda report. The first being on 22 February. Now that the aims and objectives had been agreed she welcomed direction in information to be provided at these session. She also advised that confirmation was required on who would be able to support the sessions from both the SG and WG.

There was discussion on gaps in information and that when people were at these sessions they could be approached to fill in a "snap survey". Mr Weston had provided ideas on such questions, which were tabled at the meeting. Comment was made that as read, some questions could be "leading". This needed to be addressed. The Town Clerk suggested that perhaps such statements could be preceded by "If you were to consider that..." Mr Weston commented that the questions should be "open" not yes/no. There was some discussion on other potential questions to ask. The Chairman commented that if members had any ideas for other questions to feed them back so they could be picked up. He and Town Clerk could firm up the final list, with assistance from Mr Weston.

There was discussion on promoting the events. Mention was made of the email from WG member on this, the issues raised would be addressed at this meeting. A response had been sent.

The Town Clerk sought the views of the SG on poster ideas, a copy was tabled. There was general support but that the dates be made bigger - more prominent, they be portrait style and the picture be removed or re-set as background. It was considered that the poster could be resized as a leaflet. In consultation with the Chairman, to avoid missing the deadline, an advert had been placed in Local Eyes and the parish magazine. A copy of the advert was tabled. All were supportive of this.

The Town Clerk advised that the Support Officer had contacted a distribution company to distribute 2,000 leaflets to promote the engagement sessions. This was at a cost £300.60 inc VAT with distribution to cover Padstow and Trevone, expected to be completed by 18 February. The leaflets would need to be sent via courier to Saltash by noon on 2 February. This was considered a good idea provided that posters were also displayed. The Town Clerk advised that the events would also be promoted on social media/website. Mention was also made that these events could be sent to the list of interested people who wished to have updated on NDP.

**Action: Town Clerk, Chairman and Support Officer meet with Mr Weston to finalise detail/layout for events.**

**Action: SG and WG members be contacted to clarify which sessions they could support. Information on how each session be run be forwarded on in due course.**

**Action: Snap surveys be used, reworded so there were no leading questions and any further thoughts/questions be forwarded for inclusion, which the Town Clerk could add, in discussion with the Chairman.**

**Action: Poster be amended as outlined in the minutes and copied for display around the parish. Leaflets to be produced (printed in-house) based on the poster and distributed via the distribution company, as per the quotation.**

Engaging Businesses: The Town Clerk advised on the difficulties in being able to ascertain a comprehensive businesses list within the parish. The Support Officer had pulled together a list however, this needed to be sifted, to ensure best we could, that it was current. She welcomed support from SG and WG members to review the same. Comment was made that it should be checked against list held on file before circulating.

There was then discussion on how best to engage with the business community, mainly seeking their input on business and local economy. An engagement session was suggested, similar to the public consultation events. Timings for events could be a breakfast drop in or after work, perhaps a way forward could be to do a "straw poll" ring around to some to see what timings they felt would be a most fitting. Some considered that individual meetings should be set up, especially with the more significant employers within the parish. It was considered that an engagement event be held initially, then any follow ups could be made, if necessary.

**Action: Businesses list, as tabled, be shared with SG and WG members for their views/comments and updated accordingly.**

**Action: Agreed that engagement session be preferred method to engage the business community. The Chairman to progress with**

**the Town Clerk. Councillor Saunders requested his name be recorded as abstaining.**

School: The Town Clerk also updated that she had spoken the Head Teacher, she was happy for the school to be engaged and suggested this could be done at a class assembly and also meeting arranged with the School Council. The Head Teacher was also happy for any NDP update to be included in their school newsletter.

- 7. Housing Needs Survey:** The Town Clerk referred to the agenda report, as per discussion last time the additional question had been included within the survey, as detailed in report.

There had been a delay with when the on-line survey could go-live, this was out of PTC's control. The delay was due to work being undertaken by Cornwall Council's (CC) web team. Therefore, the questionnaire would be available from the end of January and run for 6 weeks – end day 11 March 2018. CC would require approximately 2 weeks to return the data.

In order to get the best number of responses it was felt that hard copies also be made available across the parish i.e. some shops, doctors, school. This was supported.

The questionnaire would be promoted on social media, posters and if possible, included within the leaflets on the engagement sessions.

- 8. Project Plan:** Mr Weston provided an update. He advised that once the consultation sessions had completed he could pull the data together to report back to this group in March.
- 9. NDP Budget:** The Town Clerk provided an update, recent spend was related to promoting the public engagement sessions.
- 10. Date of Next Meeting:** It was agreed that the next meeting be held on Wednesday 14 March 2018.

Meeting closed at 7.40 pm