

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

**Notes of the meeting held on Wednesday 4 October 2017 at
6.30 pm held at Padstow Town Council Offices,
Unit 5b Industrial Estate, Padstow**

Present: Councillors A Rickard (Chairman), F J Bealing, R Higman, H M Saunders and D N Vivian

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

- 1. Apologies:** Were received from Councillor A Flide
- 2. Declarations of Interest:** There were no declarations of interest
- 3. Meeting Note (22 August 2017): RESOLVED** that the meeting note was a true record of the meeting.
- 4. WG Meeting Note (6 September 2017): RESOLVED** to accept the meeting note of the Working Group as a true record.
- 5. Terms of Reference Update:** Referring to the tabled report the Town Clerk advised that proposed amendments to the Terms of Reference were intended to i) provide greater transparency to the group; ii) open meetings to public attendance and publish it's minutes and iii) clarify key points.

The Town Clerk provided further information regarding the changes. She advised that changes to the Purpose and Aims outlined obvious yet previously omitted information and were common in most Terms of Reference and recommend by Cornwall Council.

Greater clarification of the decision making process had now been outlined in "Decision Making". It identified the plan-making process as the responsibility of the Town Council and followed other examples in defining the role.

Changes to "Finance" were intended to avoid unnecessary delays in awaiting ratification from Full Council. In effect the Steering Group would have the authority to spend the ring-fenced NDP budget as appropriate, with only spending beyond this amount being referred to Full Council.

The Town Clerk confirmed that changes to the Terms of Reference relating to meetings would be supported by the office who would ensure the publication of meetings and meeting notes. It also allowed for members of the public to attend and to speak at the Chairman's discretion.

RESOLVED to approve the Terms of Reference subject to amending bullet point four of "Decision Making" to "Submission version of the plan to be approved by Full Council". [Copy appended to minutes]

6. Local Evidence Report Update and Next Steps:

Local Evidence Report

Consultant Paul Western updated that further development of the local evidence report had gone well, he had received many positive and helpful contributions from the Working Group. Mr Weston would now like to share with the Working Group the updated version and the key messages that were beginning to come through. He welcomed both their views and the views of the Steering Group and invited their comment as to whether the messages appeared to be correct and make sense when considered in relation to the community of Padstow and Trevone.

There was some discussion around whether it would be better for the Working Group to meet and discuss the same before responding to the Consultant instead of sending multiple emails. A member also expressed that the Working Group should be advised as to the reasons for excluding some of their suggestions.

It was **RESOLVED** to send the updated Local Evidence Report and key messages as soon as possible in order that the Working Group feedback comments via email to Paul Weston, after which a meeting of the Working Group would be called, if required.

Next Steps

Mr Weston advised that the gap analysis demonstrated a need to gather further key information/opinion from community interest groups including; i) rambling groups; ii) young people and iii) the business community. The Steering Group permission was sought to begin engaging with certain bodies' i.e Cornwall Council, the School and Health Care Providers to establish a connection between themselves and the plan. He considered the best way to contact these would be by letter sent through the office on Council headed paper.

It was **RESOLVED** to permit Mr Weston to make contact with appropriate bodies to help inform the plan and that where appropriate letters of contact be sent from the Council Offices on Council headed paper.

It was acknowledged that with regard to engaging with community interest groups, the challenge would be deciding on how best to engage with each group. For example, in other areas to connect with the business community, business breakfasts had been successful. Mr Weston considered that members of either the Steering or Working groups or a small task force would have greater knowledge to decide on the most effective methods for this type of engagement in their area. Once the method and groups were identified, one or two members of the group/s could hold the discussions/sessions.

With regard to timings, Mr Weston recommended that the Local Evidence Report be concluded by the end of October with a view to begin the

community group interest discussions in the first week or two of November.

There was some discussion around possible groups to contact, the Town Clerk advised that the office held a large list of organisations which the office could use to help identify persons to include. One member with connections to youth groups offered to contribute to the young person's community interest group discussion.

It was agreed that a more current Housing Needs Survey was vital in order to define the housing needs for the future and that this would also fill some of the gaps in data.

Mr Weston also considered it necessary to arrange an Aims and Objectives Consultation Event in January advising that such events help to "bring the conversation to life".

Action: Identify best groups to invite to community group interest discussions and consider best venue and format for each group. Identify persons to carry out discussion.

Action: Arrange for Cornwall Council to conduct a Housing Needs Survey.

Action: Start to give consideration to an Aims and Objectives event in January 2018.

7. **NDP Timetable Update:** It was noted that this had slipped by approx. 4 weeks however Mr Weston still considered that the Aims and Objectives Consultation in January was achievable. He did however advise that further funding streams had been announced for 2018 and as such considered it would be better to amend the timetable for the end of March 2018 to complete policies.

Action: The Steering Group approved the proposed amendments to the timetable; Mr Weston to share updated version with the Working Group.

8. **Website:** Comment had been made from both Steering Group and Working Group members regarding the need to reinstate the NDP webpages. These pages had been reformatted to reflect the plans current stage and allow for greater transparency and easy "growth." It was also considered a good idea to have a dedicated NDP email address for correspondence for easier communication. There was discussion that feedback via the website should be shared with both the Steering Group and Working Group on a regular basis; perhaps weekly.

Action: The office to i) reinstate the reformatted NDP website pages and update going forward; ii) enable the dedicated NDP email address and iii) update the Working Group on this matter.

- 9. Finances:** The Town Clerk advised that the grant application was under way. In light of the new timetable, Mr Weston had revised his second quote of £9,225 to £6,975. This amended quote had been added to the evidence for the grant application.

In response to a question it was considered a good idea for Working Group member Gill Vivian to now contact the local estate agents to help inform the evidence.

Action: Mr Weston to provide Gill Vivian with a set of questions to open discussion with the local estate agents, answers to be forwarded to Mr Weston.

- 10. Date of Next Meeting:** To be confirmed.

Meeting closed at 7.15 pm

**PADSTOW TOWN COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Terms of Reference

Purpose and Aims

- The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Development Plan for the civil Parish of Padstow in order that it will then progress to the independent Examination and a successful community referendum and ultimately be adopted by Cornwall Council to become planning policy
- In compiling the plan, to ensure that there has been consideration of the needs of all residents and businesses now and in the future through appropriate consultation and involvement
- The Steering Group will be established for a time-limited period

Objectives

- Manage and coordinate the production of a Neighbourhood Development Plan consistent with government and CC guidelines and taking into account relevant local plans, such as the Parish Plan
- Provide progress reports from time to time to full Council and seek approval to any recommendations (if required)
- Co-ordinate engagement with all of the community, as and when necessary
- Develop a project plan to include detailed timescales for approval by full Council

Decision Making

- Unless the Council decides it wishes to have a matter referred to them the Steering Group has delegated authority from the Council to deliver its plan making functions up to consultation of the Draft Plan
- The Steering Group, if it so wishes, can refer a matter to the Town Council for consideration/decision
- The plan-making process remains the responsibility of the Town Council as the qualifying body. All publications, consultation and communication engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
- Submission version of the plan to be approved by Full Council prior to submission.

Working Groups

- The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work
- Chairman of the Steering Group, or failing him/her another member of the Steering Group, to Chair the Working Group, to ensure joined up working with the Steering Group.

Finance

- A budget of £10,000 has been approved by full Council in taking forward a Neighbourhood Development Plan. The Group has authority to spend within the budget set, anything over this budget permission to be obtained by full Council.

- All grants and funding will be applied for and held by the Town Council who will ring-fence the funds for Neighbourhood Development work

Membership

- Drawn from Padstow Town Council members (6 appointed)
- Cornwall Councillor (Councillor R Buscombe)

Also:-

- Any member of the community, from time-to-time, in progressing specific areas within the Neighbourhood Development Plan can be called to attend

Meetings

- Meetings to be chaired by the Chairman, appointed by full Council
- Meetings to be held as necessary.
- Agendas to be circulated at least 3 clear days before the meeting but where possible more time will be given
- The Town Council will provide secretarial support for the Steering Group meetings. Minutes shall be made publically available on Padstow Town Council's website.
- Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each Steering Group member as detailed above, will have one vote. Quorum to be 3, but must include at least one Padstow Town Councillor. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.
- All interests must be declared if being perceived as relevant to any recommendations put forward by the Steering Group, which will be recorded in minutes of the meetings. All members and any person on the Steering Group, from time to time, to follow the Code of Conduct adopted by Padstow Town Council.
- Any donations or assistance made by outside organisations and businesses to be declared and must not influence the plan
- The public can observe the meeting and speak at the Chairman's discretion
- All meetings to be held at Padstow Town Council offices. Dates of future meetings will be made publically available on the Padstow Town Council website.

Working Group

- A Working Group is to be formed, meeting when it feels necessary, to enable specific tasks and pieces of work to be taken forward, reporting back to the Steering Group any issues for consideration on specific aspects of the plan.
- Steering Group to agree Working Group membership which is to be drawn from the community and drawing on individuals' relevant expertise.
- The Terms of reference of the Working Group are to assist the Chairman in carrying out the work/projects determined by the Steering Group.
- Members of the Working Group are to comply with the Council's Code of Conduct.
- The Chairman, or failing him another member of the Steering Group, is to lead the Working Group, to ensure joined up working with the Steering Group.