

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

**Notes of meeting of meeting held on Wednesday 6 February 2019 at 6.30 pm held at Padstow Town Council Offices, Station House, Station Road, Padstow**

**Present:** Councillors A Rickard (Chairman), K Freeman, R Higman, H M Saunders and C Watson-Smyth

**In Attendance:** Paul Weston (Community Consultant), Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and note taker) and 4 members of the public

- 1. Apologies:** Apologies were received for Councillor D N Vivian.
- 2. Declarations of Interest:** There were no declarations of interest.
- 3. Public Participation:** One member of the public addressed the group requesting permission to save comment, should there be any, to the end of the meeting once the agenda had been discussed.
- 4. Meeting Notes (25 July 2018): RESOLVED** that the meeting notes were a true record of the meeting held on 25 July 2018.

In response to a member, the Chairman advised that the comment in item 7 of the note had been addressed.

In response to a member, the Town Clerk clarified that the Growth Impact Task Group discussion session had taken place based on best availability. Furthermore, the report on this session had been considered by the SG at its meeting on the 25 July at which members had agreed to approve the recommendations of the discussion session as outlined in the July minutes in the agenda pack.

- 5. Policy Development Update:**
  - a) Local Green Space Report:** The Consultant, Paul Weston introduced the report. He expressed thanks to the working group members who had volunteered to participate in the relevant task group (TG). Based on their local knowledge and comments made in the community survey, the TG had carried out surveys on and gathered information about possible local green spaces for inclusion. This had resulted in a list of 19 possible spaces which, following further analysis, had been reduced to 15 which Mr Weston considered would satisfy the criteria and have the potential, subject to further consultation and scrutiny, to be protected by a Policy.

It was noted that some of the sites in the list were owned by Padstow Town Council and question was raised as to whether there was any difference in the procedure for these sites. Mr Weston advised that to designate the sites as local green spaces they would need to be put through the same process as the other sites in that they would need to meet the NPPF criteria and be supported by the community. The Town Council could, if it so wished, decide not to develop on them for the life of the Plan and therefore negate the need for them to be designated.

Mr Weston asked the meeting to note that he considered, as per the list in the agenda report site no 2 Chapel Stile Field and site no 17 Victoria Monument and Shelter Field, did not meet the basic criteria of the NPPF (para. 100) but acknowledged that the community survey response had included several nominations for these sites. Mr Weston suggested that these may not survive examination and scrutiny further along the process but asked the SG whether, based on the evidence of community support, they wished to consider including them at this stage.

Members considered that Stile Field should be included as a proposed area of designated local green space given its community importance. It was felt that Victoria Monument and Shelter Field should be discounted at this early stage based on its location and the recommendations of the Consultant. It was noted that all -landowners should be written to in due course to advise them of the possible designation.

**Action: To accept the recommendations in the Local Green Space Report except in respect of Chapel Stile Field. As such a total of 16 areas should be included in the 1<sup>st</sup> Consultation Version of the NDP as areas that are subject to a local green space policy and owners be written to in due course.**

**b) Trecerus Industrial Estate Survey:** Some disappointment was expressed at the number of responses to the surveys. The Consultant considered that the survey did provide useful feedback to inform the production of the 1<sup>st</sup> Consultation Version of the NDP, which would be an appropriate basis for further consultation with the tenants on the Estate.

**Action: That the findings of the Trecerus Industrial Estate Survey be noted.**

**c) Policy Development Tasks Update January 2019:** A member suggested that the update required a review. The document was developed from a draft version presented to the SG in April which it was understood would progress the development of the community survey but beyond that it was felt a review was required. Now that the document had been moved forward, the member was unclear as to who had carried out the work and what work had been done in order to progress.

In response to the member, Mr Weston clarified that the "Outcome" column was his assessment of the progress made to date and the way in which to move the policy forward. Progress had been made via the community survey and the Task Groups as presented in the agenda pages.

The member further added that that most of the policies required further consideration before the document could move forward to a 1<sup>st</sup> draft policy. He used policy 1.a) as an example.

In response to this query, Mr Weston advised that in answer to which land the policy would affect, the explanation and maps would be included in the draft version of the NDP and that supplementary to these the plan would make reference to Local Planning Policy 3. He advised that whilst it may be concluded by some that the policy may be unnecessary, its inclusion was based on the clear expression of concern for the wellbeing of

the natural environment being raised by the community. It should be noted that the policy would be subjected to a further 2 stages of consultation. It was possible that following these, it may be decided that the Local Plan Policy was sufficient.

The member suggested a joint meeting of the SG and WG be convened to debate the policies as outlined in the document before preparing a draft version. Generally the SG considered that the group should accept the progress update as is, based on information gathered to date in order to continue to move forward. Further consultation would be taking place in the context of the 1<sup>st</sup> Consultation Version of the NDP.

**Action: The Policy Development Tasks Update January 2019 be accepted and noted. Councillor Saunders requested his name be recorded as voting against this decision.**

**d) Community Survey 2018:** It was noted that the report had been produced by the consultant based on the survey responses. It was noted that in line 3, paragraph 7 "overleaf" should be amended to "below".

Mr Weston added that the overall response rate was good and that more interpretation and testing would follow when the responses were put back to the community by way of policy.

**Action: To note the findings and policy implications of the Community Survey 2018 and accept the report subject to the amendment of "overleaf" to "below".**

**e) Next Steps and Executive Summary:** Mr Weston summarised that the Executive Summary collated the conclusions within the survey report and demonstrated his interpretation of responses and how he considered these affected the plan. It was noted that responses highlighted a clear desire to pursue a settlement boundary approach and a policy to consider second homes which he wished to discuss with the Local Planning Authority (LPA).

One member asked in respect of second homes and talking to the LPA, what thoughts Mr Weston had in terms of policy other than the one used in the St Minver Plan. Mr Weston advised he had recently discussed the matter with members of the Growth Impact Task Group. It was noted that the St Ives policy had satisfied inspection and had withstood challenge. Conversations with the LPA would be held to see whether policy variations could be relevant in respect of Padstow and Trevone, following which he hoped to produce a report for consideration by the SG at its next meeting.

The member considered that a public meeting involving the WG should be convened to talk around policy development. Members gave consideration to this and the proposed next steps as outlined in the agenda pages.

**Action: The Consultant be tasked with preparing a first Consultation Version of the Plan to be considered by the SG in March in order to go out to informal community consultation. The SG at that time to give consideration to the most effective way to**

**carry out consultation, with particular thought given to identifying effective consultation methods with sectors directly affected by specific policies but where feedback to date is limited, eg young people and businesses. Councillor Saunders requested his name be recorded as voting against this decision.**

- 6. Project Plan:** It was noted that the project timetable had slipped by about 2 months. Mr Weston considered that the requested first Consultation Version of the Plan could be ready within weeks and would provide opportunity to consider all the draft policies together in context. The document to be discussed at the next meeting of the SG. He highlighted it would be very much a first draft, to be looked at by the SG as a set of policies that reflect the views and aspirations of the community. He suggested that an informal community consultation could then take place in April/May. Mr Weston advised that this consultation was not mandatory but had proven to be worthwhile elsewhere and a way to first test the policies in a more tangible way. It was suggested the SG would then be able to prepare a refined draft by September 2019 which would be subject to a more rigorous consultation process (under NP Regulation 14).

Caution was expressed towards a suggestion to distribute the draft NDP at this stage more widely, such as by inviting comment from others before the SG had had a chance to consider it. It was felt that by doing so, some people would be offered two opportunities to comment on the same version. There was further discussion on this matter.

In response to a query, the Town Clerk clarified that the document would a public document at the time the agenda papers were sent. The NDP agenda was posted on the website at this time. It was suggested that the document be prepared for the SG as soon as possible but that it be shared with the task group members at the time of the March agenda despatch.

**Action: i) A draft first Consultation Version of the plan be prepared for SG members only by March; and ii) a copy be sent to task group members inviting comment at the time of the March SG meeting agenda despatch. Councillor Saunders requested his name be recorded as voting against this decision.**

- 7. Budget and Locality Funding:** The Town Clerk provided an update on this matter. She advised that the mapping service subscription had been purchased at a cost of £150 following the end of the free trial.

A Groundworks Grant had been awarded through Locality Funding. This was for £2,197. It was noted that Council had agreed a £10,000 budget for NDP in 2019/20 and that any balance in the 2018-19 Ear Marked Reserve could be carried forward.

**Action: Purchase of the mapping service subscription be ratified.**

At the invitation of the Chairman, members of the public were offered an opportunity to address the group in respect of items on the agenda. One member of the public addressed the group, comments included:

- The WG contained good people who would like to be more involved;

- On agenda page 14 under Candidate Site 3, crochet should be amended to croquet.

The Chairman thanked the member of public, acknowledging that both points were appreciated and taken on board.

- 8. Date of Next Meeting:** Wednesday 20 March 2019 at 6.30pm was noted.

The meeting ended at 7.18pm