

# PADSTOW TOWN COUNCIL

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11 December 2019

## **TO: NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Councillors: A P Flide, D N Vivian, Mrs T Walter and C Watson-Smyth

**Also invited:** R Buscombe (Cornwall Councillor)

Dear All

You are invited to attend a meeting of the **Neighbourhood Development Plan Steering Group** on **Tuesday 17 December** at **6.00 pm** to be held at **Station House, Station Road, Padstow**. Please note agenda below for discussion and consideration.

Yours faithfully

*KE Pemberton*  
Kathy Pemberton  
Town Clerk

## **A G E N D A**

- 1.** Election of Chairman
- 2.** To receive apologies for absence
- 3.** Declarations of Interests
- 4.** Public Participation: To receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders.
- 5.** Meeting Note (19 June 2019) (*p 1-5*)
- 6.** Analysis of Response to Informal Community Consultation on 1<sup>st</sup> Version of NP: To receive report and discuss and decide on the way forward. (*Sent under separate cover 6.12.19*)
- 7.** Project Plan and Budget: To receive an update (*p 6-8*)
- 8.** Next Meeting: TBC

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

**Notes of meeting held on Wednesday 19 June at 6.30 pm at Padstow  
Town Council Offices, Station House, Station Road, Padstow**

**Present:** Councillors D N Vivian, Mrs T Walter and C Watson-Smyth

**In Attendance:** Paul Weston (Community Consultant), Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and note taker), Councillor H M Saunders and 2 members of the public

- 1. Election of Chairman: RESOLVED** i) to recommend to Council that Councillor A Rickard be elected Chairman of the NDP Steering Group; and ii) in the absence of the Chairman that Councillor C Watson-Smyth be elected Chairman for the meeting whereupon he took the chair.
- 2. Apologies:** Apologies were received for Councillors F J Bealing, A P Flide and A Rickard.
- 3. Declarations of Interest:** There were no declarations of interest.
- 4. Public Participation:** There was no public participation.
- 5. Meeting Notes (2 April 2019): RESOLVED** that i) the meeting notes of the meeting held on 2 April being the last minutes of the previous group be noted and stand unsigned; and ii) it be noted that the actions of the meeting held on 2 April 2019 were adopted and recommendations approved by Council on Tuesday 23 April 2019.
- 6. Terms of Reference: RESOLVED** to recommend to Council that the Terms of Reference be adopted unchanged.
- 7. Local Green Spaces - Landowner Comments:** Overall members were pleased with the comments from landowners as outlined in the agenda papers.

Mention was made of the landowner's objection to the designation of the Walled Garden, St Saviours. The Town Clerk clarified that correspondence from the landowner had been largely to highlight that they were considering ways to improve the area and that this could mean the introduction of a commercial aspect. She further added that overall they had been complimentary and supportive of the Council and the NDP efforts. The Town Clerk had advised them that the SG may be minded to leave the Local Green Space policy "as is" in order to go out to informal consultation and then review the policy taking account of both their comments and comments from the public at the same time. She advised that the landowner was satisfied with this. The Consultant, Mr Weston noted that a Heritage Statement and Impact Assessment had been commissioned in respect of the Walled Garden and it was hoped that further information in this regard would come forward through the consultation period.

Members noted that the Local Green Space site 13 had been incorrectly named. The name was in fact misleading when looking at the stretch of

land outlined in the Plan's map. It was suggested that this be changed from "Land corner of Porthilly View" to "Land at Porthilly View". Members also noted that in correspondence with the landowner, the "Walled Garden, St Saviours" was referred to as "Oak Terrace Gardens" however, members thought a change to this could be confusing as there were several gardens located in Oak Terrace.

A member made mention of an area of green at Treverbyn Road which residents had recently raised. It was thought this area may be highlighted for inclusion during the informal consultation process.

**Action:** The landowner comments in respect of the proposed Local Green Spaces be noted and no changes be made to the draft policy for informal consultation purposes except for the amendment to the name of site 13 "Land corner of Porthilly View" to "Land at Porthilly View".

**8. Cornwall Council Initial Comments: Padstow Parish**

**Neighbourhood Plan (1<sup>st</sup> Consultation Version April 2019):** The Chairman expressed thanks to Mr Weston for his assistance in light of the positive feedback from Cornwall Council regarding the draft 1<sup>st</sup> Consultation Version of the Padstow Parish NDP. He read aloud an email from the CC Officer who reviewed the Plan, it commented that the policies were well formulated but that they had some suggestions for possible re-wording "to assist with clarity" and "more clear interpretation from the planning officers".

Members were referred to pages 7-10 of the agenda which set out the CC Office' comments together with Mr Weston's suggestions in response. It was noted that Mr Weston's suggestions had been sent to the CC Officer, who had advised they considered these to be "reasonable".

Mr Weston was invited by the Chairman to discuss the 4 comments from the CC Officer which he considered needed further consideration:

PAD2 Public Rights of Way: Mr Weston suggested that the word "must" in CC Officer's revised wording should be avoided. He considered that in fact examiners disliked its use. Members commented they could foresee instances where public rights of way may need to be moved for good reason and as such the word "must" could be restrictive.

**Action: The CC Officer's suggested re-wording of Policy PAD2 be accepted subject to amending the word "must" to "should".**

PAD3: Farm Diversification: Mr Weston considered that the Officer's proposed changes would enable diversification into a wider range of non-agricultural activities. He suggested the draft policy be tested "as is" and if the community found the policy too stringent and wished to see it changed this could be reflected in the informal consultation.

**Action: PAD 3 Farm Diversification be left unchanged for consultation purposes.**

PAD9: Housing Development and PAD 10 Housing Needs and Mix: Mr Weston suggested that criteria 3 in PAD 9 would apply only to larger developments and that this should be made clear. The other criteria listed

would be applicable to multiple dwellings but not necessarily only larger developments.

Mr Weston suggested that although PAD10 outlined that the policy applied to "larger housing schemes", the supporting text be clearer in outlining that this meant 10 or more houses, 10 being the figure nationally used to differentiate between small and large developments. Query was raised from Councillor Saunders that this figure may only be 5 for AONB areas. Mr Weston would check this and clarify the text accordingly.

**Action: PAD 9 Housing Development be reworded to clarify that the criteria is applicable only to developments of 2 or more but that further, criteria 3 regarding the provision of public open space be applied only to larger housing schemes.**

**Action: The supporting text of PAD9 and PAD10 be reworded to clarify the size of larger housing schemes in line with the national guidance.**

PAD19: Padstow Town Centre: It was noted that the CC Officer's comment in this regard implied that the current policy was unnecessarily restrictive to the conversion of first floor commercial areas into residential. Both members and Mr Weston were unclear as to why this was felt and considered the existing policy's stipulation that conversion be on the basis that "the residential uses does not adversely affect the viability of any ground floor commercial use" negated the Officer's comments. Members felt it was best to leave the policy "as is" in order to test community opinion during the informal consultation.

**Action: To note the CC Officer's comments in respect of PAD19 Padstow Town Centre but to leave the draft policy "as is" for testing during the informal consultation.**

Mr Weston suggested that the CC Officer's other comments be accepted and the draft policies amended as suggested.

**Action: Comments made by the CC Officer excepting the policies outlined above, be agreed and the draft policies and text be amended accordingly. Copies of the amendments to be sent to SG members and the changes signed off by the Town Clerk in consultation with Councillor Watson-Smyth (Chairman for the meeting).**

Cllr Saunders raised that he not seen any evidence of CC having read through the text of the document other than the policies. He considered a line by line revision of the document was required to add clarity to some of the text and to remove inconsistencies.

- 9. Consultation:** Members gave consideration to this matter. It was suggested that a suitable period of consultation would be 4 weeks. Members were referred to the agenda report which noted possible methods as used by other parishes but clear direction from the group was sought in order to progress the consultation as quickly as possible.

Members agreed that both a physical set-up in the Council Chamber and an online presence was needed. They considered that flyers with key details encouraging participation to every household was a good idea to capture those not on social media and those who miss posters. However, the Royal Mail Door to Door service was considered too lengthy as members were keen to progress. It was felt if the consultation did not take place in July it would need to move to September as the summer holidays was not likely to see high participation. The Town Clerk sought clarification from the meeting and the desire to aim for consultation to take place during July in order not to delay the process any further. However, if this were to happen all Councillors and local champions would need to offer support to hand out flyers and "spread the word". Members agreed that this would be possible with member participation. The Town Clerk further added that leaflets could be left at local shops, key places in town also.

Councillor Saunders raised that he did not consider yes/no dots would be appropriate at this stage. Mr Weston further added that feedback and comments were needed more than agreement or disagreement and methods which encouraged this should be used, although yes/no responses would still be useful in respect of the second homes policy. It was noted that the public needed to have read the whole document in order to comment and that this could be made available online, in the chamber in hard copy and printed for members of the public upon request free of charge. Mr Weston suggested that following the community comments, a "line by line" type revision of the Plan should be made.

Members were in agreement that a drop-in consultation and an online consultation (not questionnaire) be made available. It was felt the best way forward would be for the Town Clerk in consultation with a SG member to work up the details.

**Action: The Town Clerk in consultation with Councillor Vivian to progress the informal consultation to include i) development of leaflets to be distributed locally by members and volunteers; ii) drop-in sessions in the chamber held Monday to Friday and to include some Saturdays; iii) an online presence and promotion; and iv) that final sign off be delegated to the Town Clerk in consultation with Councillor Watson-Smyth (Chairman for the meeting).**

It was noted that the Plan still required a forward from the Chairman of the Council.

**Action: Mr Weston, to prepare a first draft statement from the Chairman of the Council to be forwarded to Cllr Watson-Smyth for comment.**

- 10. Project Plan and Budget:** Members were referred to the project plan outlined in the agenda papers which had been updated to take account of progress to date and delays over the winter. It was still hoped that the informal consultation could take place in July, best endeavours would be made and concerns would be raised with SG members. Mr Weston highlighted that the outcome of CC's Strategic Environmental Assessment and/or Habitat Regulations Assessment screening opinion would impact on

the timetable dependant on whether they considered the assessments necessary or not. It was his opinion at this time that these would not be likely.

**11. Date of Next Meeting:** To be confirmed.

The meeting ended at 7.20 pm

**Padstow Parish Neighbourhood Plan  
Project Plan**

		Padstow Project Plan Overview																															
		2017					2018					2019					2020																
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Start-up pre-July 2017																																	
Identify Issues																																	
Vision & Objectives																																	
Generate Options																																	
Prepare Draft Plan																																	
Consultation & Submission																																	
Independent Examination																																	
Referendum & Adoption																																	

**Consultation Points:**

- C2** - consult on vision & objectives
- C3** – policy options consultation
- C4** – informal consultation on 1<sup>st</sup> Version of Plan
- C5** – (Reg. 14) consultation on Pre-submission of Plan
- C6** – Referendum – 2020 (NB. This is the responsibility of the local planning authority)

## Survey & Analysis

### Stage 2 Identifying the Issues:

No.	Process	Method	Jul17	Aug17	Sep17	Oct17	Nov17
2.1	Strategic context	research/review strategy documents	✓				
		liaise with LPA	✓				
		prepare report	✓				
2.2	Community context	research/review local situation/strategies	✓	✓	✓		
		prepare report			✓		
		design community consultation				✓	
		approve community consultation				✓	
		consult local bodies/organisations					✓
2.3	Development potential	analyse consultation & prepare report					✓
		planning history & current land uses		✓			
		assess development potential			✓		
2.4	Future demands	trends & forecasts		✓			
		specialist studies ( <i>if necessary</i> )					
2.5	Stakeholder views	Identify and consult landowners				✓	
		consult statutory bodies and agencies				✓	
2.6	NP Issues	analyse surveys & consultations					✓
		prepare issues & opportunities report					✓
2.7	Scope & content	prepare & recommend scope & content					✓
		agree NP purpose & focus					✓

### Stage 3 Vision & Objectives:

No.	Process	Method	Det17	Jan18	Feb18	Mar18
3.1	Draft Aims	prepare workshop method	✓			
		agree draft vision & aims		✓		
3.2	Draft objectives	interpret vision & prepare draft objectives		✓		
		agree draft NP aims & objectives		✓		
		publicise draft vision, aims & objectives		✓		
3.3	Consult	consult on vision & objectives			✓/C2	
		analyse and report on consultation			✓	
3.4	NP vision & objectives	prepare vision & objectives report			✓	
		approve vision & objectives				✓

✓



## Plan Making

Stage 4 Generate Options:		2018												2019							
		Ap	Ma	Ju	Ju	Au	Se	Oc	No	De	Ja	Fe	Ma	Ap	Ma	Ju	Ju	Au	Se		
No.	Process	Method																			
4.1	Options	generate development options	✓	✓	✓	✓	✓														
4.2	Impacts	consider who/what will be affected	✓	✓	✓	✓	✓														
4.3	Options Appraisal	options appraisal			✓	✓	✓	✓	✓	C3	C3	✓									
<b>Stage 5 Plan Making:</b>																					
5.1	Policies	draft NP Policy statements					✓	✓	✓					✓	✓	✓					
5.2	Proposals	prepare 1 <sup>st</sup> Draft of NP							✓	✓				✓	✓						
5.3	Compliance	check compliances																			
5.4	Informal Consultation	Consult with local stakeholders																			
5.5	Plan Amendments	After community consultation																			
5.6	Sustainability	SEA/HRA (as appropriate)																			

## Plan Submission

Stage 6 Consultation & Submission:		2019												2020						
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
No.	Process	Method																		
6.1	Consultation document	approve Pre-Submission Version of Plan																		
6.2	Statutory consultees	consult formally (Reg. 14)																		
6.3	Community	apply consultation strategy																		
6.4	Stakeholders	consult formally																		
6.5	Consultation	prepare Consultation Statement																		
6.6	Amendments	consider comments & amend if necessary																		
6.7	Submission documents	Basic Condition Statement approve submission documents																		
6.8	Submission	submit required documents																		