

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

Notes of the meeting held on Wednesday 25 April 2018 at 6.30 pm held at Padstow Town Council Offices, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman for the meeting), H M Saunders and D N Vivian

In Attendance: Paul Weston (Community Consultant), Samantha Daly (Support Officer and Minute Taker) and 3 members of the public

- 1. Apologies:** were received from Councillors A Flide, K Freeman and A Rickard. In the absence of the Chairman, Councillor Higman was appointed Chairman for the meeting.
- 2. Declarations of Interest:** There were no declarations of interest.
- 3. Public Participation:** None.
- 4. Meeting Note (14 March 2018): RESOLVED** that subject to including, "It was agreed by a member and the Consultant that there was insufficient hard data available", the meeting note was a true record of the meeting.
- 5. Consultation Updates:**
 - a) Business Consultation:** The business consultation agenda pages were noted as the raw data received from the drop in sessions held on 17 April. The Support Officer updated that a letter of invitation had been sent to a list of 197 businesses, compiled from best information available and with input from Steering and Working Group members. At the sessions 17 businesses had been represented by 22 people. She now sought the group's approval to send a follow up letter to all businesses, detailing the information from the sessions and encouraging completion of the business consultation snap survey. She suggested that the closing date for comments be after the Annual Parish Meeting.

One member considered there was a need to visit large businesses within the parish to discuss involvement one to one. It was noted that some businesses who had attended the sessions had indicated they would be interested in joining specific task groups and/or ongoing communication.

Action: Office to progress follow up to business consultation by rewriting to businesses to provide an opportunity for further comment. Deadline to be set after the Annual Parish Meeting.

b) Housing Need Survey: The Support Officer advised members that subsequent to sending out the agendas, the Housing Officer's recommendations had now been received. The recommendations were tabled as a replacement for the last page of the report. Members discussed the results of the survey and considered that work now needed to be undertaken to progress its recommendations. It was

considered a good starting point would be to obtain the number of affordable houses planned for the Treceus development, in turn identifying any shortfall in the numbers required by the survey results.

It was suggested the possibility of a small affordable housing development, situated in Padstow and close to amenities, could be investigated. One member considered Cornwall Council's approach was more to "pepper pot" affordable housing. It was generally thought useful to talk to the Community Land Trust as they had initiated several sites on the edge of towns and parishes.

Concern was expressed that the Housing Need Survey results underestimated the actual need for affordable housing. It was suggested therefore that it would be necessary to identify potential areas in both Padstow and Trevone.

Mr Weston was in agreement with looking at development taking place on parish boundaries and considered a Growth Impact Task Group a good way forward. It was noted that this was outlined in his proposal under agenda item 6.

Action: The Housing Need Survey report from Cornwall Council be accepted subject to the replacement of the last page as tabled, issues raised to be taken forward through a Working Group.

c) Youth Engagement: Members received a tabled report regarding the youth engagement brainstorming session held on 19 April.

2 – 11 Year Olds: Generally there was support for the suggested survey for 2 – 11 year olds. A survey used by another parish was tabled as an example of the graphics and format for the proposal. It was considered unnecessary to include Friday Night Fun Club as children attending would likely be captured via the schools.

One member expressed concern that parents could mistakenly complete the survey thinking it for them instead. It was noted that the survey should include space to enter the participants age and/or class. The Support Officer advised that this could be further mitigated by attending in person to generate interest in the competition amongst the children, if permitted by the establishments.

It was noted that the report included the idea of using the survey to promote the Neighbourhood Plan to parents. It was considered best to limit this to signposting parents to the Neighbourhood Plan website pages and contact details.

Action: The Town Clerk to progress the survey for 2 – 11 year olds in consultation with Councillor Higman following the Steering Groups approval of the concept. Padstow Pre-school, Padstow School, St Merryn School and Padstow and Trevone based toddler groups be approached to facilitate participation. A budget of £300 was agreed for graphic design, prizes and associated costs.

11 – 20 year olds: Members were broadly in support of the ideas captured within the report considering it a good “starter for 10”. They considered that the ideas now needed working up by a working group for action.

In addition to the groups identified in the report, one member suggested that a local youth worker would have a list of young people associated with the skate park. The Support Officer advised that the youth worker had previously been approached for his general thoughts on engagement. He had suggested that young people responded more to internet based engagement or events centred on things of interest to them. A more focused direction was now needed.

The Support Officer clarified that the provisional meeting with the Eden Project representative was to discuss ideas for events that could take place within the parish, and that expert opinion could provide direction.

Action: A working group work up proposals for youth engagement in consultation with the Town Clerk.

- 6. Next Steps:** Mr Weston introduced his report as outlined in the agenda papers. He advised that following the Steering Groups agreement of the working set of aims and objectives, he had now developed a first set of policies. Mr Weston’s recommendation was that the Steering Group accept these policies and use them as a basis for further development by establishing sufficient policy specific evidence.

Where applicable to the agreed objectives, Mr Weston advised he had used policies from Plans in other areas. These policies had been through examination and scrutiny and could be considered successful. However, he emphasised that this did not mean these policies would all be entirely satisfactory for Padstow Parish. He explained that the gathering of further policy evidence would see these develop into policies more bespoke to the local area.

Mr Western considered there a need for a general questionnaire and he had produced a version which he considered satisfied the community support evidenced so far. The aim of the questionnaire would be to get an indication from the community as to whether they would now support the policies being developed.

A member expressed thanks to Mr Weston for this first draft but considered that, having been written by a Consultant, the agenda item and the papers leading to it needed to be looked at by the Working Group for input. Mr Weston expressed caution over amending the draft set of policies until developing the evidence. He emphasised that the policies were based on the objectives approved by the Steering Group and from his objective view of evidence gathered to date. He recommended that the policies be approved as draft and then developed via task specific working groups.

Support for the questionnaire was expressed and it was felt that it addressed the majority of comments made at the community consultation

sessions. One member advised he did not consider it a problem for comments to be made regarding the questionnaire but not fundamentally changed. He agreed that the working group needed to be more involved and that it was now a question of setting broad objectives and letting the working group decide how to achieve them.

Mr Weston expressed that in his opinion the best way forward would be to take the first set of policies as a starting point, then focus on further evidence, otherwise the group would be at risk of rewriting the policies within its own walls, with its own prejudices. It was raised by a member that he wished to know if the Working Group thought other things should be included. In response, Mr Weston advised that this would be inevitable and that the evidence would dictate which things.

One member considered that the suggested Community Survey Task Group should, by definition, be mainly the current Working Group but that now was the time to recruit new working group members as specific tasks might interest people to become involved. The Support Officer reminded members that the office held a database of interested people who could be contacted for interest in joining one of the task specific working groups. She advised that the office could facilitate the formation of such groups to progress works during May if they so wished. Generally it was considered that a meeting of the Working Group should be convened to discuss Agenda Item 6, that Steering Group members should make efforts to recruit more volunteers, and that the office should contact the Neighbourhood Plan database for interest.

Action: The papers in Agenda Item 6 be acknowledged as working documents and the Working Group be convened to progress in conjunction with the consultant the documents.

Action: Steering Group members make efforts to recruit more volunteers and the office to contact the Neighbourhood Plan database to canvas interest in the works needing to be progressed.

7. **Project Plan:** Mr Weston updated on this item. His ambition was that May be a key month for progressing works. This would enable the Steering Group to start adding to and amending the Plan in June with a view to sending a draft plan to Cornwall Council in July. Potentially the group could then reconvene after the summer and prepare for a public consultation in September. Mr Weston added that he was happy to support the Working Group in achieving this.
8. **NDP Budget:** It was noted that the budget was approximately £10,000.
9. **Date of Next Meeting:** To be confirmed.

Meeting closed at 7.58 pm