

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

Notes of meeting held remotely on Tuesday 5 January 2021 at 6.30 pm

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

In Attendance: Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and Note Taker) and Councillor H M Saunders

- 1. Apologies:** None.
- 2. Declarations of Interest:** None.
- 3. Public Participation:** There was no public participation.
- 4. Meeting Note (15 September 2020): RESOLVED** that that the meeting note was a true record of the meeting held on 15 September 2020.
- 5. Cornwall Council SEA and HRA Screening Response and Climate Change Observations:** The Chairman referred members to the agenda cover report and the screening response documents from Cornwall Council.

ACTION: Members noted i) the SEA and HRA decision and Screening Report; and ii) CC's Internal Officer comments.
- 6. Revised Pre-Submission Plan:** Members gave consideration to the suggested amendments to the proposed Pre-Submission Version of the Plan, as detailed in the agenda pages, for the purpose of commencing Regulation 14. It was hoped that the outstanding map improvements would be achieved prior to the Plan going out to consultation.

ACTION: Agreed to approve the Pre-Submission Version (version 3.3) of the NDP as amended following CC's SEA and HRA Screening Response for the purpose of commencing the formal Regulation 14 consultation.
- 7. Consultation Strategy:** The Town Clerk referred members to the proposed consultation strategy for the Regulation 14 consultation which took into account pandemic restrictions. Members were requested to consider moving the proposed start date of the consultation to reflect having had to postpone the present meeting from December due to postal delays in receiving the agenda. Furthermore, that the start date be as soon as practical to reflect any potential issues/delays due to COVID.

ACTION: i) agreed to approve the Consultation Strategy to meet, as far as is practicable the requirements of the Regulation 14 NDP Pre-submission consultation in the current environment of COVID-

19 social restrictions and distancing; ii) To commence Regulation 14 as soon as practical and that the consultation last for 10 weeks; iii) The final versions of promotional literature (including, where appropriate, their locations), the Regulation 14 notice, comment form and newspaper article be signed off by the Town Clerk in consultation with the Chairman but informed by members of the group through email; and iv) A maximum budget of £3,000 be set to avoid delay in bringing updated/final costs back to the steering group.

- 8. Project Plan and Budget:** Members were referred to the agenda report in this regard. The Town Clerk updated that the Locality Grant of £1,000 had been approved. Members gave consideration to requesting the reallocation of the their NDP earmarked reserve from the contingency budget (EMR of £5,000). This would enable the SG to take forward works in progressing the NDP in this financial year. It was noted that the RFO had confirmed she was comfortable with this and was aware of the expectation that the majority of the works and expense would be progressed in this financial year.

ACTION: i) agreed to request the reallocation of the NDP EMR from the contingency budget to provide financial assistance in this financial year; and ii) agreed to note and endorse the Project Plan

- 9 Date of Next Meeting:** To be confirmed, however members to be kept updated and informed on progress of Regulation 14 Consultation.

The meeting ended at 6.39 pm