

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Article 4 & Neighbourhood Plan Stakeholders Meeting held in the Council Chamber, Municipal Buildings, Falmouth on 21<sup>st</sup> January 2015 at 2.00p.m.

Present: Councillor Ms C Atherton CC (Chairman) and Councillor Chappel

In attendance: Mark Williams (Town Clerk)  
Mrs E J Middleditch (Administration Officer)  
Steve Beresford-Foster (Planning Consultant)  
Richard Thomas (Falmouth BID)  
Sheila Rollison (LLAMA)  
David Yelland (Falmouth Bay Residents Association)  
Mike Jenks (Falmouth Civic Society)  
Angela Beale (Falmouth & Penryn Conservation Group)  
Andy Coote (Falmouth Town Forum)  
David Sames (Sames & Littlejohns)

1. **APOLOGIES**

Apologies were received from Richard Gates (Town Manager), Sarah Arden (Cornwall Council), Mark James (Falmouth & Penryn Community Network Manager) and Rosemary Ridette-Gregory (Falmouth District & Hotels Association).

2. **WELCOME AND INTRODUCTIONS**

CA welcomed Steve Beresford-Foster and thanked AC and MJ for their work on the Terms of Reference which SBF would circulate to Stakeholders for their comment.

3. **INTRODUCTION TO STEVE BERESFORD-FOSTER**

SBF provided Stakeholders with an overview of his background in Town Planning and explained his role with the Falmouth Neighbourhood Plan.

4. **OVERVIEW OF THE NEIGHBOURHOOD PLAN PROCESS**

SBF explained the outline project plan which would require formal consultation through community engagement to enable the plan to be written, then examination by Cornwall Council which would be followed by a referendum and if passed the plan would then be made in law and would form part of the development plan and legal framework which must be paid attention to in terms of material considerations. The expected timescale for the whole process was from November 2014 to mid to end of 2016.

The Article 4 Direction needs to be aligned with the Neighbourhood Plan and the Project Plan is to integrate the two so they work parallel to one another however CA stated that the Article 4 Direction should be pushed forward with expected completion within a twelve month period.

CA advised that she and MW had met with Cornwall Council and had submitted a map for the Article 4 and Neighbourhood Plan Designation Area which had been approved and £7000 grant funding from Locality had been secured towards consultation which needed to be utilised by 31<sup>st</sup> March 2015.

CA had met with Penryn Town Council who will not be joining Falmouth in the Neighbourhood Plan process and other adjoining Parish Councils were not currently interested in engaging with the Neighbourhood Plan.

SBF provided Stakeholders with a copy of the Delivery Monitoring Report.

5. **IMMEDIATE TASKS AND ARRANGEMENT FOR THEIR DELIVERY**

**a) Review Steering Group Arrangements**

SBF gave a review of the Steering Group arrangements and advised that he had drafted The Terms of Reference had been drafted which will incorporate that Falmouth Town Council authorisations to appointed a Group to take forward the Plan on its behalf so the Inspector can see that delegation is in place. He explained that tasks must be clear to all and reflect the Project Plan with inclusion of standing agenda items. Volunteers would be required and all sections of the Town must be represented particularly young families who are particularly hard to target. GC agreed to find young family representatives. Consideration should be given to possible freedom of information requests, declarations of interests and how expenses will be met.

**b) Develop and Agree Project Plan**

SBF to co-ordinate with Sarah Arden at Cornwall Council so the Article 4 Direction ran alongside with the Neighbourhood Plan preparation.

**c) Develop and Agree 'Engagement and Community Strategy'**

SBF advised that the Engagement and Community Strategy should set out the main intentions. Consultation is key and engagement with the community should be carried out in an inclusive way. A Consultation Statement would be required which should state who will be included. The 2011 consensus should be referred to identify demographic groups.

A broad consultation can be used up to March 2015 but following this Stakeholder consultations will be required to allow opportunities to focus differently on different groups. Although Falmouth is not that ethnically diverse, evidence will be required to show that all sections of the community have been consulted. Evening consultations will be required for workers.

Questionnaires would be delivered via the Community Newsletter Fathom with extra copies to public buildings such as GP Surgeries, hospitals and libraries.

Questionnaires can also be published on social media and websites however this may be no good for older people who will need to be targeted differently.

CA advised that she had written to all letting agents, clubs and societies to advise them of the Neighbourhood Plan and Article 4 Direction and only one positive response was received from Letting Agent Lewis Haughton Wills who had offered £2000 to £3000 towards the cleaning up of the Town. A response was also received from Cornwall Residents Landlords Association. The local press had been notified at each stage including local radio stations.

SBF to email Engagement and Community Strategy to Stakeholders for comment to include students and Falmouth Bay Residents Association.

**d) Set up Website and Social Media**

SBF advised that websites were an important communication tool and a good channel for engagement of questionnaires and furthermore for use as an evidence base for the Inspector.

Social media such as Facebook is suitable for reference only whereas Twitter is a good tool for making announcements and for obtaining feedback but although easy to set up is hard to maintain and run as would require daily tweeting and a minimum use of two

to three times a month. A volunteer would be needed. Social media could be used to request help but needs to be done quickly.

AC to set up a website with same host as Falmouth Town Council Website with link. MW to check if host can be used. CA to liaise with DS regarding images.

CA to ask Councillor Rowenna Brock to manage and update Twitter and Facebook accounts.

EM to forward contact details of the Group to SBF and all other Stakeholders.

e) Start Community Engagement Activity – Fathom

SBF advised that engagement would take three months. Respondents age must be included to show that the whole demographic is being targeted. 1000 responses would be a confident figure to aim for however 700 individual returns would be significant.

SBF worked through the questionnaire which needs to cast net wide at this stage and must show justification for an Article 4 Direction. CA advised that the questionnaire to be published on the website and sent to all households via the Fathom Community Newsletter with freepost return and Locality funding from the Department of Community Government to be used. Survey Monkey to be used to collate and collect results. Publicity to be carried out through social media. MW advised that the Falmouth and Penryn Community Plan Consultation previously resulted in 1400 responses.

‘A call to Action’ core message to be used to raise awareness and to reiterate what the Plan is all about and why people should care and get involved.

Advertisements in bus shelters to be used as trigger points, downloadable advert messages and posters for windows all displaying the primary message. To be in place by mid February.

CA confirmed that the main objective is to have a diverse vibrant town in 15 to 20 years time that will cater for all including housing for families, students and the elderly which will include the Docks and University growth.

It was agreed that the Questionnaire must be easy to complete with simple tick box’s but must focus on delivering Planning Policy. Stakeholders to advise SBF within the next week with any suggested alterations. MJ to pass on definitions for the whole of the questionnaire to CA and SBF. CA and SBF to discuss the Questionnaire final draft in two weeks time.

f) Begin Construction of Evidence Base

SBF advised that volunteers would be required for Survey work which must focus on a tight case for the Article 4 Direction with Policies being justified in the Neighbourhood Plan for controlling the Article 4 intentions. CA advised that Cornwall Council needed to better define HMO’s and in Falmouth this should include premises of two storeys.

6. **TO RECEIVE AN UPDATE FROM CORNWALL COUNCIL REGARDING THE PREPARATION OF THE ARTICLE 4 DIRECTION (HMO’s)**

SA provided a written update which confirmed that the formal/ legal process for the Article 4 was relatively simple, requiring a 21 day advertisement, a 28 day period

before the Direction is confirmed and then a year before the Direction comes into force.

Once there is an agreed project plan the two processes can be aligned, so that the timescales tie in. The community engagement and consultation carried out for the Neighbourhood Plan will complement the statutory consultation required for the Article 4 direction.

Now that a Project Manager has been appointed and a Project Plan is being drafted the Article 4 formal process can start to be aligned to the key dates that have been identified.

7. **SCHEDULE OF STEERING GROUP MEETINGS**

CA confirmed that significant progress would be made in the next two months as the grant funding must be spent and the Questionnaire will be complete therefore a meeting to be set for 18<sup>th</sup> March 2015 at 2pm in the Council Chamber.

8. **ANY OTHER BUSINESS**

DY queried the arrangements for the delivery of Fathom. It was agreed that a new distributor should be appointed to ensure the Newsletter reaches all households. DY offered to assist with delivery in his area. DS would help with delivery through the Town. GC to distribute through the Beacon Partnership. The BID Manager and Town Manager to be asked to distribute the Questionnaire to their contacts as part of their weekly updates. The Packet and West Briton to be requested to publish the Questionnaire.

There being no further business the Chairman declared the meeting closed at 3.30pm.