

**LOSTWITHIEL TOWN COUNCIL
Edcumbe House
Fore Street
Lostwithiel
Cornwall
PL22 0BL**

01208 872323

clerk@lostwithieltowncouncil.gov.uk

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 para 10 (2) b to attend a Meeting of Lostwithiel Town Council to be held at Lostwithiel Library on Tuesday 20 August 2019 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town Clerk
16 August 2019



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 20 August 2019 at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

Housekeeping – Mayor Hughes will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 20 August 2019 could you please email clerk@lostwithieltowncouncil.gov.uk with your

apologies before midday on 20 August. Thank you to Councillors who have already advised the office that they are unable to attend the meeting.

2. To receive any Declarations of Interest or written requests for new DPI dispensations from Members.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011.

3. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes

4. To receive the minutes of the meeting held on 6 August 2019 having previously been circulated and taken as read.

5. To consider planning applications

- a) PA19/05881 Lostwithiel County Primary School
Bodmin Hill Lostwithiel
Application for advertisement consent for an internally illuminated (solar powered) noticeboard (Ecovision – A2Px2) with the noticeboard element measuring 1112(w) x 1002(h).

1 comment.

Highway Development Management - East

Comment Date: Thu 08 Aug 2019

Subject to the illumination being in accordance with the Institute of Lighting Professionals PLG05: Brightness of Illuminated

Advertisements, no objection is raised. (JHA checked by PS).
Informative: applicant should be advised that the verge where the noticeboard is to be positioned may require separate consent from Streetworks department.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PUBV3KFGGUL00>

PA18/02506 Land North West of Lostwithiel School,
The Brambles, Lostwithiel
Construction of 5 new residential units
To consider the request from Cornwall Council to update the Town Council's comments submitted in May 2018 in advance of the Cornwall Council September Planning Committee Meeting
Lostwithiel Town Council does not support this application due to the following -
' the impact the development would have on the active Section 106 agreement
' that the area has been set aside as green space in Lostwithiel's emerging Neighbourhood Plan and is outside the proposed Neighbourhood Plan development boundary, (the Cornwall Council proposed housing quota for Lostwithiel can met and exceeded within the proposed development boundary),
' the proposed site has access and parking difficulties,
' the proposed site is in a critical sewage and drainage area
' the proposed site poses safeguarding issues for the neighbouring school.

23 Comments.

Mr Adam Driver

Comment submitted date: Thu 21 Mar 2019

Please see documents for comments dated 20.3.19

Comment submitted date: Mon 28 May 2018

As a resident of The Brambles I would like to register my objection to this planning application. I agree with all of the objections that have been raised to date.

I would like to emphasise that the parking in The Brambles is already problematic due to the existing houses having minimal off road parking which results in many cars being parked in the road and on the pavements. This is exacerbated by visitors and school parking. The additional development would result in the already limited parking, over spilling onto Bodmin Hill,, which is already overcrowded.

As already mentioned by other objectors, the applicant has blatantly failed to fulfil the 106 obligation for the previous development which would make you question the point of 106 agreements with the council.

Again, as mentioned by some of the other objectors, the area of land proposed for the development is outside of the Neighbourhood development Plan and is in fact a designated local green space. As pointed out by Mrs Julia Sugar "The National Policy Planning Framework 12 states that "Proposed development that accords with an up to date Local Plan should be approved and proposed development that conflicts should be refused unless other material considerations indicate otherwise" I believe that there are no other material considerations."

I would also like to point out that the following declarations made by the applicant on the development application forms are incorrect / misleading: -

In the Sensitive Development Questionnaire - Q3. Please describe the type of land usage surrounding the site; the applicant has stated the land to the south of the proposed development is vacant. Whilst there are not any buildings on the land, it is far from vacant as it is the Primary School playing field.

In the submitted application form under Section 15. Trees and Hedges - And/or: Are there any trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? The applicant has ticked the No box to

this but there are trees of varying size and growth along the school playing field which abuts the proposed development site.

Please accept this submission as my strong objection to this proposed development.

Yours sincerely

Adam Driver

8 The Brambles

Mrs Amanda Bembridge

Comment submitted date: Tue 18 Dec 2018

Please see 'documents' tab to view letter received from Mrs Bembridge via Sheryll Murray MP

Comment submitted date: Wed 25 Jul 2018

I live at 18 The Brambles in a house immediately abutting the proposed development

I have written objecting to the proposal and you are aware of the unanimous opposition from residents and the Town Council alike for a wide variety of material considerations

I have two questions- the developer originally applied for outline consent on this part of the site in 2002 or 2003. Was this outline consent ever renewed? If not then is this not a brand new application to be considered on its merits or otherwise? Secondly the developer has organised an ecology survey and whilst he has fenced off the whole site markers appear to have been placed on the furthest part of the site by the roadside and not where there is natural run through of wildlife from the field through my property and onto the proposed site - clearly I would have thought the results of this survey would be skewed?

It would be really helpful if you could assist with these matters

Comment submitted date: Tue 24 Apr 2018

I wish to record my objections to PA18/02506 listed in the 9 heads below. I believe all of which to be material considerations in determining this planning application (PA18/02506)

1. Access

The private brick paved road at the western end of The Brambles was designed specifically to provide access to numbers 14, 16 and 18. The Deeds of these properties specifically state that these three homes are responsible for the

expense of keeping and maintaining this private driveway. It was never envisaged that this private road would provide access to further development and it can NOT be equitable for the three home owners to be responsible for the costs incurred in vehicles using this road to access the proposed development let alone the impact of construction traffic passing along this road. The proposal as it stands is unacceptable as this private road is also the means by which extra parking is also to be accessed

I am further concerned from a fire safety perspective. No 18, my home, abuts the proposed new development and I have 3 bedrooms on the lower ground floor whose escape is into the garden. The scheme is currently designed in a way that means there is no access from the garden onto the road as the site slopes away and therefore presents a fire safety problem. In addition, as designed, it means there is no access to the main sewer and drainage points which run across my garden and which the adjoining properties have the right to enter to inspect, maintain and repair in the event of problems. This issue has not been addressed and will create major problems. Has the Fire authority been consulted on this issue?

2. Car Parking and Site Access

The Brambles were developed with minimal parking and circulation space. There is a lack of a proper comprehensive public transport system in Lostwithiel and the majority of occupiers require a vehicle in order to access employment. The site is currently very congested with current occupiers parking on the pavement as the road is too narrow to park along. This situation will be made worse by this application which is likely to lead to a further 15-20 cars needing space to park.

Access on to the site is difficult and I cannot imagine how construction traffic will be able to enter the site whilst at the same time providing access to existing residents and PSVs. The proposed development is adjacent to Lostwithiel School. In the last 12 months there have been two material changes to the School and its parking issues which have had a direct impact on congestion in The Brambles and onto and along Bodmin Hill - the provision of a new enlarged nursery with no parking and the new restrictions on Bodmin Hill for vehicle access and parking around the school - this must surely be a material consideration in terms of child safety and this new proposal

3. Access by Public Service Vehicles (PSVs)

Both The Brambles and Bodmin Hill are severely congested (see above) The weekly refuse and recycling collections are becoming more and more difficult

and I would urge that the providers of these services to the Council are consulted as to the huge impact the construction and additional residents parking will have on their ability to deliver a service. There are further concerns as to access onto the estate by both fire and ambulance services. Increasing the density of development and indeed the number of parked cars on pavement along the service road will surely lead to access problems by the emergency services - Have the Fire and Ambulance Services been consulted?

4. Site Density

I believe the proposed application does not provide a solution to the car parking problems on the estate but further exacerbates the situation. I also believe that the massing, particularly since the approval of PA15/07204 adjacent, is inappropriate due to the site's topography

5. Sewage and Drainage

In recent years steps have been taken to reduce flood risk in Lostwithiel alongside government advice and regulation. Following the completion of the Brambles in 2005/6 South West Water commissioned a report which highlighted the problems of flooding and run off SHOULD FURTHER DEVELOPMENT WITHIN THE BODMIN HILL AREA BE APPROVED and limited development at the Brambles to 18 units ONLY. The issues relating to drainage and sewers are still to be resolved. Suitable storm drainage needs to be built before any development begins as there are numerous boggy areas on the estate which never dry out. The construction of more hard surfaces increases run off and will have a direct impact on the school and its playing fields I understand that the proposed development is situated in a Critical Drainage Area and that therefore an Environmental Assessment MUST be undertaken before this Planning Application is considered. Many factors have changed since this was reviewed nearly 20 years ago

6. Environment and Biodiversity

The site has never been maintained by the developer over the last 15 years as a result the land and ancient field walls have reverted to their natural state and provide a haven for various mammals and protected species. I have spoken with Cornwall Wildlife Trust and expressed my concerns as to the impact on the biodiversity in the site. I request that an ecological study is undertaken on the site before the planning application is considered and that any new proposal covers means to protecting the slow worms and bats across the development

7. The Existing and Undischarged S106 on The Brambles Estate

The original planning permission included a S106 agreement that a childrens' play area would be provided on the site. The existing developer has never discharged this obligation and the siting of this proposed development means that the S106 can never be enforced. Surely this obligation has to be discharged before the current planning application is considered

8. Health and Safety/Impact on the School/Construction Issues

A full and comprehensive risk assessment should be undertaken to consider the health and safety issues raised by construction on a vehicle- congested site, home to over 10 children and used on a daily basis by children at Lostwithiel School and the Nursery. The site would need to be fenced off and presumably there would need be an area for construction vehicles and builders transport - something which given the extent of problem parking along Bodmin Hill and the Brambles is of concern

9. Government Policy on Affordable Homes

I do not believe the current application is in line with Government policy on affordable homes and this should be addressed before any application is considered

Amanda Bembridge

18 The Brambles

Lostwithiel

PL22 0JU

JR Copleston

Comment submitted date: Fri 14 Dec 2018

OBJECTION

When carrying out a few measurements using positions shown on the Block Plan, it became evident that to achieve the extra four parking spaces shown at the West end of the development is all but impossible. Two of the spaces are shown to be on already existing parking spaces which are in regular use. In order to retain these and provide four more, the ground will have to be built up and retained to avoid slippage in a manner which will be totally unacceptable as it will impact severely on an existing property. Also the building up will be in the plot of one of the proposed new properties

.

The measurements which we have taken can only be approximate as some of

the ground is completely inaccessible. We have assumed that the parking spaces will be 2.4 X 4.8 Metres, and that there will be a 2.5 Metre gap between the building line and the pavement, also a 2.5 Metre gap between the plots and the school boundary fence.

The general feeling is that a development of two houses with adequate parking and also in keeping with existing properties on the main body of the estate would be acceptable.

Comment submitted date: Thu 06 Dec 2018

Please see 'documents' tab to view letter received on 05/12/2018

Comment submitted date: Tue 01 May 2018

To view letter received (27.04.18) please go to the "Documents" section.

Residents Of The Brambles And Nikita Terrace

Comment submitted date: Mon 03 Dec 2018

Please see Documents to view comments.

Mrs lorraine christian

Comment submitted date: Fri 08 Jun 2018

I strongly object to the planning application PA18/02506 as I did to planning application PA15/07204 on the grounds of all objections stated by all the other residents of the Brambles development, including Nikita terrace;

- Parking & access issues for residents
- Public emergency access
- Safety, especially for children and all residents of the Brambles development
- School parents parking (often abusive if objections made to inappropriate parking eg. blocking garage/driveway accesses)
- Surface water soak aways & sewage issues
- Section 106 development not only ignored but offered payment to town council by developers, for personal benefit, to override stipulation.

Whilst aesthetically, the current developments are kept maintained to a high standard by the residents, I know from personal experience & from talking to other residents, this has come at a high cost due to poor building & plumbing work initially completed on the properties by the developers' inefficient & some very inexperienced workforce - especially the plumbers. On these last factors alone, I do not believe the developers should be given the opportunity to cause yet more mayhem.

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Mrs Sue Driver

Comment submitted date: Mon 28 May 2018

As a resident of The Brambles, I would like to register my objection to this planning application.

I totally agree with all of the previous objections that have already been made specifically -parking, safety, noise, drainage, and lack of play space.

On this basis I urge that this application be refused.

Sue Driver
8, The Brambles

Mr S Burrell

Comment submitted date: Tue 15 May 2018

Bodmin Hill is already at traffic capacity, (despite traffic calming speed bumps,) due to school traffic, rat run traffic avoiding the No Mans Land junction at Pelyn, and overflow parking from town residents.

Emergency vehicles, refuse vehicles and delivery vehicles already struggle to get through, and at school times there's serious danger to school children due to parked vehicles and lack of pavement.

Any further housing off Bodmin Hill will exacerbate these problems by adding to traffic both during construction and after occupancy.

Furthermore the area for development is a leisure and wildlife green space, designated under the town plan.

Additionally the 106 agreement has not been fulfilled.

Mrs Kate Murphy

Comment submitted date: Thu 03 May 2018

I strenuously object to this planning application alongside my neighbours and enforce all of the points made by them.

- 1) drainage- in an area already compromised 5 dwellings will totally risk the drainage capabilities
- 2) access - there is already too many cars on this street and 5 more dwelling increases access, safety concerns substantially. The street cannot cope with more cars and issues with parking, being able to move freely around our house as well

As the safety of the many children here is a core concern.

- 3) more legal concerns about the agreement and contractual obligations to fulfil the child's play area have been overruled.
- 4) on a personal note I'm more and more concerned and there's amounting reason to believe that there are unlawful agreements occurring in the approval

of the other previous planning application and I'm wonder if the same path will be paved in this application.

Mrs Laura Walker

Comment submitted date: Thu 03 May 2018

Dear Sirs,

I wholeheartedly agree with all the other objections that have been made with regards to this planning application.

The Brambles does not have the capacity to safely allow the construction of any more houses.

All of the issues mentioned in the other objections are valid and relevant to this objection - noise, safety, parking, play space, etc.

Please accept this as my objection to this application.

Thank you

Laura Walker

Mr Daron Walker

Comment submitted date: Thu 03 May 2018

As a resident of The Brambles, i would like to register my objection to this planning application.

I have read through all the other submissions and i thoroughly agree with all of the points that have been made already.

The Brambles is a busy family area - the addition of extra houses, and all of the associated construction works would cause a huge disturbance and risk to the local residents.

The existing properties already suffer from lack of adequate parking - a problem that would only increase with extra housing.

Please accept this submission as my strong objection to this proposed development.

Thank you

Daron Walker

Mr Robert Mayes

Comment submitted date: Wed 02 May 2018

Please see documents tab for letter with photographs

Mrs Julia Sugar

Comment submitted date: Tue 01 May 2018

Re: Application PA18/02506

Construction of 5 new residential units

Land north west of Lostwithiel school, The Brambles, Lostwithiel

I agree with all the points already submitted by residents in their objections to this development. I would also like to stress the following.

cornwall.gov.uk, planning section opening paragraph states;

"Planning is about making the best use of land for housing, business, industrial, agricultural, and recreation. It is about making places where people want to live, work and play, places which are safe and inviting, and places which are sustainable".

I feel that allowing this application would create a situation totally contrary to this premise.

At present there are 21 properties which share the parking available within the Brambles. This includes a bungalow which existed before the development of the 18 new houses, one property now split into two and the 4 bed property which has planning permission but is not yet built. Only 3 of these properties have sufficient on curtilage parking for their size. The remaining 18 have 17 on curtilage or designated parking spaces and 11 single garages between them. 6 of the on curtilage parking spaces are not long enough to park a family car, being between 4.2 and 4.4m long, and many of the single garages are not large enough to accommodate a car and any storage (such as bicycles and garden equipment) resulting inevitably in them not being used for parking. The majority of the existing properties are large family houses and safe parking for the number of people they can accommodate is woefully inadequate, resulting in on road and on pavement parking. A site which, by necessity, has to use parking on pavements or parking where there is no defined parking space is regarded as a key indication of poor design. Public transport can hardly be

considered an alternative to the use of cars given the distance to the station and the limited provision of buses or trains in the town.

During the last few days I have noted the on road/pavement parking at different times of the day and the number of vehicles has ranged from 7 to 12. This has not been during a holiday time or at weekends, where there could be family visitors, nor during school drop off or pick up times, when there is extra traffic.

Good practice for car parking arrangements requires consideration to be given for visitors and disabled people. With residents cars being parked on pavements, there is no safe provision for this, even at present without further loading the parking requirement on such a small road.

In addition, the proposed new development would mean loss of existing on street/pavement parking due to drop curb access to the new designated parking. Vehicles will congest the remaining narrow road and pavements to such an extent that there will be no access for service or emergency vehicles. There will be no safe disabled access on pavements, or safe access for children. Parking will inevitably spill out onto Bodmin Hill where parking already causes dangerous congestion.

I suggest that this proposed development would not make a place "where people want to live, work and play, is safe and inviting and is sustainable".

Covenant 3.2.8. of the section 106 Agreement dated 2nd November 2001 linked to planning application 99/01328 (which granted permission for 18 dwellings) required of the developer:

"to complete the Play Area prior to the occupation of the fourteenth dwelling erected on the Land or at such a time as may be agreed with the Borough Council."

As other residents have pointed out, this was not done, nor was the land maintained.

An application (No. 07/00642) to alter this obligation, to giving a contribution towards the maintenance of the existing town playing fields instead, was refused in 2007. Plan 2086/109C, submitted with the application, shows the area that was the proposed play ground on the lower corner of the Brambles site. The area immediately above it (to the North), is shown on the plan to be a "grassed area" with the back edge of the footpath " to be planted with wild

cherry and hawthorn". On this "grassed area" the developer has now been given permission to erect a 4 bedroom house, filling the site and completely dominating and visually cutting off the designated play area from the rest of the development, making it no longer suitable.

The only suitable play area now is the land on the South of the Brambles which this new application seeks to fill with 5 properties and associated parking. The existing development consists mainly of large detached family houses. With their proximity to the Primary School, many more of these houses than at present are likely to become full of families with young children. It would not be sustainable planning to fill the only remaining open space left with more houses.

Lostwithiel Neighbourhood Plan Pre-submission draft March 2018, produced in accordance with the 2011 Localism Act, is a result of extensive research and consultation within the town. This plan designates the area for the proposed development as a "local green space" identified as land where development would not be appropriate or would be detrimental to the community as a whole. There is no other access to nearby open space.

The National Policy Planning Framework 12 states that "Proposed development that accords with an up to date Local Plan should be approved and proposed development that conflicts should be refused unless other material considerations indicate otherwise" I believe that there are no other material considerations.

On this basis I urge that this application be refused permission.

Mrs rebecca Ellis

Comment submitted date: Mon 30 Apr 2018

I agree with the objections that have already been made by local residents. I would like to stress the following:

- The site is in Lostwithiel's Critical Drainage Area - the drainage information submitted does not confirm that the development can achieve CC's requirements for such sites within the CDA.
- A terrace of this scale is completely out of character with the existing development in the area which is of larger detached family houses. The amount of hardstanding proposed will completely erode the open and green character of the area, as well as cause more surface water issues.
- This area was intended as Open Space, and is used regularly by residents in

the area for recreation, and provides an important and attractive buffer between the houses and the school.

- Safeguarding issues with the school in such close proximity - currently there is natural surveillance
- The site is not included within the development boundary currently proposed by Lostwithiel Town Council, and therefore there should be a contribution to affordable housing.
- It appears from the plans that the use of the turning head that currently serves The Brambles would be stopped by the introduction of two parking spaces, with a further two spaces resulting in the loss of even further green areas - it is also unclear from the plans which property would benefit from the garden behind the parking spaces.

Mr Eddie Sugar

Comment submitted date: Mon 30 Apr 2018

Re: Application PA18/02506

Construction of 5 new residential units

Land north west of Lostwithiel school, The Brambles, Lostwithiel

I object to this proposal.

The parking in the Brambles is already inadequate. The properties are family houses but most have short driveways (4.2m), which are not long enough to park a typical modern family vehicle. The single garages are not large enough for storage as well as vehicles, and so are not used for parking. Much of the road is too narrow for onstreet parking. The result is that there is considerable congestion with cars frequently blocking pavements. The lower part of our own private drive is used by refuse and recycling lorries during their manoeuvres as this is the only feasible place to turn.

The parking places designated for the 6 new properties (including the one with permission already granted) would be insufficient for their residents' and their visitors' vehicles and the additional congestion would be substantial. I would expect service by the refuse/recycling lorries or even more worryingly by the emergency services to be impossible.

The area is designated as open green space in the Lostwithiel town council Neighbourhood Plan which is in the final stage before submission to the County.

I support the other considerations detailed in the objections already

submitted, including:

The further reduction in capacity to handle surface water runoff from Bodmin Hill and above and the extra burden on sewage and drainage facilities.

The dangers imposed by significantly increased vehicle (and pedestrian) access from the Brambles onto Bodmin Hill, next to a primary school and on a narrow congested steep hill.

The fact that the new houses would be directly overlooking the primary school playing field.

The practical and significant danger and inconvenience during the construction phase because of associated heavy plant and lorries needing access to the already congested area

I urge that permission is refused for this application.

Yours sincerely

Eddie Sugar

6 The Brambles

Mrs Angela Walker

Comment submitted date: Sun 29 Apr 2018

Re: Application PA18/02506

Construction of 5 new residential units

Land north west of Lostwithiel school, The Brambles, Lostwithiel

I wish to place an objection to the above proposed development on the following grounds:

The Brambles development has an extremely restricted access comprising a single, narrow road which includes traffic calming measures. In conjunction with this there is limited parking within the development which compels residents and visitors to park on the roadside, further reducing access onto and within the area. An increase in the size of the development would have a definite adverse effect on this situation. These issues are also affected by the adjacent location of the local primary school which, during term time, results in increased traffic and parking in the region of Bodmin Hill and The Brambles, especially at the start and end of school. Allowing this application would have clear implications for increased traffic flow and reduced highway safety in this region, especially significant since the only exit from The Brambles leads onto

Bodmin Hill which is a narrow, busy, steep and congested thoroughfare. The increased traffic and parking generated by the development would also have a detrimental effect on accessibility for emergency and public service vehicles as well as everyday deliveries.

The proposals would place extra pressures on local services, especially water supply and drainage, which, I am given to understand, are already over-subscribed to such an extent that the local water authority has placed an embargo on any further development in this area to prevent any increase in demand. In addition, replacing the current natural land surfaces with those of a man-made development has the potential to increase levels of water run-off in a locality which recent history has shown to be sensitive to such issues.

In addition to the negative effects the completed development would give rise to, the undoubted disruption to the existing residential area caused during its construction would be significant, environmentally unacceptable and potentially dangerous. My home is positioned immediately adjacent to the only (and narrow) entrance to The Brambles. As such, I am concerned at the potential environmental impact which would be provided by construction traffic and personnel in terms of noise and atmospheric pollution as well as vibrational impact. The presence of a large construction site and the transit of large construction plant and delivery vehicles in such an established and congested residential location would constitute a definite health and safety risk as well as providing the possibility for accidents and damage. This is particularly relevant since a number of young families reside within The Brambles.

The original planning consent for The Brambles development included a Section 106 condition that the developer should include a children's play area within it. This has never been complied with and should this application be allowed, it would make it impossible to do so.

Lostwithiel Town Council is currently in the final stages of community consultation with regard to its draft Neighbourhood Plan. Included in this is a proposed Development Boundary which, once finalised, will form a line outside which development will only be allowed in exceptional circumstances. The site of the current application lies outside this proposed Development Boundary. Whilst this boundary is not yet finalised, it seems clear that any amendments to it are expected to be in other areas of the community rather than alongside

The Brambles.

For the reasons outlined above I request that the application be turned down.

Ms Ruth Blackmore

Comment submitted date: Sun 29 Apr 2018

Planning Application PA 18/ 02506. Resident objections.

1. Parking /traffic.

1. a) The Brambles is a development of 4/5 bedroom houses on a small plot with insufficient provision for parking in its existing form. One can expect at least two vehicles per house in houses of this size. Then there are visitors and deliveries to all these homes.

b) There is frequently congestion, forcing motorists to weave between parked cars. Large vehicles have great difficulty, there is a narrow, one way, bottleneck entrance to The Brambles. The dustbin lorry struggles to the point of considering not to include this road in their rounds. Emergency services would meet the same problems.

c) The proposed units and the already agreed extra unit would compound an existing problem with probably another 10/12 cars. The parking indicated on the plans seems not only inadequate but access depends on land that is not owned by the developer.

d) The Brambles acts as an unofficial carpark for the school, thereby relieving some of the dangerous congestion on Bodmin Hill.

e) How will the lorries and plant associated with the building of several houses operate with any safety in this restricted, well populated area close to a school?

2. Sewage and Drainage.

There seems to be no assurance that the sewage and drainage can support another six units. There have been well documented and unresolved problems in the past. The wet areas and storm drain problems will be increased by covering the rough land on the site which acts as a natural soak away, i.e. in the grassy area at the westerly end of the site. Has Southwest Water looked into this and do you have the necessary assurances direct from Southwest Water themselves?

3. Highways authority.

Do you have direct assurances from the highway authority themselves that

they are happy with the significant increase in traffic, not only here but exiting onto Bodmin Hill?

4. Children's Play Area (section 106)

4 a) The developers contracted to provide a play area with the original development, an undertaking they have not honoured. One assumes they had no intention of providing one, merely undertook to do so to make their planning application more appealing.

b) There are at present 10 young children resident on The Brambles. It would be very dangerous to send them down Bodmin hill where extreme caution is required of pedestrians, then across the main road to access play areas in the town.

c) At the moment, the children play on the grassy area and the cul de sac at the westerly end of the development. Here there is less traffic and they can be kept under supervision by parents and neighbours from surrounding houses. This is the safest area for them to play. The original area supposedly designated to make a playground, is near the entrance to The Brambles and therefore there is more traffic. When the new house is built (PA/ 07204) the remaining ground will be reduced, tucked away and very hard to supervise. In my opinion it would be inherently dangerous should the developers decide to belatedly honour their contract.

d) As demonstrated above(b) town play areas are not readily available to Brambles children. We are mostly band "E" council tax contributors to the community, benefitting Lostwithiel as a whole. We have large houses with very small gardens, the children need somewhere to play.

5. The School

5. a) I believe there are laws governing property overlooking schools. Has this been addressed?

b) The considerable amount of water taken up by our natural soakaway (see Sewage and Drainage) will find its way onto the school field if the soakaway is built on. This would render parts of the field unusable.

6. Affordable Housing

The proposed plans do not include 40% affordable housing, even if one were to consider only the new additions. If one considers The Brambles as a whole,

as it is, in reality, one development, then 40% is nowhere near the required percentage of affordable housing.

7. National planning requirements (National planning framework 2012-30)

If the National planning principles of development are adhered to, The Brambles is already full to capacity.

8. Neighbourhood Plan.

This area is outside the established building boundary. Planning permission has already been granted to more than the agreed quota of permissible housing.

Ruth Blackmore, 10 The Brambles, PL22 0JU.

Mrs Julie Withers

Comment submitted date: Wed 25 Apr 2018

I object to this application. In addition to concurring with nearby residents who have many valid concerns, I put forward the additional view that the town of Lostwithiel currently has more than enough recent and soon to be completed New Build housing developments, including Affordable dwellings, eg. Gilbury Hill Phase 2, Brunel Quays, Royal Talbot, Golf Club, etc. Many of the units in all of these, both Affordable and open market, are unsold after many months, which, I suggest, strongly indicates that there is neither the desire nor the need for them. Lostwithiel is basically full to the brim with new homes on steep hillsides; we do not need any more.

Amanda Bembridge

Comment submitted date: Wed 25 Apr 2018

I wish to record my objections to PA18/02506 listed in the 9 heads below. I believe all of which to be material considerations in determining this planning application (PA18/02506)

1. Access

The private brick paved road at the western end of The Brambles was designed specifically to provide access to numbers 14, 16 and 18. The Deeds of these properties specifically state that these three homes are responsible for the expense of keeping and maintaining this private driveway. It was never envisaged that this private road would provide access to further development and it can NOT be equitable for the three home owners to be responsible for the costs incurred in vehicles using this road to access the proposed

development let alone the impact of construction traffic passing along this road. The proposal as it stands is unacceptable as this private road is also the means by which extra parking is also to be accessed

I am further concerned from a fire safety perspective. No 18, my home, abuts the proposed new development and I have 3 bedrooms on the lower ground floor whose escape is into the garden. The scheme is currently designed in a way that means there is no access from the garden onto the road as the site slopes away and therefore presents a fire safety problem. In addition, as designed, it means there is no access to the main sewer and drainage points which run across my garden and which the adjoining properties have the right to enter to inspect, maintain and repair in the event of problems. This issue has not been addressed and will create major problems. Has the Fire authority been consulted on this issue?

2. Car Parking and Site Access

The Brambles were developed with minimal parking and circulation space. There is a lack of a proper comprehensive public transport system in Lostwithiel and the majority of occupiers require a vehicle in order to access employment. The site is currently very congested with current occupiers parking on the pavement as the road is too narrow to park along. This situation will be made worse by this application which is likely to lead to a further 15-20 cars needing space to park.

Access on to the site is difficult and I cannot imagine how construction traffic will be able to enter the site whilst at the same time providing access to existing residents and PSVs. The proposed development is adjacent to Lostwithiel School. In the last 12 months there have been two material changes to the School and its parking issues which have had a direct impact on congestion in The Brambles and onto and along Bodmin Hill - the provision of a new enlarged nursery with no parking and the new restrictions on Bodmin Hill for vehicle access and parking around the school - this must surely be a material consideration in terms of child safety and this new proposal

3. Access by Public Service Vehicles (PSVs)

Both The Brambles and Bodmin Hill are severely congested (see above) The weekly refuse and recycling collections are becoming more and more difficult and I would urge that the providers of these services to the Council are consulted as to the huge impact the construction and additional residents parking will have on their ability to deliver a service. There are further concerns as to access onto the estate by both fire and ambulance services.

Increasing the density of development and indeed the number of parked cars on pavement along the service road will surely lead to access problems by the emergency services - Have the Fire and Ambulance Services been consulted?

4. Site Density

I believe the proposed application does not provide a solution to the car parking problems on the estate but further exacerbates the situation. I also believe that the massing, particularly since the approval of PA15/07204 adjacent, is inappropriate due to the site's topography

5. Sewage and Drainage

In recent years steps have been taken to reduce flood risk in Lostwithiel alongside government advice and regulation. Following the completion of the Brambles in 2005/6 South West Water commissioned a report which highlighted the problems of flooding and run off SHOULD FURTHER DEVELOPMENT WITHIN THE BODMIN HILL AREA BE APPROVED and limited development at the Brambles to 18 units ONLY. The issues relating to drainage and sewers are still to be resolved. Suitable storm drainage needs to be built before any development begins as there are numerous boggy areas on the estate which never dry out. The construction of more hard surfaces increases run off and will have a direct impact on the school and its playing fields I understand that the proposed development is situated in a Critical Drainage Area and that therefore an Environmental Assessment MUST be undertaken before this Planning Application is considered. Many factors have changed since this was reviewed nearly 20 years ago

6. Environment and Biodiversity

The site has never been maintained by the developer over the last 15 years as a result the land and ancient field walls have reverted to their natural state and provide a haven for various mammals and protected species. I have spoken with Cornwall Wildlife Trust and expressed my concerns as to the impact on the biodiversity in the site. I request that an ecological study is undertaken on the site before the planning application is considered and that any new proposal covers means to protecting the slow worms and bats across the development

7. The Existing and Undischarged S106 on The Brambles Estate

The original planning permission included a S106 agreement that a childrens' play area would be provided on the site. The existing developer has never discharged this obligation and the siting of this proposed development means

that the S106 can never be enforced. Surely this obligation has to be discharged before the current planning application is considered

8. Health and Safety/Impact on the School/Construction Issues

A full and comprehensive risk assessment should be undertaken to consider the health and safety issues raised by construction on a vehicle- congested site, home to over 10 children and used on a daily basis by children at Lostwithiel School and the Nursery. The site would need to be fenced off and presumably there would need to be an area for construction vehicles and builders transport - something which given the extent of problem parking along Bodmin Hill and the Brambles is of concern

9. Government Policy on Affordable Homes

I do not believe the current application is in line with Government policy on affordable homes and this should be addressed before any application is considered

Mr Stewart Walker

Comment submitted date: Tue 24 Apr 2018

6, Nikita Terrace,
Bodmin Hill,
Lostwithiel
Cornwall,
PL22 0JT

Re: Application PA18/02506

Construction of 5 new residential units

Land north west of Lostwithiel school, The Brambles, Lostwithiel

My wife and I wish to place an objection to the above proposed development on the following grounds:

As I have been given to understand, the original planning consent for The Brambles development stipulated a maximum of 18 properties within it. However, this followed an earlier application for 22 units which was withdrawn when, as I understand it, it became apparent that support for it was unlikely to be forthcoming. This current application has the appearance of a surreptitious attempt to return to that proposal. Now, as then, it would constitute an over-development of the area with its accompanying problems, some of which are outlined below.

The Brambles development, which encompasses Nikita Terrace, has an extremely restricted access provision comprising a single, narrow road which includes traffic calming measures. In conjunction with this there is limited parking within the development which compels residents and visitors to park on the roadside, further reducing access onto and within the area. Any increase in the size of the development would have a detrimental effect on this situation. These issues are also affected by the proximity of the local primary school which, during term time, results in increased traffic and parking in that region of Bodmin Hill and The Brambles, especially at the start and end of school. Allowing this application would have clear implications for increased traffic flow and reduced highway safety in this region, especially significant since the only exit from The Brambles leads onto Bodmin Hill which is a narrow, busy, steep and congested thoroughfare.

The proposed development would place extra pressure on local services, such as water supply and drainage, which, I am given to understand, are already over-subscribed. In addition, replacing the current natural land surfaces with those of a man-made development has the potential to increase levels of water run-off in a locality which recent history has shown to be sensitive to such issues. The increased traffic and parking generated by the development would also have a detrimental effect on accessibility for emergency and public service vehicles as well as everyday deliveries.

In addition to the negative effects the completed development would give rise to, the undoubted disruption to the existing residential area caused during its construction would be significant, environmentally unacceptable and potentially dangerous. Our home is positioned immediately adjacent to the only (and narrow) entrance to The Brambles. As such, we are concerned at the potential environmental impact which would be provided by construction traffic and personnel in terms of noise and atmospheric pollution as well as vibrational impact. The presence and transit of large construction plant and delivery vehicles in such an established and congested residential location would provide the possibility for accidents and damage. This is particularly relevant since a number of young families reside within The Brambles.

The original planning consent for The Brambles development included a Section 106 condition that the developer should include a children's play area within it. This has never been complied with and the site of the current application is in such close proximity to the area originally designated for it that we believe it would make it impossible for it to be completed.

For the reasons outlined above I request that the application be turned down.

Mr And Mrs Warren

Comment submitted date: Mon 23 Apr 2018

Please see document tab for comments

Ms Gilda Davies

Comment submitted date: Thu 19 Apr 2018

Planning Application PA18/02506

Resident Concerns and Objections.

I am writing to oppose the application for the building of another 5 units on The Brambles.

A building application has only just been passed for a four bedroomed dwelling on the same development (PA15/07204) and many of the arguments relevant to this application apply to this new application to build an additional 4-5 units. In fact, many are now even more relevant and the risks even more substantial bearing in mind the density of housing that would be present on this small development with very restricted access, if this new application is also passed. They are detailed at the end. However, the following relate specifically to this new application.

I think it is entirely relevant to The Planning Department and Council that the same builders are applying to build more properties, when they have not delivered on their original section 106 obligation to build a children's play area on the same development. I would have thought that not delivering previously on terms agreed with The Planning Department and Council is of extreme importance to the Council. Otherwise section 106's are a pointless exercise, and presumably the builders then will not see any need to deliver on any section 106 in future, including affordable housing, which is one precondition for this application.

I would also like the Planning Department to be aware that the section 106 area was not maintained by the Builders, and local Residents and Transition Lostwithiel planted an apple orchard on the land, in the absence of any maintenance or a childrens playground. We received a letter from the Builders during the application for the four bedroomed dwelling on land adjacent to the section 106 area, stating that if we did not remove the apple trees (which were mature and producing fruit), they would remove them and would send the bill to us. I dug the trees up and transported them to a place of safety. The land has still not been maintained. I am left concerned that the Builders will

eventually apply to build on this land also, ignoring any obligations they have had to the Council, the Residents or to the environment.

South West Water originally allowed only 18 dwellings to be built on the site because of sewage and drainage issues. They have not contended one more property being built as in application PA15/07204, as I personally checked with them during the last planning application. However I cannot see that the builders have consulted SWW about an additional 5 units, despite the recommendation in the pre-application advice. I will be seeking clarification from SWW that they are aware of the proposal to build another 5 units, and whether they are happy that the sewage system is in place to cope with this. I feel it is one of the conditions that the Planning Department needs to have seen has been complied with before planning permission is considered.

I think the Planning Department also needs to bear in mind that affordable Housing is supposed to be 40% of new builds in an estate. There will be a total of 6 new units (total 16 beds)built by this builder on this area of land, including the application that has recently been passed (PA15/07204 |) and therefore the amount suggested by the builder of 2 units (3 beds) as affordable housing does not meet this obligation. I think the number of affordable housing agreed to should be increased to match the 40% for the whole development, as required in the Cornwall Plan 2010-2030.

On the builder's application form, the dates of the pre-application submission and advice are not entered. I can see that the pre app enquiry and the advice were dated 2nd April and 13th May 2014. That is four years ago, and since then the other application mentioned above, by the same builder, has been passed. Tracy Young (the Planning Officer who replied with pre application advice) stated in her letter that " it should be noted that pre application advice notes will decline over time" and are "subject to the proviso that circumstances and information may change or come to light that could alter the position" in future planning applications. It seems to me that things have substantially changed since the original pre application advice. May be this has had a bearing on the omission of the date of the pre application?

I would like the Planning Officer to consider that the addition of another 5 properties may not meet the obligation that required Permitted Development Rights to be removed as per the original consent for the overall development of The Brambles. This was to ensure that any future residential development would be of a suitable nature and scale which would respect the character of

the overall development. The plot size is limited, and considering a larger 4 bedroomed property is to be built virtually adjacent to the site of this application for another 5 units, I ask that the scale of the two recent applications is taken into serious consideration by the Planning Officer.

The following are arguments put forward in previous application to build one more property on the Brambles. They remain relevant, and even more important, if another 5 properties are to be built.

1. There are at least 10 children living in the Brambles, who require safety in their environment and places to play. Many of them use the roads outside their homes and the grassy area to play on. Their safety would be compromised if the green area is built on. Additionally, of relevance is the absence of the play area agreed to by the builders in the section 106 agreement in the original planning permission for the development. There would be additional traffic, congestion and children increasing risks in the long term, with 6 new properties and no play areas. There would also be substantial risks from heavy construction traffic during the construction of the proposed dwellings.

2. The wild hedge also provides important screening for the school, whose playing fields will be directly overlooked by any properties built on the area of land NW of Lostwithiel School. I believe there are laws restricting buildings overlooking children's play areas and schools, which would need to be considered and observed by the Planning Department and Developer in allowing this application to go through.

3. Vehicular access to The Brambles is restricted to one lane by a chicane which does not allow the passage of more than one vehicle. There would be considerable obstruction to the free flow of traffic with so many additional properties and residents' vehicles. The Refuse collectors have considered cancelling their excursions into the area because of difficulty getting larger vehicles onto the Brambles, and access for emergency and public service vehicles in and out of the Brambles, as well as negotiating around restrictive roads in the Brambles, would be severely compromised by so many additional properties. Many homes already present in the Brambles have inadequate parking and residents are already forced to park on half on pavements and half on the roads causing further obstruction.

4. During evenings and weekends in particular, the sides of the roads are also

taken up with visitors' cars, causing additional obstruction problems and risks to safety.

5. During school term, at the beginning and end of the school day, there is further congestion due to the number of parents using the Brambles to park their cars. It is well known locally that congestion along Bodmin Hill is present most of the day, but during the beginning and end of the school day this becomes much worse and is a considerable risk to children and parents walking to and from school. The problem is such that the Police have been in attendance at times to monitor the situation, and the school have had to issue warnings and notices to parents about the risks of congestion and parking. Extra cars from additional residents coming and going can only worsen this situation.

6. I would not count this as a sustainable development with positive improvements for the existing or proposed future residents in keeping with The National Planning Policy Framework published in March 2012. Any additional properties on The Brambles will cause a net loss of biodiversity, and will certainly not improve the conditions in which people live or take leisure in the immediate and surrounding area of the Brambles, and I believe because of this the adverse impacts significantly and demonstrably outweigh the benefits .

7. The National Planning Policy Framework published in March 2012 sets out the Government's policies on the delivery of sustainable development through the planning system. It requires that new development supports existing communities and contributes to the creation of safe, sustainable, liveable communities making economic, environmental and social progress for this and future generations. 6 new properties on such a small area of land and in such small development will have an adverse effect on the safety and environment and will degrade the living conditions for the Residents and their families. Again, therefore, the negative impact of building these properties far outweighs any gains.

8. I would welcome the Town Council and Cornwall Council to visit the site to see the relevance of all the above . I also have many photographs to demonstrate the crowding of the road with vehicles, the Apple Orchard and the lack of maintenance by the builders.

9. I would like it to be noted that the builders are the same for both applications, and that they provided an out of date map for drainage plans when applying to discharge conditions for the first application. It was not

picked up by the Planning Department until I contacted them by letter and subsequently by phone, when I had received no answer to my letter. Action was then taken to ensure that up to date plans were submitted and proper drainage tests performed and reported. This raised great concern in me. I do note, however, that with this application, there are up- to- date drainage reports and proposed soakaways relevant to the proposed new buildings.

Affordable Housing

Consultation Date: Fri 13 Apr 2018

Cornwall Council Lead Local Flood Authority

Comment Date: Mon 22 Oct 2018

The LLFA has considered the details provided by the applicant and suggests that the following condition should be applied if consent is granted:

Condition: The foul and surface water drainage systems shall be in accordance with the principles set out in the Horizon Consulting Engineers Drainage Strategy Ref 0432.101 Rev-A dated 01.08.18.

No development approved by this permission shall be commenced until the following details are provided:

1. A Construction Surface Water Management Plan;
2. A Construction Quality Control Plan;
3. A timetable of construction;
4. Confirmation of who will maintain the drainage systems and a plan for the future maintenance and management, including responsibilities for the drainage systems and overland flow routes.

The Developer must inform the Local Planning Authority of any variation from the details provided and agree these in writing before such variations are undertaken.

The surface water drainage systems shall fully manage surface water flows resulting from the developed site up to the 1 in 100 year peak rainfall event plus a minimum allowance of 40% for the impact of climate change. Flows discharged from the site will be no greater than 1.5 l/sec for all rainfall events.

The approved scheme shall be implemented in accordance with the timetable so agreed and the scheme shall be managed and maintained in accordance

with the approved details for the lifetime of the development.

Reason: To prevent the increased risk of flooding and minimise the risk of pollution of surface water by ensuring the provision of a satisfactory means of surface water control and disposal.

Cornwall Council Lead Local Flood Authority

Comment Date: Thu 14 Jun 2018

The Lead Local Flood Authority's (LLFA) comments with regard to this application are as follows.

Objection: The LLFA wishes to object to this application because the site is within the Lostwithiel Critical Drainage Area and so a Flood Risk Assessment is required. This has not been provided.

Insufficient information has been provided to establish if the site can be adequately drained. A Drainage Strategy and supporting calculations have not been provided. No details relating to the management and maintenance of the drainage systems have been provided.

To overcome this objection the applicant must provide the following:

- ' Flood Risk Assessment
- ' A description of the drainage system operation
- ' Details of the Drainage Strategy which must include calculations and the drainage layout
- ' Confirmation from South West Water Ltd that the foul network has sufficient capacity to cater for this development
- ' Details of the drainage provision during the construction phase
- ' Provision for exceedance pathways and overland flow routes
- ' A timetable of construction including a plan indicating the phasing of development
- ' A construction quality control procedure
- ' Confirmation of who will maintain the drainage systems and a plan for the future maintenance and management, including responsibilities for the drainage systems and any overland flow routes

Jackie Smith
Sustainable Drainage Lead Officer

Lostwithiel Town Council

Comment Date: Thu 03 May 2018

Lostwithiel Town Council does not support this application due to the following

-

- ' the impact the development would have on the active Section 106 agreement
- ' that the area has been set aside as green space in Lostwithiel's emerging Neighbourhood Plan and is outside the proposed Neighbourhood Plan development boundary, (the Cornwall Council proposed housing quota for Lostwithiel can met and exceeded within the proposed development boundary),
- ' the proposed site has access and parking difficulties,
- ' the proposed site is in a critical sewage and drainage area
- ' the proposed site poses safeguarding issues for the neighbouring school.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P5KVJBF10U00>

b) To consider any planning applications received since the publication of the agenda

6. National Flood Forum – Flood Group Charter – to formulate Lostwithiel Town Council's response to the draft document.

Dear Flood Action Group

Through the feedback we have had from a few Flood Action Groups across England and Wales we have been able to put together a Flood Action Group charter/agreement. Please see attached.

What we would like to do is gain a much more inclusive response that ensures we are giving the opportunity for all our affiliated Flood Action Groups to say what they would like to see on the charter. We can't guarantee that we can put everything on there, but what we can do is add issues/subjects that are repeated or where we see there is an underlying thread that links comments together.

We would welcome your comments by 31st August 2019. These will then be used to prepare a final version which will be launched at a Parliamentary event on the 5th November.

We very much look forward to hearing from you
Draft Flood Group Charter

Flood Group Charter

Our ambitions for the future: flooding does not dominate peoples' lives; meaning they can live the life they want to live and not one dictated by living at risk of flooding. Our ambition includes society appreciating that this is a 'humanright' and that individual's health and welfare, in the widest context, should be a concern for all.

As a society, we should be looking to the long-term future and understanding that there are systems, policies, practices and ways of working that must be put in place now if society is to achieve this ambition;

- People are at the heart of flood risk management.
 - o Communities are full participants, as equal partners working alongside other flood stakeholders, in shaping and planning flooding solutions and ensuring that they happen.
 - o Flood risk management organisations behave in ways that recognise the knowledge and skills of communities and work collaboratively with them from start to finish.
 - o The collaborative creation of 'people centred' flood risk management policies and ways of working.
 - o Flood risk management organisations not only listen but hear the voices of local communities.
- As a nation, we must recognise the scale of ambition needed to tackle flood risk now and in the future, and deliver the actions required to keep people safe, without fear of flooding or the blight that it can cause, enabling them to have a good quality of life.
 - o All flood authorities and organisations involved in flood risk management must have a 'duty to care' embedded in their policies and ways of working to facilitate the move to being more people-centric.

- A cross society response is required, not just action from the Risk Management Authorities. Coordinated change is needed across Government departments and agencies, in local government, in business (insurance, finance, mortgages) and within communities.
 - Through partnership working the policies that interact with flood risk must be upgraded to ensure that through their use they do not create flooding.
 - o The process of upgrading policies must include communities and their knowledge and experience of flooding. This approach will ensure that there is a more complete picture of flooding, and its sources, pathways and impacts.
 - o Upgraded policies must include systems to check that flood risk management actions have been designed to cope with future flood risk and implemented correctly and in agreement with the local community.
 - As a society we must appreciate that flooding is a systemic risk. Flood risk management organisations must adapt their ways of working to ensure that flood risk is managed in an integrated manner. This includes working with other groups and organisations who have the potential to increase flood risk through their actions and seeking means to incentivise better ways of working to reduce flood risk.
 - There must be clarity about where responsibilities lie, and systems in place to ensure accountability for managing flooding and risk effectively. These systems must be transparent and readily accessible to communities.
 - o Transparency and accountability facilitates the creation of the trust required amongst people to enable them to work together equitably and to achieve common goals.
- There are many areas of flood risk management that need to be adapted and upgraded to achieve our ambition, E.g:
- ✓ The planning system must deliver safe communities without passing on flood risk problems elsewhere.
 - ✓ Drainage must be systematically planned, implemented and maintained so that it consistently manages water effectively in both

urban and rural areas.

✓ Riparian management roles and responsibilities must be clear, transparent, accountable and straight forward.

✓ Flood risk management is integrated with environmental, land and place management.

✓ Community engagement is open and honest, enabling the creation of equitable partnerships between communities and the organisations that manage flood risk and flooding.

✓ Flood risk management organisations must appreciate that the local knowledge held by flood communities will augment their expertise and when used together will facilitate the development of more effective and efficient ways of managing flooding.

✓ The risks posed by climate change must be acknowledged as being a key component of flooding.

7. Fowey Harbour Revision Order Pre-Application consultation – to approve Lostwithiel Town Council’s response.

Fowey Harbour Revision Order Pre-Application Consultation Process

Consultation is now taking place on revisions to the governance and management of Fowey Harbour.

This process will involve a 28 day pre-application consultation phase starting on Monday 12th August and closing at 5pm on Sunday 8th September.

Following consideration of pre-application consultation comments, it is the Commissioner’s intention to submit the application for the proposed HRO to the Marine Management Organisation in advance of the 1 October 2019 fee increases (probably in the middle of September to ensure that the HRO application is validated and the application fee paid ahead of the 1 October 2019).

As part of the formal application process, the Marine Management Organisation will run a 42 day public consultation. The consultation will be advertised in a local newspaper and the London Gazette. As such there will be a further opportunity to provide comments on the proposed HRO direction to the Marine Management Organisation once the application is made.

As ever I remain available to answer any questions you may have on this matter.

Best wishes

Paul

8. VE Day Anniversary – to consider the request from Deputy Mayor Ross that Lostwithiel Town Council forms a group to include members of the public to arrange commemorative events for the VE Day May Bank Holiday weekend.
9. Pendour Park – play area update.

To be tabled.

10. Lostwithiel Town Council – Policy on Memorials and Dedications on Council owned land and assets – to consider approval of the policy as drafted.

LOSTWITHIEL TOWN COUNCIL

a) POLICY ON MEMORIALS AND DEDICATIONS ON COUNCIL OWNED LAND AND ASSETS

Lostwithiel Town Council supports the needs and principles of allowing memorial or dedication furniture (e.g. benches) and planting (e.g. trees or shrubs). The Council seeks to adopt a clear, measurable and sympathetic approach to the management of Council owned land and assets, which takes account of the sometimes contrasting needs of a variety of users. This policy is designed to ensure that this issue is managed and regulated for the mutual benefit of all.

This policy will be reviewed at least every four years and proposed amendments shall be submitted to the Council for approval.

A copy of this policy will be available on the Council's website and will be provided to prospective applicant(s) on request.

It is the policy of Lostwithiel Town Council to accept donations for the purpose of planting trees, shrubs or benches to memorialise a departed family member or friend subject to the availability of space.

All donations shall be in compliance with the following:-

- Memorial donations will be accepted only for the purpose of placing, purchasing and planting trees and shrubs or a memorial bench.
- No flowers/wreaths will be permitted to be placed on memorial trees/shrubs or benches at any time and no ashes can be buried alongside trees, shrubs or memorial benches. Anything placed on memorials will be removed and disposed of without reference to the owner.

Approved types of memorial/dedication

Lostwithiel Town Council offers the following

Donation of a tree, shrub or bench to be erected on Council owned land; with or without the erection of a plaque on the donated tree, shrub or bench.

Applications for other types of memorials/dedications will be considered on a case-by-case basis, although the Council will not generally support those which are not of benefit to the wider public (e.g. erection of crosses).

Donation of a tree, shrub or bench on Council owned land

Ownership

The purchase (including the delivery and installation) of a tree, shrub, bench or equivalent for erection on Council owned land shall be deemed to be a donation by the applicant(s) to the Council. Ownership of the asset shall be vested in the Council who shall be deemed the legal owners.

Selection of furniture or planting

The Town Clerk shall provide the applicant(s) with approved types of furniture or planting to ensure it is in keeping with the local area and the intended location. Non-native planting will not generally be supported.

Location and position

The location and position of furniture or planting will be at the Council's absolute discretion. In determining a suitable location and position, the Council will consider:

- The views and wishes of the applicant(s)
- Public access and enjoyment of the Council owned land and the proposed memorial/dedication
- The number of other furniture, planting or other memorials/dedications in the area

Due to the historical and cultural importance of The Parade, the Council will not usually accept applications for memorials/dedications in this area.

Purchase, delivery and installation

Unless otherwise agreed with the applicant(s), the Town Clerk shall arrange for the purchase of the furniture and planting and for its delivery and installation by the Council's contractors.

Planting will usually only be carried out between November and February to ensure the most efficient growing conditions. The Council does not guarantee tree or shrub survivability. If furniture is to be placed on grass it will usually be fitted to a concrete base.

Maintenance

The Council will monitor and carry out routine maintenance on any tree, shrub or bench as part of the Council's routine maintenance programme.

Relocation and removal

As a Council asset, the Council reserves the right to relocate or remove any furniture or planting at any time and at its absolute discretion. In the event of relocation, the Council will endeavour to consult with the original applicant(s) on alternative sites. It is the responsibility of the applicant(s) to notify the Council in writing of any change of address or contact details.

Erection of a plaque on the donated tree, shrub or bench

Ownership

A plaque erected on a tree, bench or equivalent shall remain the property of the applicant(s). The Council grants the applicant(s) a 10 year licence for the erection and maintenance of the plaque on its property, subject to the terms of this policy. The start date for the term of the licence will be the day on which the plaque is erected.

Selection of plaque

The Town Clerk shall provide the applicant(s) with approved types of plaque, standard memorial plaques will be used to promote consistency. The Council must approve the size, material, colour and font of any plaque and the proposed wording must be Council approved.. An application to change the plaque or alter the wording of a plaque during the licence period must be approved by the Council and any costs (including removal and/or re-fixing) shall be borne by the applicant(s).

Location and position

The location and position of a plaque will be at the Council's absolute discretion and is subject to the availability of a suitable asset. In determining a suitable location and position, the Council will consider the views and wishes of the applicant(s). Generally:

- plaques will be affixed in the centre of the upper most lath of the back of a bench; or
- in the case of planting, plaques shall be secured by a central pointed fixing.

Purchase, delivery and installation

Unless otherwise agreed with the applicant(s), the Town Clerk shall arrange for the purchase of the plaque on behalf of the applicant(s) and for its delivery and installation by the Council's contractors.

Maintenance

During the 10-year licence period, the Council will arrange for the plaque to be kept clean and to make such repairs to the fixings as may be necessary to ensure the plaque is held securely in place.

The Council will not be responsible for making any repairs to the plaque itself and does not accept any liability to the applicant(s) for damage to the plaque, howsoever caused.

Relocation and removal

The Council reserves the right to relocate any plaque to enable the implementation of projects, landscape redesigns or the reconfiguration of services or where the asset on which the plaque is affixed is damaged or beyond economic repair. The Council will endeavour to consult with the original applicant(s) on alternative sites for the plaque.

The Council also reserves the right to remove any plaque which in its opinion is damaged or beyond economic repair, whether within or outside the 10-year licence period. In such circumstances, no refund of any remaining term of the licence can be offered.

In the event that the Council owned asset to which the plaque is affixed is removed, the Council will notify the applicant(s) and any plaque will be returned to the applicant(s), where practicable.

It is the responsibility of the applicant(s) to notify the Council in writing of any change of address or contact details.

End of licence period

At the end of the 10-year licence period, the applicant(s) may apply to the Council for a new 10-year licence. Any such application will be considered in accordance with the criteria in this policy and will be

subject to an additional fee. Applicant(s) choosing not to renew the licence will have their plaque removed for collection (where practicable) and the Council asset to which it had been fixed may be reallocated. It is the responsibility of the applicant(s) to notify the Council in writing of any change of address or contact details.

Records

The donors accept that the Council will maintain a record of each donation. The record will contain all pertinent information such as the donor's name, the name of the person memorialised, the location type of tree/shrub or bench.

Ceremonies and mementoes

A ceremony or gathering for the siting or erection of a memorial/dedication will be accommodated where possible but must be arranged in advance with the Town Clerk. At the family's invitation and subject to availability, a member of the Council will attend the ceremony or gathering on behalf of the Council.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation, shall be permitted on or around memorials/dedications. Anything placed on or around memorials/dedications will be removed and disposed of without reference to the applicant(s).

Application process

All applications for memorials/dedications under this policy should be made using the official application form, a copy of which is attached at the back of this policy. The application form will be reviewed by the Town Clerk and additional enquiries made where necessary.

Applications received shall be considered at a meeting of the Town Council and a decision made by a majority of those present and eligible to vote. The granting of a request under this policy is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

The Town Clerk will advise the applicant(s) of the cost of the memorial/dedication. Full payment is required prior to purchase. Cheques should be made payable to Lostwithiel Town Council.

Estimated/indicative Costs

The total cost of the installation of the memorial/dedication will be dependent on the type and the cost of any associated materials and labour. However, to assist prospective applicants, the following are a list of estimated/indicative costs:

Donation of a bench for erection on Council owned land	Estimated/indicative Cost
Purchase of bench (incl. delivery)	TBC
Base and fixings	TBC
Installation (labour)	TBC
<u>Total (estimated):</u>	TBC

Donation of a tree or shrub for erection on Council owned land	Estimated/indicative Cost
Purchase of tree (incl. delivery)	TBC
Planting	TBC
<u>Total (estimated):</u>	TBC

Erection of a plaque on donated tree/shrub or bench	Estimated/indicative Cost
Purchase of plaque (incl. delivery)	TBC
Installation	TBC
10 year licence fee (incl. maintenance)	TBC
<u>Total (estimated):</u>	TBC

Renewal of 10 year licence for plaque	Estimated/indicative Cost
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10 year licence fee (incl. maintenance)	TBC
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All costs will be confirmed prior to entering into agreement with the Council.

LOSTWITHIEL TOWN COUNCIL

MEMORIALS AND DEDICATIONS

APPLICATION FORM

<p>1. This is an application for (please tick as appropriate):</p>	<p>Donation of a:</p> <ul style="list-style-type: none"> • Tree or shrub • Bench <p>to be erected on Council owned land</p>	
	<p>Erection of a plaque on a Council owned tree or bench</p>	
<p>2. Details of applicant(s):</p>	<p>Full name(s):</p> <p>Address(es):</p> <p>Email address(es):</p> <p>Telephone number(s):</p>	
<p>3. Using extra sheets if required, please provide details of proposed memorial/dedication, including:</p> <ul style="list-style-type: none"> • To whom the memorial/dedication is in honour or memory • Preferred type of memorial/dedication (if known) • Preferred location/position (if known) 		
<p>4. Do you wish to have a siting/erection ceremony? If so please provide details of preferred dates/times and whether you wish a member of the Council to</p>		

attend (subject to availability)	
<p>5. Wording of the plaque. Please note the bench plaques are x x y and a maximum of xx words are possible</p> <p>Please note the tree plaques are x x y and a maximum of xx words are possible</p> <p>Please note the shrub plaques are x x y and a maximum of xx words are possible.</p> <p>All plaques are professionally engraved on stainless steel with black text , supplied with fixing holes and in 'Plain English' font Calibri</p>	

Please confirm that you have read and agree to the terms of the Council's *'Policy on Memorials and Dedications on Council Owned Land and Assets'* by signing below:

Applicant signature(s):

Date:

Please return this completed form with payment to the Town Clerk.

Your order will be confirmed in writing, all memorials must be paid for in full prior to their installation. The Council will not order your chosen memorial until payment has been received.

If you wish to be present when the tree/shrub is planted please note this on your application form. It is not possible to be present when a bench is installed. However in accordance with Council policy a request can be made to be present for the fixing of the plaque.

11. Lostwithiel Town Council – Policy on Council Ceremonial Offices, Awards & Recognition – to consider approval of the policy as drafted.

Agenda item 11

Draft Policy

Please find below a first draft of a new policy on council ceremonial offices, awards and recognition. The starting point for this was the policy operated by Launceston Town Council which can be accessed at <https://launceston-tc.gov.uk/the-council/grants-awards-honours>. We have also taken advice from the Town Clerk on historical awards and practices in Lostwithiel.

1. We have inserted various comments below in the text of the draft for Council's consideration/decision.
2. The Town Council has previously bestowed the awards of Honorary Freeman (last awarded in 1968) and Honoured Citizen (last awarded in 1996). This policy as currently drafted states that that no further awards of these will be made without a review of this policy. If we wish to be able to award these honours under this policy then there will need to be appropriate nomination criteria and/or privileges bestowed to distinguish these from each other and the award of Honoured Burgess (which appears to have been generally more widely used by the Council – last awarded in 2006). If so, ideas for appropriate criteria/privileges please!
3. The Launceston policy also has an 'Award of Appreciation' as follows:

Launceston Town Council may confer an Award of Appreciation to an individual or organisation in recognition of services to the town of Launceston. Nominations for posthumous Awards can be made, within 12 months of the death of the nominee. Nominations can be made by serving Town Councillors or members of the public and are considered at the November meeting of the Finance & General Purposes Committee.

Award certificates will be presented at the Annual Meeting of Launceston Town Council in May.

Do we want something similar or not?

4. Is there anything missing from this policy that we want to see included in this policy (e.g. memorial bench or tree purchased by the Town Council for a 'prominent towns person' – if so, will need to consider nomination/selection criteria)?

DRAFT

LOSTWITHIEL TOWN COUNCIL

POLICY ON COUNCIL CEREMONIAL OFFICES, AWARDS & RECOGNITION

This policy will be reviewed at least every four years and proposed amendments shall be submitted to the Town Clerk for approval.

A copy of this policy will be available on the Lostwithiel Town Council's website and will be provided to prospective applicant(s) on request.

CEREMONIAL OFFICES

Lostwithiel Town Council is proud of our town's historical and cultural heritage and maintains the appointment of the following ceremonial offices:

- Town Sergeant
- Macebearer

The names of the current holders of a ceremonial office are listed in Annex 1 of this policy.

VICTORIAM

The Task and Finish group feel that an award of this nature would be a good idea, to recognise the hard work, dedication of residents who do a lot for or to promote the town. It could also be a way of recognising younger members of our community who have done something exceptional.

VICTORIAM

Are there any others? Do we want there to be any others e.g. Town Crier?

VICTORIAM

Do we want to list the names of current holders in this policy? Are they listed anywhere else accessible to the public which would be more appropriate (e.g. website)? If not, then listing them in an Annex to this policy would give an easy reference point.

Nomination and selection

Where there is a vacancy in a ceremonial office, the vacancy shall be noted at a meeting of the Town Council and a request made to the public for nominations using the appropriate form, a copy of which is attached at the back of this policy. Nominations can be made by Councillors or members of the public. Nominations must be supported by at least three supporters who must be current residents of Lostwithiel. Previous holders of a ceremonial office are entitled to be nominated.

Nominations received shall be considered at a meeting of the Town Council and a decision on the appointment made by a majority of those present and eligible to vote. For the avoidance of doubt, a Councillor who has nominated an individual or who has supported an application is eligible to vote. Those with a personal connection to an individual nominated or who have a prejudicial interest in any of the applicants should declare an interest and withdraw from the vote. An award of a ceremonial office is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

Appointment term and privileges

Current holders of a ceremonial office (prior to this policy coming into force) may continue in post until they resign or are removed from office. All subsequent appointments of a ceremonial office by the Town Council are made for a period of [4 years] and will take effect from the meeting at which the application is approved. A person may be removed from a ceremonial office by a majority decision of the Town Council where there is reasonable evidence to conclude that allowing the holder of the ceremonial office to retain the position would bring the Town Council or the community of Lostwithiel into disrepute.



VICTORIAM

We think it would be good to have evidence of wider support for the nomination from the public (rather than just one applicant).



VICTORIAM

Mark and Paul were presumably appointed without a term of office and we think it is right that this is maintained.



VICTORIAM

Do we want to limit the term of office? Doing so would give the town the opportunity to recognise others who contribute to the town by bestowing the honour of a ceremonial office.

A holder of a ceremonial office will be expected to participate in all town ceremonial and civic events, including the Remembrance and Civic Parades. The Town Council will be responsible for providing and maintaining appropriate robes and regalia for the ceremonial office.

Save for those set out in this policy, no other rights, duties or privileges are conferred with a ceremonial office.

HONOURED BURGESS

The award of Honoured Burgess is made in recognition of significant service made by an individual to the community over a considerable period of time. Significant service means service above and beyond the call of duty, voluntary service or any other activities which have brought real, long-term benefit to the town of Lostwithiel or its people.

The award of Honoured Burgess is a lifetime award. However, the award may be removed by a majority decision of the Town Council where there is reasonable evidence to conclude that allowing the holder of the award to retain it would bring the Town Council or the community of Lostwithiel into disrepute.

The names of the current Honoured Burgesses of the town are listed in Annex 1 of this policy.

Nomination

The nomination criteria are as follows:

- The nominee has served the community of Lostwithiel for at least 10 years, performing services which are of benefit to the whole or part of the town or community
- The services are voluntary and not undertaken during paid employment



VICTORIAM


Do we want to list the names of current holders in this policy? Are they listed anywhere else accessible to the public which would be more appropriate (e.g. website)? If not, then listing them in an Annex to this policy would give an easy reference point.




VICTORIAM

Are you happy with this criteria?

There is no limit to the number of nominations which may be made or the number of concurrent holders of the title of Honoured Burgess. However, it is a great honour and is not bestowed frequently or lightly and it is therefore unlikely that there will be more than [five] at any one time.

 **VICTORIAM**
There are currently five – is this a good number?

Nominations can be made at any time using the appropriate form, a copy of which is attached at the back of this policy. Nominations can be made by Councillors or members of the public but if a serving Councillor is nominated the nomination must come from someone unconnected to the Town Council.


 **VICTORIAM**
A proposed nomination form is at the back of this document

Nominations must be supported by at least three supporters who must be current residents of Lostwithiel.


Selection

An ad-hoc panel of three Town Councillors will consider the nomination and will make a recommendation to the full Town Council. The panel will be selected to ensure that an objective decision can be taken. A personal connection or prejudicial interest will bar that Councillor from being a member of the panel. Members of the panel may conduct their own enquiries to verify the merits of a nomination.

 -

 **VICTORIAM**
Do you want the applications to be considered by a panel before coming to full council or would you rather the application come straight to council?

The panel's recommendation shall be considered at a meeting of the Town Council and a decision on the appointment made by a majority of those present and eligible to vote. For the avoidance of doubt, members of the panel and any Councillor who has nominated the individual or who has supported the application is eligible to vote. Those with a personal connection to the individual nominated or who has a prejudicial interest should declare an interest and withdraw from the vote.

 **VICTORIAM**
Do you feel 'majority' agreement is appropriate, or would you prefer two thirds or unanimous?

An award of Honoured Burgess is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

Award and privileges

The award of Honoured Burgess will be made at the following Town Council Annual Meeting. ||

Honoured Burgesses will be invited to participate in all subsequent Remembrance and Civic Parades and will be entitled to form up in the line behind current Town Councillors. They will also be invited to the Mayor Making Ceremony and Civic Service.







Save for those set out in this policy, no other rights, duties or privileges are conferred with the title of Honoured Burgess.

HONORARY FREEMEN AND HONOURED CITIZENS

The Town Council has previously made lifetime awards of Honorary Freeman (last awarded in March 1968) and Honoured Citizen (last awarded in May 1996). The names of the current holders of these awards are listed in Annex 1 of this policy.

It is not anticipated that the Town Council will make any further awards of these honours without first undertaking a review of this policy. For the avoidance of doubt, an award of Honorary Freeman or Honoured Citizen previously bestowed may be removed by a majority decision of the Town Council where there is reasonable evidence to conclude that allowing the holder of the award to retain it would bring the Town Council or the community of Lostwithiel into disrepute.

Current Honorary Freeman and Honoured Citizens will be invited to participate in all Remembrance and Civic Parades and will be entitled to form up in the line behind current Town Councillors. They will also be invited to the Mayor Making Ceremony and Civic Service. Save for those set out in this policy, no other rights, duties or privileges are conferred with the title of Honorary Freeman or Honoured Citizen.

-  **VICTORIAM**
Is this the appropriate venue for the award? Alternatively, the Mayor Making Ceremony or Civic Service?
-  **VICTORIAM**
The Launceston policy says: "Honoured Burgess will receive a scroll, and his/her name will be added to the roll of honour." Do we have such things? Do we want to?
-  **VICTORIAM**
Need to consider whether a physical award (e.g. badge) will be awarded and whether there should be a cap – the current Honoured Burgesses received a badge which cost £250
-  **VICTORIAM**
Are there any other 'privileges' associated with the role?
-  **VICTORIAM**
As per the cover note, if we wish to be able to award these honours under this policy then there will need to be appropriate nomination criteria and/or privileges bestowed to distinguish these from each other and from the award of Honoured Burgess.
-  **VICTORIAM**
Do we want to list the names of current holders in this policy? Are they listed anywhere else accessible to the public which would be more appropriate (e.g. website)? If not, then listing them in an Annex to this policy would give an easy reference point.

TOWN COUNCILLOR AWARDS

Outgoing Town Councillors

A certificate will be awarded in recognition of the service given by Town Councillors upon resignation, completion of their term of office or posthumously, after a minimum of four years' service. A certificate will not be awarded where there is reasonable evidence to conclude that to do so would bring the Town Council or the community of Lostwithiel into disrepute.

Outgoing Town Mayors


Lostwithiel Town Council will award a Mayor's Badge to the outgoing Town Mayor upon completion of their full term of office. Awards of the Mayor's Badge may be made following the resignation of the Town Mayor or posthumously at the absolute discretion of the Town Council. An award will not be made where there is reasonable evidence to conclude that to do so would bring the Town Council or the community of Lostwithiel into disrepute.


The award of the Mayor's Badge will be made at the following Mayor Making Ceremony.


All recipients of the Mayor's Badge will be invited to participate in Remembrance and Civic Parades and will be entitled to form up in the line behind current Town Councillors and Honoured Burgesses. They will also be invited to the Mayor Making Ceremony and Civic Service.


Save for those set out in this policy, no other rights, duties or privileges are conferred with the award of the Mayor's Badge.


TOWN COUNCIL STAFF AWARDS


 **VICTORIAM**
Suggestion taken from the Launceston policy for your consideration.

 **VICTORIAM**
We are not aware that we currently have a certificate or award one so we would need one to be produced.


 **VICTORIAM**
Do you want a minimum service? Is 4 years right?


 **VICTORIAM**
We believe the following reflects the current practice with outgoing/past Mayors but please amend or add as required.

 **VICTORIAM**
Do we want to include a list of living past Mayors in Annex 1?

 **VICTORIAM**
Do we want to state a cap on the value of this badge?

 **VICTORIAM**
This reflects current practice.

 **VICTORIAM**
Are there any other 'privileges' associated with the role?

 **VICTORIAM**
Suggestion taken from the Launceston policy for your consideration.

Launceston Town Council values its staff and the service they give to the local community. A certificate will be awarded upon retirement or completion of significant periods of service (15 years and every five years thereafter). A certificate award will not be made where there is reasonable evidence to conclude that to do so would bring the Town Council or the community of Lostwithiel into disrepute. Any gifts will be purchased through personal donations.



VICTORIAM
We are not aware we currently have a certificate or award one so we would need one to be produced.



VICTORIAM
Is this an appropriate time period?



VICTORIAM
We believe the following reflects the current practice with notable anniversaries and birthdays but please amend or add as required.

PUBLIC MILESTONES AWARDS

Golden (50 years) and Diamond (60 and 75 years) Wedding Anniversaries

Any couple living within the town boundaries is eligible to receive a mark of recognition for these significant anniversaries from Lostwithiel Town Council. The Town Clerk must be notified of eligible couples at least 28 days before the anniversary date and evidence of entitlement presented (if requested). A nomination form is attached to the back of this policy for this purpose. The notification may be made by anyone who has personal knowledge of the couple, whether or not they live in the town. The current Town Mayor will visit the couple to present a card and a bouquet not exceeding £20 in value. The cost will be borne from the Mayor's Allowance.



VICTORIAM
Is this an appropriate value?




VICTORIAM
This reflects current practice.

100 + birthdays

Any person living within the town boundaries is eligible to receive a mark of recognition for these significant birthdays from Lostwithiel Town Council. The Town Clerk must be notified of the name, address and birth date of eligible persons at least 28 days before the birthday and evidence of entitlement presented (if requested). A nomination form is attached to the back of this policy for this purpose. The notification may be made by someone who has personal knowledge of the person, whether or not they live in the town. The current


Town Mayor will present a card and a bouquet or other suitable gift not exceeding £20 in value. The cost will be borne from the Mayor's Allowance.


 **VICTORIAM**
Is this an appropriate value?

 **VICTORIAM**
This reflects current practice.


FUNERALS

When a current or past Town Mayor, current Town Councillor, current member of staff, Honoured Burgess or current holder of a ceremonial office dies, a wreath not exceeding £50 in value shall be purchased. The cost will be borne from the Mayor's Allowance.

 **VICTORIAM**
Do you want to include anyone else?

 **VICTORIAM**
Is this an appropriate value?

When a current or long-standing (15 years or more service) Town Mayor or Town Councillor dies, members of the Town Council will attend the funeral, at the invitation of the family, and robes will be worn if the family so wish. In other circumstances individual members will decide whether or not to attend and robes will not be worn. In all cases the family's wishes will be paramount.


 **VICTORIAM**
The Launceston policy also says: "A wreath may also be purchased on the deaths of other prominent townspeople if appropriate." I have removed this but if it is to be reinserted we need to be clear what the criteria is for being a 'prominent townspeople' to avoid being subjective. Consider what criteria would be appropriate.

 **VICTORIAM**
Suggestion from the Launceston policy for your consideration.

ILLNESS

The Town Council may purchase a 'get well' card and a bouquet or other suitable gift not exceeding £15 in value for any current Town Councillor, current member of staff or current holder of a ceremonial office with a serious or long term illness. The cost will be borne from the Mayor's Allowance.

 **VICTORIAM**
Is this an appropriate value?

 **VICTORIAM**
Do you want to include anyone else?

ANNEX 1

Current holders of ceremonial offices

Ceremonial office	Name	Date appointed
Town Sergeant	Mark Jewels	
Macebearer	Paul Sweet	



VICTORIAM
To be inserted – does anyone know?

Current Honorary Freemen

Name	Date honour bestowed



VICTORIAM
For info: Last awarded 12 March 1968



VICTORIAM
To be confirmed

Current Honoured Burgesses

Name	Date honour bestowed
Warren Nicholls	
George Stuchbury	
Robert Peareth	
Mervyn Jones	
Dennis Hutchings	



VICTORIAM
For info: Last awarded 20 March 2009



VICTORIAM
To be inserted – does anyone know?

Current Honoured Citizens

Name	Date honour bestowed
Cyril Percy Bunn MBE	7 May 1996

LOSTWITHIEL TOWN COUNCIL
CEREMONIAL OFFICE, HONOURED BURGESS
& PUBLIC MILESTONE AWARD

NOMINATION FORM



VICTORIAM

Are you happy this form would give us the information we need to make a decision? Anything to amend or add?

This is an application for (please indicate):	Ceremonial office: <ul style="list-style-type: none"> • Town Sergeant • Macebearer 	
	Honoured Burgess	
	Public Milestone Award: <ul style="list-style-type: none"> • Golden (50 years) Wedding Anniversary • Diamond (60 / 75 years) Wedding Anniversary • 100 + birthdays 	
Full name of person nominated:	Address:	
Full name of person completing this form [applicant]:	Address: Email address: Telephone number:	
Your relationship to the person nominated and length of time you have known him/her:		

Please tell us why you are nominating this person (use extra sheets if required). Please include any supporting documents with the application (photocopies only):

Supporters:

1.	Full name:	Address:	Signature:
2.	Full name:	Address:	Signature:
3.	Full name:	Address:	Signature:

Applicant signature:

Date:

Please return this completed form to the Town Clerk.

Is this the right number?

12. Rubbish Bins – Cornwall Council have advised that between now and the commencement of the new waste contract on 1 April 2020 arrangements need to be put in place to address the historic service that has and is still being made to 10-12 bins that are owned by LTC and sited on LTC land.

Good morning,

I had a discussion recently with Cllr. Martin who I have copied in regarding the above subject matter in and around the surrounding areas of the town. As has been highlighted before there are a number of bins [approx. 10-12] that Biffa service on behalf of the

Council that are not only owned by the T.C. but also on T.C. land such as Coulson Park for example.

Between now and the commencement of the new waste contract the Council needs to ensure that arrangements are in place to address the historic service that has and still is being made to these bins. It might be that the Council can look to reduce the number of bins it has in the town leaving either the T.C. ones in situ or come to another solution. If however the T.C. wishes to leave the current stock of bins in situ the T.C. will have to fund the quantity that they own which can be achieved by either making private arrangements with the Council's services provider or continuing as we are now but C.C. will recharge.

Also just as a side note I am aware of the old stock of C.C. owned bins in the town and despite them being painted in recent times there are a few minor repairs required which will be completed in due course. If there are any that are beyond repair they will be replaced.

Restormel	Lostwithiel	Old Cemetery
Restormel	Lostwithiel	North Street
Restormel	Lostwithiel	Coffee Lake Meadow
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Cott Rd
Restormel	Lostwithiel	Cott Rd
Restormel	Lostwithiel	Restormel Road
Restormel	Lostwithiel	Restormel Road
Restormel	Lostwithiel	Quay St
Restormel	Lostwithiel	South Street
Restormel	Lostwithiel	South Street
Restormel	Lostwithiel	Grenville Road
Restormel	Lostwithiel	Grenville Road
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	Bodmin Hill -

Restormel	Lostwithiel	Brunel Quays
Restormel	Lostwithiel	Liddicoat Rd
Restormel	Lostwithiel	Liddicoat Rd
Restormel	Lostwithiel	Pleybet C/Park
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Church Lane
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Edgcumbe Road
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Quay St
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Shire Moor
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	North St
Restormel	Lostwithiel	Queen St
Restormel	Lostwithiel	Queen St
Restormel	Lostwithiel	Bodmin Hill

13. The Parade – to consider the request from Councillor Guiterman that the Council considers placing, during the summer, an additional litter collecting facility close to the recreational area by the medieval bridge.

Rationale: the beach area has become an increasingly popular area for picnicking and recreation activities. the present capacity is insufficient with the inevitable result.

14. Seagull proof sacks – to consider the suggestion from Mayor Hughes (based on feedback from the street cleaner that one of the biggest causes of litter in his view are black bags being opened by seagulls and other vermin) that Lostwithiel Town Council buys an initial supply of these sacks to give to local residents

The extract below has been taken from CC’s website.

b) How can I protect my bags of rubbish from animals and birds?

You can buy a traditional rubbish bin or a wheeled bin and put your bagged rubbish out for collection in the bin. As bins are emptied by hand we prefer that wheeled bins are no bigger than 140 litres.

You can also buy reusable seagull proof bags for £3.50 from some of our [Information Services](#) offices. Please see our [Stock Location list](#) to find your nearest stockist. The seagull proof bags hold around three black sacks of rubbish. They have a secure Velcro fastening, a tie at the back and a weighted base to stop them blowing away after collection.

15. Quarterly Financial report – to consider approval of the report provided for the period April -July 19

To be tabled.

16. Accounts & Finance –
 - a) to approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101283	Biffa	Toilet cleaning	£2,220.34

101284	T Clarke Contracting Ltd	Alarm call out charge	£74.40
101285	Clarity Copiers Ltd	Copy charges	£60.74
101286	Cormac Solutions	Library cleaning	£1,864.65
101287	Cornwall Council	DBS checks	£36.00
101288	Phoneta Business Ltd	Lone worker service - July	£15.30
101289	South West Water Business	Public toilet water	£130.83
		Total	£4,402.26

- b) to consider approving the signing of 2 Bank Standing Order mandates to pay both staff salaries direct to bank.
- c) To consider approving the signing of a letter as drafted to EDF to request the refund of a credit balance and reduction of 3 account direct debits.

17. Correspondence

18. Items for the next agenda and to note written notice of the wordings of any motions for the Council meeting to be held on 3 September 2019 are to be received by the Town Clerk by midday on Tuesday 27 August 2019.

S Harris

Mrs S Harris

Town clerk

14/08/2019