



**Lostwithiel Town Council  
Heritage Building Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 10 March 2020 at 7pm**

Dear Committee Member,

Committee Members are hereby summoned to attend a meeting of Lostwithiel Town Council's Heritage Buildings Committee to be held at Lostwithiel Library on Tuesday 10 March 2020 commencing at 7pm when the following business will be transacted.

S Harris

Mrs S Harris  
Town clerk

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 – Committee Chairman Mrs Jarrett 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 this meeting could you please email [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) with your apologies before midday on the day of the meeting. Thank you.

2. To receive any Declarations of Interest or written request 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 Heritage Buildings Committee meeting held on 21 January & 18 February 2020.

Minutes 21 January

## **Lostwithiel Town Council – Heritage Building Committee Meeting**

**Tuesday 21 January 2020**

### **Meeting Minutes**

A Meeting of the Town Council's Heritage Buildings Committee was held in Lostwithiel Library on Tuesday 21 January 2020 at 7pm.

### **Committee members present**

Committee Chairman Councillor Mrs Jarrett,  
Committee Vice-Chairman Councillor Guiterman,  
Mr Holden, Ms Nineham & Professor Scott.

### **In attendance**

No members of the public were in attendance  
Town Clerk Mrs Harris was in attendance

### **HBC59/19      Apologies**

Apologies were received and accept from Mrs Walton & Dr Yates.

### **HBC60/19      Declarations of Interest**

None

### **HBC61/19      Public Participation**

None

### **HBC62/19      Committee Minutes 07 January 2020**

It was **resolved** that the minutes dated 07 January 2020 are accepted, approved and duly signed by Committee Chairman Councillor Mrs Jarrett.

## **HBC63/19            Report to Council**

Further revisions to the outline report were agreed and it was decided that the report should go to Council on Tuesday 4 February.

## **HBC64/19            Guildhall**

It was decided that in order to maximise revenue the building should be as adaptable and flexible as possible whilst retaining its heritage attributes. The Committee considered the target market should be conferences, meetings, small group musical recitals, talks, monologues and award ceremonies.

It was considered that initially the focus should be on infrastructure for the building, for example: -

Broadband, hearing loop. Projector and screen, toilet, sink and hot water, adjustable dimmable lighting (some spot lighting), disabled access (stair walking wheelchairs – possibly already in use by Cornwall Outdoors), more plug sockets, VGA, USB charging points, sound system, wings storage, heating system, comfortable matching chairs and tables.

It was also acknowledged by the Committee that the premises would need licences, a caretaker/cleaner, a broom cupboard and a marketing budget for publicity materials.

The meeting closed at 8.55pm.

Chairman

Date

Minutes 18 February

## **Lostwithiel Town Council – Heritage Building Committee Meeting**

**Tuesday 18 February 2020**

### **Meeting Minutes**

A Meeting of the Town Council's Heritage Buildings Committee was held in Lostwithiel Library on Tuesday 18 February 2020 at 7.15pm.

### **Committee members present**

Committee Vice-Chairman Councillor Guiterman,  
Ms Nineham, Professor Scott, Councillor Sweeney & Mr Watkins.

### **In attendance**

No members of the public were in attendance  
Town Clerk Mrs Harris was in attendance

### **HBC65/19      Apologies**

Apologies were received and accept from Committee Chairman  
Councillor Mrs Jarrett, Mr Holden, Mrs Walton & Dr Yates.

### **HBC66/19      Declarations of Interest**

None

### **HBC67/19      Public Participation**

None

### **HBC68/19      Committee Minutes 21 January 2020**

It was decided to defer this agenda item to the next Committee meeting.

### **HBC69/19      Report to Council**

The draft minutes of the Council meeting of 4 February pertaining to the Project Report to Council were noted by the Committee.

Committee Vice Chairman Councillor Guiterman congratulated the Committee on the excellent report which changed the opinion of a number of Councillors. The Committee requested an agenda item for the next Council meeting to invite further Councillors to join the Heritage Buildings Committee.

### **HBC70/19            Edgcumbe House**

The Committee noted that Full Council has approved the recommendation from the Heritage Buildings Committee under minute reference **HBC57/19**, namely the list of works to Edgcumbe House report reference numbers A1, B1, B2, M1 & F8.

### **HBC71/19 Public Consultation**

The Committee considered agenda items a) – g) en bloc and decided that the consultation period should run from 10 April – 17 May. During this time a static exhibition should be set up in Edgcumbe House, members of the Committee should attend the meetings of local community groups to promote the project and publicity for the project should be sent to the surrounding parishes. (Written reports should be undertaken after each meeting/consultation event). The surveys/questionnaires should be in both paper and an online format and if possible, should only be available after viewing the promotional film or the exhibition. It was considered that the following materials should be included a promotional film, foam printed boards, pop up banners, generic community flags, list of potential funders and flyers to promote the consultation events. Councillor Sweeney & Ms Nineham agreed to work together to plan the exhibition material, a calendar of consultation events and a gantt chart to facilitate providing feedback to Full Council within the four months specified. Councillor Sweeney agreed to try to arrange a promotional film and Ms Nineham the questionnaire/feedback form questions ready for the next meeting.

## **HBC72/19 Guildhall**

It was decided that the draft proposals for the Guildhall should form part of the public consultation. It was further decided that the first steps would be ask Mr Watkins to visit the Museum office to give advice on how and where to install a toilet, washbasin and kitchen sink and to invite the sound technician used by Lost in Song to visit the Guildhall to draw up a list of sound and lighting proposals.

The meeting closed at 8.40pm.

Chairman

Date

5. Public consultation – to consider the following: -
  - a) the exhibition material collated
  - b) how many sessions will be held between 10 April & 17 May
  - c) which local community groups will be approached to be asked if they would like a presentation at one of their meetings.
  - d) a synopsis of the information to be provided to local parishes
  - e) an update on the promotional film
  - f) the list of publicity materials required
  - g) the initial draft of the questionnaire/feedback form
  - h) how the questionnaire will be set up in online format
  - i) the Gantt chart to ensure feedback is ready for Council within the four months specified.
  
6. Guildhall – an update on progress