

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

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**[clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk)**

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 s10 to attend a meeting of Lostwithiel Town Council to be held at Church Rooms Lostwithiel on Tuesday 6 February 2018 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris  
Town clerk  
30 January 2018



**Lostwithiel Town Council Meeting  
will be held at The Church Rooms Lostwithiel  
on Tuesday 6 February 2018 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 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

Presentation of Past Mayor Badge to former Councillor Ian Gillett

Time allowed for members of the public to address the Council on matters relating to Lostwithiel – Maximum time allowed 15 minutes

- To receive the Community Police Report

## **Meeting Agenda**

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 6 February could you please email Claire at [admin@lostwithieltowncouncil.gov.uk](mailto:admin@lostwithieltowncouncil.gov.uk) with your apologies before midday on 6<sup>th</sup> February 2018.

Thank you.

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. To receive the minutes of the meeting held on 16 January 2018 having previously been circulated and taken as read.



## **Lostwithiel Town Council Tuesday 16 January 2018**

### **Public Participation**

None

### **Community Police Report**

The emailed report from PCSO Ward advised there were five recorded crimes in December 2017 one violence with injury, two violence without injury, one other sexual offences and one theft.

### **Cornwall Councillor Report**

Cornwall Councillor Martin outlined his January 2018 Cornwall Councillor Report emailed to Town Councillors on 3<sup>rd</sup> January 2018.

Cornwall Councillor Martin also reminded Council that the next Cornwall Council Community Network Meeting is to be held on 29 January 2018.

### **Meeting Minutes**

A meeting of the Town Council was held in the Church Hall on Tuesday 16 January 2018 at 7pm.

### **Councillors Present**

Mayor Jarrett, Deputy Mayor Hughes  
Councillor Anders, Councillor Hatton  
Councillor Henderson, Councillor Hensman  
Councillor Jarrett, Councillor Lindley  
Councillor Ross, Councillor Sweeney.

### **In attendance**

No members of the public were in attendance.

Cornwall Councillor Colin Martin was in attendance.

Town Clerk Mrs Harris was in attendance.

### **310/17 Apologies of Absence**

Apologies for absence were received and accepted from the following Councillors:

Councillor Beedell, Councillor Duffin, Councillor Guiterman, Councillor Hendicott and Councillor Risner.

### **311/17 Declarations of Interest**

Councillor Henderson declared a pecuniary interest in agenda item 10 – Biffa.

Councillor Ross declared a pecuniary interest in agenda item 13 – UK Government Great Western Rail Franchise Consultation.

### **312/17 Minutes**

It was **resolved** that the minutes dated 10 January 2018 are accepted, approved and duly signed by Mayor Jarrett.

### **313/17 Lostwithiel Town Council Community Resilience**

Councillor Guiterman's emailed report was read to Council by Mayor Jarrett. The report advised that 70 people visited the Neighbourhood Plan consultation & exhibition event on Saturday 13 January 2018. Newsletter questionnaires are still being returned, initial submissions indicate support for the Neighbourhood Plan policies. This report was noted by Council.

### **314/17 Planning applications**

None

### **315/17 Local Government Boundary Commission for England**

It was **resolved** to submit the following response to the Local Government Boundary Commission for England and to forward a copy to Cornwall Council's Electoral review team.

Lostwithiel Town Council has reviewed the proposal by the Local Government Boundary Commission for England regarding the proposed new boundary for the electoral division which includes the town of Lostwithiel.

The Council response is as follows:

- The current electoral division covering Lostwithiel represents 4,638 electors per councillor. We note that the Boundary Commission currently propose an increase of 92 electors to take the number to 4,730 for the division. Whilst we note that this figure falls short of the Boundary Commission's proposal of 5,163 electors per councillor, we believe that a smaller than average electorate is justified by the large geographical area and the number of different parishes covered.
- The Council is broadly in agreement with the proposed revised boundary, which we note will continue to include the communities of Lostwithiel, Lanlivery, St Winnow, St Veep, Boconnoc and Broadoak. These communities have a longstanding history of working closely together. For example:
  - Lostwithiel Town Council works closely with Lanlivery Parish Council to deliver the objectives of the Thomas Bullen Trust, which supports widows and orphans across both areas;
  - The councils representing these communities mutually respect and support each other where planning applications have impact across the boundaries;
  - The residents of the communities of Lanlivery, St Winnow, St Veep, Boconnoc and Broadoak use the facilities and services of Lostwithiel as the principal town in the area, e.g. library, community centre, mobile post office, mobile bank, GP surgery and pharmacy

The fact that these communities are represented by the same County Councillor ensures that our similar mutual interests are effectively and efficiently represented at a county level.

- The Council anticipate that the proposed revised electoral division boundary for the Lostwithiel area will enhance effective and convenient local government across the above communities. The Council would be

against any proposal which would involve separation of these current communities as this would undermine the current successful community identities and interests.

- With the caveat that Lostwithiel Town Council are concerned about the logistics of the current work load of the County Councillor by extending the boundary, the Council are broadly supportive of the proposal to extend the boundary to the east to include part of the current Bugle constituency, including Lockengate, Bridges and Tywardreath Highway. These are part of the same Community Network as Lostwithiel and therefore already have a good links with the Lostwithiel community.
- Although not part of the current proposed revised boundary, Lostwithiel Town Council would resist any amendment to include St Sampson within the electoral division to increase our division size further. As set out above, a smaller than average electorate is justified by the larger geographical area and the number of different parishes. In addition, it is the Council's view that St Sampson has more of a connection with Fowey than Lostwithiel. This would also reflect the boundary of the Parliamentary constituency.

### **316/17      Lostwithiel Town Council Budget 2018/19**

It was **resolved** to approve the re-drafted budget projections for 2018/19 as drafted.

### **317/17      Lostwithiel War Memorial, The Parade, Lostwithiel**

It was **resolved** to endorse Historic England's initiative to add the War Memorial on the Parade to the 'List of Buildings of Special Architectural or Historic Interest'. The clerk was instructed to contact local residents Warren Nicholls & Gillian Parsons to ask if they can provide any information to submit to Historic England.

### **318/17      Man Engine**

It was **resolved** to charge the Man Engine £1,750 for the exclusive use of the King George V playing field on Monday 2 April from 6am – midday. £1,000 for the hire of the field and £750 to cover the Council's professional fees. The clerk was also instructed to advise that a refundable deposit will also be required.

**319/17      Biffa**

Councillor Henderson having previously declared a pecuniary interest left the meeting room.

It was **resolved** to suggest to Biffa that the locked skip/wheel bin is located in bottom corner of the entrance to the Cattle Market car park. The skip would need to be positioned so as not to block the entrance to the playing field but as close to the King George V fence as possible to allow sufficient room for the twice weekly visits of the mobile bank. The Council would like the siting of the skip introduced on a 3-month trial basis and as a gesture of goodwill the car park litter picked twice weekly. The Council would expect Biffa to clear any fly tipping promptly and keep the corner clear from debris.

Councillor Henderson re-joined the meeting.

**320/17      Council Communication Working Party**

It was **resolved** to appoint Councillors Anders, Beedell, Hatton & Sweeney to a working party to improve Council communication with the public. All recommendations from the working party to be ratified by Council and the first recommendations to be available for consideration by Council on 6 February 2018.

**321/17      Councillor Training**

The Council decided that Cornwall Association of Local Councils should be asked to cover the following topics at the training on Monday 22 January 2018:

Rules and regulations regarding online communication and broadcasting of meetings

Responsibility and respect for other Councillors and staff

Planning

Dress code

Obligations as an employer

Role of Town Clerk

**322/17      UK Government Great Western Rail Franchise Consultation**

Councillor Ross having previously declared a pecuniary interest left the meeting room.



It was **resolved** to task Deputy Mayor Hughes with drafting Lostwithiel Town Council's response to the Great Western Rail Franchise consultation. The final wording of the response to be agreed by Council on 6 February 2018 for submission prior to consultation closing date of 21 February 2018.

Councillor Ross re-joined to the meeting room.

**223/17      Accounts and Finance**

It was **resolved** that cheques 100841- 100847 totalling £1709.17 are authorised for payment.

**224/17      Correspondence**

None

**225/17      Notices**

No Council Meeting on 20 February 2018.

**226/17      Items for next agenda**

Request to attend a GWR timetabling meeting  
War Memorial Repairs  
Communications Working party recommendations

It was **resolved** that under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**227/17      Lostwithiel Library**

It was resolved to forward the response to Cornwall Council as drafted and to copy the reply to Cornwall Councillor Hannaford, Cornwall Councillor Martin and Community Link Officer Tasha Davies.

The meeting closed at 8.30pm

Chairman:

Date:

4. Lostwithiel Town Council Community Resilience –
  - (i) Neighbourhood Development Plan –
    - a) To note the Neighbourhood Plan Steering Group minutes dated 28 November 2017.

**Neighbourhood Planning Steering Group  
Minutes of the Meeting of 28<sup>th</sup> November 2017  
The Platform Lostwithiel Station.**

Attending: David Guiterman, Chris Jones, Dave Robson, Ann Duffin, Phoebe Beedell, Kieran Park, Colin Martin. Member of the public; Michael Davey was also present.

1. Apologies: John Scott, Tim Hughes, and Colin Risner.
2. The minutes of the October meetings were accepted: Proposed by D.G. seconded by A.D.
3. The Community Centre Hall was booked for January 13<sup>th</sup> and the LTC approved the cost of producing the Winter 2017 Newsletter.
4. The steering group accepted the revised criteria for drawing the development boundary, with the following amendment to criterion 2: *“to round-off the existing boundary of the continuous high-density housing, to ensure there is convenient access to the town centre and to avoid excessive ribbon development”* if accepted by Sarah Furley – Later email from Sarah approved of this wording.  
The steering group approved the revised development boundary: Proposed by C.M seconded by K.P, the proposal was carried by 6 votes to 1; Chris Jones voted against the proposal.
5. School Report by P.B - Discussion with school recorded, and quotes to be used as evidence of consultation.
6. Part 1 of the updated Neighbourhood Plan was approved for submission to the LTC by the Steering Group, D.G proposed seconded by A.D, passed.
7. Part 2 of the updated Neighbourhood Plan was approved for submission to the LTC by the Steering Group, D.G proposed; seconded by D.R, passed.

8. Winter Newsletter was approved for submission to the LTC by Steering Group P.B proposed, seconded by D.R.
9. Members of the following members of the Steering Group volunteered to deliver the Newsletter: David Guiterman, Ann Duffin, Chris Jones Phoebe Beedell (requested not to do Scratons Lane) Dave Robson and Colin Martin.
10. The public exhibition in the Community Centre will take place between 2pm-5pm on the 13<sup>th</sup> January, the following members of the Steering Group volunteered to man the exhibit: David Guiterman, Phoebe Beedell, Dave Robson and Chris Jones.
11. Steering Group asked for the following to be uploaded to the website; proposed Newsletter (if approved by L.T.C), Part 1&2 of the updated Neighbourhood Plan (if approved by L.T.C), and the minutes of this meeting.
12. The proposed Newsletter and Part1&2 of the updated Neighbourhood Plan to be submitted as items for the next Full Council meeting (5<sup>th</sup> December).
13. The Neighbourhood Plan timetable, updated on October 24<sup>th</sup> 2017, was accepted. Proposed by D.G and seconded by D.R.
14. The next meeting of the Steering Group will take place on the 23<sup>rd</sup> January 2018 in The Community Centre Long Room.
15. The standing items to be added to the agenda for the next meeting of the Steering Group. Other items will be added as necessary.

- b) To approve, if required, a repeat of the Exhibition and Consultation event first shown on 13 January and associated costs.
- c) To approve publicity apologising that some households did not receive the Neighbourhood Plan Newsletter 7 until after the exhibition on 13 January 2018.

5. To receive planning decisions

6. To consider planning applications

- a) PA18/00029                      Duchy of Cornwall  
Nursery Road from Grey Mare Farm to  
Cott Road Lostwithiel PL22 0HW  
Kitchen extension

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P1XVFRFGH4000>

- PA18/00151                      Land South West of 1 Cott Villas  
Cott Road Lostwithiel PL22 0ET  
Outline planning permission with all  
matters reserved:  
Construction of a dwelling

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P287JVFGFY800>

- PA18/00648                      Lostwithiel Golf & Country Club  
Cott Road Lostwithiel  
Non material amendment (no 4) for  
amendments to approved elevations by  
the insertion of additional door and  
window openings to (PA15/02672).  
Conversion and alterations to existing

golf clubhouse to form four dwellings, including part demolition and erection of extensions.

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

7. Play area inspections – to note the inspection reports.

8. UK Government Great Western Rail Franchise Consultation – to approve the drafted consultation response.

(Draft responses to be forwarded by Deputy Mayor Hughes)

9. Great Western Railway timetabling meeting – to consider approving Deputy Mayor Hughes’s attendance at this meeting.

10. Council Communication working party – to approve initial recommendations from the working party regarding the Council’s Budget.

(Draft proposals to be forwarded by the Communication working party)

11. Lostfest parking – to set up a working party to assess and evaluate areas suitable for overflow parking for the event.

12. Lostwithiel Brownies ‘Rustle Bustle & Squeak’ Nature resource – to consider the request to allow ‘clay flower bombs’ to be thrown in various Town Council owned locations.

The request received from Lostwithiel Brownies is as follows:-

The Brownies have many resources that we use one of which is Rustle Bustle and Squeak which is a nature-based resource. One of the activities involves making flower bombs out of clay, wild meadow flower seeds and compost, which would not be harmful to any animal if eaten. We would like to ask the town council if they would allow us to throw these bombs in second islands park and some other areas that don't get cut often like around the main round, along the top of the playing field, above the skate ramp where there is already a wild area, along some parts of the river where the grass doesn't get cut often. The flower bombs will produce little patches of meadow flowers ready for the butterflies, insects, beetles, birds and of course the whole town to enjoy the beauty of it all.

13. Shire Hall Moor – to consider Cormac's path stability report.

(The report has yet to be received by Council, but hopefully will be received prior to 6 February)

14. Beating of the Bounds – to decide if the Council wishes to arrange this two-day event in May 2018.

(Suggestion from Councillor Henderson)

15. War Memorial repairs – to approve a proposal from Councillor Henderson that the Town Council applies for grant funding to repair the Parade War Memorial.

16. Accounts and Finance

17. Correspondence

18. Notices

19. Items for next agenda

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

20. Lostwithiel Library – to consider further correspondence received from Cornwall Council’s Head of Library Services.

S Harris

Mrs S Harris

Town clerk

30 January 2018