

LOSTWITHIEL TOWN COUNCIL
Taprell House
North 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 s10 to attend a meeting of Lostwithiel Town Council to be held at Church Rooms Lostwithiel on Tuesday 6 March 2018 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town clerk
28 February 2018



**Lostwithiel Town Council Meeting
will be held at The Church Rooms Lostwithiel
on Tuesday 6 March 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 by Matt Jackson from Land & Heritage Ltd following the recent inspection of the Town Council's trees.

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
- To receive the Cornwall Councillor Report

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 6 March could you please email Claire at admin@lostwithieltowncouncil.gov.uk with your apologies before midday on 6th March. 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 6 February 2018 having previously been circulated and taken as read.



Lostwithiel Town Council Tuesday 6 February 2018

Public Participation

The Council was addressed regarding the following:

Planning Application PA18/00151

Railway Footbridge at Bridgend

Litter on Edgumbe Road.

Cornwall Councillor Report

Cornwall Councillor Martin addressed the Council regarding the St Austell Railway footbridge and suggested that a Disability Impact Assessment should be conducted for the proposed footbridge site in Lostwithiel.

CC Martin informed the Council that there would be an extra 1% on Cornwall Council's Council Tax this year to avoid cutting support to Citizens Advice Bureau, to rural bus services and maintenance on rural roads.

CC Martin said that he had spoken to the officer involved with the transfer of the Library and she is happy with progress.

CC Martin also reminded the meeting that the next Pub and Politics meeting is next Monday – The topic is 'What is the point of school'?

Police Report

The emailed report from PCSO Ward advised that there were 5 crimes reported in January 2018, including 1 violence without injury, 2 vehicle offences, 1 shoplifting, and 1 criminal damage offence.

A Past Mayor's Badge was presented to former Councillor Ian Gillett.

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 6 February 2018 at 7pm.

Councillors Present

Mayor Jarrett, Deputy Mayor Hughes
Councillor Anders, Councillor Beedell
Councillor Duffin, Councillor Guiterman
Councillor Hatton, Councillor Henderson
Councillor Hensman, Councillor Jarrett
Councillor Lindley, Councillor Ross.

In attendance

16 members of the public were in attendance
Cornwall Councillor Martin was in attendance
Town Clerk Mrs Harris was in attendance

Meeting Agenda

228/17 Apologies of Absence

Apologies of Absence were received and accepted from the following Councillors:

Councillor Hendicott, Councillor Risner and Councillor Sweeney.

229/17 Declarations of Interest

Councillor Ross declared pecuniary interest in agenda item 8 - UK Government Great Western Rail Franchise Consultation and for agenda item 9 - Great Western Railway timetabling meeting.

230/17 Minutes 16 January 2018

It was **resolved** that the minutes dated 16 January 2018 are accepted, approved and duly signed by Mayor Jarrett.

231/17 Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

a) Neighbourhood Plan Steering Group.

It was **resolved** to note the minutes of the Neighbourhood Plan Steering Group minutes dated 28 November 2017.

b) Exhibition and Consultation Event.

It was **resolved** to approve a repeat of the Exhibition and Consultation event first shown on 13 January and associated costs.

c) Neighbourhood Plan Newsletter.

It was **resolved** to approve publicity apologising that some households did not receive the Neighbourhood Plan Newsletter 7 until after the exhibition on 13 January 2018.

232/17 Planning Decisions

PA17/11322 2 Field Close Lostwithiel

Demolition of porch to side of house and alterations to the fenestration of the dwelling.

Approved.

PA17/11577 Penlyne Cott Road Lostwithiel PL22 0HW
Proposed timber-framed garden room extension.
Approved.

PA17/11349 The Cow Barn Milltown Lostwithiel
Use of The Cow Barn as an unfettered residential dwelling.
Approved.

233/17 Planning Applications

a)

PA18/00029 Duchy of Cornwall
Nursery Road from Grey Mare Farm to Cott Road
Lostwithiel PL22 0HW
Kitchen extension.
It was **resolved** to support this application.

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.
It was **resolved** not to support this application.
The Council considers the proposed dwelling is too high and out of line with other properties.

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.
It was **resolved** to support this proposal.

b) None.

234/17 Play Area Inspections

The inspection reports were noted by Council. The Clerk was instructed to arrange that the damper brake is checked.

235/17 UK Government Great Western Rail Franchise Consultation

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

Deputy Mayor Hughes was thanked for the prepared draft response. It was **resolved** to instruct the Clerk to submit the response with all amendments discussed to the Department for Transport prior to 21st February 2018.

235/17 Great Western Railway Timetabling Meeting

It was **resolved** to authorise the attendance of Deputy Mayor Hughes at the forthcoming Great Western Railway timetabling meeting. Councillor Ross re-joined the meeting.

236/17 Council Communication Working Party

Council discussed the draft poster prepared by the Communication Working Party. The Clerk recommended some amendments. It was **resolved** to approve the revised wording.

237/17 Lostfest Parking

It was **resolved** to write to Lostfest in anticipation of the receipt of a request to use Town Council owned land for parking with a list of information required. i.e. insurance and liability.

238/17 Lostwithiel Brownies ‘Rustle, Bustle & Squeak’ Nature Resource

It was **resolved** to authorise the throwing of ‘clay flower bombs’ on Town Council owned land, subject to the Council receiving and authorising a complete list of all seeds to be included.

239/17 Shire Hall Moor

It was **resolved** to defer this agenda item to the next Council meeting.

240/17 Beating of the Bounds

It was **resolved** to instruct the Clerk to approach Mr John Pegg to document his knowledge and experience of organising this event. It was further **resolved** to take steps, i.e. cut back the brambles across the boundary stones, to organise the event for May 2019.

241/17 War Memorial Repairs

It was **resolved** to defer this agenda item to the next Council meeting

242/17 Accounts and Finance

It was **resolved** that cheques 100848 - 100869 totalling £15,585.38 are authorised for payment.

243/17 Correspondence

CALC Newsletter
Cornwall Council

December 2017
Electoral Review Panel
Meeting

St Blazey, Fowey & Lostwithiel
Community Network Panel
Meeting
Monday 29 January 2018

Community Chest Grants
Local Planning Conference
27 February 2018 4.30pm
St John's Hall Penzance

Planning Newsletter
January 2018

Creative Workshops for Clay
Towns:
St Austell Bay & beyond
Crowdfunder roadshow

Neighbourhood Planning
E-Bulletin January 2018

A30 Link road update
12 February 2018

Adult Social Care Policies
Consultation (Extraordinary
meeting to consider not
requested by Council)

Road closure intention
Grenville Road Lostwithiel
3-4 March (23.00 – 08.00)

Road closure order
Rose Hill Lostwithiel
29-30 January (07.30-18.00)

| | |
|-----------------------------|---|
| | St Austell Bay Economic Forum – Breakfast 1 March 2018 |
| Cornwall & IOS LEP | January 2018 Bulletin |
| Coastline Housing | Affordable Housing (Visit not requested) |
| Civic Voice | War Memorial News 9 th & 24 th January |
| Help to Buy SW | 2 Nikita Terrace |
| South West Water | Quote for repairs to Shire Hall Moor track |
| Standards Board for England | Bias & predetermination |
| Resident | Rubbish on the A390 from Vets down into the town |

244/17 Notices

Councillor Beedell advised that she will attend the St Austell Bay Economic Forum Breakfast on 1 March 2018.

Councillor Hensman advised that he will attend the A30 Link Road Meeting on 12 February 2018.

Councillor Guiterman asked for the minutes to record how well organised the Traffic Management meeting was at the end of January.

245/17 Items for next agenda

Council Communication Working Party - draft Library and other items
Museum
Town Clock
CALC Training

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.

246/17 Lostwithiel Library

The notes of the meeting between Cornwall Council and the Town Council's Library working party were circulated to Councillors. It was **resolved** to progress on the basis of option 2.

The meeting closed at 10pm.

Chairman:

Date:

4. Lostwithiel Town Council Community Resilience –
 - (i) Neighbourhood Development Plan –
 - a) To note the Neighbourhood Plan Steering Group minutes dated 23 January 2018.

Neighbourhood Plan Steering Group

Meeting of 23rd January 2018

Draft Record of Decisions and Actions

1. Apologies received from Colin Risner, Phoebe Beedell, Dickie Trant, Victoria Hatton

2. Attending: David Guiterman, John Scott, Dave Robson, Chris Jones, Colin Marshall.

Three members of the public in attendance.

3. The Minutes of the meeting of 28th November were agreed.

4. The resignation of Councillor Kieran Park was noted.

5. There were no items to report from the meetings of Lostwithiel Town Council.

6. DG reported on an engagement visit to St Winnow School, following on from a similar visit to Lostwithiel School. 26 pupils attended and discussed the various issues raised in the most recent Newsletter. Points raised included traffic problems, a desire for no further development, the problem of litter, the need for more playing equipment.

Action: DG and PB to write a report (one paragraph) for inclusion in the Plan. DG to continue to chase Gary Marshall-Stevens for his comments for inclusion in the report.

7. DG reported on the Pre-submission Consultation event. Approximately 80+ members of the public attended. 108 completed questionnaires have been returned from those circulated before and during the event. A written summary of issues raised had been circulated and was discussed. It was noted that the criteria for determining whether land should be included within the development boundary were well-supported. Therefore, no changes were required to the Plan. (It was, however, noted that the name of the stream in Coffee Lake Meadows should be River Coffe).

Action: JS to make change when the next version of the Plan is produced.

8. Those sites that had been submitted in response to the 'Call for Sites' were considered and proposers, where present, were invited to contribute to the discussions. DG reminded members of the purpose of the Call in relation to land adjoining the proposed Development Boundary and the need to demonstrate that all criteria are fulfilled. All submitted sites were considered in relation to the three criteria accepted by the Steering Group and supported by the community. DG reminded the meeting that the three criteria are: -

- **Criterion 1:** to confine development to the three valleys formed by the river Fowey, the Tanhouse Stream and Coffee Lake along the A390 going East out of Lostwithiel, avoiding upland sites that are highly visible from either the town centre or the surrounding countryside and/or impact on historic assets and their setting.
- **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.
- **Criterion 3:** to maintain existing woodland areas

The Steering Group considered the location plans and photographic evidence for all sites. It was noted that some sites, if not included, could make a future claim for Rural Exception status.

(a) Woodville (cell 9). The criteria were reviewed and written comments from the landowner were considered. On a vote it was agreed not to alter the Development Boundary to include this site. (CJ reported a minor conflict of interest and did not vote). The proposed site was deemed not to satisfy criteria 1 or 2.

(b) Terras Hill (cell31). The criteria were reviewed and written comments from the landowner were considered. A representative of the landowner contributed to the discussion. On a vote it was agreed not to alter the Development Boundary to include this site. (CJ reported a minor conflict of interest and did not vote). The proposed site was deemed not to satisfy criterion 1

It was noted that further responses, including partial resubmissions, might be received before the closing date and would be considered at the next meeting.

9. It was agreed that no revisions to the Draft Plan would be made until after the next meeting, when engagement reports will be available and final decisions on the Development Boundary will have been made.

10. Nothing requires Council approval and there is nothing to upload to the website.

11. The Timetable and Work Plan were considered. It was noted that the procedures for statutory consultation would need to be clarified and the timetable revised accordingly. It was agreed that the Plan should be finalised at the next meeting and would go to Lostwithiel Town Council for final approval at the first opportunity. This would be for the Council to approve the Plan as 'its' Plan for the six weeks statutory consultation. Following consideration of consultation responses by the Steering Group towards the end of April the Plan would be submitted to Cornwall Council. The timetable after April could be anticipated but was in the hands of Cornwall Council and the designated Inspector.

Action: DG to clarify with Sarah Furley the consultation and submission procedure prior to revising the Work Plan. (Subsequently done and circulated).

12. Date of next meeting agreed as 27th February 2018 in The Oasis, Lostwithiel Community Centre. All agenda items for this meeting to go to DG.

- b) To consider approval of the Pre-submission draft Neighbourhood Plan Parts 1 & 2 and to start the 6-week pre-submission consultation period on 24 March.

Please see separate email

- c) To consider approval of the following: -
 - (i) The wording of the publicity leaflet to be delivered to all properties within the Lostwithiel Parish.

Draft document to be forwarded by Councillor Guiterman

- (ii) The cost of printing 1500 A4 leaflets
- (iii) The cost of printing 50 copies of both parts of the plan.
- (iv) To approve the wording of the Neighbourhood Plan summary

Text of draft document will be forwarded by Councillor Guiterman

- (v) To approve the cost of printing 50 copies of the summary.

5. To receive planning decisions

6. To consider planning applications

- a) PA18/00812 28 Bodmin Hill Lostwithiel
To install a roof light (velux window) to add light to attic room.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P345C3FG0H300>

- PA18/00814 28 Bodmin Hill Lostwithiel
Listed Building Consent to install a roof light (velux window) to add light to attic room

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P34614FG0H300>

- PA18/01291 St Winnow C of E School Grenville Road
Lostwithiel
Listed Building Consent for replacement of roof coverings and associated works.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P3QOS1FGGRB00>

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

7. Play area inspections – to note the inspection reports.
8. Cornwall Council Consultation Adult Social Care Policies – to consider if Lostwithiel Town Council wishes to formally respond to this consultation and if so to approve the wording of the response.

Copies of all three of the policy documents, further information and links to the consultation surveys can be found on the Council's website: www.cornwall.gov.uk/carepolicies

9. Diabetic Eye Screening – to consider the request for permission to site the screening unit in the Cattle Market car park from 7 April – 17 April.

We have juggled the screening unit venues around a bit now, and we wonder if we could visit Lostwithiel Car Park for some eye screening to arrive on Saturday 7th April 2018 until Tuesday 17th April 2018. I will be able to update you with the times nearer the dates. Again, we would not be holding clinics at the weekend, but the Unit will be in situ locked up at these times.

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

Report to follow by separate email

11. Shire Hall Moor – to consider the correspondence received from South West Water regarding repairs to the track and to approve a response.

From SW Water

Hello Sandra

Firstly please accept my apologies for such a long wait from my previous reply to this.

We now have a quote for the remediation works to the path which I have attached for your information. You'll note that they will be using 75mm to dust crusher run, basically all the dust and small particles that come out of the crusher.

Please let me know how you would like to proceed with this work.

JOB: Lostwithiel WWTW (Reinstate access track)

Dear Sir,

Please find below our quotation for proposed work at the above site:

- 1.From works to metal park nature reserve access gate grade centre of access track with excavator load & transport to lowest areas of damaged track & compact.
- 2.Supply & compact in low areas of track approx. 170 tons of 75mm to dust crusher run..
- 3.Supply all plant/labour & materials & remove all waste from site.

All the above for the price of £8894.55 + VAT at 20%

12. Guildhall Building – to consider the report prepared by the clerk and to approve the recommendations therein.

Guildhall Report to Council 6 March 2018

This brief report has been prepared to meet the requirements of the approved Council minute dated 21 November 2017 regarding Lostwithiel Museum.

The minute reads as follows: -

242/17 Lostwithiel Museum

It was **resolved** to-

- a) chase the builders for a price of a coat of dub plaster.
- b). ask Surveyor if office can now be kept at an ambient temperature

c).to check the legal position on the lease.

Part a) chase the builders for a price of a coat of dub plaster

The advice from the surveyor reads as follows: -

‘During our last meeting to discuss the snagging works and retention release, we also discussed the need to make good the stairwell of The Guildhall for continued use, whilst the saturated stairwell wall continues to dry out. This could be achieved by applying a dub coat of lime plaster and lime washing, as well as refitting the hand rail and leaving clean. This would then require the final coats of plaster when the wall is dry in the coming years. This work was all covered by the contract but has been omitted at this stage due to the current saturation with the wall. ‘

Quotation to replaster the stairwell wall in the Guildhall.

The works to include, laying protection to working areas, applying dubbing out coat and two further coats of Lime plaster consisting of NHL 2 lime mortar and CLS sand from Cornish Lime Ltd. With a smooth float finish to merge into surrounding surfaces. The quotation for this work would be £3525.00 ex vat. Jon Ramage indicated that the work may be undertaken in two stages, i.e. to plaster a dubbing out coat now and to return at some point in the future (12 months maybe?) to apply the two top coats. This would allow the wall to dry our further, however it may be the complete works could be undertaken at this time? I have allowed for either option in our quotation.

Part b) ask Surveyor if office can now be kept at an ambient temperature

LTC office to surveyor

Once the stairwell has been made good the Council intends to allow the Museum volunteers back into the office accessed part way up the stairwell. The volunteers wish to run a domestic dehumidifier all day every day (as they have done previously) to keep the office around 40-60 degrees. My question is, at this stage of the drying out process, will this proposed use be detrimental to the building?

Surveyor to LTC office

I do not believe that using a dehumidifier as specified in the museum office will be detrimental to the building.

Part c) to check the legal position on the lease

LTC office to solicitor

Please find attached a copy of a licence issued in 1998 to Lostwithiel Museum Committee relating to the Guildhall office.

Following the ingress of water into the Guildhall the Museum Association was asked to vacate their office by Friday 25 September 2015 (copy letter attached).

Last Autumn, the Council agreed to allow the Museum to use the former office as long-term storage making it very clear that items are stored entirely at the Museum's risk. (copy attached)

It transpires that members of the Museum Committee decided to store archive items in the room which they are now concerned may be damaged because of the lack of heat. I have been instructed by Council to obtain legal advice to establish the following: -

1. Is the original lease now defunct?
2. Has the Town Council any obligation to find alternative office premises for the Museum?
3. Has the Council been negligent in allowing the use of the former office for storage, should there be a written agreement in place.

Solicitor response to LTC office

Sandra

In answer to your questions, using your numbering –

1. Yes and no. On one level it did end when you asked them to vacate the office, but on another level, it could be argued that you both mutually agreed that the licence switched to the store room whilst the roof was repaired.
2. No
3. No. You made clear in your letter that it was at their risk.

Recommendations

1. To follow the recommendations of the surveyor and instruct the contractor to apply 'a dub coat of lime plaster and lime washing, as well as refitting the hand rail and leaving clean'.

The final coats of plaster to be applied at a future date to allow further drying out.

2. To allow Lostwithiel Museum volunteers access to their former office when the works as listed under recommendation 1 have been completed.

3. Instruct the Solicitor to draw up a new lease.

13. St Bart's – to consider the request received for a letter of support for a grant application to modernise the vestry.

.... In addition to this we are having the vestry modernised with a kitchen, disabled toilet and small Benefice Office. Would the Council be prepared to write us a letter of support for this, so that we can use it when we are seeking grant aid, the cost of which is approximately £28,000?

Could be something like 'we support the proposed work on the new vestry in St Bart's Church, which is the hub of everything in Lostwithiel'. I'll leave you to make this as positive as possible.

14. Town Clock – to note the correspondence received.

I have been asked by the Parochial Church Council of St Barts Church, Lostwithiel to offer you a report produced by our Architect, Richard Davies, concerning the clock in the tower. For ease of communication, I have copied it word for word from his 58 page inspection report.

The Clock

By Gillett, Bland and Co of the Gillett and Bland Steam Clock Factory, Croydon, the clock is dated 1878, and is in working order and well housed in a glazed wooden case. It is maintained by the Town Council and was serviced when it was temporarily removed for the work to the bell installation. The clock faces were re-painted and re-gilded while the tower was scaffolded. It should be noted that the 6" x 2" softwood joist supporting the central gear mechanism is loose and allows a considerable amount of play.

Noted in a previous inspection, the short steel joist fixed across the south-west corner and supporting the pulleys for the clock weights is much corroded. The timber lifting beam set across the corner above this is very wet and decaying.

There is some concern that the wooden casings to the rods and mechanisms transmitting the movement to the three clock faces on the west, north and south sides of the tower were not removed when repainting was last carried out and that more extensive maintenance and re-painting may be required.

When the clock was last serviced about 9 years ago, ex Mayor and Councillor Robert Peareth supervised the work. Whether you ask Robert to come and have a look, or somebody different, could they please come to see the clock as soon as possible. Our architect has marked this work as 'Urgent'.

We are hoping to have work done on the spire within the next 8 or 10 weeks. This will be carried out by a team of abseilers. It would be helpful if someone could come and view so that we can co-ordinate the work.

From LTC Office to Church 15/02/18

As I believe you are already aware I visited the church tower yesterday with Deputy Mayor Hughes and Messrs Simon & Richard Brewer.

It transpires that the paragraphs forwarded from the quinquennial report dated August 2014 are slightly inaccurate. If I may I will address the points raised in paragraph order.

Paragraph 1

6" x 2" softwood joist – from casual inspection yesterday this is of beam and socket construction and the 'play' is no more than would be anticipated in this location. Should St Bart's Church require the Town Council to arrange a professional inspection of this beam please do not hesitate to contact me.

Paragraph 2

The pulleys and clock weights were removed circa 2009 when the clock was converted to electric. The short steel joist & timber lifting beam are therefore no longer in use.

Paragraph 3

It was not evident yesterday that the wooden casing boxes are getting wet. It may be that, at least in part, this paragraph belongs to another report as I believe the Lostwithiel clock only has two faces and not three.

15. Toilet Electricity Contract – to consider the prices obtain and to authorise the Town Clerk to enter into a fixed term contract for the supply of electricity to the public toilet.
16. Insurance renewal – to review the insurance policy and approve the annual renewal (long term undertaking active until 01/04/2020)
17. Remembrance Day/World War I commemorations –
 - a) To consider the outline of the event schedule for the weekend

Please find below a copy of the draft minutes of the second meeting of the World War I commemorations group

Meeting No 2 of 13 February/Remembrance 2018 minutes.

Present: Dave Robson (DR), Ian Gillett (IG), Pauline Gillett (PG), Gill Parsons (GP), John Henderson (BBJ), Karin Henderson (KH), Tim Hughes (TH), Rev. Paul Beynon (PB), Canon John Halkes (CJH), Bernard Bonsey (BB), Lesley Bonsey (LB), Robert Wheeler (RW).

Apologies: Martin Murphy (MM).

1. Everyone was welcomed and thanked for their attendance. The minutes of meeting No1 were accepted as correct.
2. DR. stated that an events Portaloo for the children's event could be hired for approx... £42incl. for the weekend (delivery Friday AM collection Monday).

PB. Stated there was a good possibility of obtaining a bursary for the future.

IG, PG & GP. Gave us an update on the proposed format of the booklet of named fallen.

3. The proposals for the format and list of events were agreed in general.

Friday 9 November afternoon will consist of a children's remembrance event with poems and singing by all local primary schools. To date Lostwithiel, Lerryn and St. Winnow schools have expressed an interest. Also Emma Mansfield could become involved. Friday evening will consist of a Festival of Remembrance with community singing led by the Band and Lost in Song. After an interval a procession of Standards to the Altar followed by the church Book of Remembrance. The Band to play the RBL march, followed by a communal hymn, then the Band play Nimrod and the names of the fallen by parish are read out alternately by 2 people. The Eulogy, 2 minutes silence and Reveille would be followed by the first verse of the National Anthem and Trelawney.

Sunday Morning service to start at 10AM. Normal type of Remembrance Service. Parade to then march to the War Memorial by 1057hrs. Then as normal with 2 minutes silence at 11AM, to fit in with National Commemorations. Parade then reforms and marches around town.

Sunday evening meet at the War Memorial for 1850hrs. Followed by lighting of a beacon on the beach by the War Memorial, Eulogy, Last Post (hopefully by a military bugler), 2 minutes Silence, Reveille or a lament by a piper. 1905hrs a church bell special peal. Douse beacon and disperse.

4. It was noted that no town events interferes with Lerryn RBL commemorations.

5. Funding would be required for: A) Portaloo, B) Printing of booklets of the named fallen, C) Printing of church service sheets. Lostwithiel Town Council to be approached for an interim donation to get us started this financial year with perhaps more needed later. Lostwithiel Charity bingo could probably donate up to £100.

6. All monies to go through Lerryn RBL accounts for accuracy and accountability. Any surplus money after the events to go to the RBL.

7. It was agreed that a rehearsal of some of the events would be required. This would be sorted out nearer the time. A small item to be placed in the Lostwithiel Newsletter to keep the population informed of our intentions.

8. Next meeting 13 March, same time, same place.

Dave Robson 15 February 2018.

Note: KH & TH = LTC reps. CJH, BB & LB = Lerryn RBL reps.

- b) To consider the request for outline permission to light a small beacon on the area beside the bridge & slipway
 - c) To consider the request for an interim donation of £100 towards the costs of a portaloo, printing of booklets of the names of the fallen and printing of Church Service sheets.
18. War Memorial repairs – to approve a proposal from Councillor Henderson that the Town Council applies for grant funding to repair the Parade War Memorial.
19. Council Communications working party – to consider drafts of further press releases.
20. LIPS (Lostwithiel Improvements Projects) – to consider approving a donation of £100 for the provision of PPE and lunch.
21. Man Engine – to update Council on the proposed visit on 2 April 2018.
22. Accounts and Finance
23. Correspondence

24. Notices
25. Items for next agenda
26. Councillor Co-option – to receive the written application for the office of Town Councillor and to co-opt to fill the vacancy.

One applicant Mrs Rosemary Clarke