

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

**01208 872323**

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

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 para 9 to attend an Extraordinary Meeting of Lostwithiel Town Council to be held on Tuesday 22 December 2020 commencing at 7.00pm when the following business will be transacted.

T Hughes

Councillor T Hughes  
Mayor of Lostwithiel  
18 December 2020



**Lostwithiel Town Council Extraordinary Virtual Meeting  
will be held  
on Tuesday 22 December 2020 at 7pm**

**Members of the public are able to join the meeting from a  
computer, tablet or smartphone**

**<https://attendee.gotowebinar.com/register/7272581535140578319>**

**or by dialling in using a phone on.  
0330 221 9922**

**Access Code: 267-016-682**

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 that 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. Apologies – 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 to Councillors who have already advised the office that they are unable to attend the meeting.

2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

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.

The Council has varied meeting Standing Orders and until physical meetings can be re-established Members of the Public are asked to submit any questions regarding items on the agenda to [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk). For this meeting, please submit your questions by 5pm on Monday 21 December 2020.

Planning Applications & discussions – ‘Whilst Members may express an opinion for or against the proposed development plans at this meeting Members minds are not closed and they will only come to a conclusion on whether they should support the scheme or offer an objection after they have listened to the full debate.’

4. To receive the minutes of the virtual meeting held on 08 December 2020 having previously been circulated and taken as read.

Please see separate document.

5. To receive and adopt the Heritage Buildings Committee minutes dated 10 March 2020.



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

**Tuesday 10 March 2020**

### **Meeting Minutes**

A Meeting of the Town Council’s Heritage Buildings Committee was held in Lostwithiel Library on Tuesday 10 March 2020 at 7pm.

### **Committee members present**

Committee Chairman Councillor Mrs Jarrett

Vice-Chairman Councillor Guiterman,

Councillor Anders, Mr Holden, Ms Nineham, Professor Scott,

Councillor Sweeney, Mrs Walton & Mr Watkins.

### **In attendance**

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

**HBC73/19                      Apologies**

None.

**HBC74/19                      Declarations of Interest**

None

**HBC75/19                      Public Participation**

None

**HBC76/19                      Committee Minutes 21 January & 18 February 2020**

It was **resolved** that the minutes dated 21 January & 18 February 2020 are accepted, approved and duly signed by Committee Chairman Councillor Mrs Jarrett.

**HBC77/19                      Public Consultation**

**a) Exhibition material**

Councillor Sweeney outlined his proposals for the exhibition and that the overarching focus will be Edgcumbe House. Professor Scott offered to prepare bullet points for the exhibition boards and a briefing sheet for volunteers manning the exhibition.

**b) Sessions between 10 April & 17 May**

It was agreed that there would be 12 open sessions and that invitations would be sent to 40 community groups to invite them to sessions which dovetail with their usual meeting times.

**c) Local Community groups to be invited**

Army Cadets	Blossom Group
Bodmin & District Woodturners	Bookstart Rhymetime
Cool Kids Club	Fowey River Lions
Giggles & Dribbles	Guides Brownies & Rainbows
Headway	Knit & Natter
Lerryn WI	Lost in Song
Lostwithiel Floral Art Group	Lostwithiel Bowling Club
Lostwithiel Business Group	Lostwithiel Community Centre
Lostwithiel Community Church	Lostwithiel Environment Group
Lostwithiel Garden Society	Lostwithiel Methodist Church

Lostwithiel Museum Association	Lostwithiel Old Cornwall Society
Lostwithiel Quakers	Lostwithiel Rotary Club
Lostwithiel Short Mat Bowls	Lostwithiel Town Band
Lostwithiel Town Forum	Lostwithiel Twinning
Lostwithiel XR	Madrigali Choir
Mid Cornwall Photo Club	Rag Rug Hookers
Scouts Cubs & Beavers	St Bartholomews Church
U3A	Welcome Group
Young Farmers	

Schools – Lanlivery School, Lerryn School, Lostwithiel School & St Winnow School

#### **d) Information provided to local parishes**

It was decided that the advertising flyer should be sent to all adjoining Parishes namely: -Lanlivery, Lanhydrock, St Winnow & St Sampson.

#### **e) Promotional film**

Councillor Sweeney confirmed that Ben Hawkins Photography has agreed to make a promotional film for the project and that the costs will be expenses.

#### **f) Publicity materials**

Councillor Sweeney & Ms Nineham presented a list of costings for the exhibition. Total cost approximately £400, Councillor Sweeney advised that it will not be necessary to order all the items listed.

#### **g) Feedback form**

It was agreed that the feedback would be by dropping a counter into a Yes or No response box. The question: - I support the plans for Lostwithiel's Heritage Buildings.

#### **h) Online questionnaire**

The provision of an online questionnaire was discussed and it was decided not to provide an online questionnaire.

**i) Gantt chart**

Ms Nineham present a Gantt chart which was agreed by the Committee.

**HBC78/19 Guildhall**

The Committee noted that a sound technician will be visiting the Guildhall on Wednesday 18 March at 2pm.

The meeting closed at 8.40pm.

Chairman

Date

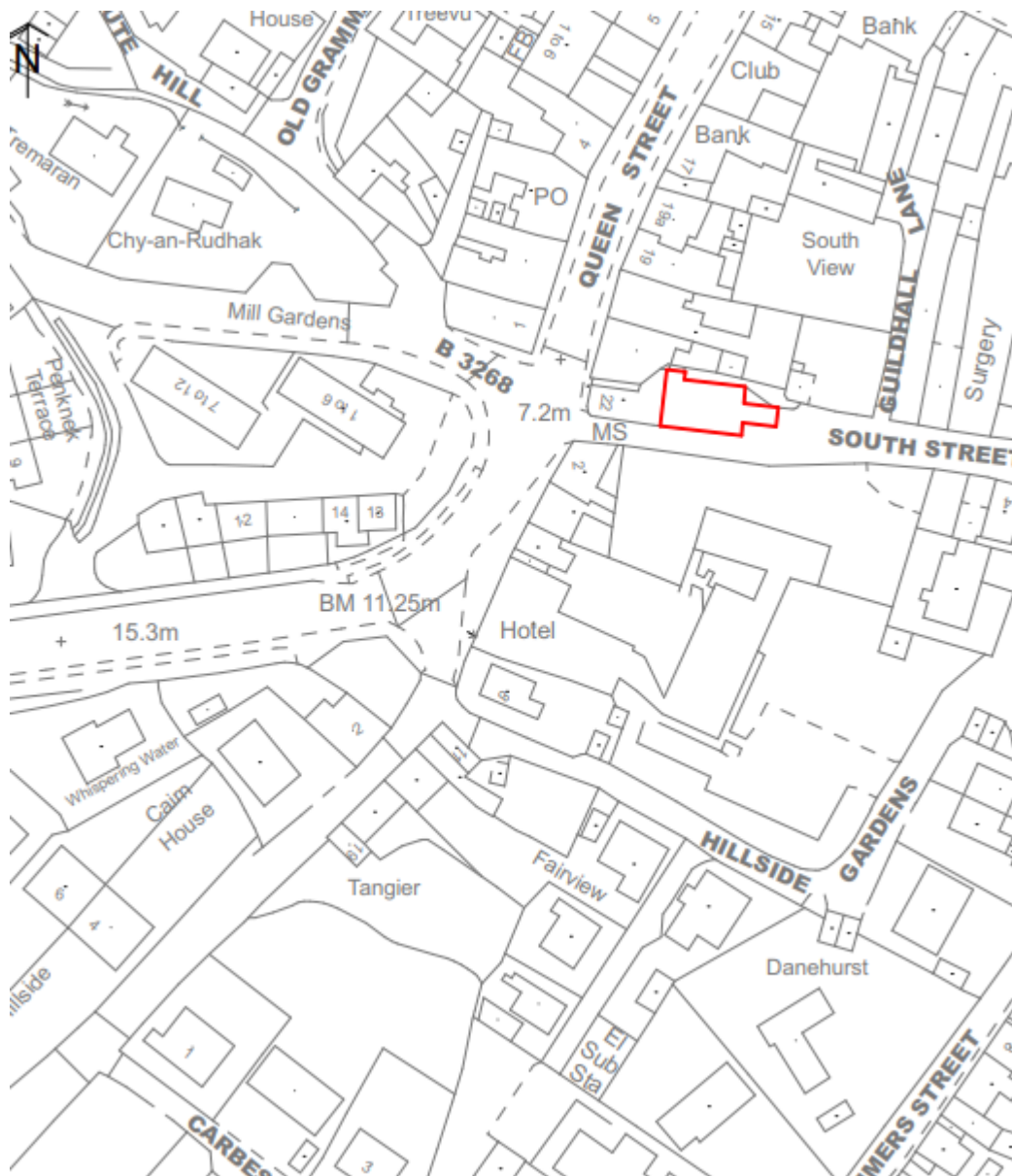
**6. Planning applications –**

**a) To consider planning applications**

**PA20/08111**

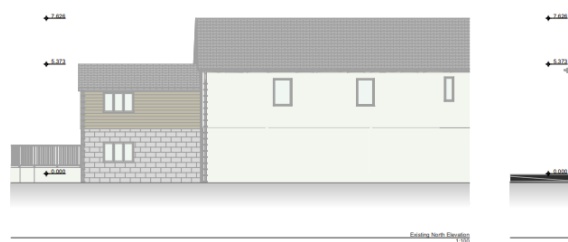
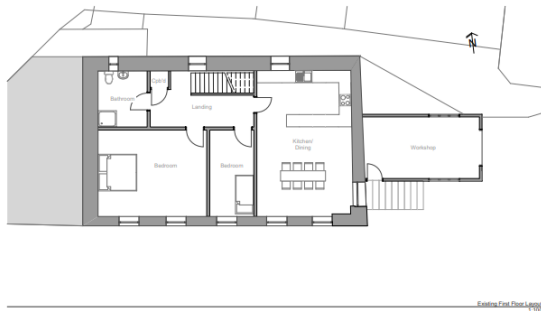
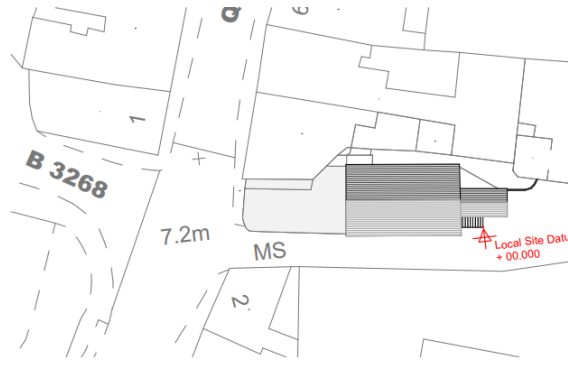
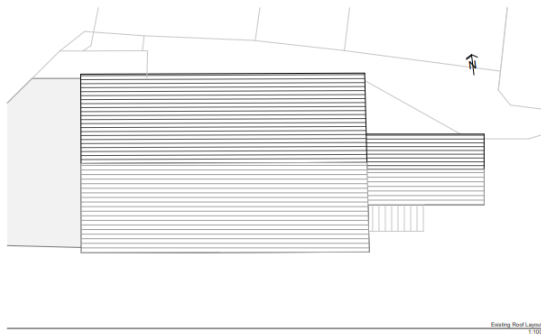
The Higgins Press South Street  
Lostwithiel  
Demolition of existing garage and  
first floor store, internal alterations  
and forming of external openings

No comments.

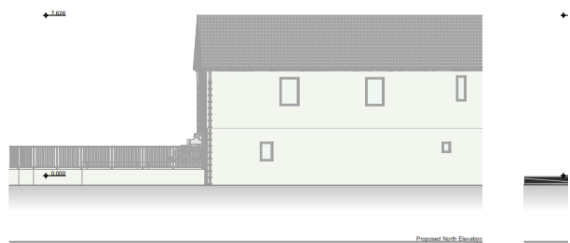
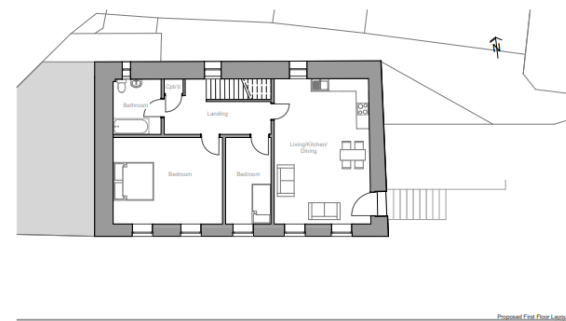
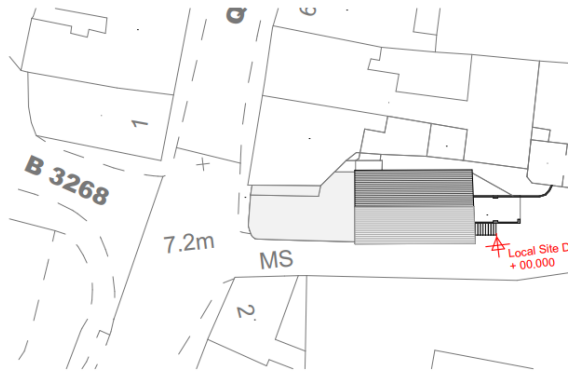
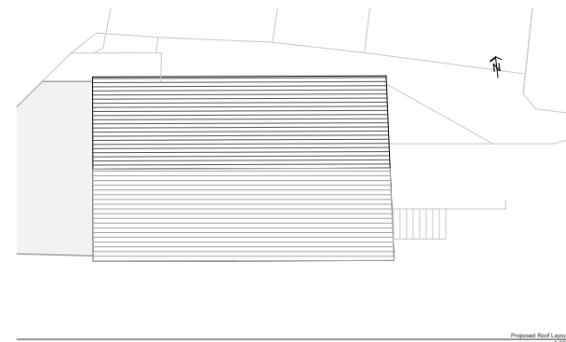




## Existing



## Proposed



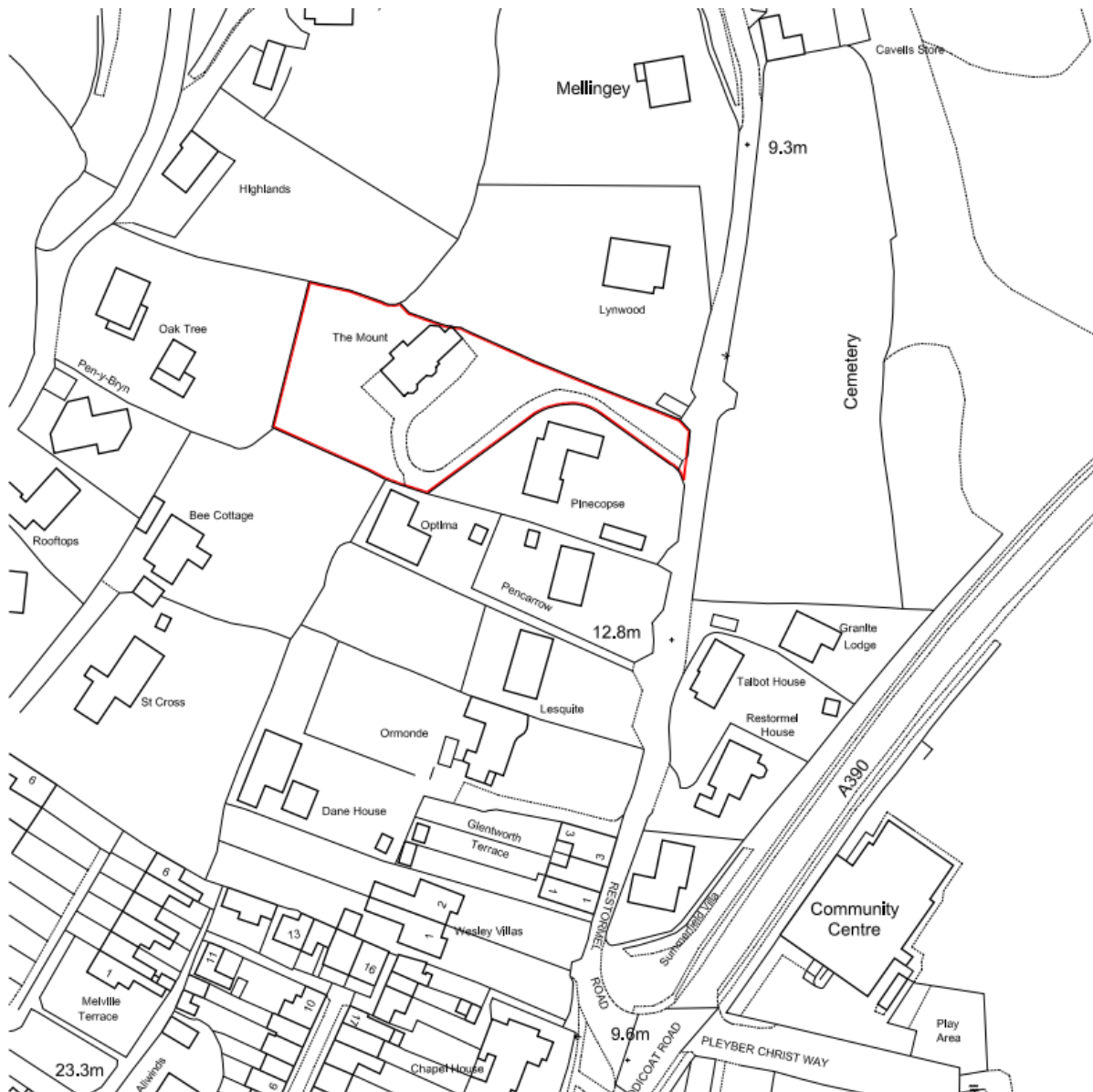


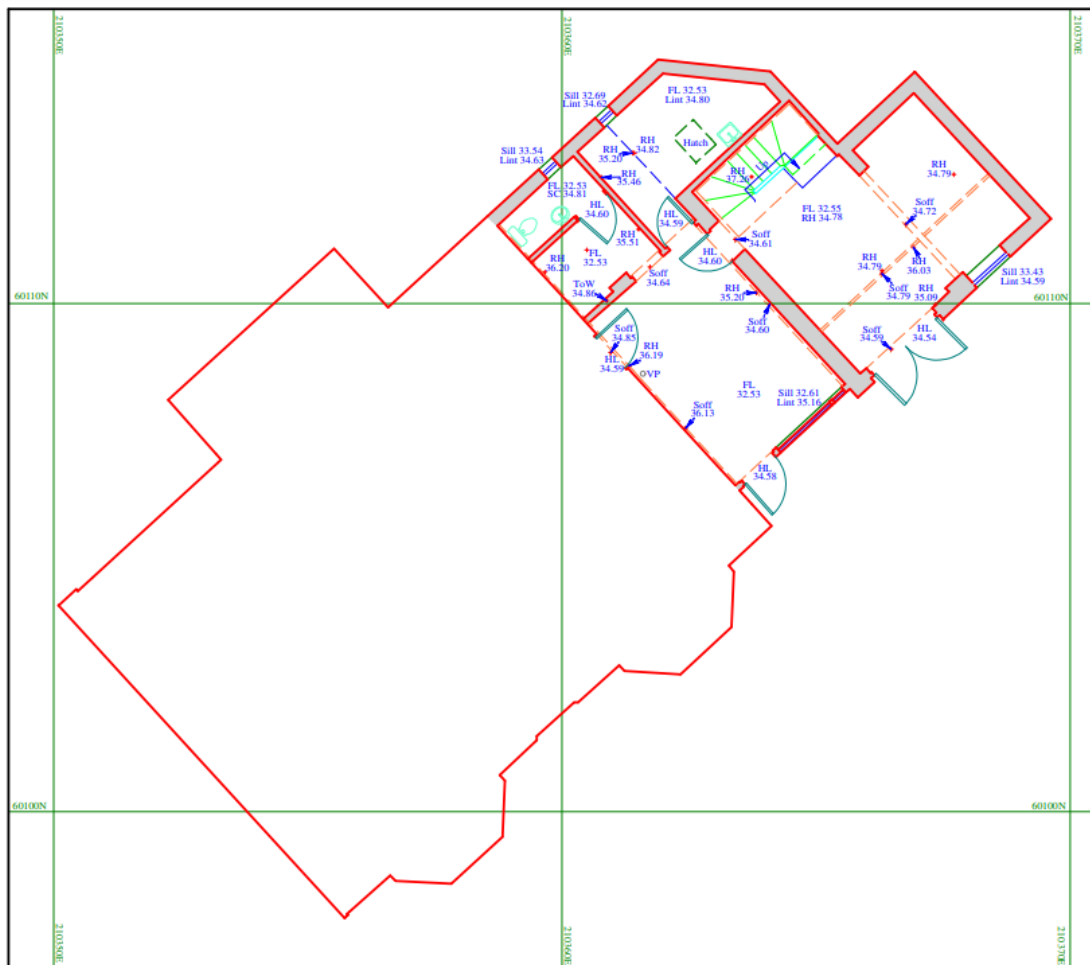
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QH0QQGFGJ9U00>

**PA20/10519**

The Mount Restormel Road,  
Lostwithiel  
Alterations to dwelling to change  
glass roof to slate roof with  
associated works.

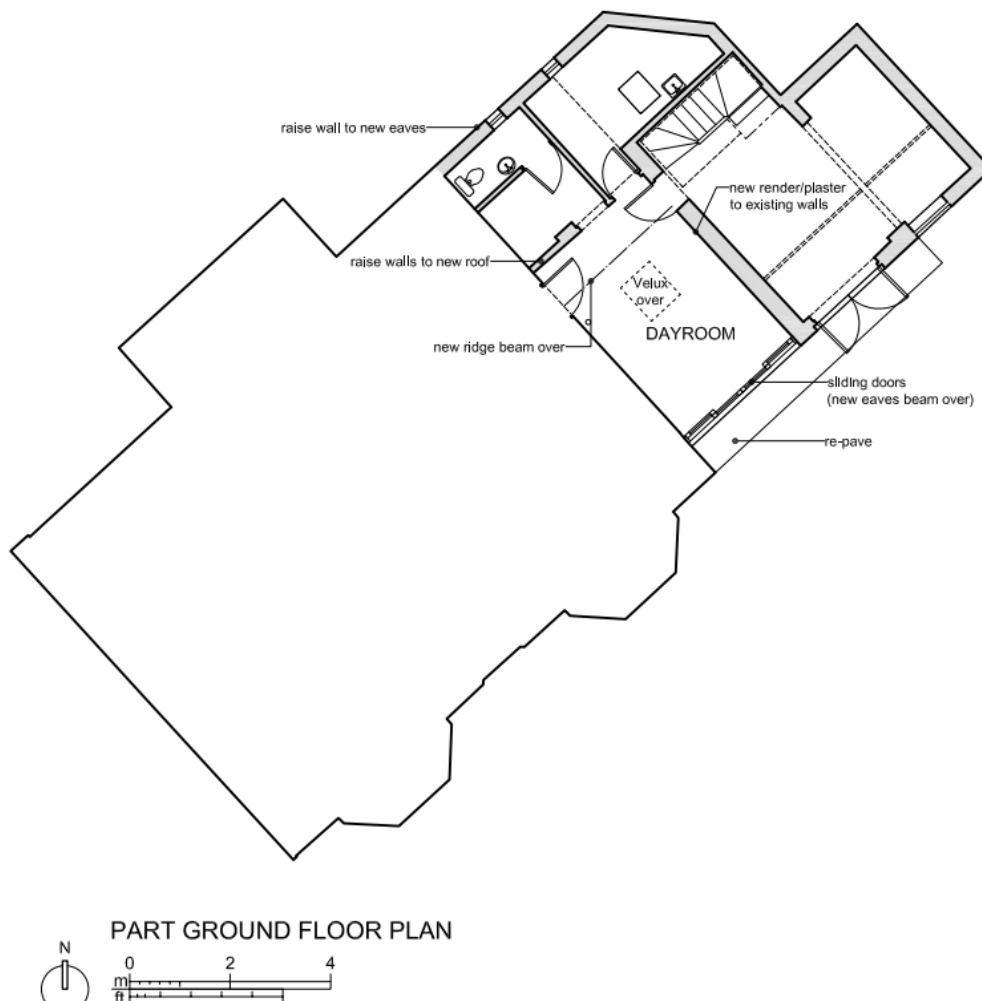
No comments.

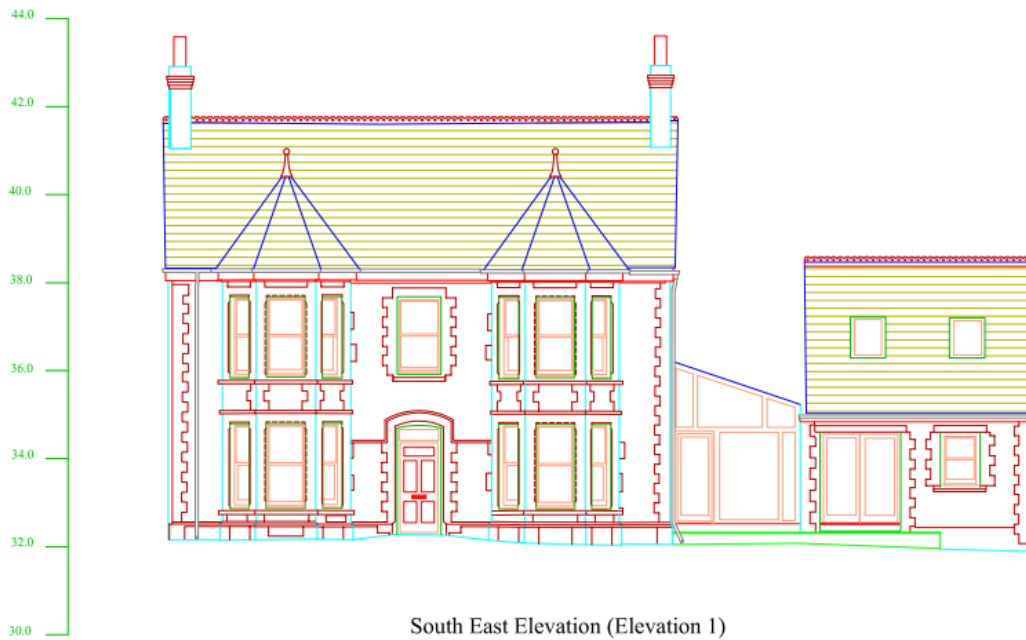


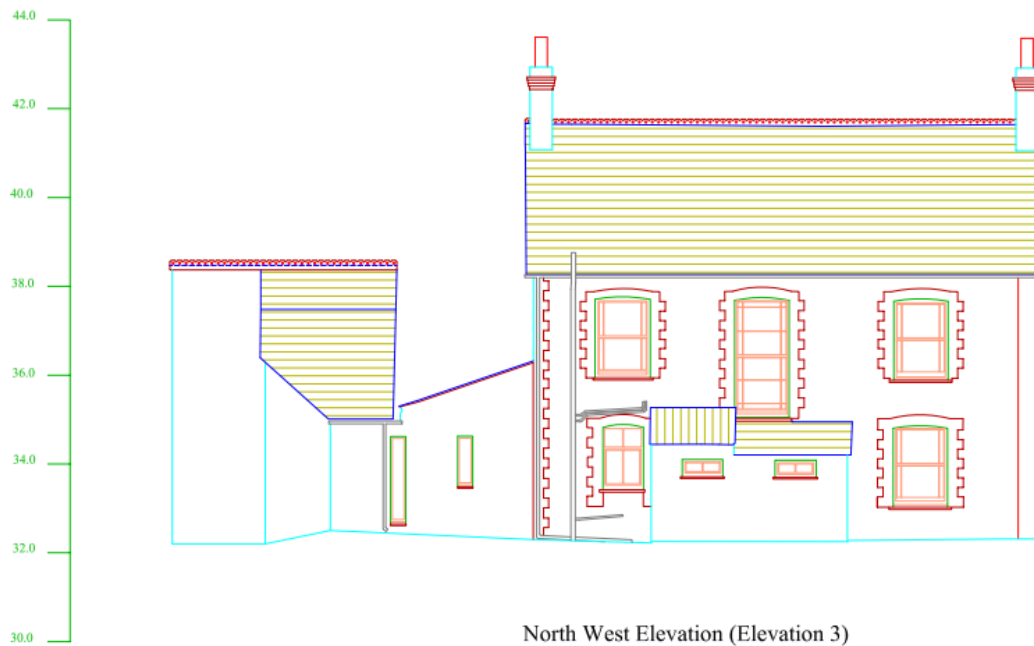


Scale 1:100









<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QKG BYJFG1FD00>

**PA20/10875**

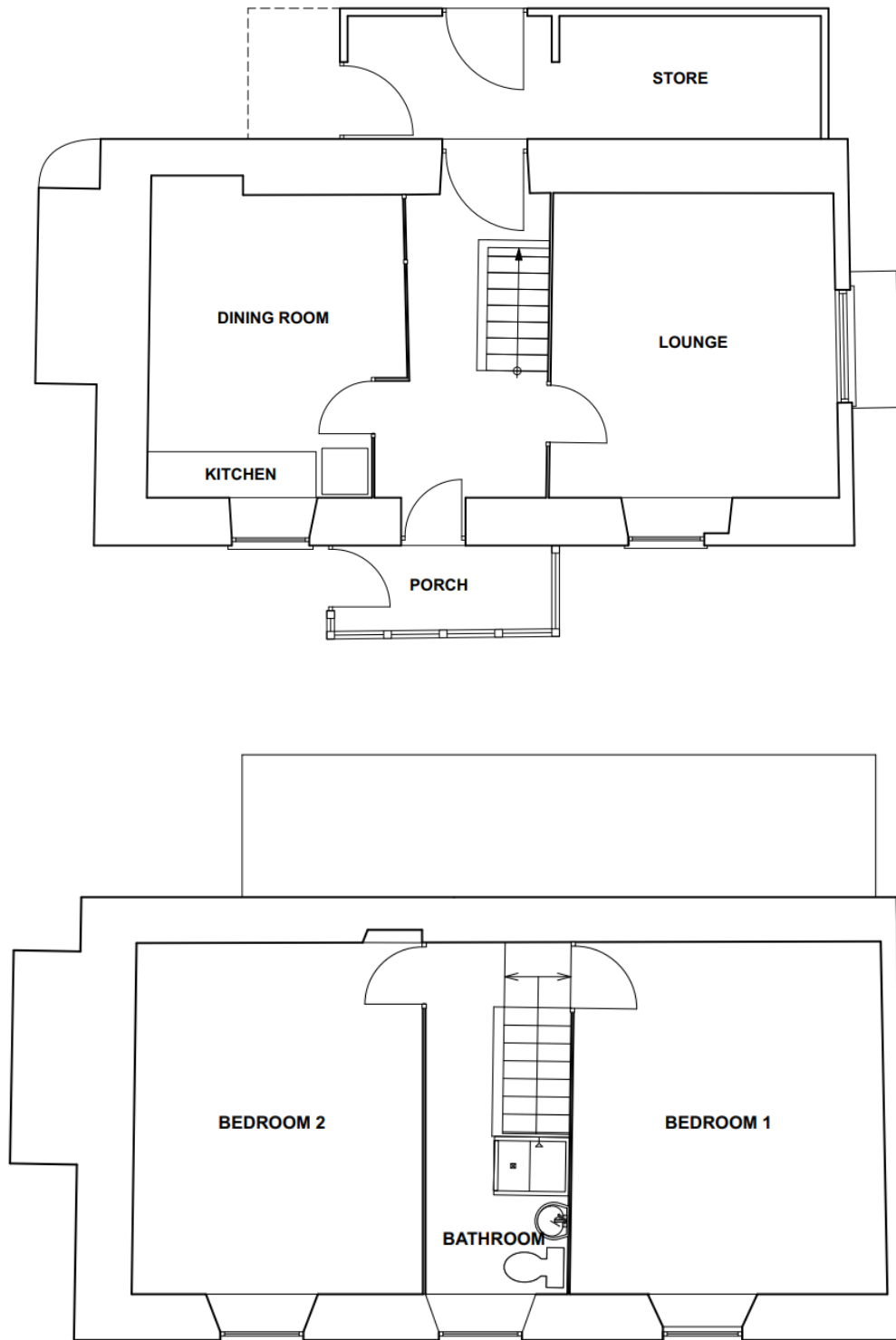
8 Polscoe Road, Polscoe, Lostwithiel  
Proposed replacement dwelling  
(including attached garage)

No comments.

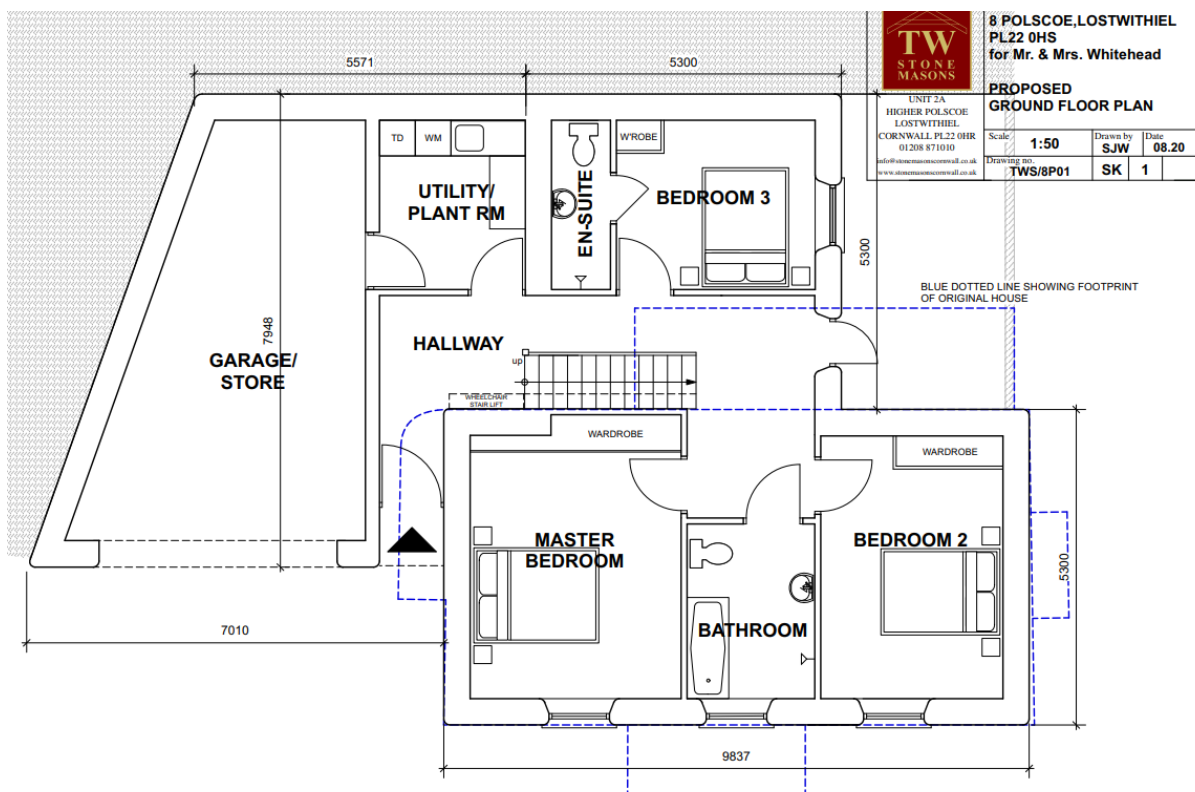
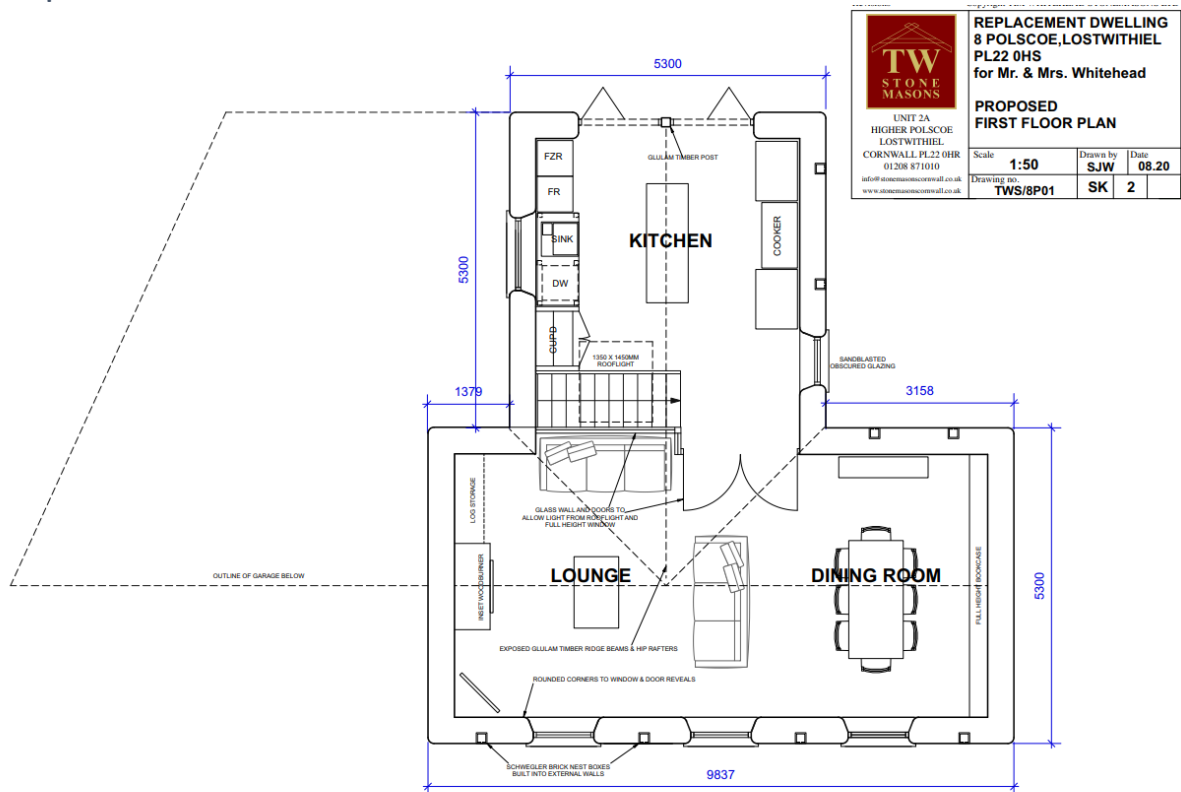




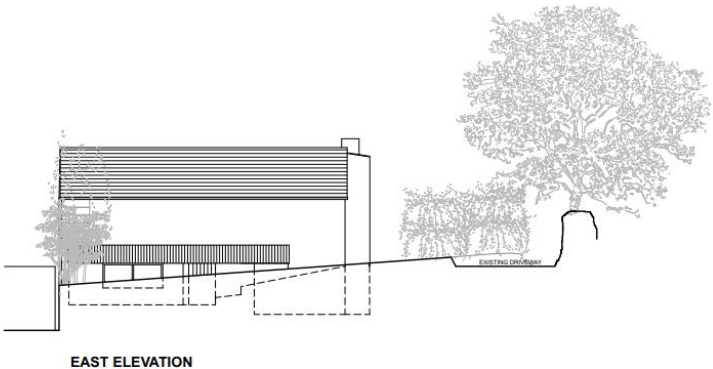
## Existing Floor Plan




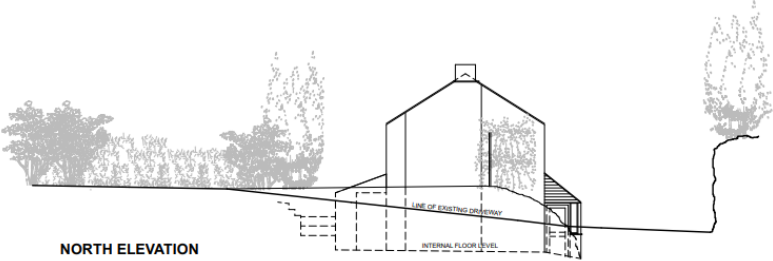
# Proposed Floor Plan




Existing Elevations

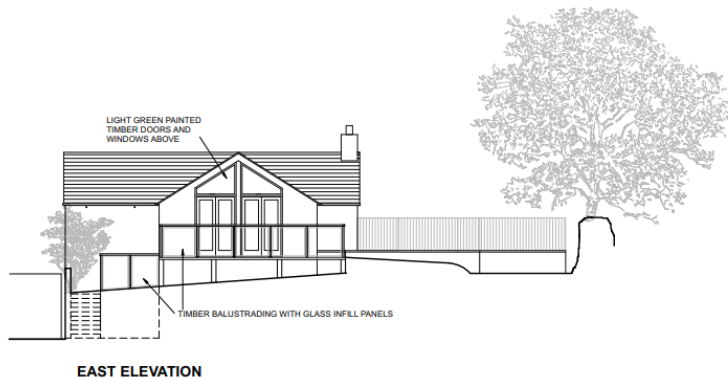



Revisions		Copyright TIM WHITEHEAD STONEMASONS LTD	
		<b>REPLACEMENT DWELLING</b> <b>8 POLSCOE, LOSTWITHIEL</b> <b>PL22 0HS</b> <b>for Mr. &amp; Mrs. Whitehead</b>	
UNIT 2A HIGHER POLSCOE LOSTWITHIEL CORNWALL PL22 0HR 01208 871010 info@stonemasons-cornwall.co.uk www.stonemasons-cornwall.co.uk		<b>SURVEY OF EXISTING</b> <b>ELEVATIONS 1 of 2</b>	
Scale	1:100	Drawn by	SJW
		Date	08.20
Drawing no.	TWS/8P01	SS	3

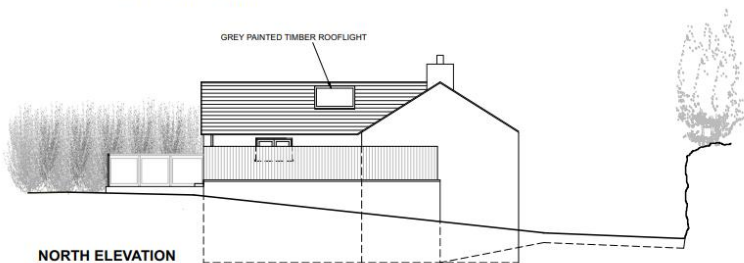
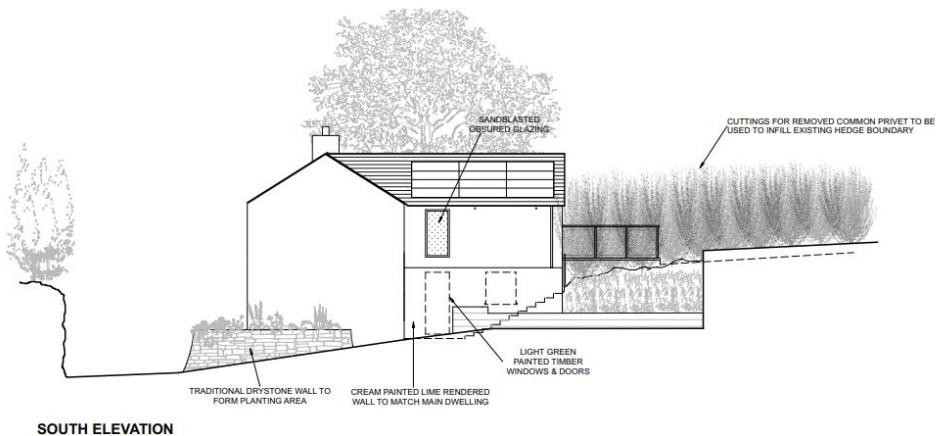


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		<b>REPLACEMENT DWELLING</b> <b>8 POLSCOE, LOSTWITHIEL</b> <b>PL22 0HS</b> <b>for Mr. &amp; Mrs. Whitehead</b>	
UNIT 2A HIGHER POLSCOE LOSTWITHIEL CORNWALL PL22 0HR 01208 871010 info@stonemasons-cornwall.co.uk www.stonemasons-cornwall.co.uk		<b>SURVEY OF EXISTING</b> <b>ELEVATIONS 2 of 2</b>	
Scale	1:100	Drawn by	SJW
		Date	08.20
Drawing no.	TWS/8P01	SS	4

Proposed Elevations



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 <b>UNIT 2A HIGHER POLSCOE LOSTWITHIEL CORNWALL PL22 0HR 01208 871010 info@stonemasons-cornwall.co.uk www.stonemasons-cornwall.co.uk</b>	<b>REPLACEMENT DWELLING 8 POLSCOE, LOSTWITHIEL PL22 0HS for Mr. &amp; Mrs. Whitehead</b>		
	<b>PROPOSED ELEVATIONS 1 of 2</b>		
	Scale <b>1:100</b>	Drawn by <b>SJW</b>	Date <b>08.20</b>
	Drawing no. <b>TWS/8P01</b>	<b>SK</b>	<b>3</b>



Revisions

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UNIT 2A  
HIGHER POLSCOE  
LOSTWITHIEL  
CORNWALL PL22 0HR  
01208 871010  
info@stonemasons-cornwall.co.uk  
www.stonemasons-cornwall.co.uk

**REPLACEMENT DWELLING**  
**8 POLSCOE, LOSTWITHIEL**  
**PL22 0HS**  
**for Mr. & Mrs. Whitehead**

**PROPOSED**  
**ELEVATIONS 2 of 2**

Scale	<b>1:100</b>	Drawn by	<b>SJW</b>	Date	<b>08.20</b>
Drawing no.	<b>TWS/8P01</b>	<b>SK</b>	<b>4</b>		

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QKZCU3FGI1000>

- b) To consider any planning applications received since the publication of the agenda
- 7. PA19/11224 Land known as Bartholomew Meadow, Grenville Road, Lostwithiel -- Reserved matters application for access, appearance, landscaping, layout and scale, following outline approval PA18/05607 dated 13.08-2019 for the construction of 47 residential units to include affordable housing - to consider the reply received from Cornwall Council and to decide if, in light of the response received, Lostwithiel Town Council will support the proposal.
- 8. Cornwall Council Climate Emergency Development Plan Document Proposed draft – to note the current consultation finishes on 05 February and therefore that Lostwithiel Town Council’s response will need to be submitted after the next Council meeting.

Copies of the document can be downloaded from:  
[www.cornwall.gov.uk/climatechangedpd](http://www.cornwall.gov.uk/climatechangedpd)

### **How to view the documents and comment**

Due to the ongoing situation caused by Covid-19, the consultation will be held predominantly on-line, and no face to face public events or exhibitions are planned. This is to protect the health of our communities. We recognise that people may want to contribute ideas and comments through other means – if you are unable to view the document in any other way, we can provide a paper copy of the documents. We have organised online events that you can reserve a place on. Please let us know if you would like to register for

one of these sessions using our dedicated email address:

[climateemergencydpd@cornwall.gov.uk](mailto:climateemergencydpd@cornwall.gov.uk)

Tuesday 12 <sup>th</sup> January	1.30pm – 3pm
Wednesday 13 <sup>th</sup> January	10.30am – 12noon
Thursday 14 <sup>th</sup> January	3.30pm – 5pm
Friday 15 <sup>th</sup> January	2pm – 3.30pm

9. Cornwall Association of Local Councils – Government Committee on Standards in Public Life consultation - to decide if Lostwithiel Town Council wishes to contribute to CALC's response to NALC's response to the consultation by providing answers to the following questions: -

Question 1: Standards of Conduct in the UK

A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?

B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?

C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?

B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?

B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

A. What makes an effective standards regulator?

B. Do the UK's standards regulators have the right powers and remit to act effectively?

C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

A. How can the Seven Principles best be embedded within a public sector organisation's working culture?

B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

10. Lostwithiel Town Council Extraordinary meeting – to note that the Council will hold an extraordinary meeting on 23 March 2020 to consider the Town Vitality Funding application drafted by the Heritage Buildings Committee.

11. Lostwithiel Forum Bollards Monmouth Lane – to consider the email received from Cornwall Highways and draft the Council's response.

12. Listed Buildings condition reports review – to update Council

13. Electrical Installation condition reports – to update Council

14. Cornwall Council upstairs library lights – to update Council

15. Fire inspections of buildings – to consider authorising fire inspections by a new supplier.

16. Council Policy Review – to review the following documents: -  
Council Ceremonial Offices, Awards & Recognition  
Grant Awarding Policy

Hire of Town Council Land Policy  
Environmental Policy

Link to Council Ceremonial Offices, Awards & Recognition policy -

[https://www.lostwithieltowncouncil.gov.uk/data/uploads/1310\\_410536219.pdf](https://www.lostwithieltowncouncil.gov.uk/data/uploads/1310_410536219.pdf)

17. Delegation to the Town Clerk – to note actions taken by the Town Clerk under delegated powers.

18. Accounts & Finance

a) To approve payment of the following: -

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101567	Cornwall Council	Cattle market car park rent	£1,209.26
101568	Cormac	Public toilet soap dispenser, toilet roll holder & tap washer	£161.98
101569-570 & two bank standing orders	Salary related expenses	Salary related expenses	£3,290.08
		<b>Total</b>	<b>£4,661.32</b>

19. Quarterly finance report - to consider approval of the report provided

20. For information – to include an update on any meetings or training attended by Members or Officers as representatives of the Town Council and any future dates for the diary.