



**Lostwithiel Town Council Extraordinary Meeting  
will be held  
on  
Tuesday 10 March 2026  
at  
Lostwithiel Guildhall at 6.30pm**

Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting. Therefore, 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.

Lostwithiel Town Council has signed the Civility & Respect Pledge agreeing that it will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All meetings will be managed with this pledge in mind.

Under the Local Government Act 1972 Sch 12 10(2)(b), Council is unable to make any decision on matters not listed on the agenda.

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

- To receive the Cornwall Councillor Report

## Meeting Agenda

1. Apologies – to receive and accept Apologies of Absence.  
(LGA 1972 Sch12 s40)
2. To receive from Council Members any Declarations of Interest  
(Localism Act 2011)
  - a) Pecuniary Interests – to receive Declarations of Pecuniary Interests as declared on the Register of Interests
  - b) Non-registerable Interests – to receive Declarations of Non-registerable Interests
  - c) Dispensations - to consider and report on any requests for dispensation in line with the Council’s Code of Conduct
  - d) Gifts & Hospitality – to declare any gifts or hospitality in line with the Council’s Code of Conduct
3. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The Mayor or meeting Chair may direct that a written or oral response be given –  
Maximum time allowed 15 minutes.  
(Public Bodies (admission to Meetings) Act 1960)  
  
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. Meeting Minutes - to receive and resolve to adopt the minutes of the Council meeting held on 03 February 2026 having previously been circulated and taken as read. (LGA 1972 Sch 12 para 41)
5. Neighbourhood Plan Steering Group minutes – to note the minutes dated 21 January 2026 & 05 February 2026.

6. CLUP meeting minutes – to note the minutes dated 10 December 2025.
7. Mayor’s report – to receive a verbal update from the Mayor on any meetings attended and any future dates for the diary. (For information only).
8. Councillor Reports – to receive reports/updates on any meetings attended by members as representatives of the Town Council and future dates for the diary (For information only)

9. Planning Applications

a)

**PA25/06001**

Terras Hill Retaining wall South east of 2 Mount Pleasant Place Lostwithiel  
Soil nailing reinforcement to retaining boundary wall.

**PA26/00553**

Land to East of Terras Hill Lostwithiel  
Permission in principle for proposed development of up to 9 dwellings (minimum 1, maximum 9)

**PA26/00844**

New ham Park, Newham Lane Lostwithiel  
Construction of dwelling in lieu approved barn conversion Class Q (amended design) with variation of condition 2 in respect of decision PA23/04889 dated 04.10.23

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

c) Pendour Park Public Consultation – to formulate a Council view on this proposed application for 6 open market houses

10. Cornwall Council Chief Planning Officer Advice Note on Homes for All – Guidance for Inclusive Housing Delivery and Build-to Rent Discussion paper - To decide if Lostwithiel town Council wishes to respond to these consultations and if so to formulate the Town Council’s response.

11. Cornwall Council Land known as Bartholomew's Meadow Lostwithiel – to note that the Council has a public open space contribution in connection with this planning application '*towards the provision of the Public Open Space and the provision and/or improvements of open space facilities at King George's playing field Lostwithiel*' (expiry 05/02/2029)

12. Cornwall Council Local Maintenance Partnership Invitation 2026-27 – to consider the information received and to decide if Lostwithiel Town Council wishes to join the scheme.

13. External Audit year end March 2025 – External Auditor report 2024/25 - to consider the report received namely

*'On the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

*'None'*

Other matters not affecting our opinion which we draw to the attention of the authority –

*'The AGAR was not accurately completed before submission for review. The AGAR was returned for box 9 to be amended and this has now been corrected. The smaller authority has taken advice and does not believe it is the sole trustee of the King George V Playing Field, Lostwithiel. However, the Charity Commission website currently records Lostwithiel Town Council as the sole trustee. The authority must therefore undertake a review of its position and, if appropriate, contact the Charity Commission to request that its records be updated.'*

14. Lostwithiel Town Band – to consider the correspondence received regarding the possibility of siting a new band room circa 40' x 30' on Town Council owned land.

15. The Parade Lostwithiel – to consider the application received to site a mobile hotbox sauna at Lostwithiel's popular wild swimming spot on the River Fowey.

16. Lostwithiel Town Council – to consider approval as drafted of the following new policies:-

- Biodiversity Policy
- Complaints Procedure Policy – including adoption of Appendix A – Policy on Unreasonable Persistent or Vexatious Complainants
- Community Engagement Policy
- Combined Freedom of Information, Environmental Information and Publication Scheme Policy
- Training Statement of Intent Policy

17. Lostwithiel Town Council – Staffing Committee – to consider in light of the change to the number of Councillors on the Staffing Committee approval of the revised Terms of Reference as drafted.

18. Lostwithiel Town Council – to consider approval of the new Planning Committee & Finance Committee Terms of Reference as drafted.

19. Tree resistograph report – to note the report received and the recommendations therein.

20. Cornwall Council Tourism Summit – to consider Cllr Henderson’s report and to decide if Council will grant retrospective approval of the £25 attendance fee.

21. Cott Road bus stop – to further consider the provision of a bus shelter at Cott Road in light of correspondence received from a member of the public.

*There is significant demand at the Cott Road junction for a bus shelter, with around 30 children waiting for school busses to Fowey and Bodmin in the morning, together with students for Callywith College slightly later in the day, and of course the Service busses for St Austell and Polruan.*

*I have become aware that these temporary shelters are at the end of their use in Plymouth, and one would be a very easy win for reuse at Cott Road, and wondered what the Council's thoughts are to the idea of one being acquired and re-sited in Lostwithiel.*

*While not the most beautiful of structures, it has seats, is DDA compliant, has plenty of natural light, and it would have capacity for the number of*

*potential users. It could be simply lifted onto a truck in Plymouth, and lifted off in Lostwithiel with the minimum of ground works and costs. Equally, the ultimate recycling project.*

*I understand that the Town Council has deferred further discussions on the provision of a shelter until after the now granted yellow lines have been applied, but to continue the debate, the shelter shown below would offer an affordable, turn key, and easy win solution to the issue, crucially with capacity for the number of anticipated peak user numbers.*

*There are a significant number of children interested in progressing this project, so we would be interested to be notified when the matter is next on the Council's agenda, so that they might attend to speak in favour.*

22. Zurich - to note that the Council is currently in a Long Term Undertaking agreement and to agree the annual premium at a cost of £5,299.36

23. SLCC Annual Membership – to consider payment of the Town Clerk’s annual membership fee £439.

24. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
10/03/26	Online payment	Biffa	£93.00	Cemetery bin
10/03/26	Online payment	A1 Tree & Grounds Ltd	£4,332.00	Grass cutting
10/03/26	Online payment	Amazon	£144.99	Wheelchair ramp
10/03/26	Online payment	APS Construction Services Ltd	£2,482.50	Cleaning contract quarterly fee
10/03/26	Online payment	APS Construction Services Ltd	£204.00	Unblock guttering & testing of festoon lights

10/03/26	Online payment	APS Construction Services Ltd	£204.00	Hire of fencing panels for Parade
10/03/26	Online payment	Coastal Construction Ltd	£6,867.00	Snagging list complete – final payment
10/03/26	Online payment	Cornwall Supplies Cleaning	£11.38	Toilet rolls
10/03/26	Online payment	Cumbria Clock Company Ltd	£264.00	Annual clock maintenance
10/03/26	Online Payment	Duchy of Cornwall	£540.00	Second Island annual rent
10/03/26	Online payment	EDF Energy	£190.89	Car park electric
10/03/26	Online payment	EDF Energy	£291.24	Electric
10/03/26	Online payment	NPower	£66.61	Toilets electric
10/03/25	Online payments & Standing Orders	Salary related expenses	£8,111.72	Salary related expenses
10/03/26	Online payment	SWPSI Ltd	£119.99	Play area inspection fees
10/03/26	Online payment	SLCC	£102.00	Regional training Seminar
10/03/26	Online payment	SLCC	£439.00	Annual Membership fee
10/03/26	Online payment	SLCC	£149.40	Local Council Administration
10/03/26	Online payment	SSE	£350.24	Electric
10/03/26	Online payment	SW Water	£24.03	Toilet water

10/03/26	Online payment	G Trott Tree Consultancy	£750.00	Resistograph survey
10/03/26	Corp Card	Visit Truro	£25.00	Eden Project Tourism Summit
10/03/26	Online payment	VOIP	£11.99	Phone line
10/03/26	Online payment	Zen Internet	£69.60	Broadband x 2
10/03/26	Online payment	Zurich	£5,299.36	Annual insurance premium (excluding riparian ownership)
		Total	£31,143.94	

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

25. Shire Hall Moor trees – to consider the updates from SW Water and the reports received from the Council’s tree inspector & tree surgeon.

26. Community Centre Lease – to consider the advice from the Council’s Solicitor and to decide if the Council wishes to review/update the lease provisions i.e. weigh up lease assignment against a new lease.

*S Harris*

Sandra Harris

Town clerk

03 March 2026