

**LOSTWITHIEL TOWN COUNCIL  
Edcumbe 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 s10 to attend a meeting of Lostwithiel Town Council to be held at Church Rooms Lostwithiel on Tuesday 5 December 2017 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris  
Town clerk  
30 November 2017



**Lostwithiel Town Council Meeting  
will be held at The Church Rooms Lostwithiel  
on Tuesday 5 December 2017 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 from Victoria Hutchins Project Manager SW Water regarding revised proposals for Shire Hall Moor

Presentation from Chris Jenord regarding his proposal to build an educational phone app. for Lostwithiel

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 Tuesday's meeting could you please email [admin@lostwithieltowncouncil.gov.uk](mailto:admin@lostwithieltowncouncil.gov.uk) with your apologies by 12 midday on Tuesday. 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 21 November 2017 having previously been circulated and taken as read and to ratify all decisions therein.

**Lostwithiel Town Council**  
**Tuesday 21 November 2017**  
**Draft Minutes**

### **Public Participation**

The Council was addressed regarding Lostwithiel Museum and Remembrance 2018.

### **Community Police Report**

None

### **Cornwall Councillor Report**

Cornwall Councillor Martin advised that he had arranged for Cormac's Highways Area Steward to visit Lostwithiel and had highlighted to her various Highways related issues. Cornwall Councillor Martin encouraged people to report problems, so they can be addressed.

Cornwall Councillor Martin further advised that Cornwall Council's Environmental Health Department is aware of noise issue in Industrial Estate and that the Business owner is trying to rectify issue.

### **Draft Minutes**

Cornwall Council has started to discuss next year's Budget. Currently it is likely that Council tax will rise and further services will be cut. This is due in part to a reduction in funding levels from central Government.

Cornwall Councillor Martin outlined current proposals for the new waste contract and encouraged residents to contact him with any suggestions.

### **Meeting Minutes**

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 21 November 2017 at 7pm.

### **Councillors Present**

Mayor Jarrett, Deputy Mayor Hughes,  
Councillor Anders, Councillor Beedell,

Councillor Duffin, Councillor Guiterman,  
Councillor Hatton, Councillor Henderson,  
Councillor Hendicott, Councillor Hensman,  
Councillor Jarrett, Councillor Ross,  
Councillor Sweeney.

### **In attendance**

7 members of the public were in attendance  
Town Clerk Mrs Harris was in attendance

### **Meeting Agenda**

#### **237/17 Apologies of Absence.**

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

Councillor Lindley, Councillor Park, Councillor Risner.

### **Draft Minutes**

#### **238/17 Declarations of Interest**

Councillors Hendicott & Ross both declared an interest in agenda item 18 –  
PA17/02521 The Show Room Duchy Motors Grenville Road  
Councillor Henderson declared an interest in agenda item 9 -  
2018 Remembrance Centenary anniversary

#### **239/17 Minutes 7 November 2017.**

It was **resolved** that the minutes dated 7 November 2017 are accepted,  
approved and duly signed by Mayor Jarrett.

#### **240/17 Lostwithiel Town Council Community Resilience**

- (i) Neighbourhood Development Plan
  - a) It was **resolved** to approve the hire of Lostwithiel Community Centre's Long Room on Saturday 13 January 2018 from 12 noon to 6pm for the next Community Consultation event.

- b) It was **resolved** to approve the printing costs of the Winter 2018 edition of the Neighbourhood Plan Newsletter.

**241/17 To consider Planning Applications**

- a) PA17/10446 Swallows Reach, Carbes Lane, Lostwithiel  
Non-material amendment to change kitchen window to bi-folding doors and to add new kitchen to detached house and garage (C2/08/00846)

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

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

None.

**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.

**Draft Minutes**

**243/17 Pill Walk & Shire Hall Moors**

It was **resolved** to monitor the situation closely, to press for more detailed and timely information from South West Water Ltd and to support the efforts of the Town Forum's Environment Group to protect this valuable area.

**244/17 4 May 2017 – Election Recharges**

It was **resolved** to note the information received from Cornwall Council.

**245/17 2018 Remembrance Centenary Anniversary**

Councillor Henderson left the meeting.

It was **resolved** to withdraw this item from the agenda.

Councillor Henderson re-joined the meeting.

**246/17 Lostwithiel Cemetery**

It was **resolved** to go out to tender for burial fees.

**247/17 Bodmin Hill Lostwithiel**

It was **resolved** to contact the owner of Bodardle Farm prior to instructing a contractor.

**248/17 Lostwithiel Town Council Budget 2018/19**

It was **resolved** to set the date of the budget meeting as 10<sup>th</sup> January 2018.

**249/17 Accounts and Finance**

It was **resolved** that cheques 100799-100810 totalling £4884.94 are authorised for payment.

**250/17 Correspondence**

Lostwithiel Community Centre

Redevelopment

Cruse Bereavement Care

Request for a donation

**251/17 Notices**

20 January 2018

Mayors Ball

**Draft Minutes**

**252/17 Items for next agenda**

Approval of costs for Traffic Management Plan

Presentation by South West Water.

Community Remembrance Working Party.

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.

**253/17 Tree tenders**

It was **resolved** to defer consideration of tender to 5 December as an insufficient number of councillors had read the submitted tenders. The Clerk

was instructed to contact all prospective tenders to apologise for the delay and to confirm that the tenders will be considered on 5<sup>th</sup> December.

**254/17 PA17/02521 The Showroom Duchy Motors, Grenville Road**  
Application for the demolition of former Duchy Motors building and erection of new building to create 5 flats below 5 houses with infrastructure and parking B2 Phase 2.

The exchange of emails since the last council meeting were read to council. The Clerk was instructed to thank the developer their correspondence and to for the contribution towards Traffic Management to be forwarded at the earliest convenience.

The meeting closed at 9.20pm.

4. Lostwithiel Town Council Community Resilience –  
(i) Neighbourhood Development Plan –  
a) To note the Neighbourhood Plan Steering Group minutes dated 24 October 17.

Draft Minutes  
**Neighbourhood Plan Steering Group  
Meeting of 24<sup>th</sup> October 2017**

**Record of Decisions and Actions**

Attending: David Guiterman, Chris Jones, Dave Robson, John Scott, Ann Duffin, Phoebe Beedell

Apologies: Kieran Park, Colin Risner. Sandra Harris, in a brief appearance, said she would no longer attend SG meetings now that advice was being received from Sarah Furley. DG thanked her for her input.

1. Minutes of the July and September meetings were accepted. AD asked about Minuting of discussions and JS reported that as the Minutes are kept informally by a Steering Group member they are limited to a brief record of Decisions and Actions.



2. An updated work plan is to be forwarded to Council at an appropriate date in response to one Councillor's view that too much time was being given to the preparation of the Neighbourhood Plan.
3. A number of decisions were made in relation to housing needs and affordable housing.
  - It was confirmed that the Cornwall Council requirement for affordable housing in Zone 3 is a minimum of 35%.
  - It was reported, subject to confirmation, that the Cornwall Council requirement for affordability is a purchase price of 65% of market value.
  - The Group received a report of DG's meetings with local Estate Agents, who confirmed, *at present*, that there is no additional need for high-cost housing. The demand for sub-£200K exceeds supply. Another estate agent suggested there was a demand for properties across the price range. Zoopla site shows 48 properties on the market in Lostwithiel.
  - It was reported that adverts had appeared suggesting purchase of homes in Lostwithiel as second homes. It was agreed that, as a Neighbourhood Plan Steering Group, we could do nothing about this. It was noted that the current proportion of second homes in Lostwithiel stands at a maximum of around 5% (The figure for St Ives is in excess of 25% and in some towns in Cornwall figures exceed 35%).
4. Settlement Boundary: General issues.
  - The Group noted the circulation of a recording and summary of a site visit with Michael Davey.
  - It was agreed to make a call for sites from all land owners with land adjoining the present Settlement Boundary ACTION: DG who will put it in the next Newsletter and Town Clerk who will put it on the My Community website.
  - The Group noted the need to record and document details on all sites around the Settlement Boundary as part of the justification for the

boundary. Such detail to be included in the lengthy Appendix of evidence. ACTION: DG

5. Settlement Boundary: Consideration of sites and review of boundary. DG set out the three principles that guided the selection of sites and the drawing of the boundary:

1. To confine development to the three 'valleys' formed by the river Fowey, the Tanhouse Stream and the A390 going East out of Lostwithiel, avoiding highly visible sights from upland areas;

2. To maintain existing woodland areas;

3. To round-off the existing physical boundary and avoid excessive ribbon development. On the basis of these three principles, all parcels of land on a map prepared by DG (attached to these Minutes) were considered with photographic evidence and a number of decisions were made. See also appendix 1

- Parcel 11 to be divided in order to exclude its northern (higher) part from the settlement boundary
- Parcel 8 East (to be renumbered 36) to be divided to exclude its eastern part which is on high ground.
- Parcel 7 noted as unsuitable for development
- Parcels 20, 21, and 22 all noted as excluded from the settlement area
- Parcel 5 noted as unsuitable for development
- Parcels 25 and 26 noted as flood zone areas and so unsuitable for development.
- Parcels 31, 18, and 19 noted as unsuitable for development
- Parcels 23 and 24 noted as unsuitable for development
- Land adjoining parcel 29 noted as unsuitable for development.

- Parcel 12 agreed to be excluded from the settlement area. Passed by 5 votes to 1, CJ opposing.
  - Parcel 15 to be included within the settlement boundary.
  - Parcel 16 confirmed as within the settlement boundary. Passed on unanimous vote with abstention from JS in case of conflict of interest as a resident of a neighbouring area.
  - Parcel 19 excluded from settlement area and its boundaries to be extended into the corner of the adjoining road.
  - Parcel 32 excluded from settlement area as a wooded area.
  - Parcel 27 excluded from the settlement area.
  - Parcels 8 West and 36 to be noted in the text of the Plan as the only parts of their surrounding Parcels that were 'hidden' by trees and could be considered for rural exception sites if the trees were retained and protected.
  - Parcel 35 to be excluded from the settlement area as too high.
6. The October drafts of Parts 1 and 2 were approved. It was noted that the Housing Sections were being redrafted by DG on the basis of information from Cornwall Council, ongoing discussions, and the site considerations discussed earlier.
  7. It was agreed that an additional 'Action and Aspiration' should be added in to the Housing Section of Part 2. This to read: 'LTC will monitor any growth in the proportion of second home ownership in Lostwithiel with a view to considering any necessary modification to the Neighbourhood Plan'. ACTION: DG
  8. The next Newsletter content was deferred to a later meeting.
  9. It was noted that Gary Marshall-Stevens had withdrawn from the School consultation project because of ill health. All information is to be passed to PB. Members of the SG will continue to engage as appropriate.

10. Updated timetable approved to be uploaded to website. ACTION: DG
11. It was agreed that shading of the principal commercial streets should be added to the map of the characterisation zones. There was concern about transparency of the decision, and it was noted that the colouring was not a designation but a clarification of existing uses. ACTION: DG to revise map, JS to include in draft Plan.
12. Date of next meeting: November 28<sup>th</sup> at 19.00. Venue The Platform Meeting Room.

## **Appendix 1**

Subsequent to this meeting, the numbering on the map to which this minute refers have been updated. The minute is copied below with the updated numbering. This is for convenience only.

- Parcel 14 to be divided in order to exclude its northern (higher) part from the settlement boundary
- Parcel 8 East (to be renumbered 4) to be divided to exclude its eastern part which is on high ground.
- Parcel 7 noted as unsuitable for development
- Parcels 24, 27, and 29 all noted as excluded from the settlement area
- Parcel 31 noted as unsuitable for development
- Parcels 25 and 26 now replaced by a flood zone overlay.
- Parcels 17, 19, and 18 noted as unsuitable for development
- Parcels 30 and 32 noted as unsuitable for development
- Land adjoining parcel 8 noted as unsuitable for development.
- Parcel 16 agreed to be excluded from the settlement area. Passed by 5 votes to 1, CJ opposing.

- Parcel 28 to be included within the settlement boundary.
- Parcel 26 confirmed as within the settlement boundary. Passed on unanimous vote with abstention from JS in case of conflict of interest as a resident of a neighbouring area.
- Parcel 18 excluded from settlement area and its boundaries to be extended into the corner of the adjoining road.
- Parcel 23 excluded from settlement area as a wooded area.
- Parcel 1 excluded from the settlement area.
- Parcels 2 West and 4 to be noted in the text of the Plan as the only parts of their surrounding Parcels that were 'hidden' by trees and could be considered for rural exception sites if the trees were retained and protected.
- Parcel 20 to be excluded from the settlement area as too high.

b) To consider the approval of the November 2017 draft of the Neighbourhood Plan Part 1 & 2.

c) To consider the approval of Issue 7 Winter 2018 edition of the Neighbourhood Plan Newsletter



Thank you to everyone who commented on the 'Early Draft' our Plan

The Plan sets out how new housing developments, transport, social, economic and environmental policies should be implemented locally up until 2030.

Taking account of comments received so far, the Steering Group has made a number of important changes:

- A more tightly-drawn 'Development Boundary'. This boundary is crucial as it defines where future development will be allowed.
- Additional policies addressing housing, conversion of business premises parking and conservation.

Our Neighbourhood Plan will be scrutinised by the 'Independent Examiner'. We must show that there is support for these changes if they are to be accepted by the Examiner for inclusion in the final Neighbourhood Plan.

This Newsletter sets out the changes and reasons for making them, and asks which of them you support.

**Please complete the questionnaire.**

**Your responses will help determine how Lostwithiel develops up to 2030.**

**Call for sites; see back page.**

## **NEIGHBOURHOOD PLAN QUESTIONNAIRE**

Changes and extra policies have been proposed. What do you think?

Each question asks whether you support the change. There is a space for further comments at the end of this Newsletter.

Please return the completed Newsletter:-

**BY POST** to Freepost LOSTPLAN (no stamp needed)

### **DROP IT INTO**

The Council letterbox marked LTC at the entrance to the library at the top of North Street

**OR** the Red Box under the community notice board in the Co-op.

### **BRING IT TO**

**Lostwithiel Community Centre  
Saturday January 13<sup>th</sup> 2018, from 2:00 until 5:00pm when there will be a Neighbourhood Plan Exhibition**

This event will provide an opportunity to discuss the proposed changes and the reasons for them. Members of the Neighbourhood Plan Steering Group will be on-hand throughout the exhibition to discuss the issues and listen to comments.



## The Development Boundary

This boundary is one of the most important aspects of the Plan as it determines where housing development can take place. Building will be permitted within the boundary but not outside it, unless it is identified as a Rural Exception Site.

Rural Exception Sites are small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural Exception Sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of open-market value homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding. These sites must have a minimum of 50% affordable houses.

The first draft of this Development Boundary allowed for more open-market housing than Lostwithiel needs up to 2030. The revised boundary has been redrawn to limit the amount of land available for development to that required to satisfy need. Since drawing the first version of the Development Boundary, we have considered the responses from both the public and Cornwall Council planning officers. We have also visited and photographed all the pieces of undeveloped land immediately outside the first version Development Boundary to assess their suitability for development using three criteria.

As a result of applying these criteria, a revised Development Boundary is proposed. The 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.

Q.1 Do you agree with these criteria?

YES/NO

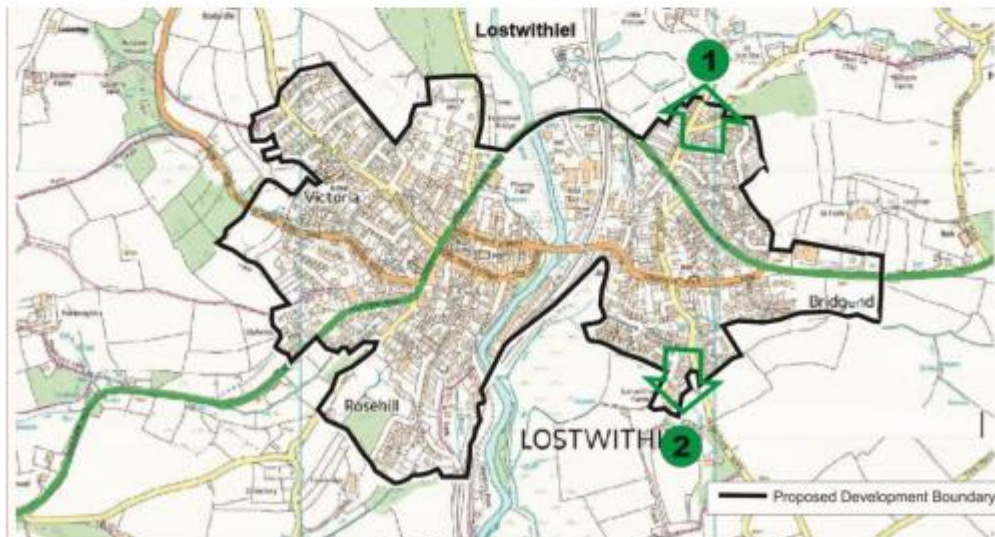


Fig 1: Revised Development Boundary Nov 2017.

**Q. 2 Do you support the revised Development Boundary: Fig 1? YES/NO**

#### Rural Exception Sites

In future, there may be a need for additional affordable housing than can be provided within the proposed boundary. If this becomes the case, in which direction(s) (see numbered green arrows Fig 1) should this development of 'Rural Exception' sites take place?

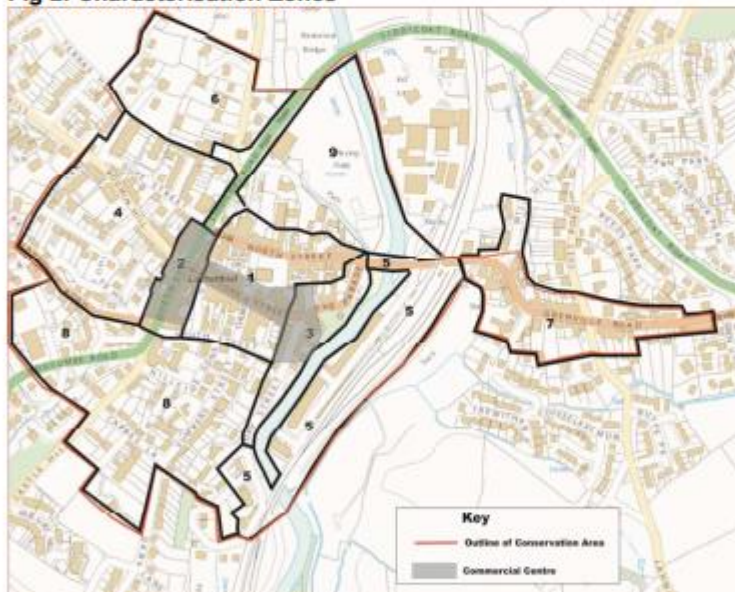
**Q. 3 Direction 1 Northwards: Fig 1? YES/NO**

**Q. 4 Direction 2 Southwards: Fig 1? YES/NO**

#### New and Revised Policies: 'Characterisation Zones' & Conversions

The Town Council wants to preserve our historic assets and maintain a vibrant and sustainable commercial centre at the heart of the town. To help achieve this aim, the town has been divided into a number 'Characterisation Zones'. We have indicated what we believe to be the commercial centre of the Town (Fore Street, parts of Queen Street and Quay Street). It is important that existing business premises remain in commercial, retail, or public service use. The Neighbourhood Plan proposes to restrict conversions and changes of use.

**Fig 2: Characterisation Zones**



**We propose the following policies on commercial & residential conversions**

**Conversions to business use:** *Proposals to build or redevelop properties within the Lostwithiel Development boundary which are suited for retail, small business services or light industrial or engineering activities (Use classes A and B1) will be encouraged subject to them:*

- *being sympathetic to the area in which they are proposed; and*
- *not creating noise, dust or smell directly or indirectly.*

**Q. 5 Do you agree with this policy? YES/NO**



**Conversions to residential use:** *Apart from changes allowed under permitted development rights, proposals to convert present business or commercial properties into residential properties will be resisted; and applications for a change of use to an activity that does not provide employment opportunities will only be permitted if it can be demonstrated that:*

*(i) the commercial premises or land in question has not been in active use for at least 12 months; and*

*(ii) the commercial premises or land in question has no potential for either reoccupation or redevelopment for employment generating uses and as demonstrated through the results both of a full valuation report and a marketing campaign lasting for a continuous period of at least 12 months.*

**Q. 6 Do you agree with this policy? YES/NO**

**Conversion of redundant buildings outside the Development Boundary:** *Safe and convenient access and adequate parking should be provided without significant adverse impact on the local environment*

**Q. 7 Do you agree with this policy? YES/NO**

### Revised and additional housing policies

**Housing development in gardens: Zone 6 Fig: 2 :** *This character zone provides the lowest density and greenest area of the town: it comprises villa's overlooking the river valley. To preserve this character we propose the following policy:*

*In Zone 6, housing development in gardens will not be permitted.*

**Q. 8 Do you agree with this policy? YES/NO**

**Q. 9 Should this policy apply to other zones, if so, which ones?**

**Sympathetic development:** *Layout for new development should be designed and constructed to a high standard, reflect existing scale and density of housing in the defined settlement area, make sensitive use of local topography and avoid development on the skyline surrounding the town. Design and use of materials within the conservation area must be in accordance with the principles that will be identified in an Appraisal and Management Plan.*

**Q. 10 Do you agree with this policy? .....YES/NO**



DRAFT

**Design standards:** *The Town Council reserves the right to request an individual design review on any development. Such reviews should be carried out by an appropriately qualified independent body and conducted within the design review guidelines established by RIBA(Royal Institute of British Architects) or CABE (Commission for Architecture and the Built Environment.)*

**Q. 11 Do you agree with this policy? YES/NO**

**Spacing and density:** *New housing development at the edge of the development boundary must be of a lower density so it blends into the countryside beyond.*

**Q. 12 Do you agree with this policy? YES/NO**

**Affordable housing:** *All affordable housing to be delivered in the Parish should be visually indistinguishable from the open-market value housing and be of a type, size and tenure that meets the local housing needs of the Parish.*

**Q. 13 Do you agree with this policy? YES/NO**

**Housing for the elderly:** *Housing for the elderly should incorporate the HAPPI (Housing our Ageing Population Panel for Innovation) principles and be equipped with sprinkler systems. See: <https://www.gov.uk/government/publications/housing-our-ageing-population-panel-for-innovation> for more detail.*

**Q. 14 Do you agree with this policy? YES/NO**

**Mature trees and hedgerows:** *Developments will be expected to incorporate existing mature trees, hedgerows other landscape and wildlife features into the layout and provide landscaping and sufficient spacing, appropriate to the rural character of the area*

**Q. 15 Do you agree with this policy? YES/NO**

**Use of materials:** *Where practical, materials should be sourced locally, and there should be sufficient richness of detail in the design and materials.*

**Q. 16 Do you agree with this policy? YES/NO**

### **Additional parking policy**

**Off-street Parking:** *In addition to any garage space that may be provided, proposals for housing development will be required to provide a minimum of one off-street parking space for units with 1-2 bedrooms and a minimum of two off-street parking spaces for units with 3 or more bedrooms. Proposals for housing developments of four or more dwelling units will also be required to provide one further off-street visitor parking space per four dwelling units.*

**Q. 17 Do you agree with this policy? YES/NO**



## Lostwithiel Town Council Neighbourhood Plan 'call for sites'

Lostwithiel Town Council as part of the preparation of the Lostwithiel Neighbourhood Plan wishes to identify all possible development sites in and around Lostwithiel.  
This 'Call for Sites' is an invitation for any resident, landowner, business, developer or agent to submit a site or sites for consideration in the neighbourhood plan.  
Full details of Lostwithiel's Neighbourhood Plan can be accessed via [www.lostwithielplan.org.uk](http://www.lostwithielplan.org.uk)

If you have a site which you wish to put forward please contact Sandra Harris Town clerk on 01208 872323 or via email [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) by 31 January 2018.

**Please use this space for any further comments**

**Please let us have your name and address; it will not be made public.**

Name .....

Address .....

Postcode .....

**PLEASE RETURN THIS TO LOSTWITHIEL TOWN COUNCIL.**

BY POST to Freepost LOSTPLAN (no stamp needed) OR DROP IT in the Council letterbox marked LTC at the entrance to the library at the top of North Street, OR in the Red Box under the community notice board in the Co-op or bring it to the public exhibition; see below.

**Spare copies of this Newsletter will be available in the library and at the Neighbourhood Plan Exhibition.**

**COME TO THE NEIGHBOURHOOD PLAN  
EXHIBITION & CONSULTATION EVENT**  
**Saturday 13<sup>th</sup> January 2018**  
**in the Community Centre from 2pm to 5pm**  
Everyone welcome. See what is in the Plan, talk to members of the  
Neighbourhood Plan Steering Group, share your views, give your feedback.  
Bring your family, friends and neighbours

LOSTWITHIEL NEIGHBOURHOOD PLAN  
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d) To consider the request from the Neighbourhood Plan Steering Group for candidates to fill the two current vacancies.

5. To receive planning decisions

6. To consider planning applications

a)

**PA17/10957      The Haven Sweetshouse Bodmin**

Re-submission of PA17/06327 The construction of a secure agricultural store on a yard already used for that purpose.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=OZK67CFG1OB00>

**PA17/11103      Hazeldene Maudlin Bodmin**

Application for removal of condition of Decision Notice C2/03/00653 for conversion of single storey garage/workshop/barn to form extension to living accommodation, namely to use as a separate dwelling.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=OZT712FG1OU00>

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 – Cornwall Statement of Community Involvement for Planning - to formulate Lostwithiel Town Council’s response to this consultation.

## **Cornwall Statement of Community Involvement for Planning**

☒ November 2017  
☒



Dear Consultee,

Cornwall Council is publishing the following document for an eight week consultation period between **Monday 27<sup>th</sup> November and 5pm Monday 22<sup>nd</sup> January 2018**

- **Cornwall Statement of Community Involvement for Planning**

The document explains how Cornwall Council will involve local communities, businesses, and other interested parties when preparing planning policies and determining planning applications.

Copies of the document can be downloaded from [www.cornwall.gov.uk/communityinvolvement](http://www.cornwall.gov.uk/communityinvolvement) from Monday 27<sup>th</sup> November 2017.

**How to view the documents and comment**



Hard copies or assistance with viewing the Statement of Community Involvement document will be made available for inspection upon request at the following locations:

- Cornwall Council Information Services (One Stop Shops) – for locations and opening times please see <http://www.cornwall.gov.uk/council-and-democracy/contacting-the-council/one-stop-shops/>
- Cornwall Libraries (not including micro libraries) – for locations and opening times please see <http://www.cornwall.gov.uk/default.aspx?page=24073>
- 
- Reception at any of the main council offices in Penzance, Camborne, Pydar House Truro, New County Hall Truro, St Austell, Bodmin or Liskeard between 8am and 5pm Monday to Friday – for location information please see <https://www.cornwall.gov.uk/council-and-democracy/contacting-the-council>

Representations should be made using the provided representation form or online at [www.cornwall.gov.uk/communityinvolvement](http://www.cornwall.gov.uk/communityinvolvement)

Completed Representation Forms should be emailed to:

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

Or by post to:

Local Plans Team

Cornwall Council

Room 3B Pydar House, Pydar Street

Truro, Cornwall. TR1 1XU

Or by hand at any Council Office or any Cornwall Council Information Services (One Stop Shop).

Should you wish your name to be removed from our list of consultees please

notify the Local Plans Team via the contact details above.

If you have any other queries regarding the consultation please contact a member of the Local Plans Team by phoning 0300 1234 151 or by emailing [localplan@cornwall.gov.uk](mailto:localplan@cornwall.gov.uk).

## 9. External Auditors – to note the appointment of PKF Littlejohn LLP for the period 2017-2022

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5-year period commencing with the financial year 2017/18.

Auditor appointed PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD

10. Community 2018 Remembrance Working Party – to consider the request received to appoint Councillors to this working party.
11. Lostwithiel Rotary 2018 Carnival Committee – to consider a request from Lostwithiel Rotary to appoint a Councillor to the aforementioned Committee
12. Man Engine – to consider the information received regarding the proposed use of King George V playing field for two Man Engine performances on Easter Monday 2018.
13. Memorial bench by Fowey – to consider a request to place a bench.

Correspondence received from a Lostwithiel resident reads as follows:

I am writing to enquire about the possibility of placing a memorial bench by the Fowey in memory of my partner who passed away suddenly in September of this year. He was a long-term resident of Lostwithiel and spent many many hours sitting down by the river near to the life belt by the car parking spaces on Quay Street. He found peace there and myself and his family and friends would find great comfort knowing there is something permanent to remember him by.

If it is not possible to place a bench there, is it possible to place a plaque on the existing benches? A donation would be made to the Town Council for this privilege.



14. Traffic Management Plan – to consider approval of expenses for the event to be held on 30 January 2017.
15. Church Rooms heating – to resolve to reimburse the costs of heating for all Council meetings.
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. Tree tenders – to consider the tenders received and to appoint a contractor.

*S Harris*

Mrs S Harris  
Town clerk  
30 November 2017