



St MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE FULL MEETING

HELD IN THE COUNCIL CHAMBER, ROCK METHODIST CHURCH

ON MONDAY, 6th NOVEMBER 2017 @ 7pm

Present: Cllr. Gisbourne (Chairman) Cllr. Ms Boswell-Munday Cllr. Crowdy
 Cllr. Miss Gilbert Cllr. Mrs Morgan Cllr. Mrs Mould (CC/PC)
 Cllr. Richards Cllr. Mrs Webb Cllr. Miss Williams
 Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>The Clerk was not present at the start of the meeting and Cllr. Morgan took the Notes for the Public Forum.</p> <p>Ms Cathy Alford, Polzeath Marine Centre asked Members to consider making a grant towards the cost of a water bottle refill station, to be sited at the top of Polzeath Beach. (Minute 153e/2017 refers.)</p> <p>Mr Peter Watson spoke regarding the permissive footpath, which connects Tristram with Tristram Cliff. Various owners of both registered and unregistered properties at Higher Tristram have enjoyed use of the path as of right for a period in excess of 20 years or longer and in one case since 1955. A group of long-standing owners have instructed a solicitor to collate evidence and lodge applications at the Land Registry for the right of way to be registered as a prescriptive right (Prescription Act 1832) on the titles of the afore-mentioned properties. Talks with landowners is ongoing.</p> <p>Members met with Ms Charlotte Caldwell, CC explained what was involved in setting up a Community Interest Trust. A CIC is easy and cheap to register, and enables better access to funding. Funders seem to like CICs nearly as much as charities. She emphasised a CIC must be really well governed and well managed – especially on the finance side.</p> <p>Ms Caroline Danks and Ms Elanor Hoskin were also in attendance, i.r.o. Minute 149a[iii]/2017. Ms Danks said that fundraising would probably be easier if the management body for the Trewint Community Building was a Charity, rather than a Community Interest Company.</p>	
139/2017	<u>Apologies for Absence</u> – Cllr. Davis (ill health).	
140/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Registerable Declarations of Interests</i> – none. Cllr. Morgan and Richards had provided the Clerk with their signed Declaration of Interest forms. Cllr. Davis still has yet to sign his form.</p> <p>b. <i>Non-registerable interest</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>	

141/2017	<p><u>Minutes of Meetings –</u></p> <p>a. <i>Full Council Meeting – 2nd October 2017, AGREED as a true record.</i></p>	
142/2017	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Police – in the absence of PC Stewart there was no Police Report. It was AGREED to remove this from future agendas. There had been problems with mud on the road and this had been reported to the Police.</i></p> <p>b. <i>County Council – Cllr. Mould had nil to report.</i></p> <p>c. <i>St Minver Highlands Parish Council – a copy of their September Minutes was made available to the Meeting. Noted Highlands' October meeting had been cancelled.</i></p> <p>d. <i>Padstow Harbour Commission (PHC) – a copy of their September Minutes was made available to the Meeting.</i> Mr Rob Atkinson explained no firm decision on the proposal to change the speed limit in the river had been taken, but when it had the PHC would need to change the harbour Bye Laws and this cannot be done without public consultation.</p> <p>e. <i>Network Panel Meeting – the next meeting to be held on Thursday, 7th December 2017 @ 6.30pm. Notes of the last meeting will be circulated when available. Cllr. Mould said the Network Panels should be supported.</i></p> <p>f. <i>Polzeath Beach Management Group – the meeting scheduled for 31st October 2017 had been cancelled. The next meeting is rescheduled for 7th December 2017.</i></p>	Clerk
143/2017	<p><u>Planning Applications – Members considered the following:</u></p> <p>a. <i>PA17/02699/PREAPP, Land W of Trewiston Lane, St Minver – pre-application advice for residential development of up to 60 dwellings, associated areas of public open space, children's play area, landscaping, highways and drainage infrastructure. OBJECT until more information is available. Members wish to point out there is no room for expansion of the Pityme Industrial Estate, St Minver School and the Doctors' Surgery.</i></p> <p>b. <i>PA17/07518, Rock Sailing Club – removal of external balcony and replacement with new balcony and staircase with oak fascia and addition of 2000mm height untreated softwood screen to hide bin store. Retrospective. SUPPORT.</i></p> <p>c. <i>PA17/08710, Puffins, Road from St Moritz Hotel to Daymer Lane, Trebetherick – non-material amendment (1) for reduction in mass/volume of the proposal and removal of proposed crows' nest, repositioning of proposal on the site to provide a greater distance between proposal and neighbour's boundary to the east to decision PA16/12084. NO OBJECTION.</i></p> <p>d. <i>PA17/08749, Land E of Porthilly Stream, Porthilly Lane, Rock – reserved matters application following outline permission PA17/02672 dated 17th July 2017 for a single detached residential dwelling. NO OBJECTION.</i></p> <p>e. <i>PA17/08754, Land E of An Kernyk, Shores Lane, Rock – variation of condition 1 (plans condition) of application no. PA17/05227 dated 27th July 2017. Material amendment to incorporate swimming pool on the site plan. NO OBJECTION.</i></p> <p>f. <i>PA17/08865, Trenain Farm, Trebetherick – proposed erection of a replacement holiday chalet and the installation of a sewage treatment plant. NO OBJECTION.</i></p> <p>g. <i>PA17/09313, The Mowhay, Penmaye, Rock – single storey extension with the removal of the existing annexed. NO OBJECTION.</i></p>	Clerk Clerk Clerk Clerk Clerk Clerk

	<p>h. PA17/09343, Rock Haven, Rock Road, St Minver – demolish existing dwelling and replace with new build 5-bedroom detached house. NO OBJECTION.</p> <p>i. PA17/09355, Tresnags, Rock Road, Rock – non-material amendment to include two additional windows on the first floor in respect of decision notice PA16/01985. NO OBJECTION.</p> <p>j. PA17/09510, Penfenten, Rock Road, Rock – application for variation of condition 3 in respect of decision notice PA13/11729 to allow ancillary accommodation to be occupied by both family and guests as well as paying guests on a commercial basis. Members strongly OBJECT to the lifting of the condition as it would create a second home which would be contrary to the NDP. If permission is granted for a separate dwelling, then it should be for permanent residency only. Members wish to draw attention to the guidelines around Annexes, which they believe are not clear enough to stop this from happening again in the future.</p> <p>k. PA17/09583, Donner Ridge, Rock Road, Rock – replacement dwelling with supporting annex. OBJECT on the grounds it is overdevelopment of the site and the proposed annex is, in truth, a separate dwelling and should be a permanent residency. The ridge height would block the view from neighbouring properties, which would be contrary to Policy 2.7 of the NDP.</p> <p>l. PA17/09601, San Marino, Trewint Lane, Rock – loft extension to existing dormer. NO OBJECTION.</p> <p>m. PA17/09605, Roscarrock, 58 Little Trelyn, Rock – resubmission of proposed extension and alterations to existing dwelling and proposed balcony at first floor level. NO OBJECTION.</p> <p>n. PA17/09651, 6 Wentworth Close, Polzeath – replacement of the front conservatory extension with a smaller solid roofed extension. NO OBJECTION.</p> <p>o. PA17/10215, Flat 6 Trelawney Court, Rock Road, Rock – works to trees subject to a TPO. Felling of a Macrocarpa. NO OBJECTION providing the Tree Officer has no objection.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
144/2017	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Enforcement Cases</i> – for information.</p> <p>i. <u>EN17/00684, Westward House, Rock Road, Rock</u> – alleged works not in accordance with approved plans of PA13/01179 – namely concerns over height of the building and original building was demolished and rebuilt instead of extended. Ms Louise Whitby, case officer reported she had visited the site and no breach was found. Case closed.</p> <p>ii. <u>EN17/01653, Land North of Lowenva, Rock</u> – alleged unauthorised tree works subject to TPO E1/8K7B6/212 not approved under PA16/04182. Case officer: Mr Ben Bassett reported he had made a site visit and there had been no works to trees covered by the TPO. Case closed.</p> <p>iii. <u>EN17/01078, 14 Higher Tristram, Polzeath</u> – alleged construction of an extension approx 6ft long x 6ft wide by 9ft high, not approved as part of PA16/05812. Case closed, as within permitted development rights.</p> <p>iv. <u>EN17/02044, Brea Road Rock</u> – alleged works not being carried out in accordance with approved plans PA16/04034 – roof appears higher than approved. Case officer: Ms Emma Milnes. New case.</p> <p>b. <i>Affordable Housing Delivery Initiative</i> – Members considered a letter from Mr Sam Nicholson, CC, inviting Members to meet to bring forward development sites in the parish, but considered the NDP covers this. NFA.</p> <p>c. <u>PA16/03215, Broad Park, St Minver</u> – outline application for the construction of 12 Self Build Affordable Homes for local allocation, to include a further 10 Moderately Priced self-build plots with all matters reserved. Members made no comment on the Affordable Housing or Education contribution but indicated a preference for a donation to the Trewint Playing Field rather than a separate playing field.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>d. <i>PA16/07314, Land E of Mermaids, Trebetherick</i> – outline application for the construction of dwelling. Members were being re-consulted under the Planning Protocol. It was RESOLVED to agree with the case officer's recommendation.</p>	Clerk
145/2017	<p><u>Planning Applications Approved by CC</u> – information only.</p> <p>a. <i>PA17/05249, Fron, Golf Course Hill, Rock</i> – works to trees covered by a Tree Preservation Order, namely - To dismantle 5 Dead Scotts Pine stems from northern hedge line backing onto golf course (G1). To thin out selected trees from eastern side border to enable remaining trees more room to grow and improve form (G2).</p> <p>b. <i>PA17/06426, Summerdaes, Rock Road, Rock</i> – construction of a ground floor extension (demolition of existing).</p> <p>c. <i>PA17/06487, Trewint Playing Field, Rock</i> – application for prior notification of proposed development by telecommunications namely the siting of 17.5m mast complete with 3 antennas, two dish antennas and associated radio equipment cabinets.</p> <p>d. <i>PA17/06634, Doom Bar House, Daymer Lane, Trebetherick</i> – demolition of the existing attached annexe and construction of a new annexe to improved specification.</p> <p>e. <i>PA17/03710, 3 Gul Rock, Rock Road, Rock</i> – works to trees covered by a TPO, namely on group G25 and trees T1-T2, remove overcrowded trees and dead wood.</p> <p>f. <i>PA17/05185, Land S of Ferryside, Rock Road, Rock</i> – erection of a new 5-bedroom dwelling.</p> <p>g. <i>PA17/05331, 1 Cricketers Close, Rock</i> – tree works to a group of five macrocarpa trees subject to TPO. An Lys Rock TPO 2009 ref E1/8K7B6/220 tree ref G1.</p> <p>h. <i>PA17/06762 and PA17/06775, Stoptide House, Rock Road, Rock</i> – fell a Macrocarpa tree protected by a TPO and to replace it with a mature tree.</p> <p>i. <i>PA17/06885 and PA17/06886, Undertown, Daymer Lane, Trebetherick</i> – extension of the existing first floor dormer.</p> <p>j. <i>PA17/06720, The Oystercatcher, Dunders Hill, Polzeath</i> – refurbishment and sensitively extend the existing public house and hotel and provide an external seating / dining area for alfresco dining, including 2 no. external covered seating booths and new bin storage.</p> <p>k. <i>PA17/06760, Pips Cottage, Daymer Lane, Trebetherick</i> – Certificate of Lawfulness for the continued use of annexe as a self-contained dwelling house without compliance with condition.</p> <p>l. <i>PA17/06848, Trelawney, Worthy Hill, Trebetherick</i> – construction of detached two storey dwelling, associated vehicular access and provision of garden amenity area.</p> <p>m. <i>PA17/06905, Tristram Caravan and Camping Park, Polzeath</i> – extension to ablution facilities serving Tristram camp site.</p> <p>n. <i>PA17/07044, Trewint Playing Field</i> – demolition of existing football pavilion, public toilets, scout and guide group meeting rooms and replace with new multi-purpose community building. Increasing parking provisions.</p> <p>o. <i>PA17/07282, Lowingfold, Trenint Hill, Trebetherick</i> – proposed two storey side extension and improvements.</p> <p>p. <i>PA17/07300, 1 The Terrace, Rock</i> – works to a tree covered by a TPO - mature holm oak T20 - raise canopy on one side because of low branches impeding garden.</p> <p>q. <i>PA17/06687, Duncliffe, Tristram Cliff, Polzeath</i> – removal of condition 2 and vary condition 3 to extant planning permission PA13/02011.</p>	

	<p>r. PA17/07722, Little Cockmoyle, Rock – day room extension.</p> <p>s. PA17/07908, The Snug House, Highcliffe, Polzeath – demolition of a single dwelling house and replacement with a new single dwelling house.</p> <p>t. PA17/07517, Rock Sailing Club – LBC for removal of external balcony and replacement with new balcony and staircase with oak fascia and addition of 2000mm height untreated softwood screen to hide bin store. Retrospective application.</p>	
146/2017	<p><u>Planning Applications Withdrawn</u> – information only.</p> <p>a. PA17/05202, Lane E of Albenbloem, Trewiston Lane, St Minver – outline application for residential development to include affordable housing for local people with all matters reserved.</p> <p>b. PA17/05561, Brambles, Trenint Hill, Trebetherick – variation of condition 2 (approved plans condition) in respect of decision notice PA16/07225 (erection of replacement dwelling) material change for revised position of dwelling within the site.</p>	
147/2017	<p><u>Planning Applications Refused by CC</u> – information only.</p> <p>a. PA17/08192, Trenoweth, Trebetherick – application for removal of condition 3 in respect of decision notice PA16/10922.</p> <p>NOTE – Ms Aimee Williams, case officer had been informed that Members would support her recommendation to refuse application PA17/08192.</p>	
148/2017	<p><u>Planning Appeals</u> – the following planning appeals had been made. The deadline to make further comments, or modify/withdraw your previous representation is 14th November 2017.</p> <p>a. PA16/10922, Trenoweth, Trebetherick – an appeal against one or more of the conditions. Minute 129d/2017 (PA17/08192) refers.</p> <p>b. PA17/00589, Land SE of Moor Cottage, Trewiston Lane, Wadebridge –</p>	
149/2017	<p><u>Trewint Playing Fields</u> –</p> <p>a. <u>Trewint Facilities</u> – Members received an update on the following:</p> <p>i. <u>Children’s Play Area</u> – no issues had been identified in the fortnightly H&S Inspection Reports.</p> <p>ii. <u>Annual RoSPA Report</u> – it was RESOLVED to accept a quotation from the carpenter to repair the shelter at an approx. cost of £300.</p> <p>iii. <u>Community Building</u> – Minute 130a[iii]/2017 refers.</p> <ul style="list-style-type: none"> • <i>Community Interest Company / Charity</i> – it was RESOLVED to register the project as a charity (Charitable Incorporated Organisation). <p>It was further RESOLVED to establish a Board of Trustees, to include two representatives from the Parish Council.</p> <p>Cllr. Boswell-Munday said a ‘number cruncher’ was urgently needed.</p> <ul style="list-style-type: none"> • <i>Feasibility Study</i> – documents provided by Ms Caroline Danks. • <i>Funding</i> – it was RESOLVED to ring-fence the money received from the Phone Mast (minus fees) to provide match funding for this project. The Clerk to inform Ms Danks that Members wish to proceed with the Fundraising Development Plan w.e.f. 1st March. <p>b. <u>Phone Mast</u> – Cllr. Boswell-Munday raised two areas of concern:</p> <p>i. <u>Installation Date</u> – it is vital a start date for installation of the mast is agreed, to ensure that works do not interfere with the Football Club. The Clerk to request this urgently.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>ii. <u>Way Leave Agreement</u> – Mr Dovid Pink is dealing with this, but there was concern as to when the money would be received, as it is needed to reimburse Ms Danks from March onwards (Minute 149a/2017 refers). The Clerk to seek an update.</p>	Clerk																												
150/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Road Closure</i> – Shores Lane, Rock, 20th – 24th November 2017. Details previously circulated via email.</p> <p>b. <i>Abandoned Trailer</i> – a resident had reported there is a large and apparently abandoned trailer carrying 5 or 6 blue kayaks in the road next to the footpath leading to Porthilly Beach. County Cllr. Mould had contacted the owners and it had subsequently been removed.</p>																													
151/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Bench, Daymer Bay to Polzeath</i> – Minute 132a/2017 refers. In the absence of Cllr. Davis it was not known if it is possible to remove the broken bench.</p> <p>b. <i>Public Conveniences</i> – the Clerk had requested the quarterly reports but as yet they had not been received.</p> <p>i. <u>Coronation Gardens, Polzeath</u> – Cllr. Mould said the running of the WCs had been diabolical this summer. She felt a Toilet Attendant was needed to oversee the running of the toilets. The Clerk to ask Ms Anna Druce, CC to invite Messrs. Peter Marsh and Jon James, CC and Cormac to the next Network Panel meeting, to find a way to run the toilets in a satisfactory manner.</p> <p>ii. <u>Daymer Bay</u> – Ms Celia Jenner, CC advised that Propelair had made a booking on Friday 10th November 2017 at 4.30pm to discuss an alternative option for drainage for these toilets.</p>	Clerk																												
152/2017	<p><u>Administration Matters</u> –</p> <p>a. <i>PAT Testing</i> – Minute 90a/2016 refers. Mr Lee Edwards had carried out the annual PAT test. The heater has yet to be affixed to the wall.</p> <p>b. <i>Contracts</i> – it was RESOLVED to suspend Standing Orders and reappoint A1 Tree Surgery Ltd. to maintain the PROWs and grass verges for 2018/19, subject to any increase in charges being agreeable to Members.</p> <p>The Clerk to establish if the verge at the entrance to Brea Road to Oyster Bend is on the cutting regime and to ask A1 Tree Surgery Ltd. to let the Clerk know when the verge is to be cut so the A-frames can be moved.</p>	Clerk Clerk																												
153/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – Schedule 2017/18-07 to a value of £3,996.91 was APPROVED for payment.</p> <table border="1"> <thead> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries, including NI & tax</td> <td>753.51</td> <td></td> <td>753.51</td> </tr> <tr> <td>Amenities - incl. WCs, play equipment, grass cutting</td> <td>885.12</td> <td></td> <td>885.12</td> </tr> <tr> <td>Administration - incl. external audit</td> <td>345.06</td> <td>66.79</td> <td>411.85</td> </tr> <tr> <td>Council Chamber</td> <td>346.43</td> <td></td> <td>346.43</td> </tr> <tr> <td>Trewint Community Building</td> <td>1,600.00</td> <td></td> <td>1,600.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,996.91</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy was circulated at the meeting.</p> <p>c. <i>2018/19 Budget</i> – Members to notify the Clerk of any project / expenditure they wish to put forward for consideration at next year's budget setting meeting.</p> <p>d. <i>Bank Signatures</i> – Minute 120c/2017 refers. Cllr. Gisbourne reported he had delivered the mandate forms to the Bank i.r.o. Cllr. Morgan replacing Cllr. Webb as a signature to the accounts.</p>	EXPENSES	Price	VAT	Total	Salaries, including NI & tax	753.51		753.51	Amenities - incl. WCs, play equipment, grass cutting	885.12		885.12	Administration - incl. external audit	345.06	66.79	411.85	Council Chamber	346.43		346.43	Trewint Community Building	1,600.00		1,600.00				£3,996.91	Members
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	<p>e. <i>Polzeath Marine Conservation Group</i> – it was RESOLVED to make a grant of £500 towards the cost of £2,425 to provide a water bottle refill station on Polzeath Beach.</p>	Clerk
154/2017	<p><u>Documentation / Correspondence</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Electoral Review</i> – the total number of CC councillors had been set at 87.</p> <ul style="list-style-type: none"> • The number of divisions • The number of councillors representing each division • Division boundaries • Names of divisions <p>Closing date for comments is 19th February 2018. Details previously circulated via email.</p> <p>Cllr. Mould said that following the Cornwall Review, a similar exercise would involve the number of Parish Councils, with some being merged. She urged Members to attend CC’s consultation event, the nearest to Lowlands is 28th November, 1800-2000, Shire House Suite, Bodmin Town Council.</p> <p>b. <i>The Seed Fund</i> – aims to support small-scale projects that help create more space for nature within local communities. Toolkit and more information can be found on www.cornwall.gov.uk/grow-nature. Details previously circulated via email.</p> <p>c. <i>Clerks & Councils Direct</i> – November 2017. Taken by Cllr. Mould.</p> <p>d. <i>Rock Post Office</i> – to close w.e.f. 13th November 2017.</p> <p>e. <i>NALC Smaller Councils’ Committee 2018 and 2019</i> – closing date for applications to join the Committee is 28th November 2017.</p> <p>f. <i>Positive Parking Review</i> – Members were invited to select a day within the Christmas period when CC will provide free car parking in their pay and display car parks. It was felt the switching on of the Polzeath Christmas Lights would be a suitable event at which to provide free parking.</p> <p>g. <i>Trewiston Lane Traffic Calming</i> – the Chairman read an email from the Trebetherick Residents’ Association i.r.o. perceived dangers to pedestrians walking along Trewint Lane from the entrance to Trebetherick Village up Worthy Hill to the start of the footpath. A list of proposed traffic calming measures had been provided. For consideration at the December meeting.</p>	<p>Clerk</p> <p>Clerk</p>
155/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meetings</i> – 4th December 2017.</p> <p>b. <i>Planning Meeting</i> – 20th November 2017.</p> <p>c. <i>December Planning Meeting</i> – no meeting to be held, except that the Chairman may call an Extraordinary Meeting, if necessary.</p> <p>d. <i>Preventing Violent Extremism and Terrorism Conference</i> – 13th November 2017, St John’s Hall, Penzance. The Clerk has further information. Only one delegate per organisation.</p> <p>e. <i>CC Localism Summits</i> – the summits will give you a chance to hear about, and question, a number of Council initiatives including strengthening the community network panels, devolution, the new Council budget and business plan and the work we are doing to improve waste and recycling, including work to issue a new waste contract for Cornwall by 2020:</p> <ul style="list-style-type: none"> i. 29th November 2017, 1200-1630, Liskeard Town Council Offices. ii. 30th November 2017, 1200-1630, Council Chamber, St Austell. iii. 19th December 2017, 1100-1530, Parkhouse Centre, Bude. <p>f. <i>CC Planning Conferences</i> – cost per delegate £12:</p> <ul style="list-style-type: none"> i. 28th November 2017, 1630, Chy Trevail Office, Bodmin. 	

	g. <i>Physical Activity Summit</i> – 17 th November 2017, Cornwall College, St Austell.	
156/2017	<u>Information Only/Future Agenda Items</u> – a. <i>Polzeath Marine Conservation Group</i> – thank you.	
157/2017	<u>Meeting Closed</u> – 21.24pm.	

Signature: (Cllr. Gisbourne)
Chairman

Date: 4th December 2017