

# PADSTOW TOWN COUNCIL

Council Offices  
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24 July 2019

## TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), F J Bealing, R Buscombe, M Evans, K Freeman, R Higman, A Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of Padstow Town Council in the **Council Chamber, Station House, Station Road, Padstow** on **Tuesday 30 July 2019 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

*K E Pemberton*

Kathy Pemberton  
Town Clerk

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## AGENDA

### Public & Press and invited to attend

- 1. To receive apologies for absence and announcements**
- 2. To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- 3. Dispensations:** To consider requests from Members for dispensations.
- 4. Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
  - o To receive the Cornwall Councillor's Report
  - o To receive the Police Report
- 5. To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 June 2019** having been previously circulated and taken as read. (pg 1-8)
- 6. To confirm the minutes** of the Extra-Ordinary Full Council Meeting held on **Tuesday 16 July 2019** having been previously circulated and taken as read. (pg 9-10)
- 7. Clerk's Report/Work Programme:** To receive an update for information only. (pg 11)

**8. Committees/Working Group Meetings:**

- a) To adopt the minutes and approve recommendations (if any) for meetings of the:
  - i) Highways, Roads and Transport Committee (23 July 2019) (to follow)
- b) To receive minutes of the Planning Committee (9 July 2019) (pg 12-15)

**9. Finance:**

**Monthly Accounts and Payments July 2019 (to follow)**

- a) To receive monthly finance report
- b) To approve accounts and addendum for payment and ratify payments since the last meeting
- c) To note car park takings
- d) Bank Reconciliations: To note their availability for inspection each month

**10. Correspondence:**

- a) To note correspondence for information, (pg 16)
- b) To give consideration to the following:- (pg 17 + separate cover)
  - i) Cornwall Council Street Trading Policy Consultation;
  - ii) BT Public Payphone Removal Consultation; (pg 17-20)
  - ii) Museum Request for Use of Council Crest (pg 18)

- 11. Council IT - Server:** To be updated on this matter and discuss and decide on way forward. (pg 21)

- 13. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)

- 14. To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 24 September 2019 at 7.30 pm (pg 22)

- 15. EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

- 16. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 June 2019** having been previously circulated and taken as read. (pg 23)

- 17. To confirm the confidential minutes** of the Extra-Ordinary Full Council Meeting held on **Tuesday 16 July 2019** having been previously circulated and taken as read. (pg 24-26)

- 18. Workshop Unit – Lease Issue:** To be updated on this matter and discuss and decided on way forward. (pg 27)

- 19. Padstow Core Building:** To be updated on this matter and discuss and decide on way forward. (pg 27)

## PADSTOW TOWN COUNCIL

**Minutes of the Full Council meeting held on Tuesday 25 June 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow**

**Present:** C Watson-Smyth (Chairman), F J Bealing, R Buscombe, M Evans, K Freeman, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 11 members of the public

**2019/31 To receive apologies for absence and announcements:** i) Apologies were received from Councillors A P Flide, R Higman and A Rickard; ii) Councillor Buscombe announced that he had been advised by Cornwall Council's Monitoring Officer not to participate in discussions regarding Agenda Item 13: Boundary Governance Review, due to his Cornwall Councillor status.

**2019/32 Declarations of Interest:** Councillor R Buscombe declared an interest in Agenda Item 13: Boundary Governance Review.

**2019/33 Dispensations:** There were no dispensations.

**2019/34 Public Participation:**

- i) A member of the public speaking on behalf of Situ8 addressed the meeting in respect of Agenda Item 11: Treceus Industrial Estate. Points included:
- Following a public consultation in May, Situ8 wished to discuss their scheme of 50 houses. They were keen to work with Council, the NDP Steering Group and the community. Concerns had been raised by members of the public at their recent consultation, some of which Situ8 felt could be addressed.
  - At the consultation the proposal had been for 50 dwellings with 50% being affordable housing. The layout had now been revised to 47 properties but given the strength of support for affordable housing this would be made up of 24 affordable dwellings and 23 open market. There had been support for 1 bed room flats for affordable rent;
  - Parking had been a concern raised at the consultation, the original scheme proposed parking for 104 vehicles, the revised scheme saw an increase in spaces to 114 with 4 visitor spaces;
  - Concern had been expressed regarding access from the A-Road. Situ8 had sought advice from Highways who advised that the addition of the 47 dwellings did not require any additional changes to the highway;
  - During the consultation the Head Teacher of Padstow Primary school had highlighted a drop in primary attendance figures, it was suggested that some reasons for the drop was the increase in the number of 2<sup>nd</sup> homes and also the lack of affordable housing;
  - They consider there is a justified need for additional affordable housing, with 73 households on the Home Choice Register and an additional 34 "hidden households" identified in the Housing Needs Survey undertaken by Padstow Town Council;

- The proposed site provides connectivity to the existing development and play areas via a footpath;
- Situ8 was keen to work with Cornwall Council to deliver the scheme and were in discussions with CC with regards to the tenure split to fit local need.

A member of the public speaking on behalf of Cornwall Council addressed the meeting in respect of agenda item 11: Treceus Industrial Estate. Points included:

- Cornwall Council was working with Poltair to purchase both affordable and open market dwellings for private rent. The tenure split would be 70% affordable rent, 30% shared ownership. It was found that shared ownership was preferred as it was more affordable with 25 -75% of the house being purchased for a lower deposit of between 5 -10%. The rented portion of the house being a 2.75% maximum, the cost of which would be cheaper than a mortgage;

A member of the public addressed the meeting in respect of Agenda Item 13: Boundary Governance Review. Points included:

- Outlined not speaking in favour of any change but wished to speak in favour of consultation with the community;
- It was noted that the last consultation on the matter took place 45 years ago;
- Concern was expressed that the NDP had been discussed at length with much resource and once complete should last for 10-15 years, however it was linked to the boundary which was last reviewed in 1974;
- Considered there should be more open consultation of the community undertaken by Cornwall Council to provide everybody the opportunity to comment and therefore suggested that Padstow Town Council revisit it's decision in response to the consultation.

A second member of the public addressed the meeting in respect of Agenda Item 13: Boundary Governance Review. Points included:

- Outlined was aware of a movement within Trevone to breakaway from Padstow;
- Considered the existing service from the Council was excellent with good knowledgeable Councillors therefore no good justification to split, stronger and more effective together;
- In Trevone only 1 member stood to fill the last Trevone ward vacancy, question was raised as to whether additional Councillors could be found to stand for a Trevone Parish Council;
- Trevone residents could have to pay precept which could be difficult for some. It was difficult to estimate and was avoidable in the current set up;
- Considered in the longer term Trevone would be short of volunteers with necessary skill set.

A third member of the public addressed the meeting in respect of Agenda Item 13: Boundary Governance Review. Points included:

- Outlined were in agreement with both speakers on this matter;

- They were surprised that there had been no community consultation;
- Did feel that Padstow Council representation was well balanced, and would want to stay as Padstow and Trevone;
- Considered the Council had always been good but felt there needs to be thorough consultation and the matter openly discussed by all residents of Padstow and Trevone.

A member of the public addressed the meeting in respect of Agenda Item 12: Climate Change. Points included:

- They had recently presented a report to the Community Network Panel regarding climate change and they were part of a small group working to promote change by approaching groups to see who would follow Cornwall Council (CC) by 1) declaring a climate emergency and 2) forming their own action committee;
- Had recently met with Cllr Hanniford, Cabinet Member for Climate Change and 3 other senior members and was aware that a report was being prepared which proposed a "Complete Systems Change" in CC's approach. This would mean, every decision taken by CC would need to take account of the Climate Emergency;
- They suggested that Town and Parish Councils ought to begin thinking in the same manner and wished to ask Padstow Town Council to declare a climate emergency and to form an action committee.

A second member of the public addressed the meeting in respect of Agenda Item 12: Climate Change. Points included:

- Considered the Council had so far done an excellent job and had put Padstow and Trevone in a good place;
- Considered action regarding climate change should happen quickly prior to a climate disaster;
- Suggested car parking charges be increased by 200-300% to build reserves for a time when the Railway car park was underwater from rising sea levels in approx. 10-15 years' time;
- Estimations relating to the effect of climate change for Padstow in the future were read aloud;
- Wished to offer support.

ii) Cornwall Councillor's Report: Cornwall Councillor Buscombe updated that following his investigations arising from information shared at a Community Network meeting into the recruitment of a multi-tasked enforcement officer in Polzeath, he had found that the role related only to the beach and not the highway. If he discovered anything further that was of use in this regard he would report back to a future meeting.

iii) Police Report: There was no police report.

**2019/35 Minutes Tuesday 28 May 2019: RESOLVED** that the minutes of the meeting held on Tuesday 28 May 2019 were a true record of the meeting and they were signed by the Chair.

**2019/36 Clerks Report/Work Programme:** was noted for information.

- 2019/37 Committees/Working Group Meetings:**
- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of the:
    - i) Leisure, Tourism and Open Spaces Committee held on 11 June 2019;
    - ii) Highways, Roads and Transport Committee held on 18 June 2019; and
    - iii) Staffing Committee held on 18 June 2019.
  - b) **RESOLVED** to adopt the notes and approve the recommendations (if any) of the Neighbourhood Development Steering Group Meeting held on 19 June 2019

- 2019/38 Finance: Monthly Accounts and Payments June 2019**
- a) The monthly finance report was received and noted for information.
  - b) It was **RESOLVED** to i) ratify accounts paid June (a) of £14,012.85 and direct debits paid of £12,129.07; ii) to ratify accounts paid June (b) of £5,487.13 and direct debits of £137.87; iii) to approve the addendum to accounts outstanding for payment of £7,429.25 and direct debits and cheques paid since the last statement of £110.88 having been tabled and read.
  - c) Car park takings were noted.
  - d) Bank Reconciliation availability was noted.

- 2019/39 Correspondence:**
- a) Correspondence for information was noted.
  - b)(i) Request from Padstow Sailing Club: **RESOLVED** to approve the request from Padstow Sailing Club to erect a marquee tent, as per last year, on 2 occasions in July and for the period 14 – 16 August 2019 provided that relevant risk assessments and public liability insurance details are received and Council's insurers are satisfied.
  - (ii) CC: Polling Places Review – Stage 2: **RESOLVED** that in response to the CC Polling Places Review – Stage 2, Cornwall Council be advised that "Padstow Town Council are in favour of current polling stations and voting arrangements".

- 2019/40 Planning Applications: RESOLVED to make the following responses to planning applications:**
- a) **PA19/04157 6 Strand Street Padstow PL28 8BU** - Listed Building Consent for internal reconfiguration and change to two windows externally in south elevation.  
**SUPPORTED; provided Conservation Officer satisfied**
  - b) **PA19/04927 Land East of Tristan Trevone Road Trevone Padstow Cornwall PL28 8QX** – Non material amendment to PA19/02527 dated 20 May 2019 for the construction of dwelling (amended design) namely to amend conditions nos 2,3 and 4 so as to allow upper windows on the south-west and north-eastern elevations of the dwelling to open, but will have restrictive hinges, so as to comply with building regulations.  
**NOT SUPPORTED; consider original conditions imposed by CC correct.**

**2019/41 Treceerus Development: Update from Situ8:** At the invitation of the Chairman and in response to some member questions, members of the public representing Situ8 and Cornwall Council provided the following additional information:

- Submission of the planning application for 47 dwellings was expected to be by the end of June. It was hoped that works on site would begin by the end of 2019 with 35 dwellings available for CC by spring of 2021 as part of CC's objective to create 1000 extra homes. The open market housing was hoped to be available by 2022;
- Dwellings marked "A" on the plan were affordable. Of the others, some were for private rent by CC and 11 were open market housing.

Concern was expressed by one member that there were no play areas on the plan. They felt that in respect of climate change, only open market dwellings could make use of solar energy based on the position of the properties. They felt that the footpath through Spritty Meadow should be included on the plan and further footpaths should be added through the residential areas leading to the school and local amenities without the need to be passing the busy and polluting main road.

Query was raised as to whether the affordable rent would be for local long term letting and how this would be managed. It was noted that the rental would be managed by CC Housing or the CC Investment Plan.

Members were pleased to see that 70% of the rental properties would be affordable rent. There was support for 1 bed flats as these could accommodate those who do not qualify for sheltered housing however, there was some opinion that the breakdown of affordable rent properties should be "rejigged". It was noted that 1 bedroom properties could see couples "stuck" should they want to start a family, as well as being isolating to older tenants who would not have the room for friends and relatives to stay.

One member felt that the affordable housing should be more "pepper-potted" across the development with a communal play area for use by all. It was noted however that the plan showed the phase in isolation and that the wider scheme did show a "pepper-pot" approach with affordable housing next to open market.

**2019/42 Climate Change:** There was some discussion on this matter, it was noted that Towns and Parish had a role to play in this regard and that the Town Council had undertaken some positive actions already as per the agenda report.

Generally, members considered it prudent to wait for CC's report in expected in July. A member commented that each Committee could then use this to begin to look at their own way ahead in this matter. Another suggestion by a member was that a group of interested persons could possibly work up suggestions for action going forward.

**RESOLVED** that Climate Change be brought back to a future meeting of the Full Council once Cornwall Council's report on this matter was made available.

**2019/43 Boundary Governance Review:** Councillor R Buscombe left the meeting.

The Chairman advised members that via the Council Office 13 emails had been received from members of the public regarding this matter, all were against any proposals for change.

A Trevone Ward member commented that the current set up had worked well for nearly 50 years and that working together provided Trevone "more power to the elbow", they considered any change unnecessary.

A Padstow Ward member advised that they had received 3 phone calls from members of the public opposed to any change. A second Padstow Ward member had received similar.

One member noted that there seemed to be a lot of people against any change but that the Boundary Governance Review Consultation was open to all and as such, the 2 members of the public referred to in the agenda report, were entitled to request a Boundary Review in their personal capacities.

A Trevone Ward member was unsure as to why the office had been contacted by 13 people against a change as this was not the question for discussion. The matter was whether Trevone should be consulted on whether there should be a review. The member felt that most people did not know anything about the consultation, and it was more democratic to ask CC to carry out a review to find out what Trevone thought. The member added that what the review would conclude was unknown.

The Chairman outlined again that individuals were able to request a review from Cornwall Council who were undertaking this review and consultation. The information received from those who contacted the office were not supportive of a change.

**RESOLVED** not to recommend to Cornwall Council that a detailed review be made of whether there should be a Trevone Parish Council separate to that of Padstow Town Council.

**Councillor M Saunders requested that his name be recorded as voting against this decision.**

Councillor Buscombe returned to the meeting.

**2019/44 Fingerposts:** Members gave consideration to the agenda report, noting that new signage in the car park had seen a decrease in enquiries. As such, it was felt the fingerpost on the railway platform was no longer required.



Members were supportive of the proposal for the fingerpost on the bandstand. It was noted that the fitting costs for the fingerpost was unknown at present, however the Responsible Financial Officer had advised this could be met using the Capital & Project Contingency Budget, this being £30,000. Costs of the fingerpost was detailed in appendix 1 of the report.

**RESOLVED** i) not to purchase a fingerpost for the Railway Car Park; ii) to purchase a fingerpost for the bandstand as outlined in appendix 1 to the agenda papers sent "to follow"; and iii) that the cost be taken from the Capital & Project Contingency Budget.

A member raised concern that the directional "Toilet" signs at the end of the Camel Trail near to the workshop units were not large enough. He outlined his concern with some people who were relieving themselves behind the units. It was suggested that an additional, larger, sign be placed above the signage requesting cyclists to dismount.

**RESOLVED** to install a larger sign directing members of the public to the Railway toilets above the sign requesting cyclists to dismount at the end of the Camel Trail.

**2019/45 Reports from Members/Outside Organisations:** One member provided an update on a recent Camel Trail Advisory Group meeting they had attended. It was noted that a scheme of works had been developed for the trail for the Wadebridge to Wendford section. A repeat of vandalism and graffiti on benches was thought to be a local individual as it matched previous graffiti. It was felt slow improvements were being made to the area. An increase in the use of electric bikes and an increase in use of the trail by older people had been noticed. The Group had asked to use Padstow Town Council's Chamber for its September meeting and the Town Clerk had agreed to look at future availability for the group as well.

**2019/46 Meeting Dates: RESOLVED** to i) hold an Extra Ordinary Meeting of Full Council on Tuesday 16 July at 7 pm in particular Lawns Car Park Improvement Works update and tenders and Cory and North Quay Toilets expressions of interests; and ii) that the meeting of the Highways, Transport and Parking Committee be moved from 16 July to Tuesday 23 July at 6.30 pm; and iii) the Finance and General Purposes meeting on Tuesday 23 July be at 7pm or on the rising of the HRT Committee, whichever the later.

**2019/47 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2019/48 Confidential Minutes Tuesday 28 May 2019: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 28 May 2019, were a true record of the meeting and they were signed by the chair.

**2019/49 Confidential Minutes: RESOLVED** to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on 18 June 2019.

**2019/50 Workshop Unit – Lease Issue:** See confidential minutes.

**2019/51 Padstow Core Building:** See confidential minutes.

Meeting closed at 8.56 pm

## PADSTOW TOWN COUNCIL

### Minutes of the Extra-Ordinary Full Council meeting held on Tuesday 16 July 2019 at 7.00 pm in the Council Offices, Station House, Station Road, Padstow

**Present:** A P Flide (Chairman for the meeting), F J Bealing, M Evans, K Freeman, R Higman, H M Saunders, Mrs A E Symons and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 1 member of the public

**2019/52 To receive apologies for absence and announcements:** i) Apologies were received from Councillors R Buscombe, A Rickard, D N Vivian and C Watson-Smyth; ii) There were no announcements.

**2019/53 Declarations of Interest:** None

**2019/54 Dispensations:** There were no dispensations.

**2019/55 Public Participation:** There was no public participation. In attendance was Council's Project Manager who was invited by the Chairman to provide his update to Council during Agenda Item 6: Lawns Car Park Improvement Works, Agenda Item 8: Lawns Car Park Improvement Works Tenders and Agenda Item 9: Cory and North Quay Toilets

**2019/56 Padstow Carnival Request: RESOLVED** i) to approve the request to use the Railway Car Park and Bandstand for the 2019 Padstow Carnival as per the arrangements approved last year and as outlined in the "to follow" agenda papers; and ii) that approval be subject to receiving relevant PLI and risk assessments and Council's insurers and health and safety advisors being satisfied.

**2019/57 Lawns Car Park Improvement Works:** At the invitation of the Chairman, Council's Project Manager provided an update on this matter. It was noted that the section 278 application had been submitted, this related to making amendments to the highway which would be necessary to improve the car park entrance. The Project Manager advised that Highways had come back with some technical questions which had been answered. Regarding timescales for the decision, it was estimated that a decision would be made within 2 – 3 months and it was noted that it had now been 8 weeks since the application was made. The Project Manager did not feel there was any indication that there would be issues with the application.

The Project Manager advised that the Lawns Car Park planning application was currently on hold and an extension of time agreed. Concern had been raised by the Planning Officer over the scheme's loss of trees some of which were subject to Tree Preservation Orders. A map of the trees in question was tabled for members. Of most concern was the tree marked no 3 on the map, as in order to improve the entrance the tree needed to be moved. Tree 2 was of least concern as changes to the steps on the left hand side of the entrance were no longer required at this stage.

A tree survey had been undertaken and it was felt that if the layout could be altered to remove the 7 parking spaces to the right of the entrance, this would allow 2 trees of concern to remain and couple behind to enable the two way system to work. This was the Project Manager's recommended revision, it was felt that once onsite additional spaces may be found, as was the case during the Railway Car Park works. It was noted that another option could be to use tree root barriers in the scheme, however the Project Manager consider that this was an expensive solution and could cause long term issues when the barriers begin to break down.

With regard to timescales, it was noted that advice from the Planning Officer was that subject to receiving the tree report and submitting a revised plan, a decision might be made within 3 weeks.

The Town Clerk further added that the Tree Inspector whom Council had worked with previously considered that without showing a willingness to try and rework the scheme in consideration of the trees, it was likely the application "as is" would not be supported. It was noted that tree 4 on the tabled map was not growing well and a further 2 trees may well die in 10 years. The Project Manager added that an estimated "worst case" scenario was that the improvements would create an additional 20 parking spaces. Council's thoughts on the revised scheme and working with the Tree Inspector in order to work up an acceptable proposal to the Planning Authority was now sought.

Members felt there was good justification for improving the entrance, noting that traffic was often queued on the road in both directions and safety was a concern for the area.

**RESOLVED** to approve the revised scheme for the Lawns Car Park Improvement Works as per the Project Manager's recommendation to remove the parking spaces as discussed. Further, the Town Clerk and Project Manager work with Council's Tree Inspector to work up acceptable tree proposals in order to submit a tree report in support of the planning application.

- 2019/58** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2019/59** **Lawns Car Park Improvement Works Tenders:** See confidential minutes.
- 2019/60** **Cory and North Quay Toilets:** See confidential minutes

The Project Manager left the meeting and did not return.

- 2019/61** **Workshop Unit – Lease Issue:** See confidential minutes.

Meeting closed at 7.40 pm

**PADSTOW TOWN COUNCIL: 30 JULY 2019  
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

Agenda Item 7.

<b>PROJECT</b>	<b>NOTES/UPDATE</b>
<b>FULL COUNCIL</b>	
Station House	Issue with water ingress discussed with Project Manager, channel to be put in front of door to deal with influx of water during big downpours which otherwise go under the door and into the Chamber.
NDP	Public consultation is underway in respect of the draft Plan throughout July until 2 August.
<b>LTOS</b>	
Recreation Facilities (i.e. Tennis Court/Lawns Site/Skate Park)	Skate Park: Some concerns of antisocial behaviour. Met with local police. LTOS agreed to PIR light on blockhouse. Committee will assess if this has helped and review if necessary. There has been further antisocial behaviour in this regard. The office is keeping and log and will provide further update to Committee at their next meeting. MUGA Proposal: Future proofing to be looked at. Contact with Sport England has been made, very interested in ideas. Town Clerk and Cllr Flide to set up date to meet to progress.
Victoria Monument	Permission now received from CC. Quote received to replace lightening conduct £1,200. OSS to progress.
Cory and North Quay Toilets	Council agreed list of contractors to send out tenders. Project Manager progressing, 4 week tender process.
<b>HRT</b>	
CC Parking Enforcement	SLA in place for this season, TC negotiated more favourable fees.
Railway Car Park	Work undertaken, disabled bay to be redone, contractor awaiting delivery of bollards to put in.
Improvements to Lawns Car Park	Council discussed at recent meeting, scheme amended in light of concerns with by Tree Officer at CC. Contractor appointed as per updated specification more inline with budget.

**PADSTOW TOWN COUNCIL**

**Minutes of the Planning Committee meeting held on Tuesday 9 July 2019 commencing at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow**

**Present:** Councillors K Freeman (Chairman), F J Bealing, Mrs A E Symons and Mrs T Walter

**In attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Council Support Officer and Minute Taker), Councillor H M Saunders and 1 member of the public (part)

**P2019/10**      **Apologies:** Apologies were received from Councillors R Higman and A Rickard.

**P2019/11**      **Announcements:** There were no announcements

**P2019/12**      **Declarations of Interest:** There were no declarations of interest.

**P2019/13**      **Public Participation:** 1 member of the public spoke in objection to planning application PA19/01765 Rustling Trevone Road Trevone Padstow PL28 8QX, comments included:

- It was noted that the Town Council had not supported the rear extension to this property in a previous application due to the boundary of the property being out of keeping with the building line of the area. The proposed rear extension is still 6.3m in length taking up a large part of the garden and the proposal now includes a pitched roof of 3.4m. It is considered this will have an overbearing impact on the residential area of the neighbouring property, affecting light, being oppressive in nature and out of keeping with the area;
- It was pleasing that the window in the previous application had now been made obscure however if the window was open at night there was concern over possible noise disturbance;
- The application was generally large and depressive, other renovations in the area had been careful not to over develop into their gardens. It was felt properties in the area should maintain modest gardens in keeping with the area and AONB setting.

**P2019/14**      **RESOLVED** that the **minutes** of the meeting held on **Tuesday 21 May 2019** were a true record of the meeting and they were signed by the chair.

**Planning**

**i. The following Cornwall Council planning decision were noted:**

- a) **PA19/01089 6 Soldon Close Padstow PL28 8FS** – Proposed rear extension **APPROVED**
- b) **PA19/01544 14 Dennis Road Padstow PL28 8DE** – Proposed extension, loft conversion and alterations to existing dwelling **APPROVED**
- c) **PA19/01627 9 Broad Street Padstow Cornwall PL28 8BS** – Change of use from retail to brasserie with retail sales and associated internal alterations **APPROVED**
- d) **PA19/01628 9 Broad Street Padstow Cornwall PL28 8BS** – Listed building consent for change of use from retail to brasserie with retail sales and associated internal alterations. **APPROVED**
- e) **PA19/02527 Land East of Tristan Trevone Road Trevone Padstow** – Construction of dwelling (amended plans) **APPROVED**
- f) **PA19/02823 The Old Mill Trerethern Farm Padstow Cornwall** – Extension and minor alteration to 'The Old Mill' **APPROVED**
- g) **PA19/02831 41 Pellow Close Padstow PL28 8EY** – Proposed two storey side and single storey front extension **APPROVED**
- h) **PA19/02864 8 New Street Padstow PL28 8EA** – Proposed loft conversion with dormer extensions to front and rear of property. **APPROVED**
- i) **PA19/03553 The Plantation North of Hill Street Padstow** – T1 – Holm Oak. Height 13m crown spread 11m. Re-reduce the Holm Oak back to the boundary. **APPROVED**
- j) **PA19/04001 Fulmar Trevone Road Trevone Padstow Cornwall** – Non Material Amendment to Application No. PA18/08435 dated 20 November 2018 for proposed extension and internal alterations namely demolition of dwelling and re-build in accordance with Planning Approval PA18/08435. **Not acceptable as amendment**
- k) **PA19/02736 Morvoren Parkenhead Lane Trevone Padstow PL28 8QH** – Demolition of extensions and construction of replacement extension to 1960's dormer bungalow and alterations to living spaces. **APPROVED**

l) **PA19/03381 Askrigg Dobbin Road Trevone Padstow PL28 8QW** – Demolition of existing single dwelling house and construction of replacement single dwelling house and detached garage with studio within roof space over the variation of condition 3 of PA18/06057 **APPROVED**

m) **PA19/03728 Obelisk Dennis Lane Padstow Cornwall** – Listed Building Consent to re-install a lightning conductor to the obelisk monument. **APPROVED**

n) **PA19/01837 Morwenna Cottage B3276 Between Treator and Harlyn Bay Road Windmill Padstow PL28 8RY** – Widen existing entrance. **REFUSED**

o) **PA19/03533 Catherines 13B Duke Street Padstow Cornwall PL28 8AB** – Listed building consent to create two openings in stud partition, create storage cupboard and install an en-suite shower room and WC. **APPROVED**

p) **PA19/02269 Rest Harrow Trevone Road Trevone Padstow** – Conversion of caravan store and games room into annexe. **APPROVED**

**ii. RESOLVED to make the following responses to planning applications:**

a) **PA19/01765 Rustling Trevone Road Trevone Padstow PL28 8QX** – Conversion of existing garage to bedroom including rear extension and alterations. – Amended Plans

**NOT SUPPORTED;**

**i) Overbearing extension;**

**ii) Overlooking issues;**

**iii) Loss of light;**

**iv) Out of character with area; and**

**v) Over development of plot**

b) **PA19/05276 Rest Harrow Trevone Road Trevone Padstow** – Two storey extension to rear, demolition of front porch and internal reordering of main house and demolition and replacement of detached garage.

**SUPPORTED**

c) **PA19/04280 Greens café and Crazy Golf North Quay Padstow Cornwall** – The installation of down-lighters to the stone wall of the property at North Quay Parade to illuminate the historic stone wall on the approach to the entrance of the café and mini golf course.

**SUPPORTED**



d) **PA19/04808 Fulmar Trevone Road Trevone Padstow**  
– Demolition of existing dwelling and construction of a replacement dwelling.

**SUPPORTED**

e) **PA19/05336 3 Treator Padstow Cornwall PL28 8RU**  
– Listed Building Consent for installation of stairlift and first floor level access shower.

**SUPPORTED – provided Conservation Officer is satisfied**

f) **PA19/05351 Boscreege Crugmeer Padstow PL28 8HN** – To replace a metal (stainless steel) flue with a mellow second-hand brick built small stack.

**SUPPORTED**

**P2019/16**

**Consultation: Planning for Coastal Change Chief**

**Planning Officer's Advice Note:** There was discussion on this matter and the advice note was generally supported. It was **RESOLVED** to propose that reference to AONB and SSSIs be included in the document in response to the Cornwall Council Consultation regarding the Draft Chief Planning Officer's Advice Note: Planning for Coastal Change.

**P2019/17**

**Date of Next Meeting:** Tuesday 13 August 2019 at 7.00 pm was noted.

Meeting closed at 7.18 pm

## AGENDA ITEM 10a: CORRESPONDENCE

### Councillors Correspondence for Information – July 2019

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
A	South West Councils	Summer newsletter includes articles on: <ul style="list-style-type: none"><li>- Crisis in Care?</li><li>- LGA in Parliament 2018/19</li><li>- Strategic Migration Partnership Update</li></ul>	
B	St Petroc News	The Church Magazine July/August 2019	
C	Cornwall Community Flood Forum	Invite to their next set of training workshops which will be held across Cornwall in the Autumn. Regarding development of a community flood plan	24.09.19 St Pirans Hall, Goldsithney 25.09.19 Tremayne Hall Community Centre, Mylor 28.09.19 'One for All' Community Centre, Lanivet

**AGENDA ITEM 10bi: CORNWALL COUNCIL STREET TRADING POLICY CONSULTATION**

Cornwall Council is currently reviewing its Street Trading Policy.

The policy document includes a statement of practices and procedures, this has been revised to include various minor amendments. The proposed changes are shown as shaded text on the document (sent under separate cover).

The consultation is running until 31 October 2019 and Cornwall Council invites comments on the draft policy. All consultation responses will be referred to the Licensing Act Committee for them to consider, make any amendments as necessary and recommend the policy for adoption. Comments should be emailed to [licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk).

Council's views are sought in this regard,.

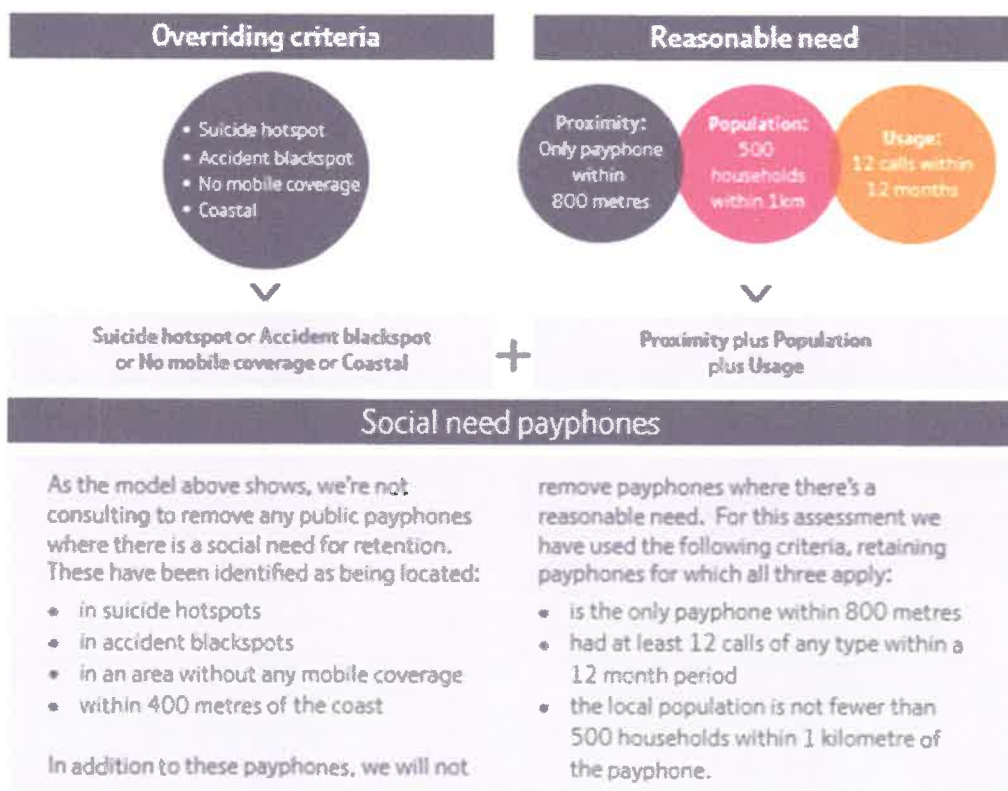
**AGENDA ITEM bii: BT PUBLIC PAYPHONE REMOVAL CONSULTATION**

**1. Introduction**

1.1 BT contacted Cornwall Council regarding the potential removal of 104 public payphone in Cornwall. Cornwall Planning has no comments to make but has passed the details on to Town and Parish Councils so they could comment or agree/object to the ones within their parishes.

**2. Consultation information**

- 2.1 BT's consultation runs until 7 October 2019.
- 2.2 Within BT's letter (appendix 1) it explains some reasons for removal such as decline in usage, Ofcom reports and reviews.
- 2.3 BT uses its own published criteria ([www.bt.com/payphones/removals](http://www.bt.com/payphones/removals)) when considering which public call boxes to remove. These are intended to ensure that boxes are retained either where they are actively used or where there is a social need for their retention.  
BT's 'overriding criteria' for payphone retention is shown in the below diagram:



2.4 BT's letter (appendix 1) also mentions that this consultation process gives local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy.

3. Padstow Parish payphones affected

3.1 There is 1 payphone within our parish (number 95 on their list of 104)

Telephone number: 01841 520408

Address: Wayleave PP1005 PC01 Trevone Road Trevone Padstow

Postcode: PL28 8QJ

Number of calls in last 12 months: 10

Post completes date: 04.07.19 – this is the date that BT has placed a consultation notice on the payphone to make the public aware

3.2 The Trevone payphone is a traditional 'heritage' phone box, below is a current picture, which shows number of broken glass panels



4. Decisions

4.1 What are Council's view in this regard?

**AGENDA ITEM biii: Museum Request for Use of Council's Crest**

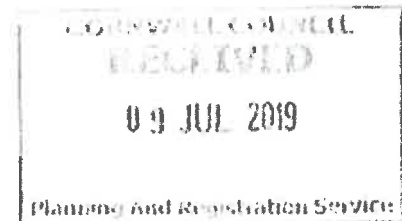
Padstow Museum has let us know that they are grateful for the support Padstow Town Council has shown over the past 18 months with the move and would like to seek approval to use the Council's crest on their new advertising leaflet.

The crest logo would be on the back of their new leaflet with the wording 'Supported by Padstow Town Council' they have designed the leaflet and are waiting to hear from the Council before printing.

Finance and General Purposes Committee has delegated authority to approve usage of the crest however, due to timings Council are asked to give this matter their due consideration.



Chief Planning Officer  
Cornwall Council County  
Hall Treyew Road  
Truro  
TR1 3AY



09 July 2019

**TIME SENSITIVE** - 90 Day Consultation period end date: 07 October 2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 104 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 07 October 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

[http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability\\_report.pdf](http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf)

On the 14<sup>th</sup> March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

## removal of payphone service

[https://www.ofcom.gov.uk/data/assets/pdf\\_file/0021/34266/statement.pdf](https://www.ofcom.gov.uk/data/assets/pdf_file/0021/34266/statement.pdf)

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

[http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing\\_callboxes.pdf](http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf)

The guidance also details the appeals process we must follow in case of unreasonable objections.

### What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com). Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

**BT Payphones**  
pp 4<sup>th</sup> Floor Monument TE  
11 – 13 Great Tower Street  
London  
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com).

Yours sincerely

**Rick Thompson**  
**Payphone Planning Officer**

British Telecommunications plc  
Registered office  
81 Newgate Street  
London EC1A 7AJ  
Registered in England No 1800000  
[www.bt.com](http://www.bt.com)

## **PADSTOW TOWN COUNCIL: 30 July 2019**

### **AGENDA ITEM 11: Council IT- Server**

Council will know that previous decisions have seen the Council upgrade its PCs, move to fibre broadband and ensuring all PCs are running the new Windows programme and have the appropriate IT security in place. The RFO and Town Clerk have been working with Microtest in looking at the future and moving to a cloud-based server with cloud back-ups being a future aspiration. It was acknowledged that this has lead-in time, working with Microtest and would involve improving Council's files and continuing with either achieving or removing old information.

Through these conversations it was outlined, that the current office server, will become an end of life product at the end of 2019. It is therefore important and imperative that the sever is replaced by December 2019.

A new server in the cupboard will be much smaller than the current one and be compliant with all the updated software and updates for security and performance. The current server is large and emits a lot of heat, therefore, this is also considered a much safer option.

The RFO sought advice from Microtest, PTC's IT support, who advised that a new server would cost £1195, this includes a 3 year parts and labour warranty, the server software £595, server users (staff in the office) £350, engineer set up and configuration 32 hours c£1805. The total cost is £3945.

The server should last for approximately 5 years and files will gradually be moved to a 'cloud'-based server over this time.

### **Recommendation:**

**The Council is asked to approve updating the server as detailed for £3945, the Budget would come from the Capital/Projects Budget for Computers and the Contingency.**

NB/KP  
12.7.19



**PADSTOW TOWN COUNCIL**  
**NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS**  
**FOR 2019-2020**

Date	Time	Meeting
<b>2019 DATES</b>		
<b>Tue 30 July</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 13 August	6.15 pm	Finance & General Purposes Committee - rescheduled from 23 July
Tue 13 August	7.00 pm or the rising of FGP	Planning Committee
Tue 3 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 September	7.00 pm	Planning Committee
Tue 17 September	6.00 pm	Staffing Committee
<b>Tue 24 September</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 1 October	7.00 pm	Highways, Roads and Transport Committee
Tue 8 October	7.00 pm	Planning Committee
<b>Tue 29 October</b>	<b>7.30pm</b>	<b>Full Council</b>
Tue 5 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 12 November	7.00 pm	Planning Committee
Tue 19 November	7.00 pm	Finance & General Purposes Committee (budget)
<b>Tue 26 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 3 December	7.00 pm	Highways, Roads & Transport Committee
Tue 10 December	6.00 pm	Staffing Committee
Tue 10 December	7.00 pm or the rising of Staffing	Planning Committee
<b>2020 DATES</b>		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee
<b>Tue 28 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 4 February	7.00 pm	Highways, Roads and Transport Committee
Tue 11 February	7.00 pm	Planning Committee
Tue 18 February	7.00 pm	Finance, General Purposes Committee (grants)
<b>Tue 25 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 3 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 March	7.00 pm	Planning Committee
Tue 17 March	6.00 pm	Staffing Committee
Tue 17 March	7.00 pm or the rising of Staffing	Highways, Roads and Transport Committee
<b>Tue 25 March</b>	<b>7.30 pm</b>	<b>Full Council</b>

All meetings held at Council Offices, Station House, Station Road, Padstow PL28 8DA  
 Extra meetings to be arranged as required