

PADSTOW TOWN COUNCIL

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20 January 2021

TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman, J O'Keefe, M 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 **to be held *remotely on Tuesday 26 January 2021 at 6.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

Kathy Pemberton
Kathy Pemberton
Town Clerk

**Due to the current regulations in response to COVID-19 this will be a virtual meeting. If you wish to view the meeting or speak in the public participation section [NB: this is only on agenda items], please contact the Town Clerk by email to enquiries@padstow-tc.gov.uk or by phone on 01841 532 296, so you may leave a message and be contacted by a member of our team*

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 remotely on **24 November 2020** having been previously circulated and taken as read. (pg's 1-4)

- 6. Clerk's Report/Work Programme:** To receive an update for information only. (pg 5)
- 7. Committees/Working Group Meetings:**
- i) To receive minutes of the remote Planning Committee meetings (8 December (pg's 6-8) 2020 and 12 January 2021). (pg's 9-11)
 - ii) To adopt the notes and approve recommendations (if any) of the Neighbourhood Development Steering Group Meeting (5 January 2021) (pg's 12-13)
- 8. Finance:**
- Monthly Accounts and Payments January 2021**
- a) To receive the monthly Finance Report (pg 14)
 - b) To approve the accounts for payment and ratify payments made since the last meeting (pg's 15-19)
 - c) To note the car park takings (pg 20)
 - d) To approve Investment Strategy (pg's 21-23)
 - e) To approve Risk Assessment Management Plan (pg's 24-29)
 - f) To approve the direct debits and standing orders summary (pg 30)
- 9. Correspondence:**
- a) To note correspondence for information (pg 31)
 - b) To give consideration to the following:-
 - i) Cornwall Council's Climate Emergency Development Plan Document Consultation on Proposed Draft, Renewable Energy and Sustainable Construction Policies and Evidence (pg's 32-52)
 - ii) Padstow School Consultation: Age Range Changes (pg 53)
 - iii) Land Use Requests on Council Land (to follow)
- 10. Bandstand Event 2021:** To give consideration to this matter and discuss and decide on way forward. (pg's 54-55)
- 11. Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (pg's 56-57)
- 12. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
- 13. To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 23 February 2021 at 6.30 pm (pg 58)
- 14. 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.
- For the purpose of this virtual meeting press and members public will be asked to leave the meeting or will be removed as a participant from the meeting.*
- 15. To confirm the confidential minutes** of the Full Council Meeting held remotely on **24 November 2020** having been previously circulated and taken as read.

- 16. Rent/Tenant Updates:** receive update in this regard and discuss and decide on way forward.
- 17. Core Building Purchase:** To receive update and discuss and decide on way forward.
- 18. Request from Padstow Sailing Club:** To give consideration to a request and discuss and decide forward.
- 19. Council Land Matter Update:** To receive update and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 24 November 2020 at 6.30 pm

Present: C Watson-Smyth (Chairman) [late], A Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman, J O'Keefe, M Rickard, H M Saunders, Mrs A E Symons, and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker) and 2 members of the public

2020/99 To receive apologies for absence and announcements:

- i) There were no apologies for absence;
- ii) Councillor A Flide announced that Councillor C Watson-Smyth was experiencing technical difficulties in joining the virtual meeting. In his absence Councillor A Flide would Chair the meeting.

2020/100 Declarations of Interest: There were no declarations of interest.

2020/101 Dispensations: There were no dispensations.

2020/102 Public Participation: One member of the public addressed the Council regarding agenda item 10 Budget, comments included:

- Noted that the budget had not made any provision for community grants for the year 2021-22;
- Considered that local groups had been unable to hold fundraising events this year which raise funds and promote the town and as such may need grant funding;
- Noted that some groups such as Padstow Lions and Nadelik Lowen had redirected their funds to the help the local community during the pandemic;
- Considered that the Council's role was to support local events and that the Council had fared well during COVID. If the revenue success which followed the lockdown continued, they felt there should be some provision in the budget for community grants.

Councillor C Watson Smyth joined the meeting whereupon he took the Chair.

- i) **Cornwall Councillor's Report:** Cornwall Councillor R Buscombe noted that during the week of Remembrance Sunday an issue had occurred concerning filming near the War Memorial and in the town. Councillor Buscombe had been approached by members of the public who were concerned with the manner in which the film crew conducted themselves. He had passed on these comments to Cornwall Council and advised that CC do have a protocol which crews must sign up to before filming on CC land. The protocol includes working alongside the local community and being sympathetic to its needs.

Councillor C Watson Smyth noted that concerns regarding filming by the War Memorial close to Remembrance Sunday had been raised with the local landowner by himself; the landowner then stopped the filming.

- ii) **Police Report:** was noted for information. The Town Clerk advised that there had been a spate of vandalism towards the hand sanitiser stations in the town. 2 of the units had been fixed or replaced only to be smashed again. The white shelter unit had now been removed until a further replacement arrived. The Town Clerk advised that the police were taking the matter seriously due to the upsetting nature of the vandalism and were investigating CCTV footage in the area. Comment was made that the vandalism was malicious and planned, therefore all should be done to apprehend the culprits.

2020/103 Minutes Tuesday 27 October 2020: RESOLVED that the minutes of the meeting held remotely on Tuesday 27 October 2020 be signed as a true record.

2020/104 Clerk's Report: The Clerk's report was noted for information. Further it was noted that the cemetery drainage would now be undertaken in January, however the bollards in the Railway Car Park would be installed later in the week.

Councillor Watson-Smyth noted that CC had opened their Skate Parks, however Padstow Sk8 remained closed in line with advice from Skate Park England. It was hoped that it would be reopened following the tier announcements in December. It was agreed that the conflicting messages from organisations was unhelpful but it was noted that appropriate closed signage was in place.

2020/105 Committees/Working Group Meetings:

- i) **RESOLVED** to receive the minutes of the Planning Committee meeting held remotely on 10 November 2020.
- ii) **RESOLVED** to adopt the minutes and approve the recommendations of the Staffing Committee meeting held remotely on 18 November 2020.

2020/106 Finance: Monthly Accounts and Payments November 2020:

- a) The monthly finance report was noted. The Responsible Financial Officer (RFO) noted that the state of the bank was in a better position than earlier in the year but that it was necessary to build up reserves.
- b) It was **RESOLVED** to i) ratify payments made October (c) of £3,593.54 and direct debits of £22,861.84; and ii) to ratify payments made November (a) of £12,514.86, standing orders or direct debits (regular payments of the same amount) of £10,254.69 and direct debits of £1,874.84.
- c) Car park takings were noted.
- d) The Budget to Actual Variance Report 1.4.20 – 31.10.20 was noted for information.
- e) The interim internal audit report was noted.

2020/107 Correspondence: Correspondence for information was noted.

2020/108 Budget Considerations:

- a) The Budget Overview 2020-21 was noted.
- b) Budget 2021-22:
 - i) The Budget Overview 2021-22 was noted and the Chairman extended Council's thanks to the RFO for her work on the budget under such stressful times.
 - ii) Draft Budget 2021-22 and iii) Precept: There was much discussion on these items. One member noted that they had spoken with the RFO concerning the budget prior to the meeting and felt satisfied that the budget was reasonable under the circumstances, offering special praise for the work on the budget this year. They accepted that the approach to grants in 2021 was prudent but wished the Council to be flexible with the timeframe it set in revisiting the grant situation should revenue early in the year be good. This was supported by the Chairman.

One member considered that the community grant scheme was one of the only Council spends which directly influenced the community and a provision should be retained in the budget. They were also against increasing the general fund suggesting that this only served to set back capital projects. A member considered there was approximately the same amount in the bank as last year even with COVID. They considered that the budget should either be an austerity budget or a full budget which could be revised as required as had happened this year. They felt that Council should look at basic running costs, raised concern with administrative costs at this time and felt that the MUGA should be completed as soon as possible.

The Town Clerk advised that Council did review expenditure earlier on during the pandemic and savings had been made, which included administrative and staff costs. Comment was made that setting big projects could remove flexibility to review the budget by tying the Council into a large expenditure.

The Chairman of Finance considered that the next few months were unknown and suggested that even if finances were ok through winter, the possibility of a further lockdown after Christmas and New Year was possible before the end of the financial year.

It was noted that a conservative budget had been set based on discussions with the Chairman, Chairman of Finance and Vice-Chairman with a view to avoiding the need to set a precept which it was noted would generate very little due to the small parish electorate. The budget was undertaken at this time in order to inform CC of the 2021-22 precept within the required timeframe. It was further noted that there were several costs which the Council has little control over such as non-domestic rates and car park machine maintenance. In addition, the Council employs fewer staff than neighbouring Councils. The primary purpose of the budget was to protect the Council's financial position during this uncertain time with a view that it be reviewed again at a later date.

It was suggested by members that the budget be viewed as an "interim budget" necessary in order to notify CC about the precept. It was felt this was the best approach at this time of uncertainty with the budget being reviewed at the end of

February following, hopefully, the worst of the COVID winter. There was discussion on this point and that this should be undertaken by the Finance and General Purposes Committee but there was concern at the timing, after much discussion it was felt that instead this be moved to March. .

Members considered it best to first vote on whether or not to set a precept for 2021-22.

RESOLVED not to set a precept for 2021-22.

Members were in general agreement to set an interim budget. One member considered that the interim budget should contain a provision of £25-30 thousand for community grants and that the general reserve should not be kept at £1.2 million.

RESOLVED to approve the draft budget for 2021-22, as set out in the agenda papers, as an interim budget to be reviewed by the Finance and General Purposes committee in mid-March 2020.

Councillor D N Vivian requested his name be recorded as voting against this decision.

iv) Members gave consideration to a Members' allowance and it was **RESOLVED** that no Members Allowance be set.

c) Business Plan: Members gave consideration to the updated Business Plan and **RESOLVED** to agree the updated Padstow Town Council Business Plan.

2020/109 Reports from Members/Outside Organisations: It was noted that Councillors M Rickard and J O'Keefe had recently attended Code of Conduct Training.

2020/110 Future Meeting Dates And Date of Next Meeting: Date of next meeting: Tuesday 26 January 2021 at 6.30pm and future meeting dates were noted.

2020/111 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2020/112 Confidential Minutes Tuesday 27 October 2020: RESOLVED that the confidential minutes of the meeting held remotely on Tuesday 27 October 2020 be signed as a true record.

2020/113 Confidential Committee Meetings: RESOLVED to approve the confidential minutes and adopt the recommendations of the Staffing Committee meeting held on 18 November 2020.

2020/114 Emergency Scheme of Delegation Decisions: RESOLVED to ratify the confidential decision made by way of the Emergency Scheme of Delegation taken between this and the last meeting of the Full Council and not included in the online register under FOI exemption 43.

2020/115 Rent Matter Update: See confidential minutes.

2020/116 Padstow Sand Update: See confidential minutes.

Meeting closed at 7.43 pm

PADSTOW TOWN COUNCIL: 26 JANUARY 2021
CLERK'S REPORT / WORK PROGRAMMES

Key: EMR: Ear Marked Reserve

✓

Handwritten: Agenda Item 9

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	NDP Group met early January and agreed to progress to the next stage being the formal consultation, Regulation 14. Information is being prepared in readiness to commence from 8 February. This will be a 10 week consultation, it has been extended due to COVID and not being able to hold in-person consultation events. This is another positive step forward in the development of our Plan.
One Padstow <i>(formally Padstow Safe)</i>	The onsite meeting did take place before Christmas. Simple improvements have been identified to help the area around the quay side which are to be progressed. Discussion on traffic matters still need to take place before the season kicks in.
Anti-dog Fouling	The mini parish anti-dog fouling campaign has been progressed, posted on our usual platforms and posters designed and put up in prominent places. Initial feedback has been positive. Let us hope it has the desired effect.
Dock Wall	Inspections continue to take place, as outlined. No issues to be concerned about.
LTOS	
Lawns Play Area/Skate Park/Garage	Following latest Government advice, the skatepark and tennis courts are closed. The play area is allowed to remain open. As advised it has been risk assessed, information notices are placed up, as well as way in and way out, sanitiser in place. The annual play inspection took place earlier this month, reports awaited. Retention period on skate park is being reviewed as there have been cracking on the surface, Project Manager making enquiries in this regard. Town Clerk to chase as still not heard. Garage door broken, new door ordered however with due to COVID lockdown we are still waiting on delivery and installation. This is being chased.
North Quay and Cory Toilets	It is hoped the end (is finally!) in sight. The main issue have been the exterior doors. We are advised that the replacement doors are due to delivered this month and installed. Once this is done our Project Manager will then be able to inspect the project with a view to sign off.
Cemetery	Drainage works commenced w/c 18 January.
South West Coast Path	It is understood this is now completed. Unfortunately due to COVID restrictions the Town Clerk didn't meet with the CC officer to see if they could help with improvements to the top path at the same time.
HRT	
Railway Car Park Bollards	These works have taken place, unfortunately a bollard was knocked out by a vehicle. However, they have agreed to pay for damage so this is being progressed.

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held remotely on Tuesday
8 December 2020 commencing at 6.30 pm**

Present: Councillors K Freeman (Chairman), M Evans, R Higman, J O'Keefe and Mrs A E Symons

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

P2020/44 **Apologies:** Apologies for absence were received from Councillor Mrs T Walter.

P2020/45 **Announcements:** There were no announcements.

P2020/46 **Declarations of Interest:** Councillor R Higman declared an interest in agenda item PA20/09496 Trelawney Trevone Road Trevone Padstow.

P2020/47 **Public Participation:** There was no public participation.

P2020/48 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 13 October 2020** be signed as a true record, subject to amending the date to read 13 October instead of 8 September.

P2020/49 **Planning**
i. The following Cornwall Council planning decisions were noted:
a) PA20/07449 Caravan Creekview Creddis Farm high Lanes Wadebridge PL27 7SA –Replacement of static caravan with permanent dwelling. **APPROVED**
b) PA20/08059 15 Treverbyn Road Padstow PL28 8DW –Demolition of existing garage and flat roof extension, proposed extensions and alterations with inclusion of a first floor balcony. **APPROVED**
c) PA20/08078 1 Netherton Road Padstow PL28 8EG – Extending the existing lobby to the side of the property to create a downstairs cloakroom with toilet, shower and basin. **APPROVED**
d) PA20/09079 39 Treverbyn Road Padstow PL28 8DN – Non-material amendment in respect of decision notice PA18/10921– Minor amendments to the elevations - front elevation: slight change to the external wall to the garage, Port hole window to hall, roof light details, window detail to Bed 5. South side elevations: slight change to external wall to the garage. Rear elevation: slight change to the external wall to the garage, dormer extension added to Bed 3. **APPROVED**

e) PA20/06585 Padstow Harbour Hotel (formerly The Metropole) Station Road Padstow PL28 8DB –

Alterations and extensions to hotel to create new spa facility, external terracing, additional bedrooms and reconfigured car parking plus the addition of up to 10 new residential units on existing swimming pool site without compliance with Conditions 4,5,6,7,8,9,10,11,12,13,14,15 and 16 of application number PA19/05442 dated 3 Jan 2020.

APPROVED

f) PA20/08157 20 Rainyfields Padstow PL28 8EZ –

Proposed side/rear extension to the south and west, side extension to the north and internal alterations to form additional habitable accommodation and open plan living space.

APPROVED

ii. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

a) PA20/09170 Pentire Dobbin Lane Trevone Padstow

– Variation of Conditions 1 (approved plans) and 3 of Application No. PA20/0399 dated 29 July 2020 – Reserved matter application following outline approval PA17/08592 (access, appearance, landscaping, layout and scale)
SUPPORTED; provided roof level doesn't go up and noise from heat pump is within acceptable level.

b) Councillor R Higman left the meeting.

PA20/09496 Trelawney Trevone Road Trevone Padstow – Installation of solar panels to existing garage roof to the rear of the site.

SUPPORTED

Councillor R Higman returned to the meeting.

c) PA20/09755 26 Sarahs Lane Padstow PL28 8EN –

Proposed extension and alteration to existing dwelling with the inclusion of a Juliet balcony on the south elevation.

SUPPORTED

d) PA20/09827 Blenny 1 Bowen Gardens Trevone Road Trevone – Single storey extension.

SUPPORTED

e) PA20/09974 Westerlies Southway Windmill Padstow

– Erection of front single storey extension.

SUPPORTED

f) PA20/10179 Fairhaven Dobbin Close Trevone Padstow – Proposed extensions.

NOT SUPPORTED; i) not in keeping; ii) out of character with other properties; and iii) concern raise in roof height

g) PA20/10294 Avalon Trevone Road Trevone Padstow
– Single storey side and rear extension with associated internal reconfiguration.

SUPPORTED

h) PA20/10562 Trenoder Windmill Padstow Cornwall –
Proposed extension linking existing outbuilding to house and installing a slate hung dormer in the main roof.

SUPPORTED

P2020/50

Cornwall Council's Quarterly Planning Enforcement

Report: The 2020 quarter 3 report for the period 1 July 2020 – 30 September 2020 was noted for information.

P2020/51

Date of Next Meeting: Tuesday 12 January 2021 at 6.30pm was noted.

Meeting closed at 6.44 pm

PADSTOW TOWN COUNCIL
Minutes of the Planning Committee meeting held remotely on
Tuesday 12 January 2021 commencing at 6.30 pm

Present: Councillors K Freeman (Chairman), M Evans, R Higman, J O'Keefe, Mrs A E Symons and Mrs T Walter (part)

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and Minute Taker) and 5 members of the public

P2020/52 Apologies: There were no apologies for absence.

P2020/53 Announcements: Agenda item 6iih) PA20/10796 Hotel Metropole Station Road – Planning Officer has advised that not to consider this application at this time, as the client will be resubmitting new plans and the Town Council will be re-consulted.

Due to internet issues Councillor Mrs T Walter left the meeting and was unable to re-join.

P2020/54 Declarations of Interest: Councillor Higman declared an interest in agenda item 6 ii b PA20/09843 Treravel House Padstow

P2020/55 Public Participation: There was 5 members of the public that attended the meeting.

The first member of the public spoke in support of agenda item 6ii b) Treravel House. He outlined that:-

- It was a large residence which was a local business headquarters, with the remainder of the property split into bedrooms for staff accommodation.
- Cornwall Council had requested this be regulated as it was classed as a house of multi occupancy (HMO) and mixed use.
- This required both licensing and planning permissions. They had already processed their licensing application.
- Committee asked if fire regulations had been changed inline with a HMO and it was confirmed that this was dealt with under the licensing side and had been actioned.

All other members of public where in attendance to raise objection in respect of agenda item 6 ii a) 6 Moyle Road Padstow. 3 members of the public spoke. The following points were raised:

- There was a covenant on the properties to remain as single storey. It had been mentioned that it was understood this was not a planning issue.
- It was noted and appreciated that the plans had been amended to reduce the size and address some overlooking issues. However, the following concerns were raised:
- It was still a two-storey development in a single storey area.

- The development's size and scale were still overbearing with loss of views to other properties, particular concern raised about impact on gardens of properties close to development. Concerned it would set a precedent for further developments in the area.
- The development (and further applications, if this one is agreed) will change the outlook and spoil of the current bungalow setting.
- Development in this area would change the view from the Estuary and Camel Trail, looking back at this part of the town.

P2020/56 RESOLVED that the **minutes** of the meeting held on **Tuesday 8 December 2020** be signed as a true record.

P2020/57 Planning

i. The following Cornwall Council planning decisions were noted:

a) PA20/07875 14 Grenville Road Padstow PL28 8EX – Construct new detached garage. APPROVED

b) PA20/08584 3 Netherton Road Padstow PL28 8EG – Construction of rear first floor extension, dormer to attic room, rear ground floor entrance extension and alterations to internal/external layout. APPROVED

c) PA20/08959 Padstow Touring Park Ltd – Variation of Condition 1 of Planning App No E1/2005/00666 to allow for the siting of 26 no. static caravans. APPROVED

d) PA20/08740 32 Egerton Road Padstow PL28 8DL – Proposed new rear extension and new doors to bedroom. APPROVED

e) PA20/09200 Sunnyside Beach Road Trevone Padstow PL28 8RA –Loft conversion APPROVED

f) PA20/09755 26 Sarahs Lane Padstow PL28 8EN – Proposed extension and alterations to existing dwelling with the inclusion of a Juliet balcony on the south elevation. APPROVED

g) PA20/09827 Blenny 1 Bowen Gardens Trevone Road Trevone Padstow – Single Storey extension APPROVED

ii. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

- a) PA20/06450 6 Moyle Road Padstow Cornwall PL28 8DG – Amended plans – proposed rear extension, new front porch extension, front balcony and internal alterations. SUPPORTED, subject to no overlooking issues affecting property number 1**
- b) Councillor R Higman left the meeting**

PA20/09843 Treravel House Padstow PL28 8LB – Change of use from a single dwelling house to a mixed use of a house in multiple occupation and office/administration base for business use (house Management Group) **SUPPORTED**

Councillor R Higman returned to the meeting.

- c) **PA20/10523 36 Pellow Close Padstow PL28 8EY** – Demolition of existing garage/store. Erection of two-storey extension to form garage/utility/garden room with two-bedroomed annexe over. **SUPPORTED**
- d) **PA20/10544 Land North of Trecerus Farm Trecerus Padstow Cornwall** – Continued use of temporary access (previously for phase 3) to serve phase 4 construction phase only. **SUPPORTED, to reinstate back to original state**
- e) **PA20/10581 Driftwood Southway Windmill Padstow** – Householder planning application for the remodelling of the appearance with first floor additions and extensions. **SUPPORTED**
- f) **PA20/10589 20 High Street Padstow PL28 8BB** – Listed Building Consent for internal renovation at ground floor only. Removal of polycarbonate lean-to porch at rear and re-hanging of front door. **SUPPORTED**
- g) **PA20/10788 28 Boyd Avenue Padstow PL28 8ER** – Replacement of existing precast reinforced concrete cladding with cavity concrete blockwork walls with brick outer leaf construction, demolition of existing garage and rear addition, erection of front and rear single storey extensions, raised decking, a two storey side extension including garage and installation of an air source heat pump. **SUPPORTED subject to noise levels from heat pump being acceptable for neighbouring properties**
- h) **PA20/10796 Hotel Metropole Station Road Padstow PL28 8DB** – Alterations and extensions to hotel to create new spa facility, external terracing, additional bedrooms and reconfigured car parking plus the addition of up to 10 new residential units on existing swimming pool site without compliance of condition 2 of decision notice PA20/06585 dated 25.11.20
NOT DISCUSSED AND TO BE RESUBMITTED AS ADVISED BY PLANNING
- i) **PA20/10958 Poldhu Dobbin Close Trevone Padstow** – Demolish existing double garage. Build new garage with increased floor area. Stairs from garage to bedroom and shower room above. Juliet balcony to gable end in front of double opening doors.
SUPPORTED, subject to i) no overlooking issues and ii) remain part of house NOT separate dwelling

P2020/58 Date of Next Meeting: Tuesday 9 February 2021 at 6.30pm

Meeting closed at 7.01pm

**Padstow Town Council
Neighbourhood Development Plan Steering Group**

Notes of meeting held remotely on Tuesday 5 January 2021 at 6.30 pm

Present: Councillors C Watson-Smyth (Chairman), A P Flide, D N Vivian and Mrs T Walter

In Attendance: Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and Note Taker) and Councillor H M Saunders

- 1. Apologies:** None.
- 2. Declarations of Interest:** None.
- 3. Public Participation:** There was no public participation.
- 4. Meeting Note (15 September 2020): RESOLVED** that that the meeting note was a true record of the meeting held on 15 September 2020.
- 5. Cornwall Council SEA and HRA Screening Response and Climate Change Observations:** The Chairman referred members to the agenda cover report and the screening response documents from Cornwall Council.

ACTION: Members noted i) the SEA and HRA decision and Screening Report; and ii) CC's Internal Officer comments.

- 6. Revised Pre-Submission Plan:** Members gave consideration to the suggested amendments to the proposed Pre-Submission Version of the Plan, as detailed in the agenda pages, for the purpose of commencing Regulation 14. It was hoped that the outstanding map improvements would be achieved prior to the Plan going out to consultation.

ACTION: Agreed to approve the Pre-Submission Version (version 3.3) of the NDP as amended following CC's SEA and HRA Screening Response for the purpose of commencing the formal Regulation 14 consultation.

- 7. Consultation Strategy:** The Town Clerk referred members to the proposed consultation strategy for the Regulation 14 consultation which took into account pandemic restrictions. Members were requested to consider moving the proposed start date of the consultation to reflect having had to postpone the present meeting from December due to postal delays in receiving the agenda. Furthermore, that the start date be as soon as practical to reflect any potential issues/delays due to COVID.

ACTION: i) agreed to approve the Consultation Strategy to meet, as far as is practicable the requirements of the Regulation 14 NDP Pre-submission consultation in the current environment of COVID-

19 social restrictions and distancing; ii) To commence Regulation 14 as soon as practical and that the consultation last for 10 weeks; iii) The final versions of promotional literature (including, where appropriate, their locations), the Regulation 14 notice, comment form and newspaper article be signed off by the Town Clerk in consultation with the Chairman but informed by members of the group through email; and iv) A maximum budget of £3,000 be set to avoid delay in bringing updated/final costs back to the steering group.

- 8. Project Plan and Budget:** Members were referred to the agenda report in this regard. The Town Clerk updated that the Locality Grant of £1,000 had been approved. Members gave consideration to requesting the reallocation of the their NDP earmarked reserve from the contingency budget (EMR of £5,000). This would enable the SG to take forward works in progressing the NDP in this financial year. It was noted that the RFO had confirmed she was comfortable with this and was aware of the expectation that the majority of the works and expense would be progressed in this financial year.

ACTION: i) agreed to request the reallocation of the NDP EMR from the contingency budget to provide financial assistance in this financial year; and ii) agreed to note and endorse the Project Plan

- 9 Date of Next Meeting:** To be confirmed, however members to be kept updated and informed on progress of Regulation 14 Consultation.

The meeting ended at 6.39 pm

FINANCE REPORT

19.1.21

Revenue Income 18.11.20 - 19.1.21 (per Sage)		£
Corporate Services	miscellaneous income: grants CC & NDP, excess	251250
Highways Roads and Transport	Railway car park income	6,360
"	Lawn car park income	1,279
"	misc income (RingGo - received & paid out)	1,237
Environment - Cemetery	Cemetery fees	1,037
Environment	seagull-proof sacks	28
Leisure, Tourism & Open Spaces	grass cutting & footpaths - Cornwall Council	1,427
Investment Properties	rent income	56,793
"	misc rent leeway charges for sand	4,371
Other operating income	interest received	8
		323,790

State of the Bank		per Sage
Lloyds	Current Account	1,000.00
	Business Call Account	840,152.80
	Wages Account (PAYE & NIC)	22,698.05
	Car park takings account	233.50
	Car park takings account	4,660.07
	Client deposit account	790.88
Barclays	Current Account	13,529.58
	Active Saver	91,566.53
	Wages Account (Net pay and LGPS pension)	1,324.29
	Petty Cash	200.00
		976,155.70

Wages month 9 & 10 gross pay, NIC ER's & LGPS ER's £43,416.07

Debtors Outstanding for more than 3 months:

None
Current debtors total £58,050.21 gross (rent)

Creditors Outstanding for more than 3 months:

None
Current creditors total £23,768.64 gross includes insurance invoice, prepayment to do at Financial Year End.

per Sage	Apr-Jan		1.4.20 - 31.3.21
	£		Budget
Income	889,379	incl sales invoices sent but not all received	
Budget Income	717,735		747,470
Revenue Expenditure	458,806		
Budget Rev Exp	588,463		699,930
Capital/Project Expend.	54,100		
Budget Capital/Project Exp	242,500		291,000

Please note that the Accounts are prepared on an Income and Expenditure basis, not a Receipts and Payments basis (as required by the regulations). This means that sales invoices are included on Sage as they are invoiced but the amounts may not have been received.

To approve payments:

ACCOUNTS OUTSTANDING
January' b 2021

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
16.12.20	LTOS	TMS Ltd	South Dock Wall inspection - site visits	750	150	900
18.11.20	LTOS	Glendale Countryside	fell and/or remove dead branches & trees per survey	538.53	107.71	646.24
12.1.21	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave			443
14.1.21	Corporate Services	Kestrel Guards	check call service	300	60	360
12.1.21	HRT	Flowbird	car park machine maintenance & Smartfolio	291.8	58.36	350.16
18.1.21	LTOS	Travis Perkins	Sadolin, Hammerite, cement etc	164.17	32.84	197.01
18.1.21	LTOS	MGS Engineering Ltd	repair Tommy	40	8	48
						<u>2944.41</u>
20.1.21			PTC - Lloyds to Barclays bank account			<u>250000.00</u>
12.1.21	Administration	Seadog IT	website support	165.9	33.18	25.00
13.1.21	LTOS	AUK Supplies	polyliners			199.08
						<u>224.08</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	
		2
		2

Agenda item 8b

To ratify payments made:

ACCOUNTS OUTSTANDING
November b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
30.10.20	Corporate Services	Wombie Bond Dickinson	half bill re legal services	1592.30	318.46	1910.76
17.11.20	Administration	Tanist Ltd	Microsoft licences and audio conferencing - 1 year	744	148.8	892.80
23.11.20	HRT	Flowbird	treat rust on car park machines	459.71	91.94	551.65
27.11.20	LTOS	Glasdon	Phoenix memorial seat (recharged)	459.4	91.88	551.28
17.11.20	Administration	WPS Hallam	Cyber package insurance - 1 year	300	60	361.00
18.11.20	Corporate Services	Kestrel Guards	check call services 4 weeks	221.80	44.36	266.16
24.11.20	HRT	Clear-flow	empty pump station	208.60	41.72	250.32
26.11.20	LTOS	Pastow Petrol Station	fuel	150.00	30	180
27.11.20	Capital/projects	Parish Online/GeoXsphere Ltd	NDP - maps	89.02	17.81	106.83
27.11.20	Administration	Taylor PAT testing	member of the public - car damage caused by strimming			144
23.11.20	Administration	Travis Perkins	PAT testing			115
23.11.20	LTOS		paint & brushes			106.83
5.11.20	Env - toilets		ladies toilet door lock & screws - reimburse staff			26.84
						<u>5716.64</u>

Direct debits:

25.11.20	LTOS	AUK Supplies	hand sanitiser dispensers	67.8	13.56	81.36
30.11.20		Mole Valley Farmers	safety boots, wood & padlocks	68.21	6.64	74.85
						<u>156.21</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	
		2
		2

Agenda item 86

To ratify payments made:

**ACCOUNTS OUTSTANDING
December' a 2020**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
30.11.20	Capital/projects	Michael Vanstone Plant Hire	replace bollards Railway car park	2165	433	2598.00
17.11.20	Investment Properties	Womble Bond Dickinson	legal services	614	122.8	736.80
1.12.20	Corporate Service	Park Now	RingGo fees 1 month	398.41	79.68	478.09
11.12.20	Administration	Golant Fire & Security	annual fire alarm & extinguisher service	297.5	59.5	357.00
3.12.20	HRT	Flowbird Smart City UK Ltd	car park machines maintenance & Smartfolio	291.80	58.30	350.16
3.12.20	Administration	Konica Minolta	photocopying	144.90	28.98	173.88
1.12.20	Administration	Tanist Ltd	IT support services 1 month	143.87	28.77	172.64
3.12.20	LTOS	Travis Perkins	tarmac, plywood & bolts	79.95	16	95.95
1.12.20	Env - toilets	SW Hygiene	sanitary & nappy bin service 1 month	74.21	14.84	89.05
1.12.20	Administration	Churchill	legionella control support package	69.30	13.86	83.16
14.12.20	Administration		reimburse staff member for buying First Aid kits	81.32		81.32
7.12.20	Env - toilets		ladies toilet - repair lock	45.00		45.00
10.12.20	LTOS	Bridge Locks	telehandler hire	25	5	30.00
30.11.20	Administration	Padstow Harbour Commissioners	window cleaner			18.00
		Sea Spray Window Cleaning				
						<u>5309.05</u>

* For VAT purposes RingGo credits PTC with income, then we pay the fees, meaning that the actual net cost is less than the invoice.

Standing orders or Direct Debits (regular payments of the same amount):

1st	Inv Prop	WPS Insurance (Royal & Sun Alliance)	Commerical combined insurance policy	1838.69		
7th	Corporate	Barclays Bank	bank charges	16.00		
1st		Cornwall Council	Non Domestic Rates - PTC sites	8400.00		
						<u>10254.69</u>

Direct debits:

30.11.20	LTOS	Biffa	November bulk bin emptying	446.2	89.24	534.44
4.12.20	Env - toilets	AUK Supplies	toilet rolls, sanitiser etc	210.65	42.13	252.78
9.12.20	Env - toilets	AUK Supplies	cloths, centrefeed rolls, sanitiser etc	90.49	18.1	108.59
9.12.20	Administration	SeaDog IT	final payment to update PTC website			398.75
9.12.20	LTOS	Mole Valley Farmers	safety boots			42.56
						<u>1337.12</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	<u>Signature</u>

Agenda item 86

To ratify payments made:

ACCOUNTS OUTSTANDING
December' b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
14.12.20	Capital/projects	WMS	Victoria Monument - retention release	715.66	143.13	858.79
17.12.20	HRT	Amos Pumps	work on sewage pumping system	373.59	74.72	448.31
17.12.20	Corporate Services	Kestrel Guards	check call service	300	60	360
17.12.20	LTOS	The Quay Garage Padstow	WL18 ENX service	124.93	24.99	149.92
14.12.20	Ernv - toilets	Viking	Tork soap	81.97	16.39	98.36
16.12.20	HRT	Flowbird Smart City UK Ltd	Car park machines Smartfolio	80	16	96.00
						<u>2011.38</u>

Direct debits:

12.12.20	Administration	SeaDog IT	website support 1 month			25.00
						<u>25.00</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	
		1
		2
		1
		2

Agenda item 8b

To ratify payments made:

ACCOUNTS OUTSTANDING
January' a 2021

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
8.1.21	Capital/Projects	Paul Weston	NDP consultant			2000.00
18.12.20	Administration	Tanist Ltd	Dell laptop, RAM, ISDN - SIP telephone & IT support	1584.19	316.83	1901.02
22.12.20	Administration	Viking	stamps, paper & tork soap	811.9	28.08	839.98
1.1.21	Corporate Service	PARK NOW/RingGo	December RingGo fees	661.03	132.21	793.24
2.1.21	HRT	Amos Pumps	repair pump and float switch	511.7	102.34	614.04
15.12.20	Investment Properties	PTSG Access & Safety Ltd	test and certify lathways	291	58.2	349.20
4.1.21	LTOS	Padstow Petrol Station	fuel	255.92	51.19	307.11
22.12.20	Administration	Konica Minolta	photocopying	243.11	48.62	291.73
6.1.21	Administration	Berridge Environmental	cordless Hoover reimburse staff			219.99
4.1.21	HRT	SW Hygiene	empty pump station	140	28	168.00
1.1.21	Env - toilets	Churchill	sanitary & nappy bin disposals	74.21	14.84	89.05
1.1.21	Administration	Sea Spray	legionella control support	69.3	13.86	83.16
4.1.21	Administration		window cleaner			18.00
						<u>7674.52</u>

Standing orders or Direct Debits (regular payments of the same amount):

1st	Inv Prop	WPS Insurance	Commerical combined insurance policy	1838.69		
7th	Corporate	Barclays Bank	bank charges	16.00		
1st		Cornwall Council	Non Domestic Rates - PTC sites	8400.00		
						<u>10254.69</u>

Direct debits:

31.12.20	LTOS	Biffa	bulk bin emptying 1 month	292.57	58.51	351.08
22.12.20	Administration	SeaDog IT	PTC website site security licence			95.00
10.1.21		Opus Energy	electricity - PTC sites			1167.13
7.1.21	Env - toilets	AUK Supplies	clinical wipes, disposable gloves, Eliminator Max etc	77.53	15.51	93.04
						<u>1706.25</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	1	2

Padstow Town Council									
Railway & Lawn car park takings 2020/21									
n/c 4404	Railway car park income				n/c 4406	Lawn car park income			
	2018-9	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>		2018-9	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>
Apr	36375	41415	23	36,000		10242	11988	0	10200
May	43600	44549	692	43,000		12287	13217	63	12300
Jun	49098	45380	3556	49,000		14352	13463	485	14300
Jul	59587	57969	51165	59,000		16345	17136	20726	16300
Aug	69811	64687	71756	69,000		21050	23158	27741	21000
Sep	45461	48631	64641	45,000		13871	14103	26140	13900
Oct	38792	37094	50706	38,000		10819	9496	19619	10000
Nov	6311	5967	3732	5,500		1555	722	934	500
Dec	8350	7972	4187	7,000		2056	1445	945	1000
Jan	4206	5616		3,500		1267	611		500
Feb	6731	6173		5,000		1660	11		1000
Mar	16379	9993		15,000		3832	51		1000
	384701	375446	250458	375000		109336	105401	96653	102000
Railway	357385	353664	250458	351500	Lawn	102577	104728	96653	99500
sub totals					sub totals				
Apr - Dec 2020					Apr - Dec 2020				
Apr-Dec	2018-19	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>					
Railway	357385	353664	250458	351500					
Lawn	102577	104728	96653	99500					
Total	459962	458392	347111	451000					
Car park takings									
April - December 2020 car park takings are £347,111 this is £103,889 less than the Budget 2020-21 and £111,281 less than the same period last year.									

Full Council 26.1.21 Agenda item *Bd,c*

Investment Strategy and Risk Assessment Management Plan review

The Investment Strategy and Risk Assessment Management Plan are reviewed annually by the Responsible Financial Officer and updated as necessary, they are then checked with the Internal Auditor and agreed by the Town Clerk and Chair of Finance. The documents then need to be approved annually by the Council.

The only amendments are:

Investment Strategy – item 5 – the 32-day notice account has been closed, so that account removed.

Risk Assessment Management Plan – as detailed in the tracked changes: Alarm at Station House has been added under Assets and an Infectious disease/pandemic section has been added on the final page.

Recommendation

To approve the Investment Strategy and Risk Assessment Management Plan.

NB
21.12.20

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



Investment Strategy

Introduction

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £100,000 the council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.
4. A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
5. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be required.
6. Local authorities should always keep strategies simple and maintain prudence.

Padstow Town Council (the Council) has adopted the following Investment Strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
2. The Council's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) and then yield (the return made on the investment), in that order of importance.

3. Adopt the Secretary of State's Guidance in relation to council investments.
4. Carry out an annual budget to ascertain expenditure commitments for the coming financial year.
5. Based on that budget, to invest only in:

'Specified Investments' (which provide high security and high liquidity) and bodies with high credit ratings, based on information from approved rating agencies.

Investments will be spread between different UK clearing banks, where appropriate, to minimise the risk. The Council's current investments are deposit accounts with Lloyds Bank and Barclays Bank, the accounts are immediate access.
6. 'Non-Specified Investments' including longer term investment i.e. 12 months or more, examples include money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.
7. To review investments regularly.
8. The Council has a portfolio of investment properties that provide a rental income, this will continue if the capital appreciation and rental yield exceeds that which could be achieved elsewhere, at which point it will be reviewed. Professional advisors will undertake rent reviews on behalf of the Council. The underlying assets provide security for the capital investment.
9. If the level of reserves is anticipated to be more than £1 million pounds for a long period then independent, external, expert 'Treasury Management' advice will be sought to review the Investment Strategy and Specified Investments.
10. The Council will not borrow to invest as this is 'ultra vires' (beyond one's legal power).
11. The Council will not make loans to local enterprises etc. due to the prioritisation of security and liquidity.
12. The Council does not have any borrowings and capital expenditure is financed from revenue income after it has been received. A balanced revenue budget is achieved from car park income and rental income, any surplus is used to finance capital expenditure once it has been received.

Padstow Town Council – Risk Assessment Management (January 2021)

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Position responsible	Review/Action Required
Assets						
Properties	Protection of physical assets.	Medium	High	Buildings and property insured. Fire alarm & fire equipment annual test. Weekly fire alarm test. Annual electrical tests as required.	TC & RFO Support Officer & TC	Insurance policy to be reviewed annually. Weekly checks conducted of remote locations e.g. cemetery.
Security of above assets	Inadequate security of buildings, equipment etc.	Medium	Medium	Buildings secured outside working hours. Staff vigilance and regular patrols. Adequate lighting. Alarm at Station House.	Maintenance Team & office team	Maintain existing procedures. Regular liaison with Police.
Maintenance of above assets	Inadequate maintenance of buildings etc.	Medium	Medium	Planned maintenance programme. Property maintenance Earmarked Reserve.	TC	FGP Committee to review budget annually. Asset conditions reports done and under review.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	Annual review of insurance with brokers. Annual review of asset values.	TC & RFO	Maintain existing procedures. Update Asset Register annually.
Finance						
Car parks	Volatility of car park income.	Medium	High	Hold adequate reserves and flexi-staffing is used for outdoor activities.	RFO	Maintain existing procedures.
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliations done when bank statements received.	RFO	Maintain existing procedures.

Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Finance Committee or Full Council. Regular Finance Committee/Council meetings.	RFO & TC	Maintain existing procedures.
Computer records	Loss of data through system error or theft.	Low	High	Back-ups done daily. Antivirus software installed. Contracted IT support.	Office team	Weekly back-up to finance software.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	High	Ensure adequate reserves. Ensure adequate insurance cover.	RFO	Maintain existing procedures.
Cash	Loss through theft or dishonesty.	Low	Low	Receipts issued matched to invoices. Unbanked cash locked in safe. Cash banked regularly. Petty cash imprest for expenditure.	RFO	Maintain existing procedures.
Budget	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	Budget considered by Finance Committee and Full Council. Income and expenditure considered quarterly. Virements made where necessary.	RFO	Review of budget during course of financial year. Budget to actual reports sent to Town Clerk and Chair of Finance monthly.
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	RFO & TC	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services.	RFO & TC	Maintain existing procedures and cheque signatories to verify cheques to invoices. Online payments input by

	Cheque or online payment made for incorrect amount.				Two signatories on cheques or Accounts and Addendum to Accounts Outstanding and initialling of cheque stubs or <u>email approval</u> . List of payments presented to full Council monthly.		RFO and then authorised by the Town Clerk.
Cheque books & online security details	Loss of cheques. Fraudulent use.	Low	High		Cheque books & online security details kept in safe or locked cupboard. No blank cheques signed.	RFO & TC	Maintain existing procedures.
Receipts	Services provided by Council but not paid for.	Low	Medium		List maintained of regular invoices. Debtors monitored and action taken if required.	RFO	Maintain existing procedures.
Grants	Mismanagement of Grant Aid powers.	Low	Low		Formal applications only considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered to.	RFO & TC	Maintain existing procedures.
Salaries	Incorrect payments to staff (rates, NI, tax).	Low	Medium		Payroll input by the RFO and checked by the Town Clerk. All correspondence filed. Internal audit.	RFO & TC	Maintain existing procedures.
Salaries	Payments not made to HMRC.	Low	Medium		Payment due dates entered in diary. Internal audit.	RFO	Maintain existing procedures.
Pensions	Local Government Pension Scheme.	Low	Low		Included on Sage Payroll, payment due dates entered in diary.	RFO	Review any updates received.
Councillor Allowances	Non-payment of tax.	Low	Low		Councillors do not receive allowances at present.	n/a	No action required.
Election Costs	Inability to meet costs.	Low	Low		Provision made in budget annually.	RFO	Maintain existing procedures.

VAT	Errors in calculation. Payments not made to HMRC.	Low	Medium	Comply with HMRC regulations. Quarterly returns to be made. Internal audit.	RFO	Maintain existing procedures. Advice sought as necessary.
Annual Return	Inability to conduct year end close on time/not submitted on time.	Medium	Medium	Book internal audit early.	RFO	Maintain existing procedures.
Rent reviews	Not reviewing rents on time.	Medium	Medium	Review rent schedule regularly.	TC & RFO	Maintain existing procedures.
Annual review of money	Failure to provide adequate segregation of duties leading to increased risk of error and fraud.	Low	High	Duties are segregated where possible in a small team.	RFO & TC	Maintain existing procedures.
Liability						
Third parties	Risks to third party, property or individuals.	Medium	Medium	Public liability insurance in place (limit of indemnity £10m)	TC	Insurance cover to be reviewed annually. Risk assessments of individual events and any new projects or services (to go to Council if necessary and added to the Risk Register if there are ongoing risks).
Staff	Compliance with Employment Law.	Medium	Medium	Ellis Whittam employment lawyers and South West Councils consulted as necessary. Employer Liability insurance in place (limit of indemnity £10m)	TC	Insurance cover to be reviewed annually.

All personnel	Health & Safety Matters.	Medium	Medium	Health & Safety policy in place. Access to health and safety advisor, as and when required. Membership of NALC & SLCC	TC	Staff induction & training. Staff undertake Continuing Professional Development (CPD).
Staff and third parties	Staff keeping up to date with legislation etc There is a higher than normal Health & Safety risk due to the parish being a coastal area.	High	High	Health & Safety policy in place. Risk assessments carried out. Access to health and safety advisor, as and when required.	TC, Support Officer and Maintenance Team	Maintain existing procedures. Advice to be sought as necessary.
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal.	TC	Legal advice to be sought where required.
Administration						
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members.	TC	Maintain existing procedures.
Councillor propriety	Failure to declare interests.	Medium	Low	Regular reminder to members.	TC	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Low	Regular reminder to members/staff.	TC	Maintain existing procedures.
Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Full Council minutes to be made available to press and public via the Council website within 10 working days of a meeting.	TC	Maintain existing procedures.

General Data Protection Regulations (GDPR)	Non-compliance with data protection.	Medium	Medium	Training undertaken by staff. The Local Council Public Advisory Service was appointed as the Data Protection Officer and has visited the office. Cyber-security insurance is in place.	TC	Maintain existing procedures and review regularly.
Infectious disease/pandemic	Possible lockdown with public advised to stay at home	Medium	High	Hold increased reserves in case rent and car park income stops. Office staff able to work from home and visit office occasionally. Town Clerk is preparing a Business Recovery Strategy.	TC & RFO	To monitor news and keep processes under review for best practice.

NB
25.11.2019-1.2020

Padstow Town Council
Direct debits, standing orders and regular online payments

Padstow Town Council annually approve paying the suppliers or organisations detailed below by direct debit or standing order:

<u>Supplier</u>	<u>Details</u>	<u>monthly</u>	<u>quarterly</u>	<u>per annum</u>	
				<u>£</u>	<u>£</u>
					3.12.20
AUK Supplies	toilets & LTOS supplies	variable			
Barclays Bank	bank charges	variable			
Biffa	bulk waste bin emptying	variable			
Cornwall Council	Non Domestic Rates PTC sites £83,597pa	c£8400			
Cornwall Pension Fund	Local Government Pension Scheme	variable			
Everflow	Water: Railway toilets and Station House	variable			
	North Quay toilets	"			
	Cory toilets	"			
	Burial ground	"			
HM Revenue & Customs	VAT		variable		
	PAYE & NIC	variable			
Information Commissioner's Office	Data protection/GDPR				35
Mole Valley Farmers	LTOS supplies	variable			
Opus Energy	electricity: North Quay toilets, pay & display	variable			
	sewage pump & Lawn car park	"			
	Railway toilets, Station House	"			
Royal Sun Alliance (Premuim Credit)	Commercial combined insurance £22,064pa	£1,836.69			
Sage	Sage Payroll and Line 50 updates	variable			
Screwfix (Trade UK)	LTOS supplies	variable			
SeaDog IT	PTC website support			25	

AGENDA ITEM 9a: CORRESPONDENCE

Councillors Correspondence for Information – January 2021

Item	From	Referring To	Notes
a	Citizens Advice Cornwall	Winter newsletter: <ul style="list-style-type: none">• £200K Employment win for staff from Fifteen restaurant• Kernow King video tackles fuel poverty And more...	
b	Bodmin Police Station	December Bodmin and Wadebridge newsletters.	Padstow's Anti-Social Behaviour mentioned within Bodmin's newsletter and updating that PSCO Jenny Mitchell is now solely dedicated to the town. Post done on PCT website and social media.
c	Bodmin Hospital League of Friends	Newsletter includes <ul style="list-style-type: none">• Update on purchases made for the hospital from the League.• Forthcoming events And more..	
d	Member of public from Trevone	Thank you letter to the Mayor for the 100 th birthday flowers.	
e	Bodmin Police Station	Januarys Bodmin and Wadebridge newsletters.	

PADSTOW TOWN COUNCIL: 26 January 2021

AGENDA ITEM 9: Correspondence b)

i) Cornwall Council's Climate Emergency Development Plan Document - Proposed draft, Renewable Energy & Sustainable Construction policies and evidence

1. Background and overview

Council may recall in August 2020 that Cornwall Council had a consultation on the pre-submission Climate Emergency Development Plan (DPD) and that it was noted they were undertaking work on locations that might be suitable for wind turbines and other renewable energy sources, this part of the Plan is now being consulted on with the deadline of **5pm on 5th February 2021**. The proposed Renewable energy and Sustainable Construction Policies and evidence consultation is intended to check that the information the decisions are based on is correct. Cornwall Council are also invited to comment on the evidence and the associated energy policies. Cornwall Council want to engage to understand what you think about the proposals, before they produce the pre-submission version of the Climate Emergency DPD. There will be further opportunity to have your say; they will consult again on the content of the DPD prior to its submission to the Secretary of State.

Once adopted, the Climate Emergency DPD will sit alongside the Cornwall Local Plan: Strategic Policies and other DPDs and will be used for decision making on all development proposals

Copies of the document can be downloaded from:

www.cornwall.gov.uk/climatechangedpd

2. Consultation evidence documents for our parish areas.

The Support Office has found that there are two areas which fall within our parish and referred to as RLU 15 Trevoze Head and Coastal Plateau and RLU 28 Camel Estuary. Over the page the Support Officer has pulled out sections which are relevant to the Parish of Padstow, relating to landscape sensitivity scores for wind energy (2.1) and solar (2.2).

The table below outlines the key in this regard:

Sensitivity Level	Definition
High (H)	Key characteristics and qualities of the landscape are highly vulnerable to change from wind and solar energy development. Such development is likely to result in a significant change in character.
Moderate - High (M-H)	Key characteristics and qualities of the landscape are vulnerable to change from wind and solar energy development. There may be some limited opportunity to accommodate wind turbines/ solar panels without significantly changing landscape character. Great care would be needed in siting and design.
Moderate (M)	Some of the key characteristics and qualities of the landscape are vulnerable to change. Although the landscape may have some ability to absorb wind and solar energy development, it is likely to cause a degree of change in character. Care would be needed in siting and design.
Low - Moderate (L-M)	Fewer of the key characteristics and qualities of the landscape are vulnerable to change. The landscape is likely to be able to accommodate wind and solar energy development with limited change in character. Care is still needed when siting and designing to avoid adversely affecting key characteristics.
Low (L)	Key characteristics and qualities of the landscape are robust in that they can withstand change from the introduction of wind turbines and solar panels. The landscape is likely to be able to accommodate wind and solar energy development without a significant change in character. Care is still needed when siting and designing these developments to ensure best fit with the landscape.

Table 2.1: Landscape sensitivity scores to new wind energy developments and future opportunities associated with existing wind energy development

RLU Number	RLU Name	Sensitivity to new wind energy developments				Future opportunities associated with existing wind energy development (see relevant profile for full information)
		BAND A (18-25m)	BAND B (26-60m)	BAND C (61-99m)	BAND D (100-150m)	
RLU 15	Trevoose Head and Coastal Plateau	L-M	M	M-H	H	None identified.
RLU 28	Camel Estuary	L-M	M	M-H	H	None identified.

Table 2.2: Landscape sensitivity scores to new solar PV developments and future opportunities associated with existing solar PV development

RLU Number	RLU Name	Sensitivity to new solar PV developments				Future opportunities associated with existing solar PV development (see relevant profile for full information)
		BAND A (<5ha)	BAND B (>5 to 10ha)	BAND C (>10 to 15ha)	BAND D (>15 to 30ha)	
RLU 15	Trevoose Head and Coastal Plateau	L-M	M	M-H	H	Extension at Trenouth Farm (Band B) - up to Band C.
RLU 28	Camel Estuary	L-M	L-M	M	M-H	None identified.

Appendices attached to this report (appendix 1 Trevoose Head and Coastal Plateau & appendix 2 Camel Estuary) provide further details on each. Appendix 3 outlines proposed draft policies for proposed renewable energy and sustainable constructions polices.

3. Response

Would Council like to response to this consultation?

Appendix 1 and 2 is the evidence base documents for areas in our parish, do Council agree with these documents and overviews? Would Council like to comment also on appendix 3. **Deadline for which is 5 February 2021.**

ii) Padstow School Consultation: Changing of its Age Range

Council has been notified by Aspire Academy Trust and the Head of Padstow School regarding their current consultation, a letter from the Head Teacher is appended (appendix 4- Padstow School Consultation). On looking at this consultation further on their website it outlines an application has been made to the Department for Education for Padstow Pre-School to close as a committee run single entity and to transfer under the management of Padstow School and the Aspire Academy Trust. It outlines the move will result in a change of funded ages at Padstow School from 4-11 years at current to 2-11 years. They further outline they hope the move will:-

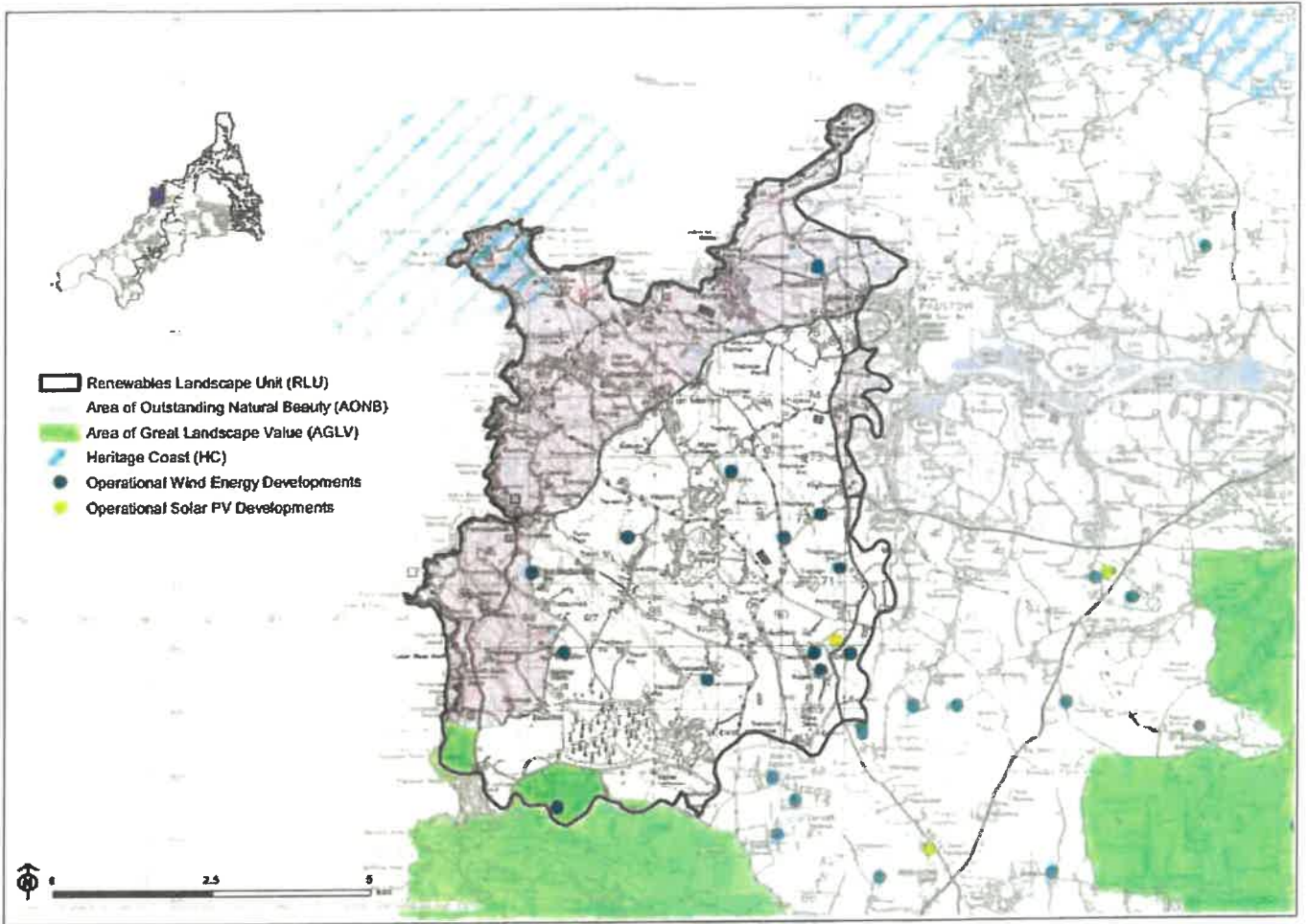
- Sustains a strong working relationship between the nursery and the school
- Provides greater educational opportunities for our children with an enhanced transition between the nursery and the academy
- Provides greater development and retention opportunities for our staff
- Provides stability and confidence to the parents and community for maintaining strong nursery provision in the town of Padstow

They are requesting feedback by **Friday 12th February**. Would Council like to comment?

- iii) Land Use Request:** A report is being pulled together on this agenda item and will be sent to follow.

RLU 15

Cornwall CA: 19 – Trevoze Head & Coastal Plateau



View over Harbour Cove and the Camel Estuary from the north-eastern part of the RLU.



View south-west across the RLU from the farmed coastal plateau at Trethillick.



View across the flat farmed landscape from the slopes of RLU 14 (St Breock Downs) towards Band A turbines marking skylines



Intensively farmed land in the south featuring views of the wind farms at Bear's Downs and Higher Denzell Farm (RLU 14).

Landscape sensitivity assessment			
Summary of landscape value (% of RLU)			
AONB: 2,140ha (40%)	AGLV: 136ha (3%)	HC: 114ha (2%)	WHS: 0ha (0%)
Criteria	Description	Sensitivity Score	
		Wind	Solar
Landform and scale (including sense of openness/ enclosure)	<ul style="list-style-type: none"> An open and windswept, gently rolling and low lying coastal plateau, with large scale rocky cliffs and prominent headlands at Trevoze Head, Park Head and Stepper Point. Between the headlands are shallow stream valleys behind sandy bays such as Harlyn, Trevone and the dunes at Constantine. Low, turf covered hedges or slate walls enclose medium-large scale fields. There are very few trees in the open landscape, except in sheltered folds and the narrow stream valleys. Human scale features include the occasional tree and scattered dwellings. 	M	M-H
Landcover (including field and settlement patterns)	<ul style="list-style-type: none"> This landscape is dominated by simple landcover of pastoral fields (with some arable interspersed). Fields are of medieval origin bounded by low, turf covered hedges or slate walls, although there are some areas of larger post medieval fields. Sand dunes and areas of heath, rough ground and scrub along the coast include significant tracts designated as SSSI and/or CWS. The Porthcothon and Polmark Valleys are both CWS for their important scrub, grassland, wetland and woodland habitats. Settlement pattern comprises scattered small farms and farm hamlets, along with a number of 20th century nucleated settlements and camping/caravan sites along the coast. Disused airfields are found at St Merryn and St Eval, along with quarrying. There is a Band B operational solar PV development within the south-east of the RLU. 	M	M
Historic landscape character	<ul style="list-style-type: none"> The HLC indicates that areas of 'Medieval' land make up much of the landscape. 'Coastal Rough Ground' defines most of the coast, also extending inland along the stream valleys. There are smaller areas of 'Post-Medieval (Intakes)', particularly backing the coast, and 'Modern Enclosures (Intakes)'. There are many prehistoric features along the coast including nationally important clusters of Bronze Age barrows at Park Head and Cataclews Point, spectacular cliff castles at Winecove Point and Redcliffe Castle and promontory forts near Trethias Island. Other designated heritage assets include Iron Age and Roman period defended farmsteads, defensive prehistoric sites at St Eval and near Bogee Farm, and the 19th century lighthouse at Trevoze Head. 	M-H	M-H
Visual character (including skylines)	<ul style="list-style-type: none"> The rocky coastline, with its prominent headlands and stacks (particularly the spectacular Bedruthan Steps), is an important natural skyline feature. The many nationally important heritage assets in prominent positions also punctuate coastal skylines. A transmitter station at St Eval is conspicuous on the skyline, as are many views south to the turbines on Bear's Down (RLU 14). South-eastern skylines are dominated by views of single turbine developments. Views are more limited within the undulating farmland and valleys. 	M	M
Perceptual and scenic qualities	<ul style="list-style-type: none"> All of the coastline from Carnewas Point northwards, along with its hinterland, is within the Cornwall AONB. Trevoze Head is also defined as Heritage Coast. Special qualities include the sense of 'wildness' associated with the coast. The southern fringes of the RLU fall within the Watergate and Lanheme AGLV, with Trenance Point noted as a special quality. Perceptions of tranquillity are diluted by busy roads crossing through and skirting the area, tourism-related developments and the transmitter station at St Eval. 	M-H	M-H

Overall Assessment of Landscape Sensitivity: Wind Energy

Sensitivity to new developments

BAND A (18-25m)	L	L-M	M	M-H	H
BAND B (26-60m)	L	L-M	M	M-H	H
BAND C (61-99m)	L	L-M	M	M-H	H
BAND D (100-150m)	L	L-M	M	M-H	H

Summary of overall landscape sensitivity: Although the large scale and simple landcover and the presence of some existing human influence could indicate a lower sensitivity to wind energy development, the spectacular coastline, coastal landmark features (including nationally designated heritage assets), relatively remote character and high scenic qualities heighten levels of sensitivity.

The landscape's dramatic, open and highly scenic coastline and its immediate hinterland within the AONB/AGLV would be highly sensitive to any developments of Band B turbines or above. The more undulating farmed landscape away from the coast would be less sensitive to wind energy development.

Overview of current development and associated future opportunities

The current wind energy developments within this RLU comprise single farm-based Band A or Band B turbines mainly scattered across the inland landscape, the largest being at Treleigh Farm (54m). A single 20m turbine is found within the AONB at Trehillick Farm which is locally prominent in the open landscape. The proliferation of turbines in the south-eastern part of the RLU, in combination with the visual prominence of Bear's Downs and Higher Denzell Farm wind farms (RLU 14) and several other single Band B and C turbines in adjacent RLUs, results in a landscape dominated by turbines. For this reason, the assessment did not identify any opportunities for re-powering/connecting to existing schemes or replacing existing turbines with larger ones. The current Band B developments stand out prominently and are therefore considered the maximum appropriate height for turbines in this landscape.

Overall Assessment of Landscape Sensitivity: Solar PV Developments

Sensitivity to new developments

BAND A (≤5ha)	L	L-M	M	M-H	H
BAND B (>5 to 10ha)	L	L-M	M	M-H	H
BAND C (>10 to 15ha)	L	L-M	M	M-H	H
BAND D (>15 to 30ha)	L	L-M	M	M-H	H

Summary of landscape sensitivity: Although the RLU's gently rolling landform, relatively large fields and presence of arable land could indicate a lower sensitivity to solar PV development, its sense of extreme openness on the coastal plateau and relative remoteness, rugged and distinctive coastline and high scenic qualities all heighten levels of sensitivity.

The naturalistic, open coastline and its immediate hinterland within the AONB/AGLV, and areas of historically important medieval strip fields would be particularly sensitive. The enclosed valleys and intensively farmed land in the south of the RLU would be less sensitive to solar PV developments.

Overview of current development and associated future opportunities

There is currently one Band B solar PV development within the landscape at Trenouth Farm (9ha), in the south-eastern corner of the RLU. This is very well hidden, occupying two adjacent fields and only visible from the entrance gateway (which is itself on a busy road corner). It may be appropriate to extend into neighbouring fields, but not expanding to more than Band C in size.

Examples of current wind / solar PV developments in the landscape



Two 40m (Band B) wind turbines at Bogee Farm.



Single 54m (Band B) turbine at Treleigh Farm.



Single 20m (Band A) turbine in the AONB at Trethillick Farm.



Southerly views dominated by Bear's Down/Higher Denzell Farm wind farms (in RLU 14).



Single 25m (Band A) turbine nestled in a wooded valley at Roscullion.



9ha (Band B) solar development at Trenouth Farm.

Recommendations and guidance for future development within the RLU

Wind energy developments

Overall recommendations:

- The south-eastern part of the RLU, where existing turbines (and those within adjacent RLUs 14 and 28) are already having a cumulative effect, should be avoided as sites for new development of any scale.
- New developments that can be visually linked to the transmitter station at St Eval, if technically feasible, could be explored as this part of the landscape is already impacted upon by skyline structures. Any turbines should be of an equivalent scale (*the height of the masts is not known by the authors of this assessment*).
- Due to the open and highly visible nature of the AONB-designated coastline and hinterland, it is recommended that no further turbines of any banding are located here.
- None of the landscape is identified as suitable for Band D turbines due to its sensitivities.

Strategic landscape guidance:

- Ensure that any new Band B turbines are sited well away from any Band A or smaller domestic turbines, so that the different size classes are not seen together.
- Ensure that any new developments are similar in terms of siting, layout and relationship to key landscape characteristics, so as to present a simple image that relates clearly to landscape character¹.
- Avoid close juxtaposition of different turbine designs and heights within the same banding, aiming instead for a consistent design and height in any given area.
- Locate wind energy development away from the rugged and highly visible coastline, particularly its prominent headlands and stacks (e.g. Bedruthan Steps, Trevoze Head, Park Head and Stepper Point).
- Avoid damage and alterations to the narrow lanes and slate-faced Cornish hedges.
- Ensure any ancillary development is in character with the local vernacular (especially use of slate in buildings and walls).
- Ensure wind energy development does not dominate, or prevent the understanding and appreciation of landmarks on the skyline including the lighthouse at Trevoze Point, St Eval church tower, Bronze Age barrows and cliff castles along the coast.
- Avoid siting turbines within the HLC Type 'Coastal Rough Ground', which would be highly vulnerable to wind energy development.
- Consider views from local viewpoints and popular routes (e.g. the South West Coastal Path) when considering the siting and design of wind energy development in the landscape.
- Protect the factors which contribute to the scenic quality of the Cornwall AONB (particularly the large scale of the cliffs, panoramic views along the Camel Estuary, sense of 'wildness' near the coast, prominence of visible prehistoric features, and the narrow winding lanes bounded by slate hedges).
- Protect the factors which contribute to the scenic quality of the Watergate and Lanherne AGLV, particularly the dominance of the headland at Trenance Point.

¹ For further guidance in designing multiple wind turbine developments, see Scottish Natural Heritage (2017) Siting and Designing Wind Farms in the Landscape: Guidance. Version 3a available [here](#).

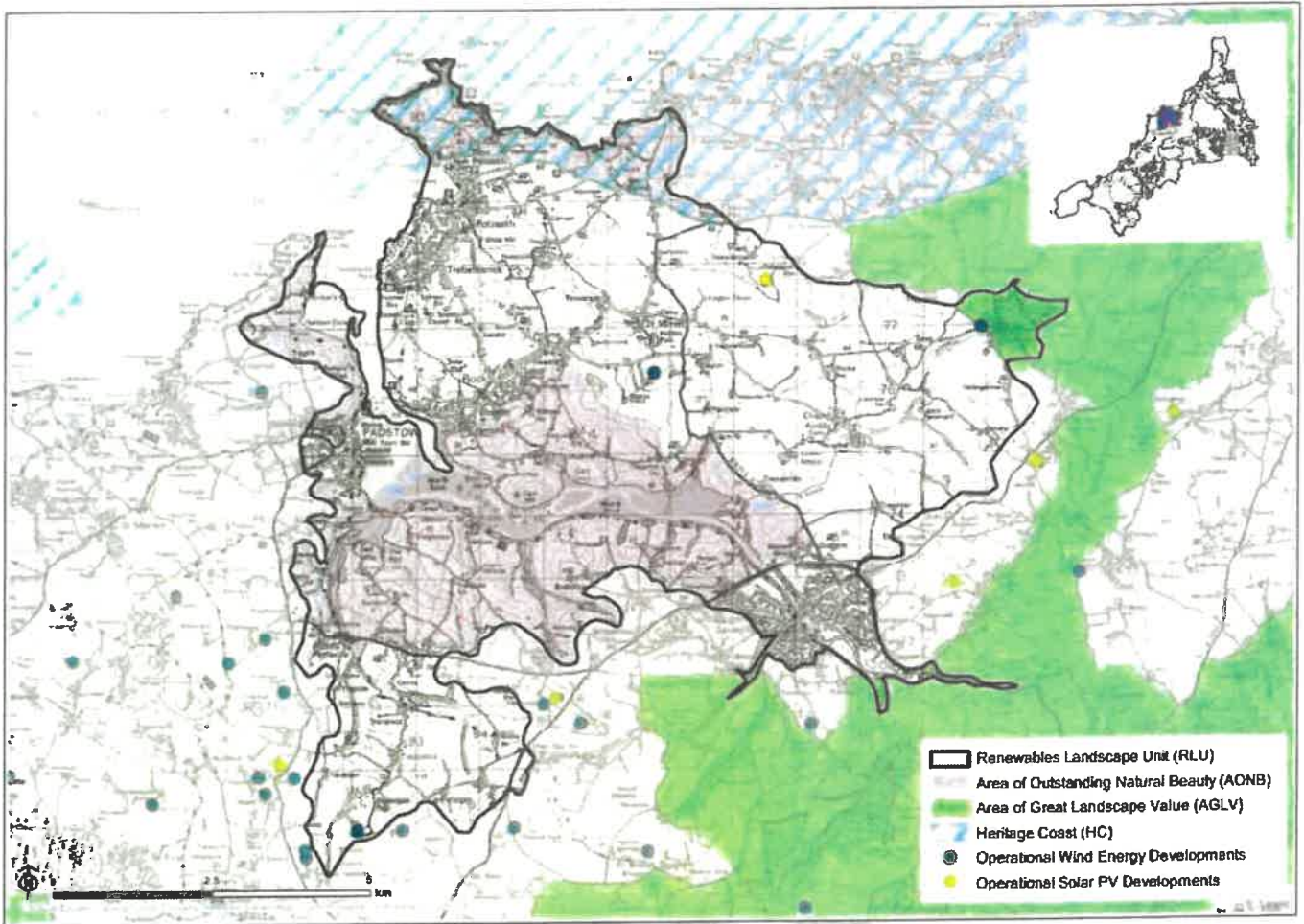
Solar PV developments

Overall recommendations:

- There may be opportunities to extend the current 9ha (Band B) solar farm at Trenouth Farm into the neighbouring two fields between the current site and the road – these are currently under intensive arable cultivation. Retaining the high hedges and ensuring panels do not extend up against the hedges will both provide screening and preserve the medieval field pattern.
- There are further opportunities to locate Band A, B and C developments within the intensively farmed landscape outside the AONB, utilising the screening provided by the high hedges and low visual prominence of the gently rolling landform.
- Explore opportunities to site solar PV development within or linked to existing industrial/brownfield land (e.g. the St Meryan and St Eval airfields).
- Minor wooded valleys across the landscape could also provide well-screened locations for Band A and B solar PV developments, although these should be sited within farmland, not semi-natural habitat to retain the valleys' naturalistic characteristics and habitat interest.
- Within the AONB, limited opportunities in sheltered locations (i.e. not on the prominent coastal plateau) could be pursued for Band A or B developments.
- None of the landscape is identified as suitable for Band D solar PV development due to its sensitivities.

Strategic landscape guidance:

- The overall aim should be to make sure that solar PV developments do not become a key characteristic of the landscape (i.e. avoiding significant cumulative impacts on the RLU from multiple developments that would result in an overall change in landscape character).
- Multiple developments within the RLU should be of a similar scale and design (in terms of siting, layout, scale, form and relationship to key characteristics) to maintain a simple image and reinforce links between landscape characteristics and design response.
- Ensure that solar PV developments form part of the mixed farmland mosaic – rather than becoming a dominating land use.
- Aim to locate solar PV developments in gentle folds in the landscape where they will be less visible and therefore have less of an influence on landscape character.
- Preserve field patterns by minimising the number of adjacent fields that are developed and setting PV panels back from the edges of fields.
- Avoid siting PV development in the medieval strip fields fossilised in the present field pattern.
- Prevent damage to the landscape's winding roads and distinctive slate hedges and walls during the installation phase; use existing access gateways wherever possible.
- Ensure any ancillary development is in character with the local vernacular (especially use of slate in buildings and walls).
- Avoid the location of solar PV developments along the remote and naturalistic coastal edge, including its prominent headlands.
- Avoid siting solar PV development within the HLC Zone of 'Rough Ground', which would be highly vulnerable.
- Consider views from local viewpoints and popular routes (including rights of way such as the South West Coast Path) when considering the siting and design of solar PV development in the landscape.
- Avoid locating solar PV development where it would be directly overlooked at close quarters, particularly from the side or back (where the rows of panels would be discernible).
- Protect the factors which contribute to the scenic quality of the Cornwall AONB (particularly the panoramic views along the Camel Estuary, the field pattern, the sense of 'wildness' near the coast (rough ground and alkaline grassland and wildflowers) – ensure choice of site and scale of development does not detract from these.
- Protect the factors which contribute to the scenic quality of the Watergate and Lanherne AGLV, particularly the dominance of the headland at Trenance Point.



The prominent coastal headland of Rumps Point.



Expansive views across the open coastal plateau, with St Breock Wind Farm featuring on the southerly horizon.



The typical inland farmed landscape with bands of woodland and tall hedges proving enclosure.



A sunken lane at Lower Amble.

Landscape sensitivity assessment			
Summary of landscape value (% of RLU)			
AONB: 2,761ha (35%)	AGLV: 148ha (2%)	HC: 416ha (5%)	WHS: 0ha (0%)
Criteria	Description	Sensitivity Score	
		Wind	Solar
Landform and scale (including sense of openness/ enclosure)	<ul style="list-style-type: none"> The landscape is defined by the broad expanse of the mouth of the Camel and its short tributary streams draining from the surrounding higher ground. It is overlooked by the prominent rounded landform of Cant Hill. The tributaries form intimate, narrow tidal creeks where they meet the river. The coastline is defined by low slate cliffs, with the headlands of Rumps Point, Steeper Point and Pentire Point jutting out into the sea. The island of The Moulds lies just offshore from the Rumps headland. The open, exposed estuary, coast and high ground contrast with the more enclosed valleys with steep, undulating slopes, sunken lanes and greater tree/vegetation cover. Fields are generally small-medium in scale. 	M	M
Landcover (including field and settlement patterns)	<ul style="list-style-type: none"> The area is predominantly farmland – a mixture of pasture and arable, although some parts are more dominated by pasture. The field pattern is mainly medieval, with sinuous Cornish hedges. Patches of rough grassland, heath and sand dunes lie on the coast – a significant proportion is designated as SSSI and/or CWS. The wide estuary complex with its mudflats, small side creeks and tributaries is a CWS and Amble Marshes is nationally designated as a SSSI. Patches of woodland are dispersed throughout the farmed landscape. There is a clustered settlement pattern of small farms over much of the RLU. Wadebridge, Padstow and tourism-related development are centred around the estuary mouth/coast. There is a Band D operational solar PV development, within the north-east of the RLU. 	M	M
Historic landscape character	<ul style="list-style-type: none"> 'Medieval' enclosures make up much of the landscape, with smaller patches of 'Post-medieval Enclosed Land' and 'Modern' enclosures (Cornwall HLC). 'Rough ground' is associated with the coast, valleys and higher ground, while there is an area of 'Ornamental' Grade II parkland at Prideaux Place. Heritage assets include the nationally designated Rumps Iron Age cliff castle, an ancient settlement round above Trenance and medieval churches. Padstow and Wadebridge include conservation areas, as do a number of the medieval villages inland. 	M-H	M-H
Visual character (including skylines)	<ul style="list-style-type: none"> The rounded profiles of Cant Hill and Brea Hill form distinctive features. The cluster of Bronze Age barrows on Brea Hill, Rumps Iron Age cliff castle and the many medieval churches form local skyline features. Many areas are visually enclosed by the landform and dense tree cover, with roads often sunken beneath high, well-treed Cornish hedges. Open areas afford visual connections with wind turbines to the south/south-west, including St Breock (RLU 14). 	M	M
Perceptual and scenic qualities	<ul style="list-style-type: none"> This is a rural landscape with some development and tourism-related activity, particularly around the coastal settlements. Caravan/camping sites and golf courses also dilute from rural characteristics. This contrasts with the sheltered, tranquil and intimate creeks lying off the main estuary, as well as the more 'wild' coastline. Inland, the landscape is strongly agricultural with overriding rural qualities. Busy A and B roads can detract from these qualities. The coastal edge and much of the estuary is within the Cornwall AONB. In addition, the north-facing coastline is defined as Heritage Coast. The eastern part of the RLU falls within the Camel & Allen Valleys AGLV. 	M	M

Overall Assessment of Landscape Sensitivity: Wind Energy

Sensitivity to new developments

BAND A (18-25m)	L	L-M	M	M-H	H
BAND B (26-60m)	L	L-M	M	M-H	H
BAND C (61-99m)	L	L-M	M	M-H	H
BAND D (100-150m)	L	L-M	M	M-H	H

Summary of overall landscape sensitivity: Although the relatively large scale and gently undulating nature of the landform, the relatively simple landcover patterns between the creeks and presence of human influence could indicate lower levels of sensitivity to wind energy development, the dramatic and 'wild' coastal landforms, complex landcover along estuaries and creeks and high scenic qualities heighten sensitivity.

Away from the coast/estuary edge the landscape is of lower sensitivity owing to its working agricultural character, good screening provided by dense hedges and trees and existing visual influence of windfarm landscapes in adjacent RLUs in the south/south-west. The landscape's undeveloped coastal and estuary/creek edges and their immediate hinterland within the AONB would be highly sensitive to any wind energy developments.

Overview of current development and associated future opportunities

There are currently two single turbine developments within this RLU. One comprises a single Band A turbine at Keiro Farm (23m) north of the estuary (only visible at close quarters), while the other is a Band C turbine on the edge of Trelow Downs (77m) on the border with RLU 14 in the south. This is visually connected to another 77m single turbine nearby within RLU 14 (Trelow Farm) and is part of a wider concentration of single wind turbine developments in the vicinity (also incorporating those within RLU 15). In combination with the larger wind farms already present in RLU 14, this area is already experiencing cumulative landscape effects, so no further opportunities are identified to increase the level of development in this area.

Overall Assessment of Landscape Sensitivity: Solar PV Developments

Sensitivity to new developments

BAND A (≤5ha)	L	L-M	M	M-H	H
BAND B (>5 to 10ha)	L	L-M	M	M-H	H
BAND C (>10 to 15ha)	L	L-M	M	M-H	H
BAND D (>15 to 30ha)	L	L-M	M	M-H	H

Summary of landscape sensitivity: Although the gently rolling landscape around the creeks, sense of enclosure in the valleys, high hedges and frequent tree/woodland cover, areas of strongly undulating landform with hidden slopes, and the working agricultural landscape could indicate lower levels of sensitivity to solar PV development, the dramatic and open landform of the coast, complex landcover along estuaries and creeks, and high scenic quality within the AONB heighten levels of sensitivity.

The landscape's undeveloped coastal edge, naturalistic estuarine edges and their immediate hinterlands (within the AONB) would be highly sensitive to any solar PV development.

Overview of current development and associated future opportunities

There is one operational solar farm within the RLU – a Band D development at Treswarrow Farm (16ha) in the north-east of the RLU. This is a good ('optimal') example of a very well sited development occupying fields at the base of a valley slope, which is largely hidden from public view. Field boundaries are retained to preserve medieval field patterns and it fits well within the wider farmed landscape. The development would begin to have more of an impact on landscape character if it was expanded further, so there is no scope to extend or develop further sites within this locality.

Examples of current wind / solar PV developments in the landscape



Single 23m (Band A) wind turbine at Keiro Farm: only visible at close quarters.



The two turbines to the right are both 77m (Band C) as viewed from RLU 15: the one on the right is within this RLU below Trelow Downs. St Breock Wind Farm is visible on the skyline beyond (within RLU 14).



Distant view (left) of the 16ha (Band D) solar farm at Treswarrow Farm



Closer view of the 16ha (Band D) solar farm at Treswarrow Farm

Recommendations and guidance for future development within the RLU

Wind energy developments

Overall recommendations:

- Away from the open coast and estuary edge (including their associated hinterlands within the AONB), the strongly undulating agricultural landscape could incorporate further single Band A and B wind turbines (ensuring the guidance below is followed).
- Larger Band B turbines or smaller Band C models would be most readily accommodated in the modern or post-medieval fields on more elevated land.
- Opportunities to integrate Band A or smaller Band B turbines could be sought within areas of existing commercial / industrial development, e.g. on the fringes of Wadebridge.
- Areas in the south (along the border with RLU 14 and RLU 15), should be avoided as new sites for wind turbines owing to the cumulative landscape effects already experienced in this vicinity.
- None of the landscape is identified as suitable for larger Band C or D turbines due to its sensitivities.

Strategic landscape guidance:

- Ensure that any new Band B turbines are sited away from Band A developments, so that the different size classes are not seen together.
- Ensure that any new developments are similar in terms of siting, layout and relationship to key landscape characteristics, so as to present a simple image that relates clearly to landscape character¹.
- Avoid close juxtaposition of different turbine designs and heights within the same banding, aiming instead for a consistent design and height in any given area.
- Avoid a scattering of turbines across the landscape to minimise cumulative effects.
- Locate wind energy development away from the undeveloped coastline, including the prominent headlands of Rumps Point, Steeper Point and Pentire Point.
- Avoid locating turbines in the sheltered, tranquil and intimate creeks lying off the main estuary, as well as on Cant Hill which provides an important local landmark alongside the estuary.
- Avoid damage and alterations to the small-scale rural lane network (bounded by high hedges).
- Ensure wind energy development does not dominate, or prevent the understanding and appreciation of historic landmarks on the skyline, including the Bronze Age barrows on Brea Hill, the nationally important Rumps Iron Age cliff castle, the daymark at Stepper Point (within RLU 15), or medieval church towers.
- Avoid siting turbines within the HLC Types of 'Upland Rough Ground' 'Coastal Rough Ground' and 'Ornamental' parkland which would be highly vulnerable to wind energy development.
- Consider views from local viewpoints and popular routes (including the South West Coast Path and Camel Trail) when considering the siting and design of wind energy development in the landscape.
- Ensure wind energy development does not dominate or adversely affect the wide open character of the River Camel with its sandy beaches and mudflats; the distinctive shaped Brea and Cant Hills; the low slate cliffs alongside the estuary; the Camel Trail; Prideaux Place; or the A39 viaduct as distinctive features of this landscape.
- Protect the factors which contribute to the scenic qualities of the Cornwall AONB, including the sheltered, tranquil intimacy of the creeks and tributary valleys – ensure the choice of site and scale of development does not detract from these.
- Protect the factors which contribute to the scenic quality of the Camel & Allen Valleys AGLV in the east (particularly the ancient woodland, small meadows and wetlands).

Solar PV developments

Overall recommendations:

- There may be opportunities to develop new solar PV developments (up to the lower end of Band D) away from the coast and estuary edges – carefully sited within the more enclosed valleys or intensively farmed land (enclosed by high hedges), similar to the existing site at Treswarrow Farm.
- None of the landscape is likely to accommodate developments larger than the mid-range of Band D without impacting on character, particularly in areas characterised by medieval field patterns.

Strategic landscape guidance:

- The overall aim should be to make sure that solar PV developments do not become a key characteristic of the landscape (i.e. avoiding significant cumulative impacts on the RLU from multiple developments that would result in an overall change in landscape character).
- Multiple developments within the landscape should be of a similar scale and design (in terms of siting, layout, scale, form and relationship to key characteristics) to maintain a simple image and reinforce links between landscape characteristics and design response.
- Avoid the location of solar PV developments along the remote and naturalistic coastal edge, including its prominent headlands at Stepper Point, Pentire Point and Rumps Point, or the naturalistic estuary edge.
- Aim to locate solar PV developments on lower slopes and in folds in the landscape where they will have less of an influence on landscape character – avoid prominent slopes such as the hill slopes of Cant Hill.
- Locate in areas containing arable fields, where the development is more likely to fit with the character of the landscape.
- Preserve the field patterns, particularly relating to medieval fields, by minimising the number of adjacent fields that are developed and setting PV panels back from the edges of fields.
- Use existing landscape features, such as Cornish hedges, trees and woodland to screen development wherever possible, ensuring that any screening provided is in character with the landscape.
- Avoid, wherever possible, siting solar PV development within the HLC Zone of 'Rough Ground', and HLC Type of 'Ornamental' parkland associated with the Prideaux Place Estate which would be highly vulnerable.
- Consider views from local viewpoints and popular routes (e.g. the South West Coastal Path and the Camel Trail) when considering the siting and design of solar PV development in the landscape.
- Avoid locating solar PV development where it would be directly overlooked at close quarters, particularly from the side or back (where the rows of panels would be discernible).
- Ensure PV development does not dominate or adversely affect the wide open river estuary of the River Camel with its sandy beaches and mudflats; distinctive shaped Brea and Cant Hills; low slate cliffs alongside the estuary; Camel Trail; Prideaux Place; and A39 viaduct as distinctive features of the landscape.
- Protect the factors which contribute to the scenic quality of the Cornwall AONB (particularly the vast openness, the sheltered tranquil intimacy of the creeks and tributary valleys, the primarily green pastoral nature of the landscape, and the field pattern) – ensure choice of site and scale of development does not detract from these.
- Protect the factors which contribute to the scenic quality of the Camel & Allen Valleys AGLV in the east (particularly the ancient woodland, small meadows and wetlands) – ensure choice of site and scale of development does not detract from these.

**Climate Emergency Development Plan Document (DPD)
Renewable Energy & Sustainable Energy & Construction Policies**

Proposed Policies Renewable and Low Carbon Energy

Policy RE1 - Renewable and Low Carbon Energy

1. Proposals for renewable and low carbon energy-generating and distribution networks, will be supported in the context of sustainable development and climate change, where:
 - a. they contribute to meeting Cornwall's target of 100% renewable electricity supply by 2030; and
 - b. they balance the wider environmental, social and economic benefits of renewable energy and heat generation, and distribution; and
 - c. It will not result in significant adverse impacts on the local environment that cannot be satisfactorily mitigated, including cumulative landscape and visual impacts, and the special qualities of all nationally important landscapes, heritage assets including their setting which must be conserved or enhanced; and
 - d. The use allows for the continuation of the site for some form of agricultural activity proportionate to the scale of the proposal or provides for 10% biodiversity net gain; and
 - e. It provides for a community benefit in terms of profit sharing or proportion of community ownership and delivers local social and community benefits;
 - f. There are appropriate plans and a mechanism in place for the removal of the technology on cessation of generation, and restoration of the site to an acceptable alternative use;
- Significant weight will be given to community led energy schemes where evidence of community support can be demonstrated as well as administrative and financial structures are in place to deliver/manage the project and any income from it.

- Commercial led energy schemes with a capacity over 5mw shall provide an option to communities to own at least 5% of the scheme.

In addition, the following criteria will be used to assess each of the specific generation types:

2. Wind energy development proposals will be permitted where they:
 1. Are located in a 'suitable area' identified on the Policies Map or are for the repowering of an existing wind turbine/farm; and
 2. Demonstrate that, following consultation, the planning impacts identified by the affected local community have been fully addressed by the proposal; and
3. Solar energy development proposals, including both building mounted and standalone ground mounted installations and extensions or repowering of solar installations will be supported where they are focussed on previously developed land and away from best and most versatile land.
4. Hydroelectricity development proposals will be supported as part of the transition to a low carbon economy where they do not have significant adverse impacts on the water regime, landscape and nature conservation.
5. Deep geothermal and mine water energy development proposals will be supported as part of the transition to a low carbon economy where:
 - a. Heritage or historic landscape issues are adequately addressed;
 - b. Water quality
 - c. Minimisation of the visual impact of buildings and equipment.
6. Energy storage: There is a presumption in favour of energy storage where:
 - a. it is co-located with an existing or proposed renewable energy development;
 - b. it can be shown that it alleviates grid constraints;
 - c. it allows further renewable developments to be deployed,
7. Infrastructure to support offshore renewable energy
Associated land-based infrastructure to support offshore renewable energy schemes will be supported.

Policy RE2 - Safeguarding strategic renewable energy sites

Planning permission for non-renewable energy proposals within areas identified on the Policy Map as being potentially suitable for renewable energy will only be granted where it can be demonstrated that the proposal would:

1. Not introduce adverse impacts within close proximity or interfere with the operation of any installed or planned renewable energy installation and enabling infrastructure; or

2. is a temporary use that will be re-located or removed prior to the renewable energy proposal commencing; and
3. Support energy needs for a specified and limited temporary period of time and as low carbon as possible.

Proposed Policy Sustainable Energy and Construction

The 'energy hierarchy' says that as well as using greener energy sources, we should first think about how to reduce energy use through measures such as positioning buildings to maximise natural warming from the sun (solar gain), maximising insulation, installing low energy lighting and appliances for example. Following the energy hierarchy approach will not only reduce carbon emissions, but also mean lower energy costs for the occupier and thus help to tackle fuel poverty. Policy SEC1 has been developed to help achieve these aims.

Policy SEC1 – Sustainable Energy and Construction

Please note, this policy remains subject to considerable change and uncertainty relating to anticipated changes in building regulations. We await feedback from the government on the consultation on the Future Homes Standard and proposed uplift to Building Regulations, which was expected in Autumn 2020. This includes confirmation on whether Local Authorities will be allowed to continue to set their own energy efficiency standards or whether this will be stopped in favour of national consistency (Deregulation Act). In the absence of any clarity on this issue, we have continued to develop options for our own, more ambitious standards.

Some significant policy amendments have been necessary to Policy SEC1 as the DPD has evolved. In particular, following feedback from businesses, the results of our viability study and through discussions with the South West Energy Hub which all indicated that the requirements in part 2 of the policy would not be viable for most types of non-residential development. Our consultants have suggested that BREEAM 'Excellent' would not have a significant impact on viability, so we have modified our policy approach accordingly.

Amendments have also been made to highlight solar PV as our preferred renewable energy solution to reflect consultation response and member support for solar.

Work has been commissioned from consultants Etude to determine the best way of measuring energy efficiency – this is likely to be a figure based on kwh/m² rather than a % reduction on building regulations, as currently set out at 2b(i). This is in response to lessons learned by other Local Authorities and in line with emerging best practice. As part of this work, Etude will also be suggesting a 2nd more ambitious policy option based on their research which would be an untested policy approach but would definitely 'push boundaries'. Once the information is available and has been viability tested, this will allow us to consider which should be the preferred policy approach.

Following the last round of consultation, we have also amalgamated the former policy SC2 (Natural Carbon Storage) into part 2b(iii) of policy SEC1, as this seems like a natural fit and simplifies the DPD.

Finally, consultation feedback has been to make support for retrofitting historic buildings stronger in favour of carbon reduction measures. We have reviewed the policy text and discussed with our historic environment and world heritage colleagues and, due to our statutory duty to protect and enhance heritage assets, we are unable to be any more ambitious with this issue.

Policy SEC1 – Sustainable Energy and Construction

Development proposals will be required to demonstrate how they have implemented the principles and requirements set out in the policy below.

1 The Energy Hierarchy

All proposals should embed the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation and landscaping in order to minimise energy demand for heating, lighting and cooling. All proposals should consider opportunities to provide solar PV and energy storage.

2a New Development – Non-Residential

Development proposals for non-residential development of 1,000m² or more should demonstrate how they achieve BREEAM 'Excellent'.

2b - New Development – Residential

Development proposals for more than 10 dwellings will be required to submit an 'Energy and Carbon Statement' that demonstrates how the proposal will:

- i. Achieve at least a 19% carbon reduction improvement upon the requirements within Building Regulations Approved Document Part L (or achieve any higher standard than this that is required under new national planning policy or Building Regulations) based on energy efficiency measures; and
- ii. Provide on-site renewable energy generation, consisting of solar PV for each unit or a connection to a renewable or low carbon community energy scheme, that contributes to at least a further 20% reduction in the residual carbon emissions subsequent to 1) above;
- iii. Minimise any loss in natural carbon storage and show the difference between the carbon storage capacities of the pre and post development habitat on the site using a Carbon Storage Calculation.
- iv. Provide onsite natural carbon offsetting and/or make financial contributions to enable all residual carbon emissions and natural storage loss subsequent to 1), 2) and 3) above to be offset by natural climate schemes within the Local Nature Recovery Network or through suitable carbon reduction technology within Cornwall.

3 Energy Networks

Developments will be required to connect to existing district energy networks in the locality or, where there is a future network planned, to be designed to be capable of connection to that network.

All major development proposals should seek to integrate low carbon energy and decentralised energy networks into the proposal. Proposals for development of more than 100 dwellings or non-residential development of over 1,000m² should

take opportunities to integrate community energy networks in the development, taking into account the site's characteristics and the existing cooling, heat and power demands on adjacent sites unless this is demonstrated not to be feasible. Where appropriate, proportionate contributions will be sought to enable a network to be established or completed.

Opportunities for co-location of energy producers with energy users, in particular heat will be supported.

4 Existing Buildings

Significant weight will be given to the benefits of development resulting in considerable improvements to the energy efficiency and reduction in carbon emissions in existing buildings.

Proposals that help to increase resilience to climate change and secure a sustainable future for historic buildings and other designated and non-designated heritage assets will be supported where they:

- conserve (and where appropriate enhance/better reveal) the design, character, appearance and historical significance of the building; or
- facilitate their sensitive re-use where they have fallen into a state of disrepair or dereliction (subject to such a re-use being appropriate to the specific heritage asset).

5 Domestic and Non-Residential Renewables

The Council will support domestic and non-residential renewables such as solar panels (including ground mounted) where they require planning permission. Proposals should seek to minimise visual impact and not impact upon the appearance of the building when viewed from the public realm.

Where fixed to a listed building, proposals must ensure that: technology will not cause significant harm to the appearance and special historic character of the building; require minimal intervention with the fabric of the building; and shall be easily reversible.

6 Water

All dwellings (including conversions, reversions and change of use) should aim to achieve an estimated water consumption of no more than 110 litres/ person/day through the incorporation of water saving measures where feasible.

Development proposals for 50 or more dwellings and non-residential development with a floor space of 1,000 m² or more should incorporate water reuse and recycling and rainwater harvesting measures.

7 Materials and Waste

All development proposals should minimise use of materials and creation of waste through:

- i. Prioritising the use of previously developed land and buildings, whilst maintaining and enhancing local character and distinctiveness;
- ii. Reuse and recycling of appropriate materials that arise through demolition and refurbishment, including the reuse of non-contaminated excavated soil and hardcore within the site;
- iii. Prioritise the use of locally sourced and/or sustainable materials and construction techniques that have smaller ecological and carbon footprints;
- iv. Using locally distinctive, resilient, low maintenance materials that are appropriate for Cornwall's damp maritime climate, for example locally won materials such as slate and granite (particularly for areas that will be harder to maintain once the building is occupied) as described in the Cornwall Design Guide;
- v. Considering the lifecycle of the development and surrounding area, including how they can be adapted to meet changing community needs and how materials can be recycled at the end of their lifetime;
- vi. Providing adequate space to enable and encourage greater levels of recycling across residential and non-residential developments. Space requirements for residential developments should follow those outlined in the Cornwall Design Guide.



Padstow School

Head of School: Mrs K Whitford

18th December 2020

To whom it may concern,

At Padstow School we thrive to deliver high quality childcare and education within our local community. We currently take admissions from reception through to Year 6 children. We are fortunate enough to have the capacity to increase our intake and are looking to now enrol children in our nursery setting from the age of 2 years.

We feel by providing this additional facility, our existing parents will have the ease of knowing our staff and the ability to drop their younger and older children to school/childcare together; building strong foundations for their school career. Also, by increasing our provision we aim to expand the opportunities for employment within our Academy Trust giving us the ability to work with local organisations provide exciting opportunities for our children.

As part of our six-week consultation process, which started on Friday 18th December 2020, more information is provided on the school website or we invite you to request a phone call or socially distanced meeting if you would like to discuss these proposed changes.

Should you not be able to participate in the above and would like to make comments about the proposed change, please send this via email to hello@padstowschool.org

Thank you for taking the time to hear our proposals.

Best wishes

pp
K Whitford
Head of School

T: 01841 532510

E: hello@padstowschool.org

W: www.padstowschool.org

Padstow School, Grenville Road, Padstow, Cornwall PL28 8EX

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Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD



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PADSTOW TOWN COUNCIL
26 January 2021

AGENDA ITEM 10: Bandstand Events 2021

1. Background

- 1.1 Council will recall that last year it agreed (via ESD) in light of COVID19 that all bandstand performances for 2020 be cancelled and that performers who were due to perform were offered alternative dates in 2021, furthermore, that any events booked for 2020 be advised that they can use the bandstand for collection purposes only but that performances cannot take place and no road closures will be implemented (as long as relevant updated risk assessment is received incorporating COVID19 and satisfies Councils health & safety advisor).
- 1.2 As per the decision above, bands who were booked for 2020 were contacted and provided provisional dates for 2021 and advised that we would be back in touch at the beginning of 2021 with further details in the hope that we would have more clarify in 2021. At this moment in times no bands have contacted us further and dates have not been confirmed.
- 1.3 The bandstand summer schedule usually runs from first Sunday in June until the first Sunday in September, with bands being invited to play on Sundays and Wednesdays. As well as this summer schedule there is usually other events such as Sea Sunday, RNLI, Padstow carnival and Marie Curie.

2. Performances 2021

- 2.1 The Town Clerk and Support Officer have been in discussion about band performance for 2021 and felt it prudent to bring a report to Council to consider. We are currently amid another lockdown and although we are seeing some light with the roll out of COVID19 vaccines, there is still much uncertainty as to when things will start to return to normal.
- 2.2 Its considered that clarity on performances for 2021 is needed as by now bands would be booked in and application made to Cornwall Council for road closures. Points to consider:
- Currently there is no clear information on when measures such as social distancing because of COVID19 will be able to be relaxed.
 - Bands have not been able to meet up. It is unclear even when we come out of lockdown if this will still be the same as it seems likely we will move to a tiered system.
 - To help with social distancing and remove the congregations of people in the area benches were placed and secured on the bandstand. This has worked well. If events go ahead then this will mean these benches having to be removed each time.
 - Traffic Management Community Event training for Council employees has lapsed due to COVID. The training centre has confirmed that currently with lockdown they are NOT holding any training and are unable to offer any indication of when the next available session will be available or an alternative. This training is crucial in manning road closures.
 - We will need to apply for a road closure from Cornwall Council. Due to current restrictions and uncertainty CC may not been keen to grant these at this time for the purposes of encouraging people to congregate.
 - It is thought that Cornwall could be very busy this year, due to less people wishing to travel aboard.

3. Way Forward

3.1 For the reasons outlined above and the continuing uncertainty, also how busy we expect to be its recommended to Council that:-

- i) Due to the ongoing COVID19 uncertainty and road closure training not being offered at this time that the Council will not holding or granting any bandstand performances for 2021.
- ii) However, events can take place but for collection purposes only consideration of these to be given by the Town Clerk in consultation with the Chairman, provided that they satisfy Council's insurers and health and safety with their risk assessments which need to cover COVID measures. [NB: in the past these include RNLI, Marie Curie].

**PADSTOW TOWN COUNCIL
26 JANUARY 2021**

AGENDA ITEM 11: Emergency Scheme of Delegation Decisions

To note decisions made via the Emergency Scheme of Delegation (ESD) as detailed in the ESD register (appendix 1) since the last meeting. Please note this is purely to note, not to re-discuss or consider.

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER 2020				
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]
22.12.20	December: 01	Town Clerk Via Emergency Scheme	Car parking tariff increase & CC SLA	No
23.12.20	December: 02	RFO via Emergency Scheme	N/A	N/A
<p>Approval of Padstow Town Council (Off-Street Parking Places) Order 2021 and services of Cornwall Council Enforcement required to address the current car park requirements of the Council [as per Council decision 29 September 2020] and regulate the use and facilitate the management of off-street parking places in line with Parliamentary Order changes.</p> <p>Padstow Town Council's response in respect of the following Planning application: PA20/10822 The Nook Fentonluna Lane Padstow Cornwall PL28 8BA</p> <p>Due to time scale set by the Government for Non-Material Amendments Cornwall Council was unable to extend the deadline for Padstow Town Council to comment until the next Planning Committee meeting therefore it was taken via the Emergency Scheme of Delegation.</p> <p>Comments have been submitted to Cornwall Council which represent the opinion of members of Padstow Town Council identified through a consultation process and will be ratified at the next appropriate meeting of the Council.</p> <p>SUPPORTED; as only small changes and not likely to drastically change the overall appearance which Cornwall Council has approved</p>				
EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER 2021				
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]
14.01.2021	Jan 21:01	RFO via Emergency Scheme	N/A	N/A
<p>Cornwall Council asked for nominations for a mobile speed sign. It was decided to put forward two locations.</p> <p>1) Trevone - section of road from Windmill down to Trevone 2) Padstow – section of road down from Padstow Cemetery towards Padstow town.</p> <p>These nominations will be assessed for suitability and safety by Cornwall Council.</p>				



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS
FOR 2020-2021

Date	Time	Meeting
2021 DATES		
Tue 26 January	6.30 pm	Full Council
Tue 9 February	6.30 pm	Planning Committee
Tue 23 February	6.30 pm	Full Council
Tue 9 March	6.30 pm	Planning Committee
Tue 16 March	6.30 pm	Finance and General Purposes Committee
Tue 30 March	6.30 pm	Full Council

All meetings to be held virtually (until further notice)

If you wish to view a meeting or speak in the public participation section [NB: this is only on agenda items], please contact the Town Clerk by email to enquiries@padstow-tc.gov.uk or by phone on 01841 532 296, so you may leave a message and be contacted by a member of our team

Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.