

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



16 February 2022

TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), J O'Keefe (Vice-Chairman), P Curgenvin, Mrs J Dawe, A P Flide, K Freeman, R Higman, A N Rees, M Rickard, D N Vivian, Mrs T Walter and 1 x vacancy

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Church Rooms, Church Street, Padstow** on **Tuesday 22 February 2022 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

KE Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety. **Capacity Due to COVID:** The Council will be taking a cautious approach to meetings and there is a limit on the number of people who can be seated. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the meeting.

AGENDA

Public & Press and invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 January 2022** having been previously circulated and taken as read. (pgs 1-5)

6. **Clerk's Report/Work Programme:** To receive an update for information only. (Pg 6)
7. **Committees/Working Group Meetings:**
 - a) To adopt the minutes and approve recommendations (if any) of Leisure, Tourism and Open Spaces Committee meeting (1 February 2022) (pgs 7-12)
 - b) To adopt the minutes and approve recommendations (if any) of the Highways, Roads and Transport Committee meeting (8 February 2022) (pgs 13-14)
 - c) To adopt the minutes and approve recommendations (if any) of the Finance and General Purposes Committee meeting (15 February 2022) (to follow)
 - d) To receive minutes of the Planning Committee meetings (8 February 2022) (pgs 15-20)
8. **Finance:** (pgs 21-34)
Monthly Accounts and Payments February 2022
 - a) To receive the monthly Finance Report (Pg 21)
 - b) To approve the accounts for payment and ratify payments made since the last meeting (pgs 22-23)
 - c) To note the car park takings (24)
 - d) To give consideration to and approve the Risk Assessment Management Plan Review (pgs 25-34)
 - e) Bank Reconciliations: To note their availability for inspection each month
9. **Correspondence:**
 - a) To note correspondence for information (Pg 35)
 - b) To give consideration to the following:-
 - i) Land Use Request: Padstow to Rock Swim (Pg 36)
 - ii) Land Use Request: Padstow Girl Guides (Pg 36)
 - iii) Land Use Request: RSPCA (pgs 37-39)
 - iv) Community Network Highways Scheme (Pg 37)
 - v) Cornwall Community Governance Review (pgs 37 + 40-48)
10. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (Pg 49)
11. **Queen's Jubilee Celebrations:** To give consideration to report in this matter and discuss and decide on way forward. (to follow)
12. **Staffing Committee Vacancy:** To receive update on this matter and discuss and decide on way forward. (Pg 50)
13. **Town Councillor Vacancy (Padstow Ward):** To give consideration to applications submitted and discuss and decide on way forward on co-opted appointment. (Pg 50)
14. **To discuss and decide on the following planning application:** (pgs 50-51)
 - a) **PA21/11676 6 Moyle Road Padstow Cornwall PL28 8DG-** Amended plans - Proposed rear extension, new front porch extension, front balcony and internal alterations plus addition of dormer window and single storey extension. Resubmission of PA20/06450
 - b) **PA22/00807 Pentire Dobbin Lane Trevone Padstow PL28 8QP** Non-material amendment in relation to decision notice PA20/09170 dated 08.01.2021 for design revision to Plot 1.

- 15. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
- 16. To Note Future Meeting Dates** (Appendix 1), **to Note Date of Next Meeting:** Tuesday 29 March 2022 at 7.30pm **and to agree Schedule of Meeting Dates from May 2022 to April 2022** (Appendix 2) (pgs 52-54)
- 17. 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.
- 18. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 January 2022** having been previously circulated and taken as read. (pgs 55-56)
- 19. Outstanding Invoices (Section 146 Notice):** To receive update in this regard and discuss and decide on way forward. (pgs 57-58)
- 20. Tenant/Lease Matters Update:** To receive an update in this regard and discuss and decide on way forward. (pg 58)
- 21. Legal Matter Update:** To receive updates for consideration and discuss and decide on way forward. (pg 58) .

PADSTOW TOWN COUNCIL

**Minutes of the Full Council Meeting of Padstow Town Council held on
Tuesday 25 January 2022 at 7.30 pm in the Church Rooms, Church
Street, Padstow**

Present: C Watson-Smyth (Chairman), J O'Keefe (Vice-Chairman), Mrs J Dawe, A P Flide, K Freeman, R Higman, A N Rees, M Rickard and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (RFO), Councillor Rushworth (Cornwall Councillor) and 3 members of the public

2021/129 To receive apologies for absence and announcements:

Apologies were received from Councillors D N Vivian. There were no announcements.

2021/130 Declarations of interest from Members: Councillors Mrs T Walter and C Watson-Smyth both declared an interest in agenda item 19.

2021/131 Dispensations: There were no dispensations.

2021/132 Public Participation:

A member of the public wished to raise an issue concerning the Walled Garden planning application. The member of public was advised it wasn't on the Council agenda for discussion but it would be going to the next Planning Committee meeting.

Cornwall Councillor's Report: Councillor Rushworth provided an update which included:-

- Network areas were being redesigned, which would mean Padstow's local network joining with St Tudy and Camelford. This would also see a reduction in the number of Community Link Officers;
- The budget setting process was still progressing through Cabinet then Council with a maximum increase of 2.99% being made without there having to be a referendum;
- Space Port would be having its first launch in June. It was hoped that this would then lead to more investment for the airport, leading to more jobs.
- Outlined that the legal position had been checked concerning second homes receiving the COVID grant. It was legal and there was nothing that could be done. Take up this time had been low.
- He would be meeting locally concerning a new ferry for Padstow.

Police Report: Members noted the police report for the period 25.12.21-23.01.22 having been previously circulated.

2021/133 RESOLVED that the minutes of the meeting held on **Tuesday 30 November 2021** be signed as a true record, subject to including Councillor Mrs Dawe as abstaining in respect of minute number 2021/121.

2021/134 Treceus Further Development Proposals: Ron Ley (Poltair Homes) and Angela Warwick (Situ8) attended the meeting to provide latest update on the development at Treceus. An updated plan was tabled at the meeting and their update included:-

- Phase 4 was under construction.
- In response to the public consultation they had outlined better connectivity with Padstow.
- It was acknowledged that they knew Spritty Meadow was leased by Padstow Town Council, this wasn't depicted in the plan. They suggested that the footpath could be improved/upgraded.
- Scheme was landscape led, they had also worked through the Council's draft NDP to address as many areas as possible of importance to the town, also acknowledged the Principle Resident Policy.
- The area was 30 acres (including Spritty Meadow).
- Around 35-40% was a biodiversity net gain – such as hedges, paths, planting, cycle and pedestrian networks.
- Outlined issues with both surface and ground flooding to be addressed/improved through critical drainage which was outside the AONB.
- Would be consulted with a phased approach to the project based upon housing need, was aware housing register currently stood at 145.
- Poltair Homes as a company thought of the social value of their schemes and health and wellbeing.
- Would not be a massive development – not all in one go. Gradual and phased to meet local need.
- Safe connectivity was a key element to support good quality housing.
- Any ponds would be shallow so safe.

Questions were raised as follows:-

- Comment was raised about infrastructure and in particular the school with additional housing for families being built. They advised that development would be incremental in growth but would need to look at school provision as well, possible extension for instance.
- Other infrastructure issues were also raised such as doctors and dentists too.
- In response to question on when play areas would be upgraded Council was advised that there would be a trigger to ensure that this was planned appropriately and would be in their thinking and planning.

- Phase 8 was an additional area which had come under their control. This was acquired to help with their connectivity to the town.

2021/135 Clerk's Report/Work Programme: The report was noted for information. Councillors Mrs Dawe and Walter provided an update on initial thoughts for the Queen's Jubilee. Councillors were asked to provide feedback by Friday to the office on initial draft framework.

2021/136 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of the Highways, Roads and Transport Committee held on 14 December 2021.
- b) **RESOLVED** to receive the minutes of the Planning Committee Meetings held on 14 December 2021 and 11 January 2022.

2021/137 Finance: Monthly Accounts and Payments January 2022

- a) The monthly finance report was noted.
- b) **RESOLVED** to ratify payments i) November 'b' 2021 of £9925.78, wages of £21,448.15 and direct debits of £2433.34, ii) November 'c' 2021 of £10,428.44 and direct debits of £145.44, iii) December 'a' 2021 of £5325.62 and direct debits of £8279.50 and £3452.08, iv) December 'b' 2021 of £2065.42, wages of £24,641.87 and direct debits of £1233.95, v) January 'a' 2022 of £2672.38 and direct debits of £8279.50 and £5846.87, vi) January 'b' 2022 of £5013.71, transfer of £250,000 between Padstow Town Council bank accounts and direct debits of £2519.63.
- c) Car park takings were noted.
- d) The availability of bank reconciliations for inspection was noted.

2021/138 Correspondence:

- a) Correspondence for information was noted.
- b) i) **Cornwall Council Consultation on draft Hackney Carriage (Taxi)/ Private Hire Vehicle, Operator and Driver Licensing Policy: RESOLVED** not to comment.

2021/139 Cornwall Council Housing Strategy and Bude-Stratton Town Council Housing Response Update: The update was noted for information. A Councillor made comment that Councillors should make every effort to respond to emails from the Town Clerk/office, especially in this instance as the Town Clerk had taken the time to draft up a response to the Housing Strategy.

2021/140 Vandalism: Update was noted as per agenda report. The Town Clerk advised that there had been a spate of vandalism and that each issue was reported to the Police. The Police was keen to work with the Town Council and had undertaken patrols speaking with local youths, subsequently there had been no further incidents. A Councillor advised that there had been issues at Soldon Close as well. The Town Clerk would inform the local policing team.

The Town Clerk further advised that a Youth Worker had been in contact looking at ways to help young people on mental health issues, also linked to any anti-social behaviour matters. She would contact her again to outline what had been happening and link up with the local policing team. The Councillors thought this was a positive step. In response to a Councillor, the Town Clerk advised that this was the start of a conversation and that there was no charge for the Youth Worker who had contacted her.

Following a query, the Town Clerk advised that the bus shelter had been tidied up by PTC staff. She had yet to hear further from the company who were looking to replace with a glass shelter, she would chase this up. CCTV was discussed briefly it was acknowledged that that this would be a big piece of work to have the necessary policies etc in place. The Police had outlined that the system by the Padstow Harbour Commissioners was very good and covered the area, it was worth approaching them in future.

- 2021/141 Planning Applications: RESOLVED** to make the following response to Cornwall Council regarding planning application:
- a) **PA21/12561 Bryon Southway Windmill Padstow** – Proposed demolition of existing dwelling and construction of new replacement dwelling and associated works **SUPPORTED**
 - b) **PA22/00052 Land North East of Churchey Cottage Padstow Cornwall PL28 8LE** – Non Material Amendment (1) to Application No. PA21/00471 dated 17.06.21 for proposed conversion of stable building into a single dwelling, namely changes to windows and extension. **SUPPORTED**

2021/142 Council Vacancies (1 x Padstow Ward & 1 x Trevone Ward) and Committee and Working Groups Vacancies:

The Town Clerk referred Council to the agenda report and updated that Mr Peter Curgenvan had been elected as the Trevone Ward member, which was uncontested. She had spoken with him, and he would attend the office soon to fill in necessary paperwork to formalise his role.

In respect of Padstow Ward vacancy closing date for applications to co-option was noon on 17 February 2022 with Council considering the same at their meeting on 22 February 2022.

RESOLVED that i) Councillor Mrs J Dawe be elected to take up the vacancies on the following committees/groups: Highways, Roads and Transport Committee, Planning Committee, Finance and General Purposes Committee and Neighbourhood Development Plan Steering Group; and ii) Appointment to the vacancy on the Staffing Committee be considered at the next meeting.

2021/143 Reports from Members/Outside Organisations: Members noted the update in the agenda papers from the Vice-Chairman.

2021/144 Dates of Council Meetings: Date of next meeting was Tuesday 22 February 2022 and future meetings were noted with the following amendments **RESOLVED** that the Highways, Roads and Transport Committee meet at 6.30 pm on Tuesday 8 February 2022 and the Planning Committee meeting be moved from Tuesday 8 March to Tuesday 15 March 2022.

2021/145 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2021/146 RESOLVED that the **confidential minutes** of the full Council meeting held on **Tuesday 30 November 2021** be signed as a true record.

2021/147 Crib Box Request: See confidential minutes.

2021/148 Core Building/Cornwall Council: See confidential minutes.

Councillors Mrs T Walter and C Watson-Smyth left the meeting and did not return. The Vice-Chairman took the chair for the remainder of the meeting.

2021/149 Outstanding Invoices: See confidential minutes.

Meeting closed at 8.40 pm

PADSTOW TOWN COUNCIL: 22 FEBRUARY 2022 **CLERK'S REPORT/ WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

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Agenda Item 6

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	No new update from last month. Once anything is forthcoming the Town Clerk will update accordingly.
Levelling Up – UK White Paper	Area of interest are review of neighbourhood governance, including looking at the role and functions of parish councils and explore how the existing Community Infrastructure Levy (CIL) can be used to support neighbourhood portion of CIL. Cornwall Council will review initially from a Cornwall wide perspective and then liaise with parish and town councils with their initial take on it, NALC are also reviewing the document. More information will come from this in due course.
Protect Duty	Government has set out proposals on a new Protect Duty a legal requirement for public places to ensure preparedness for and protection from terrorist attacks. Still waiting on any further information on this from CC and likely impact on Parish and Town Councils particularly on public open spaces. When more information is available Town Clerk will update accordingly.
HRT	
Padstow Signage	CC Highways Team is looking at improved signage as you enter Padstow in both the short and long term and possible funding opportunities. A report to go to HRT when more information will be forthcoming. Town Clerk is liaising with Highways Officer in respect of agenda item 9biv).
Enterprise Car Club	Enterprise Car Club - Currently awaiting delivery of signage from Enterprise, car park permit being sent this week.
LTOS	
Tennis Courts/MUGA	After taking advice from Surveyor Committee agreed to progress with a MUGA for football, tennis and basketball with the option to future proof should in the future a canopy or roof wish to be added.
Play Area	Council agreed to a budget for 2022/23 to replace. This will be looked at to progress with Committee.
Skate Park	Works to areas that required attention were carried out last month. There was an issue with surface of cracking Town Clerk is waiting on further information from the surveyor.

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 1 February 2022 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

Present: Councillors C Watson-Smyth (Chairman), R Higman, J O'Keefe and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and Minute taker)

LTOS2021/23 Apologies and Announcements:

i) Apologies were received from Councillors A P Flide, D N Vivian and Mrs T Walter; and ii) There were no announcements.

LTOS2021/24 Declarations of Interest: There were no declarations of interest.

LTOS2021/25 Public Participation: There was no public participation.

LTOS2021/26 RESOLVED that the **minutes** of the meeting held on **Tuesday 19 October 2021** be signed as a true record of the meeting.

LTOS2021/27 Clerks Report/Works Programme: The report was noted for information.

LTOS2021/28 Weed Spraying: Committee was referred to the agenda which advised that Cornwall Council has instructed that no weed spraying take place on CC property/land, as yet they had not been forthcoming as to how they would like the weeds managed. It did however, pose the question as to what Council would like to do on Padstow Town Council's own land, with the agenda report outlining details of interested to help in Committee's considerations.

The Council Support Officer offered further advice at the meeting that if Committee did consider that PTC weed spray that it be early in the day. She outlined that between the hours of 8pm and 8am were the best times when the bees were not foraging. Also to take into consideration the time of year such as early spring before the flowers were in bloom attracting bees.

Overall, it was considered that for the amount of spraying the Council did on its own land was small and it was hugely beneficial in keeping weeds at bay and reducing the need to trim as much. It was noted that training had lapsed due to COVID, upon advice re-fresher training would need to take place before this re-commenced.

RESOLVED that i) weed spraying take place on Town Council land 2-3 times a year on the proviso it is undertaken when flowers are not in full bloom and between the hours of 8pm-8am and appropriate training undertaken and in place.

LTOS2021/29

Bandstand Performances: Committee was requested to give consideration to the agenda report. Mention was made as to whether Council wanted to continue with the summer schedule of band performances, or instead do more community led events. It was noted that the benches were now in situ and that this should remain. It was outlined at the meeting that Sundays were most popular with it being harder to book the Wednesday slots. Due to COVID there had been a lapse with the appropriate training therefore due to timescales involved it would be difficult to have this in place too early in the season.

There was much discussion in this regard overall, it was felt that it would be good to continue with the band performances, but as Wednesdays were problematic to keep to the Sundays offering both an afternoon and evening performance. A Councillor mentioned about Falmouth 4x4 Responder who could be approached to undertake road closures/management as this could be an option worth exploring.

The Council Support Officer referred Committee to paragraph 2.1 of the report outlining approaches that had been made locally and that it would not be possible to provide road closures for these due to training not being in place.

RESOLVED that i) the benches remain in situ; ii) investigations be undertaken with Falmouth 4x4 Responder as to a possible company that could undertake road closures and report back findings to a future meeting; iii) the Council Support Officer ascertain next available training dates and book staff on for road closure training; iv) that the Town Council continue with band performances but only on Sundays (two performances) from July to August; v) that the RNLI days requested as per the agenda report be agreed and noted they manage these days with no assistance from the Town Council required for a road closure except for Sea Sunday however, Sea Sunday would be subject to appropriate training and road closure being in place; and vi) Marie Curie be offered the bandstand but only for collection purposes as it would not be possible to provide a road closure due to timings and training not in place.

LTOS2021/30

Information Boards: Committee was referred to the agenda report and work which the Council Support Officer had undertaken in researching the same. Views of the Committee was welcomed in being able to take this forward.

There was much discussion in this regard particularly relating to the board at Trevone which had the most out-of-date information. It was noted that Cornwall Council had put in place rubbish bins and that it felt that a concrete base, same as at George's Well would tidy the area up.

RESOLVED that i) new information boards for Trevone (x1) and Padstow (x2) be progressed on the basis that the maps are of an aerial

view (same as they are at present) but with the information/clip boards (as per the map depicted in Appendix 2 of the report - Polzeath Beach) with font being verdana to match other Padstow Town Council boards; ii) that Committee members provide clarification on any information that needs amending/updating to the office team, in particular Trevone as information was outdated; iii) matter be considered by Committee at a future meeting; and iv) a concrete plinth be made for the bins area at Trevone Green.

LTOS2021/31 **Allotments:** Committee was referred to the agenda report. There was much discussion on this item with the Town Clerk confirming that since Padstow Town Council had taken on the allotments it was working to how Cornwall Council managed them. For consistency it was considered helpful to have in place a protocol.

In response to a member, the Town Clerk clarified that allocation was an administrative task and it was based upon Cornwall Council's approach and that it was helpful to have the protocol in place to ensure consistency was followed.

Concern was raised at the number of days grace on people to respond to either being on the waiting list (para 3ii) or being offered an allotment (para 4v). Committee felt that more time should be given, in case the person was on holiday for instance and could miss out. It was felt this should be changed from 14 days to 21 days.

Mention was made about the age of allotment holders. The Town Clerk clarified that any agreement would need to be an adult and that if two people on the agreement, then both would need to sign.

RESOLVED to recommend to Council the adoption of the Allotment Protocol subject to changing 3ii) and 4v) to 21 days instead of 14 days.

LTOS2021/32 **MUGA:** The Town Clerk advised that unfortunately she had yet to talk through this matter with the Project Manager, she would chase up with a view to updating Committee on the way forward, including costings etc and timescales.

LTOS2021/33 **Date of next meeting:** to be confirmed.

Meeting closed 7.40 pm



PADSTOW TOWN COUNCIL

Allotment Protocol

POLICY/PROTOCOL/PROCEDURE

Version	1.0	Comments	
Approval Date		Responsible Officer	Town Clerk
Committee	LTOS	Approval by	Full Council

VERSION HISTORY

Date	Version	Comments
25.1.22	1.0	Town Clerk first draft for Committee's consideration
2.2.22	1.1	Committee considered and agreed Protocol for adoption by Council subject changing 3iii) and 4v) to 21 days instead of 14 days

REVIEW RECORD

Date Review initiated	Review undertaken by i.e. officer/ Cttee/ Council	Summary of any recommended updates/changes to be made

Allotment Protocol

1. Protocol Overview

- 1.1 This document has been drafted to assist in the running and managing of Council allotments to ensure consistency and clarity. It does not affect the tenant agreements.
- 1.2 This Protocol applies to any allotment under the management/control of Padstow Town Council.

2. Key Areas

- 2.1 This Protocol covers:-

- Waiting List
- Offering an Allotment
- Allotment Agreement (numbers on agreement)
- Giving up an Allotment

3. Waiting List

- i. To be kept in date order and when an allotment becomes available to offer to first person at the top of the list i.e. the person who contacted the Council first.
- ii. List to be checked annually to ascertain if people on the list wish to remain. People on the list be reminded that they should contact the Council if their contact details change. If at the time of the annual check the contact information fails i.e. email bounce backs or number no longer recognised then the person will be removed. If person fails to respond within 21 days they will automatically be removed from the list. Considered helpful administration to have in place to try to avoid out of date information.
- iii. Only people living in the parish (residents of the parish) are applicable and can be placed on the waiting list. This to be determined by confirmation of their postal address. Should the person move outside of the parish they should advise the Council to remove their details off the waiting list.

4. Offering an Allotment

- iv. To offer an allotment to the next person on the waiting list no more than on two occasions or two sites. After which if refused a second time the person is removed from the list.
- v. To avoid unnecessary delay, if the person offered the allotment does not respond within 21 days, it be assumed they do not wish to take up the offer and it will be offered to the next person on the list (again giving 21 days). This will continue until someone takes up the offer. They will remain on the list (unless it is the second time of offering or second site).

5. Allotment Agreement

- vi. To restrict the number of people who can be named on an allotment agreement at the point of taking on the agreement from this moment on to be no more than 2. *[NB: this is the case with most agreements. One does have 3 which back in 2016, this to be honoured]*. This to help with turnover due to the number of people on the waiting list.

6. Giving Up An Allotment

- vii. If someone is working a plot who is not the registered allotment holder (i.e. the person who holds the agreement with the Council) then the allotment holder be contacted to advise that the allotment is to be taken back and offered to the next person on the waiting list.
- viii. However, in exceptional circumstances (i.e. allotment holder is having an operation) the allotment holder should contact the Council to request a short-term arrangement so that someone else may tender their plot. This to be in writing to the Council and it be clear as to why this request is being made, the timescale and who would be managing on their behalf and when this was due to end. Short-term agreement be no more than 3 months, with a possible further extension subject to Council agreement but in total this should not exceed 6 months, unless in particularly exceptional circumstances to be determined by Council.

PADSTOW TOWN COUNCIL

**Minutes of the Highways, Roads and Transport Committee meeting
held on Tuesday 8 February 2022 at the Church Rooms, Church Street,
Padstow at 6.30 pm**

Present: Councillors K Freeman (Chairman), Mrs J Dawe, R Higman, A N Rees, M Rickard, D N Vivian and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and Councillor Mrs T Walter.

- HRT2021/25 Apologies for Absence:** There were no apologies for absence.
- HRT2021/26 Announcements:** There were no announcements.
- HRT2021/27 Declarations of Interest:** There were no declarations of interest.
- HRT2021/28 Public Participation:** There was no public participation.
- HRT2021/29 Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 14 December 2021** be signed as a true record of the meeting.
- HRT2021/30 Off-Street Parking Service Level Agreement (2022/23) and On-Street Parking Update:** The Chairman informed Committee that as per the agenda report himself, Councillor Higman (Chairman of Finance), the Town Clerk and Responsible Financial Officer had met virtually with officers from Cornwall Council (CC) to discuss parking enforcement in Padstow Town Council (PTC) car parks.

Members noted that despite PTC owning its car parks, due to a legislative error by Government only CC could undertake enforcement of these. It was noted that CC could offer the same number of visits for 2022/23 as for this year, as detailed in the report which coincided with their on-street enforcement visits to avoid PTC paying travel costs. CC had also offered a discount on the hourly rates proposed for the 2022/23 Service Level Agreement (SLA). The Chairman confirmed that in addition to PTC paying CC's hourly rate for off-street enforcement, CC retain fees received from any Penalty Charge Notices (PCNs) issued. This had been raised at the meeting with CC officers providing an update as to why, as detailed in the agenda report. However, there was still frustration expressed, particularly with the service that could be offered by CC.

The Town Clerk clarified that the budget for off-street enforcement was £5,000. The enforcement costs were roughly 1% of the income generated. CC would be happy to discuss any other visits later in the year once more was known around their resources with recent changes taking place at Cornwall Council.

Comment was made that the oversight should be raised with the local MP. In the meantime, it was felt the terms of the SLA for 2022/23 should be accepted.

The on-street parking update was noted as per the agenda report.

RESOLVED to i) agree to the off-street parking SLA for 2022/23 as per the 4 visits per week to align with CC core visits, as per the discounted rates referred to in paragraph 2.1 of the agenda report and with the same terms as the SLA for 2021/22; and ii) to write to the Local MP to raise concern with the Government oversight in respect of Civil Enforcement in Cornwall.

HRT2021/31 **Date of next meeting:** To be confirmed.

Meeting closed at 6.37 pm

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 8 February 2022 at The Church Rooms, Church Street, Padstow at 7.00 pm

Present: Councillors J O'Keefe (Chairman), Mrs J Dawe, K Freeman, R Higman, A N Rees and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 14 members of the public.

P2021/58 Apologies and Announcements: There were no apologies for absence. There were no announcements.

P2021/59 Declarations of Interest: Councillor K Freeman declared an interest in agenda item 5 ii. b) PA21/05791 The Walled Garden Duke Street Padstow PL28 8AB.

P2021/60 Public Participation: Councillor K Freeman left the meeting.

3 members of the public addressed Committee speaking in objection to agenda item 5 ii. b) PA21/05791 The Walled Garden Duke Street Padstow PL28 8AB. Comments included:

- Concern with site specifics and sensitivity of local context;
- Concern that despite Duke Street being identified as the schemes entrance, the entrance in the residential area of St Saviours will be used by customers and deliveries for practical and safety reasons;
- Proposal is in a conservation area within the AONB;
- Open spaces are important, the application would forever change the charm and ambience of the area and be visible throughout the town;
- Does not meet the criteria in Policy PAD5 of the Padstow Parish Neighbourhood Plan and is at odds with the wider area;
- Application relates to the whole of the Walled Garden, being nearly 1 acre, presenting the possibility for future expansion/development within the garden;
- Concern that listed building consent has not been obtained;
- Concern that Duke Street is incredibly busy and has only one loading bay, with traffic issues during the summer, consider this will be exacerbated by deliveries to the Walled Garden via Duke Street;
- Concern for increased noise in the area, acknowledge measures proposed to mitigate noise but consider in reality levels not easily managed and concern a noise management plan is unenforceable;
- Area is an important green space and proposal is a change from horticultural use to retail and catering with potential for further expansion;
- Concern proposal will exacerbate traffic problems in St Saviours.

1 member of the public addressed Committee in support of this application. Comments included:

- Acknowledge current main entrance is from St Saviours but application has taken all pains to use Duke Street entrance, not in an attempt to disguise/hide anything but to keep access away from the residential area. No intention for deliveries to be made via St Saviours entrance;
- The proposal will open up the area as a more accessible green space;
- Shocked by initial reaction to scheme, had felt proposal was positive however in hindsight consider original application was vague, understand suspicion around change of use;
- CC AONB Officer has visited site and has commented they consider proposal will enhance the area;
- Applicants share many of concerns raised by community, consider if area becomes raucous and over commercial then applicants have failed. Wish to create a peaceful atmosphere, restore the garden and grow produce in an organic, sustainable manner, funded by the café and shop;
- Looking to have legally enforceable controls, strict opening hours, limited numbers and no music;
- CC Officer has suggested to applicants that developing the site into the intended beautiful, peaceful and natural space will make it harder to get permission to develop adjacent to the garden setting and not easier.

Councillor K Freeman returned to the meeting.

1 member of the public addressed Committee speaking in objection to agenda item 5 ii. a) PA21/12795 Land ESE of Tarkas Rest Sandy Lane Trevone Padstow. Comments included:

- Noted 50 objections to the proposal on CC's Planning Portal and 10 in support;
- Consider area is a green field site and proposal fails to meet a number of CC Local Plan and Padstow Parish NDP policies.
- Development is outside of the settlement boundary and does not have a primary purpose of meeting affordable local needs as required by Local Plan Policy 9, consider it also fails to meet the criteria of the NDP Policy PAD6 Settlement Area Boundaries;
- Houses are for family use and consider in this context will mean second homes, with any sold potentially being purchased for second homes also. This would fail the NDP Policy PAD11 Second Homes;
- Consider the number of objections demonstrates the development would destroy a valuable local green space;
- During NDP consultations the importance of AONB and Landscape scored highly within the community, consider the development contravenes NDP Policy PAD1 Protecting the Natural Environment. Development is within the AONB and does nothing to enhance it,

development does not increase biodiversity and contravenes LP Policy 23.

1 member of the public addressed Committee speaking in support of this application. Comments included:

- Purpose of application is for clients to retire to the village they grew up in and where mother still resides, elderly relative also being relocated. The 2 remaining properties are to make the scheme viable;
- Consider size of the development is relative and with properties to 3 sides consider proposal is clear rounding off;
- Consider development should be assessed against existing policies. Noted Padstow Parish NDP has not yet been made;
- Dobbin Road will be widened to make safe and suitable access. There have been no objections to this from Highways;
- In respect of the landscape, development is located on part of a green field but 3 sides are already built on. It is in the AONB but consider overall landscape impact is not substantial and of an acceptable standard. Noted that comments from the AONB are still outstanding;
- In response to a member query, it was confirmed that the intention for only 2 car parking spaces per property was designed for the needs of the client but that this could be looked at again if an issue. There is no specified parking for visiting cars.

P2021/61 RESOLVED that the **Minutes** of the meeting held on i) **Tuesday 9 November 2021** and ii) **Tuesday 11 January 2022** be signed as a true record.

P2021/62 Planning

i. The following Cornwall Council planning decisions were noted:

a) [PA21/04719](#) 4 Ruthys Lane Padstow PL28 8AZ – Demolition of existing side extension/shed and ground floor bathroom/utility and replace with two bed cottage together with internal alterations and roof extensions to existing property. **WITHDRAWN**

b) [PA21/Q9085](#) 29 Grenville Road Padstow PL28 8EX – Two storey side extension and single storey rear extension **APPROVED**

c) [PA21/09406](#) Tregella Place Caravan and Camping Tregella Lane St Merryn Padstow Cornwall – Retrospective planning for improvements to, and extension of, caravan park to replace toilet block with new laundry building, construct mower/equipment store, improvement and extension of access track and site mobile home unit to accommodate warden and office. **APPROVED**

d) [PA21/11157](#) Kadja Dobbin Road Trevone Padstow PL28 8QW – Demolition of an existing attached building containing 2 residential

apartments and replacement with a single detached residential property including associated site works **APPROVED**

e) [PA21/11299](#) Land Adj To Menethdowr Sarahs Lane Padstow Cornwall – Construction of dwelling house and associated works – outline with all matters served. **APPROVED**

f) [PA21/11340](#) 5 Fentonluna Lane Padstow Cornwall PL28 8BA – Variation of Condition 2 (approved plans) of App No. PA19/07454 dated 13.11.19 (Extensions and associated alterations) **APPROVED**

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

a) [PA21/12795](#) Land ESE of Tarkas Rest Sandy Lane Trevone Padstow – Proposed residential development with amenity space and infrastructure

NOT SUPPORTED; The design and access statement says that Padstow is easily accessed by bus via a bus stop that is located some 600 m south of the site, this bus stop is closer to 1 km from the site along a road without pavements and has a lot of traffic especially in the summer when this section of road is often gridlocked with traffic trying to leave the beach when other cars are coming in to the village. The statement says occupiers would not be reliable on motor vehicles, there is no way that anyone in these houses would walk to Windmill to catch a bus.

It states that the development would have clear social and economic benefits in relation to 5 new family homes adding to the housing stock within this suitable location at Trevone. Cannot see any social and economic benefits, there are no affordable houses included, there are no new houses required as housing stock in Trevone as there is adequate housing stock currently being built at Padstow and also St. Merryn.

It also states that there is an existing vehicular and pedestrian access point onto Beach Road, this is clearly shown on the map on page 6 and mentioned at least 3 times, however this is not the case, and the applicant has confirmed by email in December, to the house owners of Beach Road that he will be blocking up this access, however there has been no mention of this in anything to the planning office. Anyone in these houses wishing to go to the beach will have to walk to the top of the field, then all the way down the main road or through Well Parc's private garden and through Sandy Lane.

The field lies within the Area of Outstanding Natural Beauty.

The site is outside of the village development boundary.

This cannot be seen as infill as there will still be a large area to the top of the field, there is also a large gap between the Well Parc bungalow and Tarka's Rest with fields continuing across to Harlyn. With the road down from the top of the field, should this development go ahead, then infill between these houses and the top of the field could be more justified and could open up the whole field for development.

Can't see that the building of 2 houses for the applicants to retire to, at some point in the future, plus a bungalow for an elderly aunt justifies the building of any new properties, let alone 5. What would happen to the 2 retirement houses for the applicants until retirement and the other 2 houses, also the bungalow at some point in the future. Should this development go ahead these houses should be enforced as primary residences.

The areas of the field to be built on, including the road and parking spaces, will reduce the area of the field that will be able to let rainwater soak away, although it will still make its way to the bottom of the field. The bottom of this field is often waterlogged and drains directly onto Porthmissen Beach, any pollutants entering the ground in this field will end up on the beach.

Councillor K Freeman left the meeting.

b) [PA21/05791](#) The Walled Garden Duke Street Padstow PL28 8AB – Re-consultation due to additional information - Proposed use of the Walled Garden as a public, commercial garden with associated café.

SUPPORTED

Councillor A N Rees objected to this decision, Councillor Mrs J Dawe abstained, both requested their names be recorded.

Councillor K Freeman returned to the meeting.

c) [PA21/11817](#) 33 Treverbyn Road Padstow PL28 8DN – Amended plans - Erection of a new 5 bedroom detached dwelling and garden store following demolition of the existing dwelling and garage.

SUPPORTED

d) [PA21/11420](#) 40 Pellow Close Padstow PL28 8EY – Proposed two storey side extension to existing dwelling, porch and single storey rear extension.

SUPPORTED

e) [PA21/12187](#) Ilkek Homer Park Road Trevone Padstow – Demolition of the existing dwelling and replacement with a three-bedroom room in the roof style dwelling, with associated works.

SUPPORTED; Concern with height of building and overlooking issues, provided these issues are addressed would support.

f) [PA21/12718](#) Carrek Cottage Trevone Road Trevone Padstow –
Proposed demolition of garage and rear extensions and proposed construction of garage with bedroom/gym/playroom above.

NOT SUPPORTED; overdevelopment on whole site, overlooking cottage extension, inadequate parking, concern for intention of garage.

g) [PA22/00077](#) Little Crugmeer Farm Crugmeer Padstow PL28 8HN – Construction of a small timber annexe and side extension at Little Crugmeer.

SUPPORTED

h) [PA22/00196](#) North Quay Parade Padstow Cornwall PL28 8AF
– Works to trees in a Tree Preservation Order (TPO), works to include the reduction of elm trees on bank, back to wall height to allow for harbour view and the ivy hedge will be trimmed.

SUPPORTED

P2021/63 Date of Next Meeting: Tuesday 15 March 2022 at 7.00 pm

Meeting closed at 8.03 PM

Finance Report - Agenda item: 8a

Budget Report for the period 1.4.21 - 31.1.22

	Actual	Budget	Budget 1.4.21-31.3.22
Revenue Income	999,225	596,183	620,700
Revenue Expenditure	562,605	544,982	620,700
Capital/project expenditure	27,118	64,167	77,000

Debtors outstanding for more than 3 months:

None

Creditors outstanding for more than 3 months:

None

Bank reconciliations have been performed regularly and signed monthly as correct by the Chair of Finance or Town Clerk.

If a Councillor has any queries regarding the finances, please contact the RFO on enquiries@padstow-tc.gov.uk or call the office on 01841 532296.

To ratify payments made:

ACCOUNTS OUTSTANDING **January 'c' 2022**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
						£
19.1.22	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral director)			443.00
28.1.22	HRT	Cornwall Council	Civil Enforcement Officer (CEO) 1 month			425.00
31.1.22	LTOS	Kernow Training Ltd	First Aid at work training			420.00
1.2.22	Administration	Tanist Ltd	IT support 1 month	223.50	44.70	268.20
31.1.22	Administration	Tanist Ltd	Cloud telephony service 4 months	177.40	35.48	212.88
31.1.22	LTOS	Masons Kings	strimmer line and mower blades	173.88	34.77	208.65
31.1.22	Administration	The Play Inspection Company	annual play inspection Lawn play area & Wheel Jubilee Park	150.00	30.00	180.00
18.1.22	Administration	Konica Minolta	photocopying	144.90	28.98	173.88
24.1.22	LTOS	Travis Perkins	paint & white spirit	141.76	28.35	170.11
1.2.22	LTOS	Total Pest Control	pest control - Rope Walk allotments, quarterly visit	135.00	27.00	162.00
19.1.22	HRT	Flowbird Smart City UK Ltd	Smartfolio airtime	85.00	17.00	102.00
31.1.22	Administration	Tanist Ltd	PSTN alarm line and FTTP internet service	78.50	15.70	94.20
11.1.22	LTOS		fuel spill kit, plasters, tape, first aid gloves, key (reimburse staff)			83.63
						<u>2943.55</u>

27.1.22 January gross wages, NIC ER's and LGPS ER's 21104.92

Direct debits:

18.1.22	Everflow Water	water PTC sites				3446.27
25.1.22	Mole Valley Farmers	gate - Ladywell		85.88	17.18	103.06
25.1.22	AUK Hygiene	bleach, drain clear, refuse sacks, sanitiser wipes, disposable gloves etc		142.25	28.45	170.70
1.2.22	Mole Valley Farmers	nuts, bolts, washers & drill bits		78.67	15.73	94.40
31.1.22	Biffa	bulk bin emptying 1 month		588.06	117.61	705.67
						<u>4520.10</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	
			2
			2

Agenda item 86

To ratify payments made:

ACCOUNTS OUTSTANDING
February 'a 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
						£
31.1.22	HRT	G4S	car park machine cash collections 1 month	490.05	98.01	588.06
2.2.22	Env - toilets	Kernow Locksmiths	supply and fit locks and handles Cory toilets			440.00
8.2.22	HRT	Cornwall Council	PTC car parks - CEO 1 month			353.40
8.2.22	LTOS	Quay Garage	WK15 OBF repair damaged bumper (excess that insurance did not cover)	241.37	48.27	289.64
9.2.22	Democratic Services	Cornwall Council	Trevone Ward uncontested by election			264.40
1.2.22	Env - toilets	South West Hygiene	sanitary & nappy service 1 month	148.99	29.8	178.79
7.2.22	LTOS	Padstow Petrol Station	fuel 1 month	114.35	22.87	137.22
1.2.22	Administration	Churchill Group	legionella control support package 1 month	71.31	14.26	85.57
4.2.22	Administration	St Petroc's Church & Church Rooms	Church rooms hire - Council meetings			60.00
2.2.22	Administration	ESP Special Batteries Ltd	emergency lighting high temperature batteries	45.50	9.10	54.60
8.2.22	Democratic Services	Floribunda Cornwall	bouquet - 90th birthday			35.00
						<u>2486.68</u>
24.2.22			February gross wages, NIC ER's and LGPS ER's			20775.02

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

7th	Corporate	Barclays Bank	bank charges	18.50		
1st	Corporate	Lloyds Bank	bank charges - tbc			
		Cornwall Council	Non Domestic Rates - PTC sites	910.00		
						<u>928.50</u>
			<u>Direct debits:</u>			
2.2.22	Env - toilets	AUK Hygiene	mop, surface cleaner, hand soap, cloths, odour neutraliser etc	230.1	46.02	276.12
1.2.22	Administration	Sage	Sage Payroll	43.48	8.69	52.17
1.2.22	Corporate Services	PARK NOW Ltd	RingGo fees 1 month	776.73	155.34	932.07
9.2.22	LTOS	AUK Hygiene	wheelie bin liners	66.6	13.32	79.92
8.2.22	Administration	SeaDog IT	website hosting and maintenance			25.00
						<u>1365.28</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	
			2
			2

Padstow Town Council									
Railway & Lawn car park takings 2021-22									
n/c 4404						n/c 4406			
	2019-20	2020-21	2021-22	<i>Budget</i>			2019-20	2020-21	2021-22
				<i>2021-22</i>					<i>Budget</i>
									<i>2021-22</i>
Apr	41415	23	26780	15,000		11988	0	6503	5000
May	44549	692	54029	15,000		13217	63	19405	5000
Jun	45380	3556	70341	25,000		13463	485	30490	10000
Jul	57969	51165	76531	60,000		17136	20726	32816	20000
Aug	64687	71756	86647	75,000		23158	27741	35878	20000
Sep	48631	64641	63818	50,000		14103	26140	27711	20000
Oct	37094	50706	57127	30,000		9496	19619	21703	15000
Nov	5967	3732	27011	5,000		722	934	5390	1000
Dec	7972	4187	17716	5,000		1445	945	4673	1000
Jan	5616	784	13736	5,000		611	60	3390	1000
Feb	6173	569		5,000		11	43		1000
Mar	9993	2395		10,000		51	212		1000
	375446	254206	493736	300000		105401	96968	187959	100000
Railway	359280	251242	493736	285000	0	Lawn	105339	96713	187959
sub totals						sub totals			
Apr '21-Jan '22						Apr '21-Jan '22			
Apr-Jan	2019-20	2020-21	2021-22	<i>Budget</i>		Covid pandemic			
				<i>2021-22</i>		<i>Lockdown restrictions started to ease on 12.4.21,</i>			
Railway	359280	251242	493736	285000		<i>with further lifting of restrictions on 17.5.21 and</i>			
Lawn	105339	96713	187959	98000		<i>19.7.21.</i>			
Total	464619	347955	681695	383000					
Car park takings									
April 2021 - January 2022 car park takings are £681,695 this year, which is £298,695 more than the Budget, £333,740 more than the same period last year and £217,076 more than 2019-20.									

Full Council 22.2.22 Agenda item 8d

Risk Assessment Management Plan review

The Risk Assessment Management Plan is reviewed annually by the Town Clerk and Responsible Financial Officer and updated as necessary. The documents then need to be approved annually by the Council.

Risk Assessment Management Plan – the Town Clerk has amended the document, as detailed in the tracked changes.

Recommendation

To approve the Risk Assessment Management Plan.

Padstow Town Council – Risk Assessment Management (2022)

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. <u>Weekly checks conducted on other remote locations such as cemetery.</u>	TC & RFO Support Officer & TC	Insurance policy to be reviewed annually. <u>Maintain existing procedures</u> <u>Weekly checks conducted of remote locations e.g. cemetery.</u>
Security of above assets	Inadequate security of buildings, equipment etc.	Medium	Medium	Buildings secured outside working hours <u>which areis checked by last team member leaving the building.office.</u> <u>Staff vigilance and regular patrols.</u> Adequate lighting. <u>Alarm at Station House.</u> <u>Kestrel Guard services for outside office hours.</u> <u>Any issues of concern raise with local police team</u>	Maintenance Team & office team	Maintain existing procedures. <u>Regular liaison with Police.</u>
Maintenance of above assets	Inadequate maintenance of buildings etc.	Medium	Medium	Planned maintenance programme. Property maintenance Earmarked Reserve. <u>FGP Committee to review budget annually and Business Plan.</u>	TC	<u>FGP Committee to review budget annually.</u> <u>Asset conditions reports done and under review.</u> <u>Maintain existing</u>

Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	<u>Asset conditions reports undertaken.</u> Annual review of insurance with brokers. Annual review of asset values. <u>Asset Register reviewed annually</u>	TC & RFO	Maintain existing procedures. <u>Update Asset Register annually.</u>
Finance						
Car parks	Volatility of car park income.	Medium	High	Hold adequate reserves <u>more so with COVID uncertainty and</u> 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. <u>Any issues RFO takes up with the bank and escalates to the Town Clerk if issues persist</u>	RFO	Maintain existing procedures.
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	<u>Monthly financial reports to Council (NB: no meetings during August and December)</u> <u>RFO regular contact with Chairman of Finance and Town Clerk.</u> <u>Internal & eExternal Audits reported to FGP/and or Council-presented to Finance</u> <u>Payments processed by</u>	RFO & TC	Maintain existing procedures.

					<u>RFO and signed off by Town Clerk to have a "double" check in place. Committee or Full Council. Regular Finance Committee/Council meetings.</u>		
Computer records	Loss of data through system error or theft.	Low	High		Back-ups done daily. Antivirus software installed. Contracted IT support.	Office team	<u>Maintain existing procedures.</u>
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	High		<u>Ensure-Hold adequate reserves.</u> <u>Review Ensure-adequate insurance cover annually</u> <u>Annual review of budget and Business Plan.</u>	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 <u>and any expenditure signed off by RFO or Town Clerk.</u> Payments processed by <u>RFO and authorised</u> by Town Clerk to have a "double" check in place. <u>after approval by 2</u>	RFO	Maintain existing procedures.

	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 email approval. List of payments presented to <u>F</u> ull Council monthly, <u>2</u> cheque signatories to verify cheques to invoices. <u>Online payments input by RFO and then authorised by the Town Clerk.</u>		<u>Online payments input by RFO and then authorised by the Town Clerk.</u>
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. <u>Online payments input by RFO and then authorised by the Town Clerk.</u>	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. <u>Internal and External Audits undertaken</u>	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 <u>and locked away</u> .	RFO & TC	Maintain existing procedures.

Salaries	Payments not made to HMRC.	Low	Medium	Internal audit. Payment due dates entered in diary.	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. <u>This is considered each year during the budget setting process.</u>	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.	TC	Staff induction & training.
	Staff keeping up to date with legislation etc	Medium	Medium	Membership of CALC & SW Councils.		Staff undertake Continuing Professional Development (CPD).
Staff and third parties	There is a higher than normal Health & Safety risk due to the parish being a coastal area.	HighMedium	HighMedium	Health & Safety policy in place. Risk assessments carried out <u>and safe systems of work</u> . Access to health and safety advisor, as and when required. <u>PTC do not take on any</u>	TC, Support Officer and Maintenance Team	Maintain existing procedures. Advice to <u>be</u> sought as necessary.

Legal	Conduct of Council business is ultra vires	Medium	Low	<u>work from CC that is on the coastal path.</u>	TC	Legal advice to be sought where required <u>via Council's own solicitors</u> .
Administration						
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members: Councillors advised via Welcome Pack of requirements to update register of interests.	TC	Maintain existing procedures.
Councillor propriety	Failure to declare interests.	Medium	Low	Regular reminder to members: Councillors training <u>Encouraged to seek advice if needed</u>	TC	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Low	Regular reminder to members/staff: Staff Handbook outlining all aspects including <u>confidentially</u> <u>Outlined in staff contracts</u> <u>Staffing Committee responsible for disciplinary matters if there was an issue.</u>	TC	Maintain existing procedures.
Reports and records	Improper and untimely reporting of meetings via	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings <u>held in</u>	TC	Maintain existing procedures.

	the minutes.				the interim: Full Council minutes to be made available to press and public via the Council website within 10 working days of a meeting.		
General Data Protection Regulations (GDPR)	Non-compliance with data protection.	Medium	Medium	Medium	Training undertaken by staff. <u>Councillors informed and advised and included in their Welcome Pack</u> The Local Council Public Advisory Service was appointed as the Data Protection Officer and has visited the office. Cyber-security insurance is in place. <u>Data Protection Policy in place</u>	TC	Maintain existing procedures and review regularly.
Infectious disease/pandemic	Possible lockdown with public advised to stay at home	Medium	High	High	Hold increased reserves in case rent and car park income stops. Office staff able to work from home and visit office occasionally. <u>Emergency Scheme of Delegation in place (advice from CALC) to assist in decision making if required.</u> <u>Town Clerk is preparing a Business Recovery Strategy.</u>	TC & RFO	MT monitor news and keep processes under review for best practice.

AGENDA ITEM 9a: CORRESPONDENCE

Councillors Correspondence for Information – February 2022

Item	From	Referring To	Notes
a	CC	NDP Ebulletin – January 2022	Padstow Parish NDP is at Examination. The Examiner is Deborah McCann.
b	Lanteglos-by-Fowey	Cornwall's Housing Crisis	"Lanteglos-by-Fowey Parish Council's September meeting was asked to consider Bude-Stratton Town Council's response to Cornwall's housing crisis. We supported Bude-Stratton and produced this manifesto. Lanteglos-by-Fowey Parish Council feels strongly that the above [refers to document] actions are urgently needed. We commend these actions to every town and parish council in Cornwall and ask that these bodies endorse the actions (or something similar) and press Cornwall's MPs and all 87 Cornwall councillors to adopt the same"
c	Cubert Parish Council	Discrimination in Affordable Housing allocation	Planning Chairman has seen details and considers not applicable for our parish after investigations from previous communications
d	Cubert Parish Council	Lack of enforcement, failure to collect Section 106 funding, lack of reply 11 house Rural Exception Site.	Planning Chairman has been advised and understands we have recently had S106 money which was contribution passed to Trevone Village Hall.
e	Cubert Parish Council	Copy of letter to Louise Woods – Nov 21 RE Lack of enforcement, failure to collect Section 106 funding, lack of reply 11 house Rural Exception Site – PA17/01847 & PA18/03744 Holywell Road Cubert	Reference: Numerous items of correspondence and newspaper reports following on from the meeting held at Pydar House with Louise Wood, affordable housing and planning officers, Portfolio Holder, and Cubert Parish Councillors, of 3rd May 2019.
f	Michelle Moss, Project Manager – Civility and Respect, NALC, on behalf of the project group.	Civility and Respect Project Group - Newsletter	
g	Cornwall Council	Town and Parish Council Newsletter - 11 February 2022	
h	Bodmin and Wadebridge Police Team	February Police Newsletter	Sent to Councillors 14.02.22
i	Richard Ayre Land and Planning Director of Baker Estates	Land West of Treceus Farm, Padstow - public exhibition	Tuesday 1st March at Padstow Social Club. Information also sent to Councillors 16.02.22

PADSTOW TOWN COUNCIL: 22 FEBRUARY 2022

Agenda item 9b. CORRESPONDANCE

i) Land use request: Padstow to Rock Swim

Marie Curie have completed a land use request form for the Padstow to Rock swim they are looking to hold on Sunday 26.06.22.

They are asking for use of South Quay slipway by the Padstow Sea Cadet building from 8am until 6pm on the 26.06.22. This will be the 11th year in support of Marie Curie and to date, including Gift Aid, the Padstow Swim has raised just over three quarters of a million pounds for the charity.

They also asked for use of the bandstand, which was taken through LTOS Committee meeting 01.02.22 as part of the bandstand discussion and have been informed that they can use the bandstand for collection purposes, but that Padstow Town Council will not be able to offer the road closure for performances to take place due to lapsed training from the pandemic and timing to get new training/road closure paperwork agreed with Cornwall Council. However, they have asked Councils view if they have a 6 player group and provide relative risk assessment of marshalling the area, if this satisfy the Council Insurers, would this be acceptable.

As last year they would also like to have 6 parking permits for their volunteers and would utilise the staff parking area by Station House.

Therefore, are Council happy to approve this request as follows:-

- i) Use of the slipway from 8am until 6pm be permitted.
- ii) Use of the bandstand for performance and collection purposes be permitted.
- iii) 6 free parking permits be provided with them using the staff/visitor parking area.
- iv) Permission is given for the above for Sunday 26.06.22 subject to receiving Public Liability Insurance and risk assessments to the satisfaction of Council's insurers and health and safety advisor.

ii) Land Use Request: Padstow Girl Guides

The Girl Guides wish to make repairs to their roof and have also requested that during these works 3 parking spaces nearest the Guide Hut be available for a skip and contractor vehicles. The Town Clerk is seeking further clarification, but they would anticipate works taking place end of March/beginning of April and taking approximately 1 week.

Subject to PLI and risk assessment being provided and to the satisfaction of our insurers and health and safety advisor the Town Clerk can not see an issue with works going ahead, Council's views are welcomed especially the request for parking spaces at the Lawns Car Park.

iii) **Land Use Request: RSPCA**

The RSPCA have completed a Land Use Request for use of the Bandstand on Thursday 11 August 2022 between 8.30am and 5pm. With regard to the date the request states that they are flexible and are looking for any day between April and September 2022 during peak footfall. The purpose of the request is to promote the RSPCA's #DogKind Campaign, full details are appended (Appendix 1) .

Following a request for clarification of the adverse weather plan the following has been received:

"The vehicle [VW Caddy Maxi] could be used as a backdrop to the Gazebo, providing easy access to merchandise, etc depending on the location and space.

However, it is not imperative we use this vehicle once set up and therefore can be flexible depending on what the space provided requires.

The Gazebo is heavy-duty, 3mx3m, and has roll-up and down flaps for when it rains.

Should there be extremely high winds we would revisit our risk assessment and make necessary adjustments including cancelling the activity should it prove to be a risk to our team's and the public health and safety."

If Council are minded to approve this application, this would be subject to receiving appropriate PLI and risk assessment details to the satisfaction of Council's insurers and health and safety advisor.

iv) **Community Network Highways Scheme**

We have been advised that Wadebridge and Padstow Community Network has £34,398 to invest per year. Expressions of Interest must be submitted to Cornwall Councillor Highways Manager and Community Link Officers by 3 March 2022. The Town Clerk hopes to provide further update at the meeting.

v) **Cornwall Community Governance Review**

Appendix 2 to this report outlines the potential change to the "New Parish of Trevone from an area of Padstow Parish". Cornwall Council are further consulting on this matter (consultation from 24 January to 20 March 2022). The page headed "Changes under consideration" to this appendix offers the background in this regard, which was discussed by this Council back 2019 with it agreeing:-

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

This consultation is requesting "additional views and information", it outlines further that "you do not need to re-submit any views that you have already provided to us....."

Samantha Daly

From: Enquiries
Subject: FW: New submission from Request For Use - Council Land

From: RSPCA <~~dogs.support@padstow-tc.gov.uk~~>
Sent: 09 February 2022 14:32
To: Samantha Daly <~~Samantha.Daly@padstow-tc.gov.uk~~>
Subject: New submission from Request For Use - Council Land

Section 1 : Applicant Details**1.1. Name Of Applicant**

Carriane Stones

1.2 Name of organisation

RSPCA

Address

RSPCA
 Southwater
 Horsham, West Sussex RH13 9RS
 United Kingdom
[Map It](#)

Section 2: Request Details**2.1 Area Of Council Land Requested**

Bandstand Padstow

2.2 Date of Request

11/08/2022

2.3 Arrival Time

08:30 am

2.3 Departure Time

05:00 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

No

Details & Description Of Event

I have read your land usage policy and would like to ask if I can book to run an information giving event on being #Dogkind from the Town Bandstand for one day between April and September 2022 <https://padstow-tc.gov.uk/wp-content/uploads/2019/02/Land-Useage-Policy.pdf>

I have above a specific date, however, we are very flexible with dates and will take what you have available - our only request would be that it is during a time of peak footfall.

If you will have us, we would like to invite the public to take information about our #DogKind Campaign.

We will NOT:
 Be asking for donations

We will:
 Offer the public with dogs interested in our campaign to scan our QR code which takes them to the #DogKind page
 Offer the public a chance to win a Furbo Dog Camera - competition terms and conditions will be adhered to and checked against competition rules and gaming act.

Share information on the DogKind Campaign and provide access to information & advice and access to our closed Facebook DogKind Community Support Group - where they can have conversations with like-minded owners and group members about dog behaviors including but not limited to separation anxiety, the difficulties, signs and how to overcome it and read useful hints, tips, and articles from the RSPCA on being #DogKind.

We are also looking for an accredited behaviorist to join us on the day from the local area to offer the public tips and tricks for dogs they may have with them or at home needing a little bit of help.
Finally, we are also hoping to encourage someone from your local tourist information office to come and talk about Padstow and how Padstow is a Dog-Friendly Holiday destination - IE things to do with dogs locally.

If you allow us a place during the summer months we can also provide visitors with information about Dogs in Hot Cars and Dogs on Hot Walks (We understand from Cornwall Police Services that there was an increase in Dogs Left In Hot Cars during the summer season last year, likely due to an increase in staycations, which will have impacted negatively on police time and resource).

Merchandise

Individuals giving us their time will be provided with the choice of a pen, #DogKind badge, or tote bag and of course will be entered into our prize draw.

Further details about the campaign can be found here <https://www.rspca.org.uk/adviceandwelfare/pets/dogs/kind>

I hope you can accept our application, we are quite flexible with when we can attend and would love to work with you and those living, working, and visiting Padstow.

I look forward to hearing from you.

Section 3: Provisions For Activity

3.2 Adverse Weather Plan

I have a #DogKind vehicle and a heavy duty Gazebo

Section 4: Permission From Other Bodies

4.1 Permissions

Not applicable



**Have
your
say...**

Cornwall Community Governance Review

Public Consultation from 24 January – 20 March 2022

Have your say on potential changes to:

- New Parish of Trevone from an area of Padstow Parish

Introduction

Cornwall Council is responsible for carrying out Community Governance Reviews.

During 2019 and 2020 we undertook a review of the whole of Cornwall. The review had to be paused temporarily due to the Coronavirus Pandemic. When the review resumed, Cornwall Council was able to make final decisions in respect of most Towns and Parishes, but final decision making on some of the proposals had to be deferred until after the Cornwall Council elections in 2021.

We are now seeking to finalise these deferred proposals.

Since we last consulted on these deferred proposals (between December 2019 and March 2020) a considerable length of time has passed and some of the circumstances that are relevant to these proposals may have changed since then. We are therefore now giving you a further opportunity to provide your feedback on these proposals. New proposals will not be considered.

As no final decisions were made with regards to these proposals, we will be seeking your opinions on:

- the Council's draft recommendations from December 2019 that were the subject of the last public consultation; and/or
- any subsequent recommendations that were made following the consideration of the outcome of the public consultation.

What can a Community Governance Review change?

Parish and Town Councils are the first tier of local government. They play a vital role in providing local services and involving people in their local community.

A Community Governance Review can make a number of changes to parish governance when there is clear evidence this would be an improvement:

- It can make changes to parish areas including changes to boundaries between parishes, mergers of parishes or creating a new parish out of part of one or more existing parishes
- It can make changes to the number of parish councillors or introduce or change parish warding arrangements
- It can accommodate changing the name of a parish
- It can accommodate the grouping together of parishes under a common parish council.

Cornwall Council has to ensure that community governance arrangements are:

- Reflective of the identities and interests of the community in that area; and:
- Effective and convenient (this relates to the ability of parishes to provide services for its residents).

Any proposed governance arrangements will need to be considered in that light.

Changes under consideration:

New Parish of Trevone from an area of Padstow Parish

Background

Cornwall Council received two submissions from Trevone residents that they wished for Trevone to have its own Parish Council, rather than remain part of Padstow Parish. The new parish would cover the area indicated on Map 1.0. Padstow Town Council did not support this change.

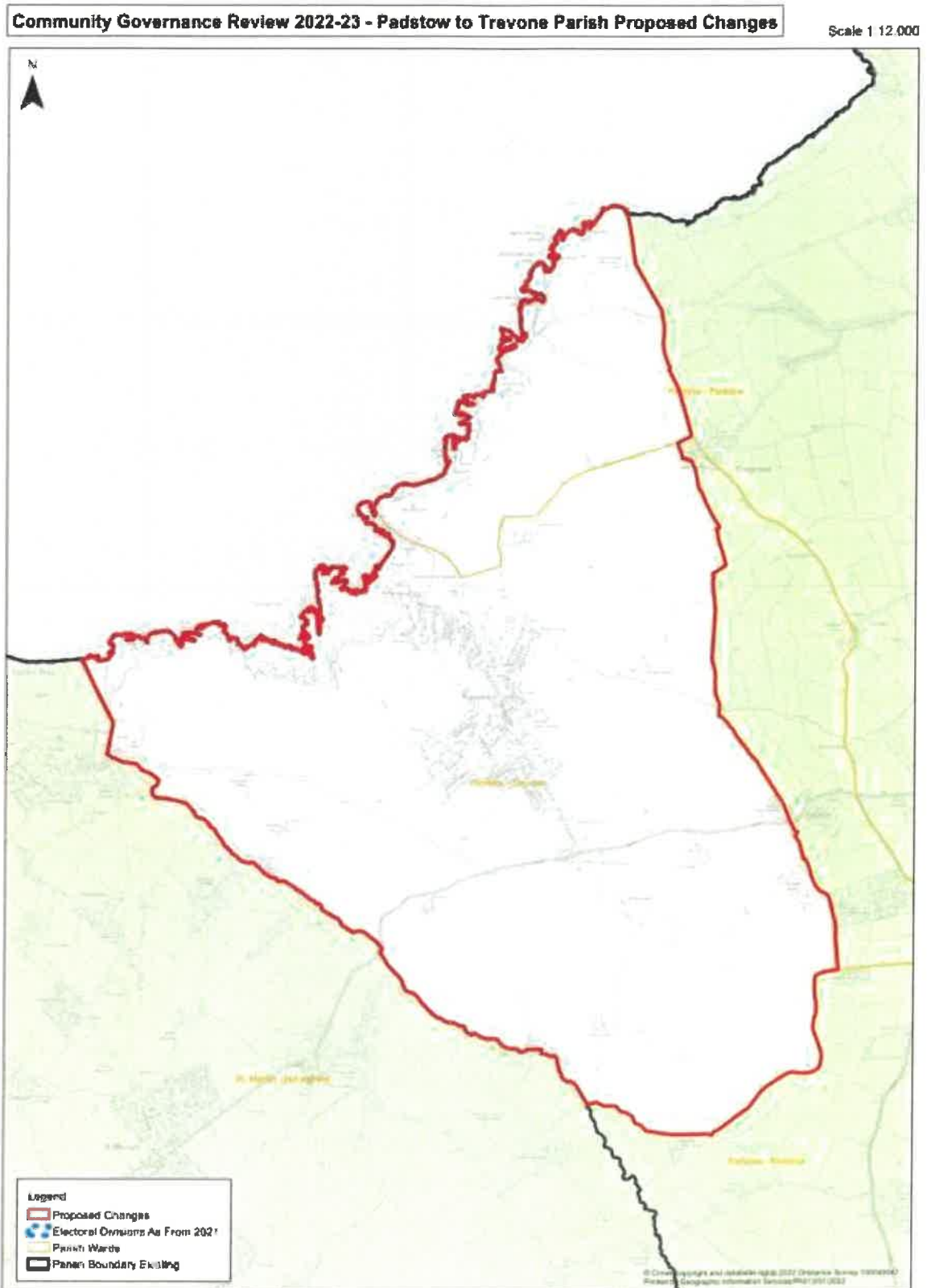
Cornwall Council's draft recommendation was to not support the proposal as it considered that it did not better reflect the community identity and interests of the area and secure more effective and convenient community governance.

Following the public consultation, the Electoral Review Panel recommended that due to the lack of agreement, the complexity of the issues raised and the time constraints that the decision be deferred until after the May 2021 elections.

Full Council approved the decision to defer for the reasons provided by the Electoral Review Panel.

In September 2021 one of the submitters of this proposal expressed a wish to withdraw it.

Map 1.0



Current Consultation

To help inform the Council's final decision on the changes under consideration, we are now asking for any additional views and information about these proposals, particularly with regards to any relevant changes that may have taken place in the area since March 2020 that impact on the proposals under consideration. You do not need to re-submit any views that you have already provided to us during the original consultation, as these will still be considered. New proposals will not be considered.

To provide your additional views, feedback or evidence with regards to these draft proposals, please use the feedback form below. Alternatively, please email your feedback to cgrs@cornwall.gov.uk

The feedback from this public consultation will inform the final recommendations. These are intended to be submitted to full Council for decision making by the end of 2022.

This information and the feedback form are also available online at letstalk.cornwall.gov.uk/cgr

Please post your response to:

Cornwall Council
Community Governance Review, Room 4S
Treyew Road
Truro
TR1 3AY

Please make sure your response reaches us by 20 March 2022.

Feedback form

About you

In what capacity are you responding to this consultation? (please tick all that apply)

- ☐ I'm responding in my capacity as a resident of Cornwall
- ☐ I'm responding in my capacity as a Cornwall Councillor
- ☐ I'm responding in my capacity as a local councillor
- ☐ I'm responding on behalf of a parish council*
- ☐ I'm responding on behalf of a residents/community association
- ☐ I'm responding on behalf of another organisation (i.e. business)

* In the context of this feedback form, the term 'parish council' means any Parish Council, Town Council, City Council, Community Council or Parish Meeting in Cornwall

If you are responding on behalf of a parish council, residents / community association, business or organisation, please provide details below:

Name of organisation : _____

Your name : _____

Your position : _____

Q1) Is this response the official response of your organisation?

- ☐ Yes
- ☐ No

Q2) I live in

- ☐ Padstow Parish outside of the area edged in red on Map 1.0
- ☐ Padstow Parish inside of the area edged in red on Map 1.0 (Trevone)
- ☐ None of the above / Not applicable

Q3) Which of the following options do you think will best ensure local governance arrangements are both effective & convenient and reflective of the identity and interest of the community?

☐ No change to Padstow Parish

☐ Change to Padstow Parish to create a new Parish of Trevone from the whole area edged red on Map 1.0

☐ I don't know

Q3a) Why do you say this?

Please explain why you have chosen your response to Q3. You are encouraged to reflect on the following in your response:

- Are there any relevant changes that may have taken place in the area since March 2020 that impact on the proposals under consideration.
- Will there be any impacts on individuals or organisations as a result of any of these recommendations?

Cornwall Council is committed to ensuring that our services, policies and practices are free from discrimination and prejudice and that they meet the needs of all the community.

If you are responding to this consultation as an individual, we would be grateful if you would answer the questions below. Thank you for your assistance.

You are under no obligation to provide the information requested, but it would help us greatly if you do.

The information you provide will be treated in the strictest of confidence and will be processed in accordance with the requirements of the Data Protection Act 2018, will not be passed onto any third party, and will only be used for the purpose of equality monitoring. All personal information held by Cornwall Council is held safely in a secure environment.

Please tell us about yourself in the following questions.

Please give your age:

☐ 19 and under

☐ 20-29

☐ 30-39

☐ 40-49

☐ 50-59

☐ 60-69

☐ 70+

How would you describe your sex:

☐ Male

☐ Female

☐ Other

How do you describe your ethnic group? (Please read carefully before selecting the ethnic group that you feel most closely reflects your background).

☐ White Cornish

☐ White British

☐ White Other

☐ Asian Cornish

☐ Asian British

☐ Asian Other

☐ Black Cornish

☐ Black British

☐ Black Other

☐ Mixed Cornish

☐ Mixed British

☐ Mixed Other

☐ Other ethnic group

Do you consider yourself to be disabled?

☐ Yes

☐ No

Thank you! / Meur ras!

Contact us

If you have any comments or queries, please email:

CGRs@cornwall.gov.uk

Or call us on:

0300 1234 100

More information

Please visit **<https://letstalk.cornwall.gov.uk/cgr>**

To request a hard copy of this form please call 0300 1234 100.

If you would like this information in another format or language please contact:

Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY

e: equality@cornwall.gov.uk

t: 0300 1234 100

PADSTOW TOWN COUNCIL: 22 FEBRUARY 2022

AGENDA ITEM 10: EMERGENCY SCHEME OF DELEGATION DECISIONS

To note and ratify decisions made via the Emergency Scheme of Delegation (ESD) as detailed below in ESD Register, these are decisions since last time the ESD was ratified. Please note this is not to re-discuss or re-consider.

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER 2022					
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
27.01.22	Jan 22:01	Town Clerk via Emergency Scheme	Various as per contracts	N	To accept the Everflow 3-year term for water supplies and the EDF 3-year term for electricity supplies.
04.02.22	Feb 22: 01	Town Clerk via Emergency Scheme	£775.00 + VAT	Y	Following points were approved in respect of the Queens Platinum Jubilee: i) That the Council are happy to move forward with preparations to celebrate the "in principle" plans for the Queens Platinum Jubilee being mindful of H&S advice and budgetary matters. ii) To avoid disappointment due to limited stock that an order be placed for 4 portaloos at a cost of £285 + Vat and £490 + VAT for purchase of the Beacon iii) Delegate decisions in respect of the Queens Platinum Jubilee Events to Town Clerk in Consultation with the Chairman should it be necessary to avoid any delay.
07.02.22	Feb 22: 02	Town Clerk via Emergency Scheme	Nil	N	To give permission to Threshold Sports event on 3 rd September 2022 which goes through Stile Field (from Mount Pleasant entrance and exit past war memorial to coastal path) provided insurance and risk assessment satisfy the Council's insurers.

5

PADSTOW TOWN COUNCIL: 22 FEBRUARY 2022

AGENDA ITEM 12: STAFFING COMMITTEE VACANCY

As Council will know at its last meeting it decided to defer consideration of this vacancy. Would Council like to appoint to the one vacancy at this meeting?

AGENDA ITEM 13: TOWN COUNCILLOR VACANCY (PADSTOW WARD):

Closing date for applications is midday on Thursday 17 February 2022. Once the deadline is passed information will be sent to Council in this regard. Each applicant will be invited to attend, if they so wish to introduce themselves and give a short presentation [lasting no more than 5 minutes].

AGENDA ITEM 14: To discuss and decide on the following planning application:

The Town Council are consulted on planning applications in their parish. The Council are asked to consider the applications and agree a response to the Planning Authority (Cornwall Council). The applications and their plans can be viewed on the Online Planning Register at www.cornwall.gov.uk

Cornwall Council was unable to extend the deadline for consultee comments until the next Planning Committee meeting on this occasion and therefore the below application is due for consideration at Full Council.

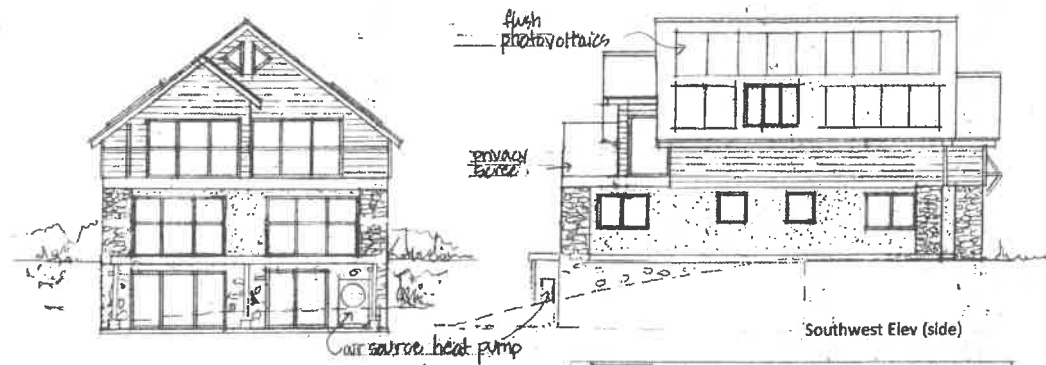
- a) **PA21/11676 6 Moyle Road Padstow Cornwall PL28 8DG**- Amended plans - Proposed rear extension, new front porch extension, front balcony and internal alterations plus addition of dormer window and single storey extension. Resubmission of PA20/06450

For Councils reference PA20/06450 Padstow Town Council initially = NOT SUPPORTED i) two storey application in a single storey development; ii) overlooking issues; and iii) extension out of character with existing bungalow. However, than Committee was reconsulted on amended plans and Padstow Town Council = **SUPPORTED, subject to no overlooking issues affecting property number 1**

Within the current proposal (PA21/11676) they have provided a Planning Statement which provides more information on the changes along with plans showing the approved PA20/06450 alongside the proposed PA21/11676.

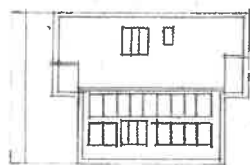
- b) **PA22/00807 Pentire Dobbin Lane Trevone Padstow PL28 8QP** – Non-material amendment in relation to decision notice PA20/09170 dated 08.01.2021 for design revision to Plot 1.

For Councils information PA20/09170 dated 08.01.21 - Variation of Conditions 1 (approved plans) and 3 of Application no PA20/03949 dated 29 July 2020 – Reserved matters application following outline approval PA17/08592 – Padstow Town Council = **SUPPORTED; provided roof level doesn't go up and noise from heat pump is within acceptable level.** Plans from PA20/03949 in relation to Plot 1 are on the next page, so Council can compare to the proposal being considered on this occasion. Within the application documents they have outline the reasons for amendments.

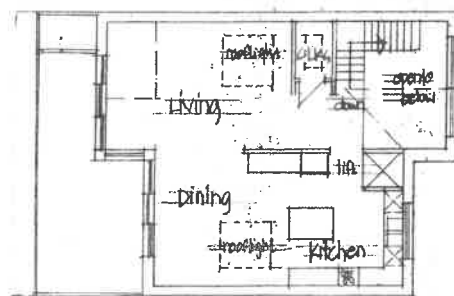


Northwest Elev (rear)

Southwest Elev (side)



Roof Plan 1:200



First Floor Plan 1:100

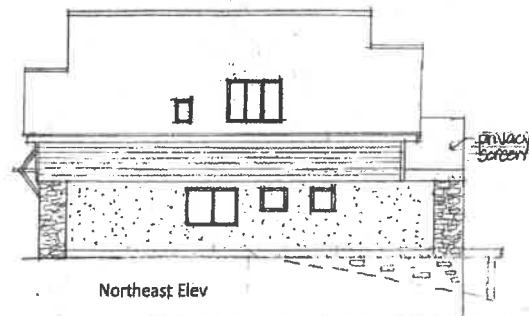
Redevelopment of PENTIRE for 2 no. Chalet Style Dwellings
PENTIRE, DOBBIN LANE, TREVONE

Plot 1
Plans & Elevations 1:100

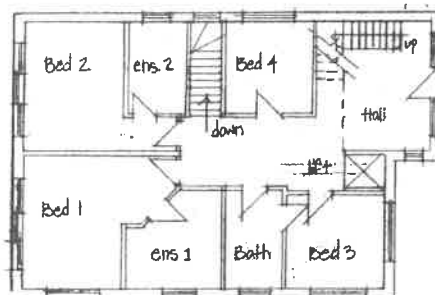
2897/2 P/C



Southeast Elev (front)



Northeast Elev



Ground Floor Plan 1:100



Basement 1:100

Redevelopment of PENTIRE for 2 no. Chalet Style Dwellings
PENTIRE, DOBBIN LANE, TREVONE

Plot 1
Plans & Elevations 1:100

2897/1 P/C





PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS FOR 2021-2022

	Time	Meeting
2022 DATES		
Tues 25 January	7.30 pm	Full Council
Tues 1 February	7.00 pm	Leisure Tourism and Open Space Committee
Tues 8 February	6.30 pm	Highways, Roads and Transport Committee
Tues 8 February	7.00 pm or on the rising of	Planning Committee
Tues 15 February	7.00 pm	Finance & General Purposes Committee
Tues 22 February	7.30 pm	Full Council
* Tues 8 15 March	7.00 pm	Planning Committee
Tues 22 March	6.00 pm	Staffing Committee
Tues 29 March	7.30 pm	Full Council
Tue 12 April	7.00 pm	Planning meeting.
Tue 26 April	7.00 pm	Full Council
Tue 12 April	7.00 pm	Planning meeting.

*Request from Planning Committee Chairman, that the March Planning Committee be delayed by one week

Meetings may be held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Council's website/noticeboards 3 days prior to the meeting.

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



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2022-23

Date	Time	Meeting
2022 DATES		
Tue 10 May	7.30 pm	Annual Parish Meeting
Tue 17 May	6.00 pm	Annual Council Meeting
Tue 24 May	7.00 pm	Planning Committee
Tue 24 May	7.30 pm or on the rising the Planning Committee	Leisure, Tourism and Open Spaces Committee
Tue 31 May	7.15 pm	Staffing Committee (elect Chairman)
Tue 31 May	7.20 pm , or on the rising of the Staffing Committee	Highways, Roads and Transport Committee (elect Chairman)
Tue 31 May	7.30 pm or on the rising of the HRT Committee	FULL COUNCIL
Tue 7 June	7.00 pm	Highways, Roads and Transport Committee
Tue 7 June	7.30 pm or on the rising of HRT	Finance and General Purposes Committee (elect Chairman)
Tue 14 June	7.00 pm	Planning Committee
Tue 21 June	6.00 pm	Staffing Committee
Tue 28 June	7.30 pm	Full Council
Tue 5 July	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 12 July	7.00 pm	Planning Committee
Tue 19 July	7.00 pm	Finance and General Purposes
Tue 26 July	7.30 pm	Full Council
Tue 2 August	7.00 pm	Highways, Roads and Transport Committee
Tue 9 August	7.00 pm	Planning Committee
Tue 6 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 13 September	7.00 pm	Planning Committee
Tue 20 September	6.00 pm	Staffing Committee (budget)
Tue 27 September	7.30 pm	Full Council
Tue 4 October	7.00 pm	Highways, Roads and Transport Committee (budget)
Tue 11 October	7.00 pm	Planning Committee
Tue 25 October	7.30pm	Full Council
Tue 1 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 8 November	7.00 pm	Planning Committee
Tue 15 November	7.00 pm	Finance and General Purposes Committee (budget)
Tue 29 November	7.30 pm	Full Council
Tue 6 December	7.00 pm	Highways, Roads and Transport Committee
Tue 13 December	6.00 pm	Staffing Committee
Tue 13 December		
2023 DATES		
Tue 10 January	7.00 pm	Planning Committee
Tue 17 January	7.00 pm	Leisure, Tourism and Open Space Committee
Tue 31 January	7.30 pm	Full Council
Tue 7 February	7.00 pm	Highways, Roads and Transport Committee
Tue 14 February	7.00 pm	Planning Committee
Tue 21 February	7.00 pm	Finance, General Purposes Committee (grants)

Tue 28 February	7.30 pm	Full Council
Tue 7 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 14 March	7.00 pm	Planning Committee
Tue 21 March	6.00 pm	Staffing Committee
Tue 28 March	7.30 pm	Full Council
Tues 4 April	7.00 pm	Highways, Roads and Transport Committee
Tues 11 April	7.00 pm	Planning Committee
Tues 25 April	7.30 pm	Full Council

Meetings may be held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Councils website/noticeboards 3 days prior to the meeting.

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