

Dear Councillor

You are summoned to attend a **VIRTUAL** meeting of **St Austell Bay Parish Council** to be held on **Thursday 19 November 2020** at **6.00pm**

Any member of the public wishing to attend the meeting should obtain the joining details from the Clerk no later than **12.00 noon** on **19 November**. For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

*Julie Larter*

Julie Larter  
Clerk  
11 November 2020

01872 501101  
[enquiries@staustellbay-pc.gov.uk](mailto:enquiries@staustellbay-pc.gov.uk)

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded*

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## AGENDA

**1. Apologies for Absence**

**2. Minutes of an Extraordinary Meeting of the Parish Council held on 29 October 2020**

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*

*Pages 5 - 6*

**3. Matters to note**

*To receive a verbal update from the clerk on matters progressed since the last meeting*

**4. Declarations of Interest**

(a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

(b) Non-registerable Interests

*You must declare Non-registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

(c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

(d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about these matters.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Public Participation**

*The Chairman will invite Members of the public to address the meeting.*

*15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.*

**7. Charlestown History Group**

*A short introduction to the Charlestown History Group*

**8. Planning Applications and Related Matters**

(a) *To consider a response to a consultation by the Planning Authority on the following applications and any applications received after publication of this summons.*

(i) PA20/09295 – Shipwreck and Heritage Centre: To enable existing restaurant terrace to be made into a level wheelchair accessible terrace. Substitute the approved drawing numbers relating to PA17/08006 and PA19/02452 with new drawings

(ii) PA20/08476 – 179 Charlestown Road: Proposed loft conversion to form a bedroom with a balcony

(iii) PA20/08181 – Porthpean Reservoir: Conversion of reservoir to dwelling

(iv) PA20/08545 – 6 Ridgeway Close: Works to trees covered by a TPO

(v) PA20/09021 – Bay View Road: Works to trees covered by a TPO

(vi) PA20/08430 – Chy An Moyr, Porthpean Beach Road: Proposed two storey extension and associated works

(vii) PA20/07521 – Pete's Retreat, Charlestown Road: Extension to existing garage and associated works

(viii) PA20/07953 – 5 Bay View Road: Application for works to tree subject to TPO: removal of regrowth/epicormic up to 5m height from previous pruning, of boundary Sycamore and 2 Oaks

(ix) PA20/05867 – The Courtyard, Manor Farm Road: Modification of planning obligation dated 13/03/2020 relating to off-site contribution

(b) To receive an update on the following applications

(i) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access

(ii) PA19/03884 – Charlestown Harbour: Proposed siting of a demountable timber workshop for boatbuilding and repair

(iii) PA20/02256 – Rashleigh Arms: Retrospective Listed Building Consent for the proposed external works to Grade II Listed Building

(iv) PA20/05646 – 5 Church Road: Proposed parking within curtilage

**9. Neighbourhood Plan**

*To note the current position*

**10. Cornwall Councillor's Report**

*To receive a report from Cllr Tom French*

**11. Tree Warden's Report**

*To receive a report from Cllr Trudy Reynolds*

**12. Regatta Playing Field**

*To note the current position*

**13. Benches in Charlestown**

*To consider a request from a resident to replace benches in the village*

**14. Cornwall Buildings Group – Buildings at Risk Project**

*To note the contents of a recent newsletter and consider whether to nominate any heritage assets within the parish for inclusion on the Buildings at Risk list.*

**15. Review of the Cornwall Area of Outstanding Natural Beauty Management Plan 2016-2021**

*To consider whether to respond to the current consultation*

**16. Highways Matters**

*(i) Parking Issues*

*To note the outcome of a recent speed monitoring exercise undertaken on Duporth Road and to consider the implementation of yellow lining on Duporth Road and Porthpean Beach Road*

*(ii) To note any highways concerns*

**17. Financial Matters**

*(i) To note that the annual audit has now been completed and no matters requiring attention were identified*

*Appendix (i)*

*(ii) To note the current financial position and approve payments*

*Appendix (ii)*

**18. Meetings/Training Attended**

*To receive an update from meetings or training recently attended by*

*members or the Clerk*

**19. Correspondence**

*To note correspondence received since the last meeting*

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**20. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

**21. Exclusion of the Public and Press**

*Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that members of the press and public be excluded from the meeting for item 22 as it relates to confidential staffing matters*

**22. Charlestown Public Toilets**

*To ratify the appointment of a new cleaner*

**23. Dates of future Parish Council Meetings**

*17 December 2020; 21 January, 18 February, 18 March, 16 April, 20 May 2021*

**Future meetings will be held virtually until Government advice changes**

**MINUTES of an EXTRAORDINARY MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 29 October 2020 at 5.00pm** (the meeting was held virtually)

The Chairman informed those present that the meeting was being recorded.

**Present:** Cllrs Bill Leach (Chairman), Sue Leach, Richard Hallows, Trudy Reynolds, Sue Osbrink, Malcolm Neill, Peter Tombs, Nick Foster, Nigel Chatterjee.

**In attendance:** Julie Larter, Clerk; 5 members of the Neighbourhood Plan Strategic Group (apologies were received from the remaining member), 3 members of the public, 1 member of the press.

**(19/291) Apologies for Absence**

There were no apologies for absence.

**(19/292) Minutes of a meeting of the Parish Council held on 15 October 2020**  
It was **RESOLVED** that the minutes of the Meeting held on 15 October 2020 be signed as an accurate record of the meeting.

The Clerk was asked to forward the parish council's letter to Steve Double MP regarding the Planning for the Future white paper to Sarah Mason at CALC and also to Cllrs Malcolm Brown and Tom French.

**(19/293) Declarations of Interest on Items on the Agenda**

- (a) There were no declarations of pecuniary interest
- (b) There were no declarations of non-registerable interest
- (c) There were no requests for dispensations.
- (d) There were no declarations of gifts and hospitality.

**(19/294) Chairman's Announcements**

The Chairman thanked members of the Neighbourhood Plan Strategic Group and others throughout the parish who have contributed to the Neighbourhood Plan. He passed on his thanks and congratulations to the team for producing a very significant document and informed the meeting that the evidence base was several times bigger again reflecting just how much work had gone into the plan.

**(19,295) Public Participation**

A member of the public asked the parish council to consider replacing all the benches in Charlestown. The Chairman said that the matter would be put on the next agenda.

**(19/296) Neighbourhood Plan**

The Chairman thanked councillors who have previously made comments. Cllr Sue Leach, Chair of the Strategic Group thanked Mr Wright for putting together the

Consultation Statement. Cllr Neill expressed his admiration for the Plan, which he felt compared very favourably with other plans he had seen, and thanked all those involved for the huge amount of hard work which had gone into its production.

It was **RESOLVED to approve the draft St Austell Bay Neighbourhood Plan subject to the following minor amendments**

**p19 table 2 - addition to be corrected.**

**Consultation Statement – some email addresses may not have been fully redacted. This is to be investigated and corrected.**

In addition, some policy boxes will be shaded after examination to improve the user-friendliness of the document. Cornwall Council will also ensure the Plan complies with accessibility requirements.

Cllr Sue Leach explained that the next step will be to submit the Plan to Cornwall Council. A consultation period will run for 10 weeks instead of the usual 6 due to Covid-19 restrictions. The document will then go to the independent examiner who will undertake a site visit and may request some changes. Once it has been passed it will go to referendum on 6 May 2021. Cornwall Council is responsible for organising and funding the referendum. Residents will be sent a copy of the plan prior to the referendum.

The Chairman thanked Cllr Osbrink for typing up the document and uploading all the information onto the website.

#### **(19/297) Meetings Attended**

On 20 October the Chairman and Clerk met with Rolf Munding, and Colette Pearce from Charlestown Harbour and Sir Tim Smith from the Shipwreck Treasure Centre.

Sir Tim is very unhappy about the parish council's application to have the Cask Banks listed with Historic England and both he and Mr Munding have asked the parish council to request that the application be withdrawn. The Chairman apologised to Sir Tim for not informing him of the application beforehand but at the time the council didn't realise that the Cask Bank adjacent to the Shipwreck Centre belonged to Sir Tim. The matter will be discussed at the next parish council meeting, but in the meantime the Clerk will find out from Historic England whether it is possible to withdraw the application or put it on hold.

Mr Munding is exploring the possibility of setting up an Ocean Surface Centre in the old repair shed. The proposal is for a world leading plankton exhibition/centre of excellence for research. Mr Munding is seeking a letter of support from the parish council in order to pursue funding.

Councillors were felt that they did not have sufficient information to fully support Mr Munding's request and it was **RESOLVED that the Clerk should respond to Mr Munding's request stating that the parish council would welcome the opportunity to discuss further the concept of a world class exhibition as outlined located in Charlestown.**

#### **(19/298) Dates of future Parish Council Meetings**

19 November, 17 December 2020

Future meetings will be held virtually until Government advice changes.

The meeting closed at 6.05 pm

## **Agenda Item 13 – Charlestown History**

### **Introducing the Charlestown History Group**

The Charlestown History Group (CHG) was set up as an online Facebook group in 2018 but at the beginning of 2020 decided to become more structured.

An earlier emergence of the history group was not able to continue due to a difference of opinion by members of the steering group in our approach, particularly with regards to relationships with local stakeholders.

Over the summer and autumn, we have further refined the aims and roles of the group and moved towards establishing it along the lines of other typical historical societies.

A new steering group has now been established to take the group forward and is continuing to meet regularly. We plan to make the CHG a non-profit community interest company and currently our goal is a public launch of the CHG with a website and newsletter in late 2020 / early 2021.

Whilst we have had some contact with the Parish Council, namely, assisting with the cash bank listing application and responding to the neighbourhood plan, we would very much like to introduce the group properly to the Parish Council and to seek their support with some of our initial aims and to answer any questions.

**The Charlestown History Group's mission is to research, protect and promote the history and heritage of Charlestown for the benefit of current and future generations.**

#### **Two key initial aims:**

- **Be a voice for Charlestown's history, engaging, in a co-operative and supportive manner, with all relevant organisations and stakeholders.**
- **Establish a community archive, in-line with best practices, to store and protect historical material and to make it accessible.**

The following are some ideas on how the PC may be able to support the CHG in this initial set-up phase:

- To arrange a meeting between a small group of interested Councillors and the CHG steering group, to discuss how the two bodies may be able to help one another.
- The possibility of using a space in the Pattern Hall as a base in which to store and manage a Charlestown archive-probably only a filing cabinet initially.
- The feasibility of using the Pattern Hall for steering group meetings and, as the CHG develops, for events such as talks and exhibitions to which the wider community could be invited.
- Permission to use the Parish Council's notice boards to advertise the work of the CHG.

The support and encouragement of our Parish Council would be very much appreciated.

## **Agenda Item 19 - Correspondence Received Since the Last Meeting**

- Town and Parish Council newsletters
- Planning news for local councils
- Email from Steve Double MP in response to the parish council's letter outlining its concerns about the Planning for the Future white paper
- Consultation on Cornwall Council's budget for the forthcoming year
- Details of SABEF's list of businesses offering click and collect
- CALC update on Coronavirus
- Highways and Environment Winter newsletter
- Details of Covid-19 Preventative Behaviour and Symptoms study
- Wheal Martyn newsletter
- Details of Cornwall Council's Covid-19 Information packs
- Voluntary and Community Covid-19 newsletter
- Details of finance training for councillors