

## **MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 22 FEBRUARY 2018**

**Present:** Cllrs Bill Leach (Chairman), Linda Lang, Malcolm Neill, Sue Leach, Trudy Reynolds, Dave Nicklin, Sue Osbrink

**In attendance:** Cllr Tom French CC; Julie Larter (Clerk); Patrick Gribbin (Property Manager, St Austell Brewery), 25 members of the public.

### **(17/166) Apologies for Absence**

Apologies were received from PCSO Julie Carpenter.

### **(17/167) Minutes of a meeting of the Parish Council held on 18 January 2018**

It was **RESOLVED** that the minutes of the meeting held on 18 January 2018 be signed as an accurate record of the meeting.

### **(17/168) Matters to Note**

The Clerk reported that she has been chasing up progress with improvements to the Regatta field. Cormac has drawn up a specification which was discussed at a meeting with the Regatta Committee on 21 February, but she understands that there are amendments to be made. Cllr Neill asked the Clerk to pursue works that were proposed in 2016 to trees and hedges within the field as the nesting season is approaching.

The Clerk will chase up replacement of the railings at Porthpean beach.

### **(17/169) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(17/170) Chairman's Announcements**

The Chairman announced the resignation of Cllrs Tamsin Low and Haydn Webb and thanked them for their contribution to the Council. He said that the vacancies were being advertised in the usual way.

The Chairman welcomed Patrick Gribbin, Property Manager of St Austell Brewery who would be happy to answer questions about various brewery planning applications.

### **(17/171) Public Participation**

The Chairman asked members of the public which agenda items they wish to speak about:

Mr Tombs 7(i), 7 (ii), 7 (4), 12

Mr Hallows 8

Mr Morris 8

Mr Wharton 15 (a)

Mr Basi 7 (i), (ii)

The Chairman said that he would bring agenda items 7 (i), 7(ii), 7(iii) and 12 forward

Mr Tombs expressed concerns about the proposed signage on the doors of The Harbourside and also had noise concerns. He also felt that the proposed painted sign on the Pier House was too large.

Mr Basi was concerned about light pollution from the illuminated signs on the Pier House and Harbourside. Mr Gribbin promised to give the matter his immediate attention. Mrs Best commented that she like the new appearance of the Pier House. Cllr Nicklin was concerned that the signage on the wall was too large and could impact on filming. Mr Hastilow said that he thought the sign on the front of the Pier House was too large.

Mr Gribbin spoke about the Pier House and The Harbourside. He said that the Pier House application had been designed from a business and aesthetic view. He noted concerns about light pollution and offered to seek advice. He thought that the brewery had got the interpretation of the Conservation Officer's comments correct but this didn't appear to be the case on all matters and the portico had been removed earlier in the day. He explained that the brewery had set an opening date and had to move ahead to meet the deadline and to get staff back to work.

Mr Barlow said that the brewery were taking a risk undertaking work prior to planning conditions being discharged. Mr Gribbin replied that his company entirely understood that situation but they also had to consider their economic position and the employment position of staff.

Mr Gribbin explained that the brewery had engaged an acoustic consultant to look at what could be done to reduce the sound from band nights at The Harbourside. Cllr Nicklin said that it wasn't just noise from inside the building, but groups of people leaving were creating a nuisance. Mr Gribbin reassured members that the problem of noise from The Harbourside would be solved. Cllr Nicklin asked for a timeframe and Mr Gribbin said that he would keep the Clerk informed.

## **(17/172) Planning Applications and Related Matters**

- (a)
- (i) PA18/00046 and 00047 (LBC) – Harbourside Inn: Application for Consent to display advertisements namely the siting of 1 x non-illuminated set of individual letters; 1 x externally illuminated DTM printed wood effect inset panel to existing frame; 2 x non-illuminated amenity boards with 3D frame and DTM wood effect panel and 1 x non-illuminated external poster frame to hold A2 posters  
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections with the exception of the sign on the doors which is too large.**
- (ii) PA18/00019 and 00020 (LBC) – Pier House Hotel: Advertisement Consent for 1 x externally illuminated projection sign, 2 x non-illuminated disclaimers, 4 x non-illuminated hand painted text direct to building, 2 x non-illuminated wall mounted chalkboards  
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections with the exception of the illuminated sign.**
- (iii) PA18/00887 and 00888 (LBC) – Pier House Hotel: Installation of new solid fuel stove and flue  
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections to the proposal.**
- (iv) PA17/11421 and 422 (LBC) – Wreckers, Charlestown Road: Proposed glass box extension to property

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council strongly objects to the proposal. It is completely out of keeping with the village and will emit light and noise pollution. The Council is also unhappy that the ridge line runs across one of the existing windows.

(v) PA17/10029 – Salamander, Quay Road: Extension to existing residential property to provide additional holiday let including demolition of modern conservatory (Amended plans)

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the application subject to the Conservation Officer being content.

(vi) PA18/00647– The Lovering, Quay Road: Construction of a single storey extension to create an additional bedroom

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the application.

(vii) PA18/00876 – 80 Charlestown Road: Remove one storey dividing wall between the kitchen and the dining room

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the application provided it has the support of the Conservation Officer.

(viii) PA18/01586 – 16 Church Road: Notification of proposed works to a tree in a Conservation Area. Coppicing of Ash at crown break (tree is beginning to crack and loosen wall).

This application is for notification only.

(b) The current situation regarding the following planning applications was noted:

(i) PA17/08006 - Shipwreck and Heritage Centre – Demolition of single storey extension to the north west, alterations, ground floor extensions to provide additional exhibition and retail space and toilets and refuse store, first floor extension to provide new multi-use space, new two storey entrance, external landscaping.

This application has been approved. Cllr Neill commented that he was pleased to note that a condition regarding screening has been attached.

(ii) PA17/08771 - Charlestown Chapel: Listed Building Consent for the conversion of the Sunday School to 3 residential apartments (replacement of roof and other minor amendments to approved applications PA13/05121 and 122)

The Clerk reported that the Planning Officer has received some of the requested additional information and this has been sent to the Conservation Officer and Historic England's Planning Officer for their comments.

(c) To receive an update on the following enforcement matters:

(i) Charlestown Chapel

The Clerk reported that the Enforcement Officer has informed her that he is keeping a watching brief. He said they are waiting for a method statement for the removal of the roof and scaffolding/bracing for the rear schoolrooms. Once this has been agreed, the applicant can begin removing the remaining roofing in order to undertake an inspection.

(ii) The Longstore

The Clerk reported that the Enforcement Officer has sent her reports and notices to Cornwall Council's appeals team and is awaiting a response from them.

## **(17/173) Neighbourhood Development Plan**

### **(a) Terms of Reference**

Mr Hallows said that he was disappointed that members of the Strategic Committee didn't carry out the decision made by the Committee regarding Terms of Reference. He felt the agenda item should be withdrawn and go back to the Strategic Committee.

The Chairman said that an ongoing email trail had already answered a lot of the questions Mr Hallows had asked.

Mr Morris said that he hoped there would be a good turnout for the drop-in sessions next week but expressed his concern that the NDP process was getting bogged down with policy and processes and felt the Parish Council needed to take a lead.

The Chairman explained that this was one of the reasons why Cllr Webb had resigned. He went on to say that the proposed new membership of the strategic (steering) group was based on Cornwall Council's "Constitution and Structure for a Neighbourhood Planning Steering Group" which makes the danger of having too large a group very clear. He went on to say that simply removing the "up to a maximum of 12 members" would potentially create an unlimited membership with its consequent problems of management. He was also concerned that there should be a balance of representation from the three wards of the parish.

The Chairman explained to the meeting that they had sought advice from Cornwall Association of Local Councils on the Terms of Reference and protocol and that he was moving the proposal previously circulated.

Mr Hallows said he was concerned there was a hidden agenda and the Chairman offered to meet with him to discuss his reason for such a statement.

**It was RESOLVED to accept the proposal to amend the Terms of Reference as follows:**

### **Point 4. Membership**

a) Membership of the Strategic Group will be fixed at 10 permanent members.

b) These members will consist of:

Charlestown – two parish councillors representing Charlestown ward plus two members of the community from the Charlestown ward

Duport – two parish councillors representing Duport ward plus two members of the community from the Duport ward

Porthpean/Trenarren - one parish councillor representing Porthpean/Trenarren ward plus one member of the community from the Porthpean/Trenarren ward

c) In addition, up to two further members with a special skills set may be co-opted for a time limited period to advise on a particular piece of work.

d) Vacancies on the Strategic Group will be advertised and applicants will be asked to set out the skills and expertise they can bring to the group.

e) When members of the Strategic Group are proposing, seconding or voting on a proposal to co-opt an applicant, they must consider the value to the group of the skills offered as well as the applicant's ward.

f) All members of the Strategic Group will be required to sign to say that they will abide by the Terms of Reference with regard to conduct of meetings.

g) The Strategic Group will be supported by officers of Cornwall Council as well as other agencies appointed by the Strategic Group to support the process. These persons will be able to attend meetings and contribute to discussion but will not be able to vote.

h) The Strategic Group will endeavour to seek views from under-represented sections of the community on all issues.

Mr Morris said that he felt that the proposed numbers would give a good balance but that the Parish Council was behind other Councils in producing a Neighbourhood Development Plan and without such a document the parish was in danger of having development thrust upon them.

Mr Tombs said that he was a volunteer and would not be signing up to the Council's Code of Conduct.

Mr Hallows said that he had only requested one small amendment and would be writing to the Monitoring Officer and Standards Board as he felt the matter was procedurally wrong. The Chairman repeated his offer to meet with him to discuss this matter and his other concerns. Cllr Neill expressed his frustration and disappointment at the level of mistrust and suspicion constantly expressed by some non-parish council members of the group and remarked that this attitude was preventing progress and souring relationships. He reminded the meeting that we were supposed to be working together for the benefit of the parish. Cllr Sue Leach pointed out that all members of the Strategic Group were volunteers and emphasised that it was not parish council members who were creating a "them and us" situation, thereby impeding the progress of the group.

(b) Progress Update

Cllr Sue Leach gave a verbal update on progress. A grant of £1,508.83 has been approved by Groundwork for start up costs and items such as display boards that will be useful throughout the process.

It was **RESOLVED to approve expenditure of £1,260 for flyers, venue hire, refreshments, prize draw, an A frame and stationery.**

Cllr Leach explained that the consultation process was now well underway with drop in's due to be held next week and thanked volunteers for delivering flyers. Cllr Leach encouraged members of the public to attend the drop in's and have their say on what is important to them. The group is working to engage with hard to reach groups, young and old – Tamsin Low will speak to children at Charlestown School, Cllr Sue Leach will visit Penrice School and Cllr Neill will attend the luncheon club. It was also hoped to get more volunteers involved. The group now has a database of businesses

The Chairman thanked the Strategic Group for all their hard work so far.

**(17/174) Devon and Cornwall Police Report**

The Clerk read PCSO Carpenter's report – one crime was reported between 18 January and 18 February - Grievous Bodily Harm in Charlestown Road (detected). In addition, 5 logs were recorded.

**(17/175) Cornwall Councillor's Report**

Cllr French reported that there have been 3 rockfalls onto Charlestown beach and he has alerted Cornwall Council.

**(17/176) Defibrillators**

(a) St Paul's Church Hall

A letter has been received from the Chairman of the Church Hall Trustees explaining that they are installing a defibrillator outside the hall as well as fitting a CCTV system.

**It was RESOLVED to meet the annual maintenance charge for the defibrillator.** The charge is currently £192 pa.

(b) The Pattern Hall

**It was RESOLVED to apply to The Lottery Fund for a grant to install a defibrillator outside The Pattern Hall.**

**(17/177) Highways Matters**

(a) Consultation on the proposed diversion of part of Public Footpath 26 (Polmear Farm, Charlestown)

It was **RESOLVED** that the Clerk should respond to Cornwall Council stating that the Parish Council strongly supports the proposed diversion of the footpath.

(b) Other Highways Concerns

Mr Tombs asked when the obsolete signs in Charlestown are to be removed and the barrier at the foot of Duporth Road repaired and stated that the road gullies in Charlestown Road need cleansing. The Clerk replied that she has already chased both matters but would do so again.

### **(17/178) Financial Matters**

(a) Clerk's Training

It was **RESOLVED** to authorise the Clerk's attendance at CALC training (Being a Responsible Employer and GDPR) as well as the SLCC Regional Training event.

(b) Shredding Machine

It was **RESOLVED** to spend up to £250 on an office shredder.

(c) The following payments were authorised and current bank balances noted:

DD	SWW	Toilets	£72.76
DD	SWW	Hall	£25.50
DD	BT	Telephone	£47.23
DD	BT	Internet	£77.04
DD	Cornwall Council	Business Rates (toilets)	£72.00
DD	E-On	Electricity for hall	£473.34
SO	Cornwall Pension Fund	EE and ER contributions	*
000743	K Carter	(to replace chq 000742)	*
000744	Mrs J Larter	Lights for hall	£121.50
000745	Go Pak	Table trolley	£238.99
000746	ITEC	Photocopy charges	£24.48
000747	GM Blackmore	Verge cutting	£70.00
000748	Cornwall ALC	Minutes and agenda training	£60.00
000749	Lyreco	Stationery and cleaning products	£169.33
000750	St Austell Printing Co	NDP printing	£243.98
000751	Complete Business Solutions	Drywipe board	£76.84
000752	RAP Industries	Display boards	£516.00
000753	Biffa Environmental	To replace chq 000723 lost in post	£476.74
000754	K Carter	February salary	*
000755	B Reynolds	February salary	*
000756	R Rodriguez	February salary	*
000757	Mrs J Larter	February salary Expenses	* £171.47

\*publication of salary payments is excluded under the Data Protection Act

### **(17/179) Meetings/Training Attended**

18 January – Cllr Osbrink attended CALC Agenda and Minutes training

31 January – Members of the Parish Council and community met to discuss the lack of enforcement action regarding Charlestown Chapel and Clay Dry and are currently working on what steps can be taken.

7 February – The Chairman and Clerk met Lisa McCarthy

8 February – The Clerk attended Being a Better Employer training

8 February – The Clerk attended St Austell and Mevagissey Community Network Panel meeting

12 February – The Chairman, Cllrs Sue Leach and Trudy Reynolds and the Clerk met CALC’s Executive Officer to discuss NDP procedural issues

**(17/180) Correspondence**

A list of correspondence had previously been circulated and the following correspondence was received after publication of the agenda:

- Letter from Cornwall Rural Housing Association
- Details of Cornwall AONB conference
- Details of a conference at Wheal Martyn “Industrial Heritage and Buildings and Collections – Challenges and Experiences”

**(17/181) Dates for the Diary**

- 26 February – NDP Drop in at Porthpean Golf Club
- 1 and 3 March - NDP Drop-in in The Pattern Hall
- 1 March – St Austell Bay Economic Forum Place Shaping Strategy (Cllr Nicklin to attend)
- 2 March – GDPR training – Cllr Osbrink to attend
- 9 March – GDPR training – Clerk to attend
- 15 March – NDP Strategic Group meeting

**(17/182) Dates of Future Meetings**

22 March, 19 April, 17 May, 21 June, 19 July, 23 August (if required), 20 September, 18 October, 22 November, 20 December

The meeting closed at 7.28 pm

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Chairman

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Date