

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE INSTITUTE, PRAZE

### ON THURSDAY, 14<sup>th</sup> DECEMBER 2017 at 6.30pm

Minutes of Council Meetings are available to view on [www.crowan-pc.gov.uk](http://www.crowan-pc.gov.uk); on the Leedstown Notice Boards; on Nancegollan and Townshend Village Hall Notice Boards.

Present:	Cllr. Smith (Chairman) Cllr. Henwood Cllr. McLeod Cllr. Tripp	Cllr. Miss Allen Cllr. Hodson Cllr. Mrs Muriel Cllr. Ms Tunnicliffe	Cllr. Christophers Cllr. Dr. Jenkin (PC/CC) Cllr. Roberts Cllr. Webb
In Attendance:	Mrs Thompson (Clerk)		

Minute	AGENDA ITEMS	Action
	<p><u>Prayers</u> – led by the Chair, who advised anyone not wishing to participate may leave the room and re-join the meeting later.</p>	
	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>Ms Jo Harley and Ms Alice Maffey, Ocean Housing were in attendance to discuss the planning application for a proposed development off Fore Street, Praze. Ms Harley said this was not a full application at this stage but getting towards a final layout stage. When a full planning application is submitted, the public can comment then. She said 70% of the properties would be affordable. Ocean Housing are seeking 30% to be open market, to finance the project. The architect layout will be passed to engineers to ensure correct standards are met. She will check with Ms Jackie Smith, Drainage Officer regarding the capacity.</p> <p>Residents raised a number of concerns including:</p> <ol style="list-style-type: none"> <li>a. Lack of parking on Fore Street. Residents felt this application would exacerbate the situation.  Ms Harley confirmed every property will have two parking spaces each, including one-bedroom flats. She felt most cars would be parked on the site and not on Fore Street.</li> <li>b. Issues of highway safety, there had been two accidents this year on Fore Street and speed monitoring at the site of the junction to the proposed development showed the average speed to be 40mph.</li> <li>c. Proposed new properties to look more individual and in keeping with existing properties.  Ms Harley said the front properties will continue the stone theme. She acknowledged the stonework paint of properties in School Road (only eight years old) is a disgrace. The site will be repainted in the New Year ahead of schedule.</li> <li>d. Figures from CC showed there were 53 on the housing register looking for affordable rented accommodation in the parish.  Cllr. Henwood said the Leedstown development had the poorest uptake of any affordable project in Cornwall, with: <ul style="list-style-type: none"> <li>• 50% of the rented cascaded to secondary connections</li> <li>• 86% of shared ownership to secondary and county connection of which the split was <ul style="list-style-type: none"> <li>○ 29% secondary connection</li> <li>○ 57% county connection</li> </ul> </li> </ul> <p>The above information came from the affordable housing officers’ comments to PA16/00471/PRE-APP.</p> </li> </ol>	

Cllr. Henwood stated the Home Choice housing register shows 69 people / families who can demonstrate a Crowan connection. However, he believed that to use this figure was very misleading as if you look at the preferred area to live, this shows only 12 indicated any preference for Crowan parish. As for Praze only one gave this as their first choice, four their second and three as their third.

Based on these figures Cllr. Henwood felt Ocean Housing had not proved a need for further affordable housing in the parish at this time.

Ms Harley said there would be a section 106 agreement and this would mean that properties will not go to applicants from outside Cornwall. Cllr. Henwood said those who can prove a county link can apply for affordable housing, as had happened in Walters Close, Leedstown.

- e. The definition of affordable housing was queried.

Ms Harley said affordable housing for sale was valued at 80% of market value. Occupiers can opt for a combination of rent and part-ownership.

- f. General issues

Will there be further development? The field behind would be accessible for development. Ms Harley was unable to answer this question as she is not in touch with the landowner.

Ms Harley explained the soakaways were only for surface water. Ocean have to satisfy CC and justify that water can only leave the site via drains and soakaways – standards have to be met.

Cllr. Henwood said a CIL payment was required on exception sites under the Cornwall Local Plan, contrary to what had been said. Cllr. Jenkin said a CIL contribution does not apply to this development and added a s.106 would require a contribution to the school, etc.

Ms Harley was asked about the boundary and how it was to be established. Ms Harley said the preference was for a six-foot high fence.

Ms Harley said school numbers should not be greater as most children are already in the Parish. A resident said £3k per head is not enough for the school. Ms Harley clarified the money now goes to the school and not the Local Authority.

She added the Surgery is funded to the number of people it serves. Highways and Transport will be consulted; as will utility providers including Western Power.

Reference was made to flooding on a Wendron site, which resulted in dangerous roads; impact on appearance; overall it was not sustainable.

A resident complained the new development will mean her dining room will be in darkness. Ms Harley said there are rules regarding developing too close to neighbouring properties. She was invited to visit the property to see the problem for herself.

Mrs Mary Willoughby said she was one of six owners of the site, which had been in her family for over 70 years. One of the owners had died and the remaining landowners had been advised the land had to be valued as building land for Probate.

The Clerk was presented with a petition, with 119 signatures, objecting to the proposed development on the grounds of:

1. Highway safety and traffic levels (including resulting pollution).
2. Flood risk.
3. Impact on the appearance of the area.
4. Design, appearance and layout of proposed development.
5. Effect on the level of daylight and privacy of existing property.
6. Noise, disturbance and smells resulting from the proposed development.
7. Impact of additional sewage.
8. Need to safeguard the countryside.
9. Conservation of trees and open land.

	<p>Cllr. Smith explained there was no application for a development in Praze before the Parish Council at this time, but when one is presented, the views expressed by residents would be considered.</p> <p>Ms Maxine Symons spoke on behalf of some Crowan residents i.r.o. the Dixcarte planning application (Minute 180b/2017 refers). She said this is the third pre-app and none of the concerns that CC or residents had raised previously had been addressed. She referred to the many errors in the application – this is not an infill site, nor is it a brownfield site (as the application claims). Residents main concerns are:</p> <ul style="list-style-type: none"> <li>i. Access – the lane that runs from the B3303 at Jenkins Bottom to Crowan is very narrow and the junction itself is considered dangerous. The current guidance on visibility at junctions could not possibly be met at this junction. The alternate access from Black Rock is via an even more meandering lane with fewer passing points.</li> <li>ii. Bus Service – there is not an hourly bus service and no bus at all to Penzance (contrary to what the planning application says). Therefore, there will be a significant increase in traffic movements.</li> <li>iii. Services – there is no mains drainage, no mains gas and poor broadband reception. The development would put pressure on the school, doctors’ surgery, etc.</li> <li>iv. Existing buildings – residents do not consider the outbuildings suitable for conversion. It appears from the application that Dixcarte is to be demolished. Ms Symons said this was previously a public house and had been deemed ‘unrecorded heritage’.</li> <li>v. Crowan Churchtown – this is a Mediaeval settlement and any development should pay due regard to archaeological features which could lie buried under the site. The application could affect several Grade 2 listed buildings, including Crowan Church itself. The visibility at the entrance to the site itself is poor and could not meet current government standards and the listed buildings to its east and Trewithen to the west would make it impossible to achieve the minimum standards for visibility. Residents point out that there had been few new properties built in the past 50 years, this large development would completely change the character of Crowan.</li> </ul> <p>Mr Mock said he had previously lived at Dixcarte and the buildings are in a state of collapse. He believes something needs to be done with the site, but clearance of the land will be very costly. He would like to see a small number of open market housing, not the higher number of affordable / open market houses proposed. He emphasised he no longer has a financial interest in the site.</p> <p>A resident asked when the local Neighbourhood Plan would be available. This is a work in progress and will go out to consultation before it becomes legally binding.</p>	
176/2017	<p><u>Members’ Declarations –</u></p> <ul style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests – none.</i></li> <li>b. <i>Non-Pecuniary/Disclosable Interests – none.</i></li> <li>c. <i>Declaration of Gifts – Members were reminded they must not accept any gift or hospitality with a value in excess of fifty pounds.</i></li> <li>d. <i>Dispensations – none.</i></li> </ul>	
177/2017	<p><u>Outside Bodies / Reports –</u></p> <ul style="list-style-type: none"> <li>a. <i>Police – Sgt. Cooper had explained the loss of Monthly Police Crime Reports is a matter dictated within the Force Service Level Agreement. This Policy had been agreed at the highest level, and is observed by local officers. Other avenues to access necessary data had been provided, and although there is a necessary and unavoidable lag in this data due to the way it is collected and collated, it is nonetheless available, accurate, and</i></li> </ul>	

	<p>appropriate for purpose. To remain on agenda for Members to report anything of relevance to the Police.</p> <p>b. <i>Cornwall Councillor</i> – Cllr. Jenkin reported she has been chasing planning enforcement cases on behalf of the PC. She had attended several Adult Social Committee meetings looking at budgets and future provision. Boundary Review will mean a reduction to 87 County Councillors. It is possible the division could include Wendron, Stithney and Crowan.</p>	
178/2017	<u>Apologies for Absence</u> – Cllr. Parnell.	
179/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9<sup>th</sup> November 2017, <b>AGREED</b> as a true record.</p> <p>b. <i>Amenities Committee Meeting</i> – 21<sup>st</sup> November 2017, <b>AGREED</b> as a true record.</p>	
180/2017	<p><u>Planning Applications</u> – Members to consider the following, including any planning applications received after the agenda was issued:</p> <p>a. <i>Praze Affordable Proposal</i> – no action can be taken until the planning application had been submitted.</p> <p>b. <i>PA17/03228/PREAPP, Dixcarte, Crowan</i> – pre-application advice for conversion of existing agricultural barns to form residential dwellings, landscaping, parking and associated works.</p> <p>Cllrs. McLeod and Henwood had visited the site. Cllr. McLeod explained this is a pre-application, not a full planning application and the Developers are seeking views. Issues raised by residents in the Public Forum were considered.</p> <p>Cllr. McLeod said some residents would prefer to have some development on the land, rather than continued usage for agricultural, horticultural or even industrial use. The development will not go away, a sensitive small-scale development is preferential to a large-scale one.</p> <p>Cllr. Henwood supported this view. He wanted to see any development concentrated on the area near Dixcarte itself. The lower field is subject to flooding. The site could accommodate a small amenity space and / or parking for the hamlet.</p> <p>Cllr. Muriel had received two phone calls from residents of the same mind as Cllrs. McLeod and Henwood.</p> <p>Cllr. Jenkin said Crowan is considered a hamlet and not a village and does not need to have the same level of infrastructure. She warned residents to “be careful what you wish for”. Some form of development is almost certain to happen on the site.</p> <p><b>COMMENT:</b> Members would look with favour on a sensitive small-scale development at the top of the site close to the entrance. They would like such a development to include the removal of the existing agricultural buildings and include an amenity area and parking provision on the site.</p> <p>c. <i>PA17/09738, Long Acre, Binnerton Road Leedstown</i> – outline application with some matters reserved (access to be decided) for construction of two new sustainable dwellings. Cllr. Tripp was advised he should declare an interest as his home is opposite the site. A previous Pre-app was for three dwellings.</p> <p><b>OBJECT</b> on the grounds this is a wholly inappropriate proposal, being outside the development boundary with poor access. Any extension to the village at this point would be open development in the countryside. It is not an exception site. Should the case officer disagree with this view, then Members wish for it to go to CC’s Planning Committee for decision.</p> <p>d. <i>PA17/10349, View Point, Trenoweth, Praze</i> – demolition of existing detached bungalow and garage and erection of new detached chalet bungalow with attached garage. Cllrs. Tunnicliffe and Henwood had visited the site. This is a two-bedroom bungalow at the moment and the applicants want to build a three-bedroom dormer bungalow.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Ms Melissa Burrow, case officer had advised a revised plan is to be submitted, which will differ slightly as the proposed roof lights were double ones which she had concerns might create overlooking issues on the northern side with the neighbour, 'Kynance'. The roof lights will now be single on both sides of the roof, which should address this potential issue.</p> <p><b>NO OBJECTION</b> provided the gable overlooking the adjacent property had frosted glass.</p> <p>e. <i>PA17/11006, Tregembo, West End, Townshend</i> – front porch extension and rear kitchen extension. Cllr. Hodson volunteered to take this application, which will be on the January agenda.</p>	<p>Clerk</p> <p>Plans with Cllr. Hodson</p>																																
<p>181/2017</p>	<p><u>Allocation of Planning Applications</u> – Members considered a proposal to reaffirm the position of the Clerk, as the Proper Officer, to appoint the Councillor to receive planning applications within 48 hrs of receiving them; in compliance with standing orders 25.1.9 and 19. Where practical this will be at the Clerk's discretion to alternate the distribution of planning applications between different suitably trained Members, notifying all Councillors as to the Clerk's decision by suitable means. He asked for this to be put the vote in accordance with SO 8.1.</p> <p>Cllr. Roberts said there should be some sort of rotation system for the allocation of planning applications.</p> <p>Cllr. Jenkin emphasised that if Members are given a planning application that they cannot deal with, then it is their responsibility to find an alternative Member to arrange a site visit.</p> <p>Cllr. Hodson had sought legal advice and posed this question to Corporate and Information Governance: 'My interpretation of 25.1.9 is that, unlike the tasks listed in 25.1.1-8 where the Clerk is clearly appointed by law as Proper Officer, she or he may only do other things 'as the Council may direct' — and that is not a blank cheque. The important UK constitutional principle (and practice) here is that the Clerk as a civil servant is answerable to and acts under the direction of the democratically elected representatives, and does not have the right to pick and choose between them.'</p> <p>Their response had been: '... your interpretation of 25.1.9 is quite correct and this should not be used as an opening for the clerk to undertake whatever tasks she sees fit without the approval of all members, the clerk needs to adhere to the Standards Orders as well as Members. It will be up to the Council to agree on which member undertakes any site visits as there may be a potential interest which may need to be declared.'</p> <p>Cllr. Jenkin said the Clerk had already been directed, by Members, to issue the planning applications.</p> <p>Cllr. Smith said Standing Orders need to be looked at in detail. The allocation of planning applications to remain as it currently is.</p>																																	
<p>182/2017</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18–08 to a value of £3,178.26 was <b>APPROVED</b> for payment, including a voucher for Ms Jane Allen for locking the Praze WCs daily.</p> <p>The bank reconciliation was made available for inspection.</p> <table border="1" data-bbox="316 1704 1292 1951"> <thead> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Staff costs – including tax and NI</td> <td>1,083.65</td> <td></td> <td>1,083.65</td> </tr> <tr> <td>Praze WCs &amp; Community Room</td> <td>422.03</td> <td>64.41</td> <td>486.44</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>66.75</td> <td></td> <td>66.75</td> </tr> <tr> <td>Play Areas - incl. H&amp;S reports</td> <td>826.89</td> <td>164.89</td> <td>991.87</td> </tr> <tr> <td>Christmas Lights electricity supply</td> <td>104.99</td> <td></td> <td>104.99</td> </tr> <tr> <td>Administration - incl. election costs</td> <td>444.56</td> <td></td> <td>444.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£3,178.26</b></td> </tr> </tbody> </table> <p>b. <i>2018/19 Budget</i> – Minute 149d/2017 refers. It was <b>AGREED</b> to consider the 2018/19 Budget at the January meeting. The Clerk advised she had obtained an extension to deal with this.</p>	EXPENSES	Price	VAT	Total	Staff costs – including tax and NI	1,083.65		1,083.65	Praze WCs & Community Room	422.03	64.41	486.44	Parish Rooms, Crowan	66.75		66.75	Play Areas - incl. H&S reports	826.89	164.89	991.87	Christmas Lights electricity supply	104.99		104.99	Administration - incl. election costs	444.56		444.56				<b>£3,178.26</b>	<p>Clerk</p>
EXPENSES	Price	VAT	Total																															
Staff costs – including tax and NI	1,083.65		1,083.65																															
Praze WCs & Community Room	422.03	64.41	486.44																															
Parish Rooms, Crowan	66.75		66.75																															
Play Areas - incl. H&S reports	826.89	164.89	991.87																															
Christmas Lights electricity supply	104.99		104.99																															
Administration - incl. election costs	444.56		444.56																															
			<b>£3,178.26</b>																															

183/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Townshend Traffic Speed Survey</i> – Minute 163c/2017 refers. A copy of the survey results from Highways had been circulated via email. Cllr. Jenkin said it might help if the PC were able to make a contribution towards the cost of traffic calming measures. For consideration at the budget setting.</p>	Clerk
184/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Treasure Park</i> – Minute 128a/2017 refers. Ms Maxine Hardy advised CC now requires the PC to write and adopt the documents listed below. The Clerk will bring drafts to the January meeting.</p> <p>i. <u>Equality and Diversity Policy</u></p> <p>ii. <u>Safeguarding Policy</u></p> <p>Needs to look at this when the budget is discussed.</p> <p>b. <i>Water Pressure</i> – Minute 164b/2017 refers.</p> <p>i. <u>Leedstown</u> – the results of the water pressure data loggers were not available.</p> <p>ii. <u>Crowan Fire</u> – Mr Ben Goddard, Fire Service had emailed to advise they had sufficient water supplies to fight the fire satisfactorily.</p> <p>NOTE – Cllr. Henwood to purchase a water pressure tester, for use in Leedstown and Crowan</p> <p>c. <i>Praze WCs</i> – it was <b>RESOLVED</b> to accept a recommendation from the Amenities Committee to progress with the purchase of the freehold, provided CC install an electric supply. Cllr. Jenkin said she was hopeful this would be achievable. The Clerk to advise Mr Jon James, CC.</p> <p>Cllr. Roberts said he couldn't see the benefit to the parish of owning the toilets. Others felt that CC could sell it for another purpose.</p> <p>d. <i>School Road Kiosk, Praze</i> – BT had confirmed the kiosk (01209-831330) listed in their records as being in Station Hill, Praze is the one sited in School Road. Members <b>CONFIRMED</b> they would prefer to adopt the kiosk, rather than see it removed. It could be used to house a defibrillator if the funds could be raised.</p> <p>e. <i>Tender Process</i> – the terms of the contract had previously been circulated via email. Note – the contracts were awarded for three years in 2014. Referred from the Amenities Committee meeting.</p> <p>i. <u>Public Rights of Way (PROWs)</u> – Members considered a proposal that the PC continues to maintain the PROWs, in return for a grant from CC, and the contract work is closely monitored.</p> <p>£1,200 is the cost of the PC to maintain the PROWs, i.e. the monies paid to the contractor less CC's grant.</p> <p>Cllr. Henwood said this is a statutory responsibility of CC. Several additional projects are under consideration, which will add to the PC's expenditure, e.g. Treasure Park, 'phone kiosks / defibrillators.</p> <p>Cllr. Roberts queried the usage made by local residents of the PROWs. He felt this should be looked at. He wanted to encourage more people to walk the paths.</p> <p>Cllr. Jenkin said the quality of the work done by CC is likely to be worse than that when PC manages it. She said the PC existed to look after the interests of local residents and she believed that they want to see the PROWs maintained to a high standard.</p> <p>Cllr. Muriel said CC only funded 90% of the cost.</p> <p>It was <b>RESOLVED</b> to refer the PROW maintenance back to CC for twelve months from April 2018. Members to monitor the results. Cllrs. Hodson and Jenkin voted against this resolution.</p> <p>ii. <u>Grass and Hedge Cutting</u> – it was <b>RESOLVED</b> to advertise these contracts in the West Briton and Camborne Packet in the New Year.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>f. <i>Christmas Lights</i> – risk assessment, etc. had been received from Nancegollan Village Hall Committee and Praze Christmas Lights Committee</p> <p>g. <i>War Memorial</i> – Members made no comment on the listing made by Historic England. Details previously circulated via email.</p>	
<b>185/2017</b>	<p><u>Administrative Matters</u> –</p> <p>a. <i>Traffic Management for Community Events</i> – certificates and identity cards were provided to Cllrs. Smith and Webb, who attended this course.</p>	Information
<b>186/2017</b>	<p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Winter Wellbeing Guide</i> – copies can be obtained and distributed to vulnerable people in the community, from <a href="mailto:phdesk@cornwall.gov.uk">phdesk@cornwall.gov.uk</a>. The copy held by the Clerk to be placed on the notice board in The Institute.</p> <p>b. <i>Cornwall Statement of Community Involvement for Planning</i> – 6-week consultation from Monday 27<sup>th</sup> November and 5pm Monday 22<sup>nd</sup> January 2018. Details previously circulated via email.</p> <p>c. <i>CC Waste Survey</i> – Members and residents are invited to comment on the waste disposal proposals from CC. Details previously circulated via email. See: <a href="http://www.cornwall.gov.uk/environment-and-planning/recycling-rubbish-and-waste/kerbside-recycling-collection-survey/">http://www.cornwall.gov.uk/environment-and-planning/recycling-rubbish-and-waste/kerbside-recycling-collection-survey/</a>. Deadline for comments is 3<sup>rd</sup> January 2018. Members to comment individually.</p> <p>d. <i>Notice Board</i> – problem with front opening upwards.</p>	All Members
<b>187/2017</b>	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 11<sup>th</sup> January 2018.</p> <p>ii. <u>Amenities Committee (AC) Meeting</u> – 16<sup>th</sup> January 2018.</p> <p>iii. <u>NP Steering Group</u> – 19<sup>th</sup> December 2017. The Clerk to ask Cllr. Parnell if the meeting can start earlier.4-7pm.</p> <p>Cllr. Muriel suggested using a closed Facebook page to hold NP meetings, but it was felt that this would not work.</p> <p>b. <i>Clerk's Leave</i> – 23<sup>rd</sup> December 2017 to 1<sup>st</sup> January 2018 inclusive.</p>	Clerk
<b>188/2017</b>	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Appendix 2 of the Affordable Housing Needs Survey</i> – Cllr. Henwood asked for a copy. Members thought the contents may be personal and sensitive. The Clerk to check if this is the case.</p>	Clerk
<b>189/2017</b>	<u>Meeting Closed</u> – 20.57pm.	

Signature: ..... (Cllr. Smith)  
Chairman

Date: 11<sup>th</sup> January 2018