

Crowan Parish Council
MINUTES OF THE AMENITIES AND HIGHWAYS MEETING
HELD IN THE INSTITUTE, PRAZE

ON THURSDAY, 15TH AUGUST 2019 @ 7.15pm

Minutes of Council Meetings are available to view on www.crowan-pc.gov.uk; on the Praze and Leedstown Notice Board; on Nancegollan and Townshend Village Hall Notice Boards.

Present	Cllr Tunnicliffe (Meeting Chair) Cllr Parnell (Chairman PC), Cllr Henwood, Cllr Jenkin, Cllr McLeod, Cllr Muriel, Cllr Roberts, Cllr Smith, In Attendance Mrs Lidgett (Clerk)	
Ref.No.	Agenda Item	Action
	<p><u>Chairman's Welcome and Public Forum</u> – Cllr Parnell, Chairman of the PC opened the meeting and welcomed those present, introduced the new Clerk and welcomed two potential new Parish Councillors, Roger Smith and Jo Lay.</p> <p>One member of the Public, Jo Lay, addressed the Committee prior to the commencement of the meeting regarding item AC52/2019 item b (see below) and AC61/2019 with an offer to help make the new PROW Programme of Circular Walks more descriptive and user friendly. It was noted that the PROW Programme is work in progress and would benefit by further input.</p> <p>Cllr Tunnicliffe took over as Meeting Chair at this point.</p>	
AC50/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – None</p> <p>b. <i>Non-Registerable Interests</i> - None</p> <p>c. <i>Declaration of Gifts</i> - None</p>	
AC51/2019	<u>Apologies for Absence</u> – Linda Holloway	
AC52/2019	<p><u>PROW Issues</u> – Members to receive an update.</p> <p>a. Presentation from Linda Holloway, Senior Enforcement Officer was cancelled and apologies received. She has requested that an appointment be made to cover outstanding issues and the possible re-instatement of the LMP.</p> <p>b. <i>PROW/207/76/1 and PROW/207/75/3, 4 and 2, Bold Gate to Best Gate Lodge</i> – Mr Hamish Gordon had previously advised that CC Enforcement, on his request, visited both these Rights of Way and had decided that no further action is required. Cllr. Parnell had checked the status 4 weeks before the meeting and could find no problem, however, Jo Lay advised that since then loose horses were being kept dangerously on or near the footpath and pallets had been used to block the stile. This was making the footpath unusable. The path was very overgrown and the track was not clearly marked. Cllr Jenkin advised that there was also a broken signpost near Bramble Cottage. Jo Lay agreed to report the issue to Cornwall Council.</p> <p>c. <i>PROW 207/116/1, Crowan to Reservoir (past Glebe Barn)</i> – Planning Enforcement EN17/02432 relates. Mr Gordon reported for</p>	Deferred Clerk

	<p>the May meeting that he had spoken with CC and since his initial visit last year and subsequent visit by CC Access Team to initiate the legal diversion of this footpath, there appears to have been no further action by the landowner. He had, therefore, drafted a letter requesting action by the landowner which he is presently waiting to have verified by CC. Once sent, timescales will be given to either initiate the process or for the matter to be passed onto Enforcement.</p> <p>d. <i>PROW 207/111</i> – path is blocked. Mr Gordon reported for the May meeting that he had surveyed this path recently and it is clear and open for use. However, he had added there are a couple of stiles that require attention (presently they would be classed as 'inconvenient') and as such Cormac will send a letter to the landowner(s) to rectify as it is their responsibility.</p> <p>e. <i>No other matters arising</i></p> <p>Accordingly, it was decided that a list of known PROW issues should be compiled by members to be covered at the meeting to be arranged with Linda Holloway at the earliest opportunity. Cllr Henwood explained as there had been such a poor response to previous PROW complaints; he had advised that notice should be served on Cornwall Council as is advised by the Ramblers Association.</p>	All Members & Clerk
AC53/2019	<p><u>Fingerposts</u> – Minute EX08/2018 refers.</p> <p>a. <i>Fingerpost Refurbishment</i> – re-erection of the repaired fingerposts, including the Nancegollan sign that had been overlooked by Cormac. <i>Fingerpost at Howe Down</i> – a replacement arm to be attached to the existing post would cost £540+VAT. The Clerk to contact Mike Peters of Cormac about a replacement arm.</p> <p>b. <i>Townshend Fingerpost</i> – this post had been placed on the road but it had been agreed previously that it would go in the garden. Cllr. Henwood reported that he had tried to contact Mr R. Parsons to ask if he was happy for the fingerpost to be erected in his garden. To date he had not received a reply. Clerk to follow up.</p> <p>c. <i>Leedstown Fingerpost</i> – Requires painting already – complaint because the bolts are not galvanised and are rusting.</p> <p>It was proposed that action should be taken regarding the long-term maintenance of fingerposts generally and the Clerk would ask Cormac for an inventory of those they had erected within Crowan Parish. Cllr Jenkin will forward original emails to the Clerk</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Jenkin/ Clerk</p>
AC54/2019	<p><u>Nancegollan Playing Field and Green</u> –</p> <p>a. <i>Waste Bin</i> – Biffa to add the bin to the list for emptying – The Clerk confirmed that this had been actioned and that we now have a schedule for collection days to aid in checking collection has taken place. (For Information - Thursday – Nancegollan & Leedstown Monday – Praze)</p> <p>b. Safety check action required post ROSPA & Greens inspections – Cllrs Parnell and Henwood confirmed receipt of inspection report for July which had already been circulated to all Cllrs ahead of the meeting. Cllr Parnell has met with David Green of Greens</p>	<p>Clerk</p> <p>Cllr Parnell/ Clerk</p>

	<p>regarding urgent safety matters and it was suggested that some small repairs could be incorporated at the time of the inspection up to a financial limit of £100. Apparently the previous Clerk had agreed to this but it had not been implemented. This was generally agreed but should be monitored by the Clerk such that Greens should advise when on-site and send photo, if practical.</p> <p>c. Quotes for equipment repair and refurbishment - Cllr Parnell confirmed that quotations regarding carpentry and other works had been requested from various suppliers and should be received within the next week including the option of using weather resistant plastic to replace some wooden parts. Accordingly decisions should be made on urgent matters by the next meeting</p> <p>d. Repair of benches – Ongoing awaiting completion of Leedstown first.</p> <p>e. Signage requirements -</p> <p>Fencing: warning notice "Do not climb on the framework or nets & do not wear rings or other jewellery as these can get caught and cause injury" (identified in ROSPA report).</p> <p>Footpath Entrance, Nr. Drym Road: Missing "No Dogs" sign to be fitted to post. (I know we have been here before!)</p> <p>Basketball Frame: Needs warning notice "Do not climb on the framework or hang on the ring" (ROSPA report).</p> <p>Crowan PC notice - current contact details</p> <p>The clerk confirmed that quotations had now been received from Phoenix signs but as additional signage might be required, the Cllrs to review and advise Clerk accordingly.</p> <p>f. Miscellaneous Rubbish removal & safety modifications for roller – It was noted that green waste was being dumped and required removal. A "No Dumping" sign is required</p> <p>g. Cllr Parnell confirmed Keysafe installation is now complete</p> <p>h. Cllr Parnell confirmed that the full electrical check PET was complete by HRH and it was discovered that a distribution panel and fluorescent light fitting needed replacement plus the shower holders together with other essential appliance cleaning to be carried out. It was advised that the external meter door is damaged and a best repair has been attempted. (Written report to follow)</p>	<p>Cllr Parnell</p> <p>Cllr Parnell</p> <p>All Cllrs</p> <p>Cllr Parnell</p>
AC55/2019	<p><u>Leedstown Playing Field –</u></p> <p>a. <i>Play Equipment</i> – Replacement of infant swing frame & baskets. Quotes available - Decision in Closed session There is slight strimmer damage to the Multiplay & Tyre swing but generally the frames are sound. Quotations for general carpentry repairs should be complete for the next meeting. Cllr Jenkin suggested new funding would be required and would see whether Cornwall Council could help.</p> <p>b. Repair of benches – Quotes available - Decision in Closed session</p> <p>c. Signage requirements- (Please refer to AC54/2019 item e.</p>	<p>Cllr Parnell</p> <p>Cllr Jenkin</p>

	<p>above)</p> <p>Warning notice replaced "Do not climb on the framework or nets & do not wear rings or other jewellery as these can get caught and cause injury" (identified in ROSPA report).</p> <p>Basketball: warning notice "Do not climb on the framework or hang on the ring" (ROSPA report).</p> <p>Crowan PC notice – current contact details</p> <p>d. Future of tyre swing - Cllr Parnell reported that the tyre swing does not meet ROSPA standards. Cllr Smith suggested the Clerk revisit the original designs and estimates and ask for a new quotation</p> <p>e. Play area funding suppliers. Cllr Smith suggested that Produlic were the preferred play equipment suppliers based upon the Praze installation experience and that he would send funding options to the Clerk for consideration.</p>	<p>Clerk</p> <p>Cllr Smith/Clerk</p> <p>Cllr Smith/Clerk</p>
AC56/2019	<p><u>The Plan / Play Area, Praze –</u></p> <p>a. <i>Praze WCs</i> – Minute EX08a/2018 refers. Mr Mike Beckett, CC Head of Natural Environment advised he had chased this again with property colleagues. They are still waiting on Western Power to change the connection into the building. He is pursuing this. NOTE – Mr Beckett had indicated he would be happy to meet and discuss the matter if this helps to move matters forward. - No change reported at this meeting. Cllr Jenkin suggested that it might be as well to progress matters if Cornwall Council legally agree to pay for the costs of a new electric connection retrospectively.</p> <p>b. <i>Business Smart Meters</i> – the Clerk had booked to have a free smart meter for the Christmas Lights supply installed on 5th June 2019 and this had now been completed</p> <p>c. <i>Access to The Plan</i> – Minute 172c/2018 refers. Members agreed to take no further action until the position with the yellow lines is known. Need to clarify ongoing access requirements</p> <p>d. Quote for replacement hand dryer Decision in Closed session</p> <p>e. Replacement soap dispenser - The previous freestanding soap dispenser was not fit for purpose and was replaced by a fitted metal one, however, it was noted that it had not been filled. Cllr Parnell had contacted the supplier who will ensure it is filled. Clerk to check.</p> <p>f. Overhanging tree branch above the infant swings had to be removed by Greens for safety reasons and is complete.</p> <p>g. Signage requirements check needed - please refer to item AC54/2019 item e. above. Clerk's details to be included.</p> <p>h. Swing gate spring & upgrade to avoid pinch point – this is a major issue reported by ROSPA and Greens. It was noted by Cllr Henwood that there will always be a pinch point to consider and it might be safer to remove the gate, however, that raised the issue that dogs could wander into the play area. This issue was deferred pending further inspection.</p>	<p>Clerk</p> <p>Information</p> <p>Clerk</p> <p>Information</p> <p>Clerk</p>

	<p>i. Ongoing maintenance agreement procedure & delegated powers – Cllr Parnell raised a query about routinely using a local supplier for odd jobs in an emergency situation without prior approved quotations. Cllr Henwood suggested that this had been discussed at a previous meeting and he believed a £350 limit had been set. Cllr Henwood and the Clerk to search the archive for clarification.</p> <p>j. Purchase of Community Room & WC from CC – after some discussion it was agreed that this matter has been lingering for too long and a timeframe for completion should be established. Cllr Jenkin suggested that a meeting be arranged with Scott Sharples and Mike Beckett to confirm that due process is complete and a deadline is required. The contract should include the power line and a solicitor should be instructed to complete by November. It was also noted that this could similarly apply to the acquisition of Treasure Park. The Clerk to arrange a meeting with Scott Sharples, Mike Beckett, Cllr Parnell, Cllr Tunnicliffe, Cllr Henwood and The Clerk</p> <p>k. Cllr Muriel confirmed that funds from the Fair had been received.</p>	<p>Cllr Henwood/ Clerk</p> <p>Clerk & Cllr Parnell, Cllr Tunnicliffe, Cllr Henwood</p> <p>Information</p>
AC57/2019	<p><u>Parish Rooms –</u></p> <p>a. <i>Keysafe</i> Installation confirmed by Cllr Parnell</p> <p>b. Cllr McLeod updated the Council about the current and proposed bookings and charges and confirmed the all bookings must be made through the Caretaker, Mrs Prior. The booking conditions and booking form are to remain unchanged, however some minor changes needed to be made regarding charges which were agreed by the Council. It was also noted that access to the WC facilities would be required when weddings and funerals were taking place.</p> <p>c. Full electric check PET – yet to be confirmed</p> <p>d. Discussion took place around the booking of the Parish Room for Council meetings and it was agreed that Full Council Meetings would continue to be held there on the 2nd Thursday of every month. Amenities and Highways Committee Meetings would be subject to availability and would need to be booked well in advance to guarantee availability. Cllr Tunnicliffe to advise the Clerk and meetings to take place at least every 2 months with potential for additional meetings as and when required.</p>	<p>Information</p> <p>Information</p> <p>Information</p> <p>Cllr Tunnicliffe</p>
AC58/2019	<p><u>Praze Community Room –</u></p> <p>a. <i>Electrics</i> – HRH Electrics have sorted out the beeping and carried out a full electrical check PET – report has been circulated and required work in hand.</p> <p>b. Community Room - New sign on the door reading: "Crowan Parish Council, Community Room, Parish Clerk email: clerk@crowan-pc.gov.uk and mobile number TBA when sourced - please refer to item AC54/2019 item e. above.</p> <p>c. Furniture required for Clerk – Cllr Parnell advised that a 4 – Drawer lockable filing cabinet and an office chair will be require for the Clerk's future use when in the locality.</p> <p>d. Maintenance & Cleaning – No comment</p> <p>e. Any other matters</p>	<p>Clerk & Cllr Parnell</p>

AC59/2019	<p><u>Defibrillator Project – Decisions Required</u></p> <p>Cllr Jenkin reported that the Council would need to urgently chase the supplier, R Richards Trust for delivery or collection of the goods as they had gone out of business. It also meant that the service agreement would no longer be in place. Clerk to contact the supplier to arrange delivery or collection of equipment already purchased. Cllr Muriel offered to store the equipment on behalf of the Council.</p> <p>a. <u>Townshend</u> <u>Phone Box refurbishment</u> <u>Equipment Installation</u> <u>New external direction signage?</u></p> <p>b. <u>Leedstown</u> <u>Phone Box refurbishment &</u> <u>Equipment removal & re- installation</u> <u>Future of old box?</u> <u>New external direction signage?</u></p> <p>c. <u>Praze</u> <u>Phone Box refurbishment</u> <u>Equipment Installation</u> <u>New external direction signage?</u></p> <p>d. <u>Equipment Training plan</u></p>	<p>Cllr Parnell & Clerk</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p>
AC60/2019	<p><u>Highways Matters –</u></p> <p>a. <i>Road from Crenver Corner to Horsedowns Chapel</i> – Mr Mike Peters, Cormac advised work had been carried out. Cllr. Henwood to check as deep gulley clearance was needed.</p> <p>b. <i>Nancegollan</i> – Mr Peters, confirmed the electrics and light units should have been removed when the 30mph signs coming of the village towards Praze were moved. He had now asked the operations team to get that organised. Members to check and report back.</p> <p>c. <i>Drym Rd Nancegollan</i> – the bollard had been knocked over and Cormac had previously agreed to replace, it is urgently required. Members confirmed this has not been replaced at pedestrian access to the playing field. Clerk to chase Mike Peters regarding a completion date</p> <p>d. <i>Cormac PR & Focus Group –</i> Web progress on Issues & WIP Advance notifications Issues Reporting & Local PC reporting</p> <p>Cllr Parnell reported that Cormac/Highways are trying to improve communication regarding proposed works on a mapping system. Further updates to follow.</p>	<p>Cllr Henwood</p> <p>Members - Deferred</p> <p>Clerk</p> <p>Cllr Parnell</p>
AC61/2019	<p><u>PROW Programme of Circular Walks</u> – Minute 27/2019 refers.</p>	<p>Deferred -</p>

	<p>Decisions required</p> <p>A number of points arose during the discussions, including:</p> <ul style="list-style-type: none"> • The leaflet format was required with supporting information on the Crowan PC website. • The print budget should be around £300. • The extra cost of 500 and 1000 should be established on the revised content and format • Eight-page format agreed. • Introduction page referring to CC footpaths and Crowan PC websites. • Back page more details of Crowan PC. • Enlarge the maps and add key points cross referenced in the walk description. • Walk length and potential walk duration. <p>NOTE – as OS maps are used, no advertising can be incorporated into the leaflet. Progress to date – sample circulated by email</p>	Cllr. Parnell
AC62/2019	<u>Land at Nancegollan</u> – Our solicitors details now requested – Cllr Parnell reported this is progressing	Cllr Parnell
AC63/2019	<u>Invoicing Praze Football Club</u> – Negotiations have been taking place regarding a phased payment plan.	Deferred - Cllr Parnell
AC64/2019	<p>Due to no August Full Council Meeting the following items need to be considered by the members present:-</p> <p>PA19/03906 - Carne Common Farm The Carn Black Rock TR14 9NG - Create an all-weather arena for horse exercise: Cllr McLeod reported – no adverse visual effect on the environment and no lighting proposed. Following a short discussion, Proposed:- No Objection Decision of Council:- No Objection</p> <p>PA19/05941 - Land Adj. To Number 6 Collins View Nancegollan Cornwall TR13 0AL - Details relating to matters of Access, appearance, landscaping, layout and scale. Details relating to foul drainage and surface water drainage.</p> <p>Cllr Jenkin reported – Houses bigger and higher than those adjacent on this development. The roofline significantly higher from the front elevation. The proposal essentially appears to be 3 storeys. The principle of objection is overdevelopment not in keeping as very dominating. Also noted potentially not affordable and some concern raised regarding additional traffic to the site with such a narrow access lane. Following discussion</p> <p>Proposed:- Objection</p> <p>Decision of Council:- Objection</p>	

PA19/06198 - Oatfield Farm Praze Camborne Cornwall TR14 0PB - Proposed restoration and extension to existing house

Cllr Henwood reported. Extension in keeping with the original building. The current layout and size inadequate for the needs of the family. The extension is proposed to go over the existing patio area. The current driveway access is acceptable. Old and new areas clearly delineated. The blocked window is to be reinstated. The extension is not visible from the road or neighbouring properties and is sensitively planned.

Proposed:- No Objection

Decision of Council:- **No Objection**

PA19/06143 - Binner Cross Farmhouse Binner Cross Leedstown TR27 6DU - Erection of one agricultural barn and six polytunnels with new vehicle access formed from existing track.

Cllr Henwood reported. This is a new plan following a previous objection. Access proposed across the existing footpath but Cllr Henwood suggested that this would not be necessary if the polytunnels were to be sited in a lower position whereby the current access could be utilised instead. It was suggested that the Land Agent could check if the proposed new business was viable. There was a query regarding ownership and the boundary marked with red and blue lines on the map (Application Site). Members suggested that they could view this more favourably if their recommendations regarding the re-siting of the polytunnels and access were followed.

Proposed:- Objection

Decision of Council:- **Objection**

PA19/04423 - With An E Cottage Crowan Praze An Beeble Camborne Cornwall TR14 9NB - Change of use of land from unused agricultural to private garden. Area has been enclosed by owner with wooden fencing 6 foot high

Cllr McLeod reported. It was noted that the map on the plans did not reflect a recent change of name of the property from "Morcambria" to "With and E". The plans satisfied the NDP criteria of infill and rounding off and use of the proposed area as domestic curtilage. Also there is precedent as the neighbouring aligning block across the footpath at Crewenna Vean had been acquired in a similar manor several years ago.

Proposed:- No Objection

Decision of Council :- **No Objection**

PA19/00584 - Land And Stables, At Crowan, Praze-an-Beeble
Proposed change of use of redundant stable to a single dwelling and formation of a new access

Cllr McLeod reported. Plans appear identical to previous application except the proposed access had been moved. The development is in open countryside and no principle for development could be identified. The stable did not appear suitable for conversion although consent given for residential use. Cllr McLeod recommended that previous objection be maintained.

Proposed:- Objection

Decision of Council:- **Objection**

PA19/05437 - 5 Station Hill Praze An Beeble Camborne Cornwall TR14 0JT - Proposed replacement Conservatory.

Cllr Parnell reported. The proposed extension at the rear of the property replaces an existing conservatory and is a minor change.

Proposed:- No Objection

Decision of Council: **No Objection**

PA19/02096 - Pheasant Cottage Clowance Praze An Beeble Camborne Cornwall TR14 0PT

Pre-application advice for: an extension to a Grade II listed cottage; proposed remodelling of existing porch and removal of existing duo pitch roof extension to return East elevation to its original aspect.

Cllr Smith reported. The existing building footprint is small. There is a high stone wall at the front boundary and no through traffic. The original plans denote proposal of 2 storey, but seeking advice on a single story extension contained by existing stone walls on two sides.

Proposed: No comment

Decision of council: **No Comment**

PA19/06679 - Land Adj. To Moorfield Barns School Road Praze An Beeble Cornwall TR14 0LB - The construction of a single dwelling (revised)

Cllr Smith reported that the change to a smaller unit was still making the site overdeveloped as there is now no clear domestic curtilage for the existing Barn. It was also noted that the access point was dangerous due to proximity to the school and the area is on flood plain - it is outside the Neighbourhood Development Plan boundary. Objection to the original application still stands.

	<p>Proposed:- Objection</p> <p>Decision of Council:- Objection</p> <p>PA19/06934 - Bramble Cottage on road from Fayrefield To Praze Road Leedstown Cornwall TR27 6DH - Small single storey extension to rear of house</p> <p>Plans constitute an expansion to kitchen area and filling in the current vestibule.</p> <p>Proposed:- No Objection</p> <p>Decision of Council:- No Objection</p>	
AC65/2019	<p><u>Planning Applications approved by CC – information only:</u></p> <p>PA19/04550 - Millbrook Cottage, Buscaverran, Crowan, Camborne Cornwall TR14 9NQ - The retention and use of existing yurt, shepherds hut and toilet/shower block for paying guests.</p> <p><u>Planning applications withdrawn – information only:</u></p> <p>PA18/11507 - Hallegan Farm Hallegan Camborne Cornwall TR14 9LT Proposed agricultural storage building</p>	<p>Information</p> <p>Information</p>
AC66/2019	<p><u>New Clerk – Additional Equipment Required</u></p> <p>a) Mobile Phone £250-450 pa?</p> <p>b) Laptop Computer Inc. MS-Office £400-500 ?</p> <p>c) Label Printer £40-60 ?</p> <p>d) Chair for Community Room £50-80 ?</p> <p>e) Any other expenses – 4dwr Lockable cabinet for Community Room</p> <p>Computer system set-up advice & support £500-£1000 over the year</p> <p>Delegated Powers required?</p> <p>Discussion took place amongst Council members and items a-e above were approved with a maximum limit of expenditure set at £1500 for the purchasing of equipment for the Clerk</p>	
AC67	<p>Next Full Parish Council Meeting Date – Thursday 12th September at 7:15 pm at Parish Rooms, Crowan</p>	
AC68/2019	<p>Meeting Closed</p>	

Signature:

A. Tunnicliffe - 12/9/19

(Cllr Tunnicliffe Meeting Chair)

Date: 20th August 2019

Contact:-

Clerk - Gill Lidgett

Tel: 07830 021670

E-mail: clerk@crowan-pc.gov.uk

Website: <https://www.crowan-pc.gov.uk>

E. & O.E

AC69/2019	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be excluded, and they were instructed to withdraw.</p> <p>Cllr Parnell reported that quotations had been received for the Infant Swing at Leedstown (see also AC55/2019).</p> <p>Quotations were:</p> <p>Outdoor Play (Wooden construction) £1631</p> <p>South West Play £2578</p> <p>Proludic circa £1800</p> <p>It was noted that Proludic product is constructed of steel with a plastic coating and could prove more weatherproof. The installation cost would need to be confirmed. Decision to proceed with this provide total cost is under £2,500.</p> <p>Cllr Parnell reported that quotations had been received for the hand-dryer at Praze.</p> <p>Quotations were:</p> <p>Cormac £268.37</p> <p>HRH Services £170</p> <p>Members decided to instruct HRH Services</p>	<p>Cllr Parnell & Clerk</p> <p>Cllr Parnell/Clerk</p>
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