

## ILLOGAN PARISH COUNCIL

Minutes of the Planning & Environmental Services Committee held at the Penwartha Hall, Illogan on Wednesday 3<sup>rd</sup> December 2014 at 7.00 pm at Penwartha Hall, Voguebeloth.

**PRESENT:** Cllr Pavey (Chairman), Mrs M Roberts (Vice Chairman). Ekinsmyth, Mrs Ferrett, Szoka and Mrs Thompson (not a member of this Committee)

**IN ATTENDANCE:** Ms S Willsher (Clerk)

The Chairman explained the safety procedures.

**PM14/12/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Ford.

Absent – Cllrs Holmes and Miss Pollock.

**PM14/12/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY WORTH £25 OR OVER**

There were no interests declared.

**PM14/12/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no requests for dispensations.

**PM14/12/4 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 5<sup>TH</sup> NOVEMBER 2014 AND THE 19<sup>TH</sup> NOVEMBER 2014 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Roberts and

**PM14/12/4.2 RESOLVED to receive and approve the Minutes of the Meetings of this Committee held on 5<sup>th</sup> November 2014 and the 19<sup>th</sup> November 2014 and the Chairman to sign them.**

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

**PM14/12/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Cllr Mrs Ferrett reported that Cllr Holmes had been asking what would be happening now that the Parish Signs Working Party had been set up. The Clerk replied that a meeting would need to be called for the working party to agree what they would do.

**PM14/12/6 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 10 MINUTES – EVERY SPEAKER HAS A LIMIT OF 3 MINUTES UNDER THE COUNCIL’S STANDING ORDERS)**

There were no members of the public present.

**PM14/12/7 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL**

- PA14/09611 – Miss Sarah Willsher, Illogan Parish Council, Manningham Woods, Paynters Lane, Illogan – Coppice trees T4, T5, T6 and T21 as per Cornwall Council tree survey - APPROVED
- PA14/09503 – Mr S Wilton, The Barn, Halgoss, Tehidy, Camborne – Retention and completion of a timber frame extension to provide a study – APPROVED
- PA14/10099 – Mr Nathan Lang, Eglos Kerry, Voguebeloth, Illogan – Two storey extension to rear and porch extension to front - APPROVED

**PM14/12/8 TO NOTE PLANNING ENFORCEMENT CASES RECEIVED FROM CORNWALL COUNCIL**

**Closed Cases**

- South Lodge, South Drive, Tehidy, Camborne – Erection of satellite dish on a listed building without the benefit of Listed Building Consent

Cllr Pavey reported that during the planning conference he recently attended, Cornwall Council officers had said that during the next few months they would be changing how they reported enforcement cases and would include a brief reason.

**PM14/12/9 TO RECEIVE AND APPROVE THE DRAFT LETTER AND MAP DESIGNATING THE PARISH OF ILLOGAN AS A NEIGHBOURHOOD PLAN AREA AND AGREE ANY FUTURE ACTIONS**

The Clerk circulated the map of the designated area to members.

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

**PM14/12/9.2 RESOLVED to receive and approve the letter and map designating the Parish of Illogan as a Neighbourhood Plan area and that the letter and map would be posted to Cornwall Council on the 19<sup>th</sup> December 2014.**

On a vote being taken the matter was approved unanimously.

**PM14/12/10 TO RECEIVE A REPORT AND RECOMMENDATIONS FROM THE FOOTPATHS WORKING PARTY AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Mrs Roberts and

**PM14/12/10.2 RESOLVED to receive and approve all of the recommendations from the Footpaths Working Party as follows:**

- that for the paths that are cut twice that in 2015 the first cuts are completed between mid-April and the end of May; the Clerk and 2 Councillors would liaise as to when the paths should be cut and the Clerk would then instruct the contractor. The cutting time would be reviewed for 2016.
- that for the paths that are cut twice that the second cuts are completed between mid-August and the end of September; the Clerk and 2 Councillors would liaise as to when the paths should be cut and the Clerk would then instruct the contractor. The cutting time would be reviewed for 2016.
- that the one cuts paths are cut in June; the Clerk and 2 Councillors would liaise as to when the paths should be cut and the Clerk would then instruct the contractor. The cutting time would be reviewed for 2016.
- that a letter is sent to the Council's contractor stating that he is required to notify the Clerk of any low hanging branches and any other obstructions he observes on the footpaths; that due to Cornwall Council's budget cuts it has been necessary for this Council to review their contracts resulting in the amended cutting regime and highlighting the standard that the Council expect the work to be completed to and appropriate communication and liaison with the Clerk; payment of invoices would only be made on adherence to the contract and completion of the work to a satisfactory standard; a response and acceptance deadline would be included in the letter; the Clerk would draft the letter and it would be considered at the next Planning and Environmental Services Committee meeting.
- that a rota of Councillors who are able to check footpaths is compiled from the Full Council to spread the workload amongst all councillors; each councillor should be given a map of the footpaths and councillors

**should check the footpaths promptly on notification that they have been cut.**

On a vote being taken the matter was approved unanimously.

Cllr Mrs Ferrett reported that she had received an email in response to the article in the winter edition of the Illogan Review regarding footpaths. She would report the contents of the letter to the next meeting of the Footpaths Working Party.

**PM14/12/11 TO RECEIVE AN UPDATE FROM CLLR EKINSMYTH ON ROADS (PM14/09/16.2 – 03.09.14)**

Cllr Ekinsmyth reported that he was talking to Cormac regarding a number of issues with the roads. He would be going around the parish with a Cormac officer to look at the roads. Cormac were completing work on the roads and he had asked that they kept him informed of what they were doing and when.

There was a list of seven volunteers for the roads safety scheme. The police were currently completing checks on the volunteers. It was hoped that the training would take place in the New Year; when the volunteers had monitored the safety of the roads a strategy could be compiled to try and resolved the issues highlighted.

**PM14/12/12 TO RECEIVE A REPORT FROM THE CLERK ON THE PRACTICALITIES AND COST IMPLICATIONS OF REMOVING THE CUTTINGS FROM THE AREA OF ILLOGAN CHURCHYARD THAT ILLOGAN PARISH COUNCIL STRIMS ONCE PER YEAR (PM14/11/10 – 05.11.14)**

The Clerk spoke to the email received from the Council's contractor. Members discussed the work completed in the churchyard, the practicalities and cost implications of removing the cuttings after strimming. Further to discussion:

It was proposed by Cllr Pavey, seconded by Cllr Mrs Ferrett and

**PM14/12/12.2 RESOLVED that the Clerk writes to the church stating that Illogan Parish Council has considered their request that the cuttings are removed from the area of the churchyard that Illogan Parish Council strims once per annum. Members have looked into the removal of the cuttings and have agreed that it is not practical or cost effective for them to be removed by the Council's contractor.**

On a vote being taken the matter was approved unanimously.

**PM14/12/13 TO SET A DATE, TIME AND VENUE FOR A NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE MEETING, AGREE HOW TO ADVERTISE AND ANY OTHER APPROPRIATE ACTIONS (PM14/11/11 – 05.11.14)**

It was felt that members of the Council should be appointed to the Neighbourhood Plan Advisory Group before a meeting date etc was agreed. It was agreed that there would be an agenda item in January 2015 to appoint members to the Neighbourhood Plan Advisory Group; it was suggested that members of the group were Cllrs Ekinsmyth, Ford (if willing), Pavey and Mrs Roberts. Once members had been appointed there would be a meeting of the Advisory Group to set a date for a meeting; the meeting date would be advertised in the next edition of the Illogan Review.

**PM14/12/14 TO CONSIDER CORRESPONDENCE UP TO THE DATE OF THE MEETING, AGREE RESPONSES AND ANY APPROPRIATE ACTIONS**

The Clerk circulated a list of correspondence to members.

1. Letter from Flats 1-5 Marina Court re Community Planning Exhibitions, Phase 2 Tregae Parc – **it was agreed that the Clerk sends a letter stating that the Council notes their concerns, the area is not in the Parish of Illogan and unless this Council is consulted there is nothing we can do. The Council is however monitoring the proposed developments on this site.**
2. Cornwall Council – Planning Department survey to gain our views on the level of service we currently experience with the Planning Service – **it was agreed that the Clerk, Cllrs Pavey and Szoka are given delegated powers to complete the survey – if Cllr Pavey was unavailable Cllr Mrs Roberts would attend in his place.**
3. Email from Cormac regarding weed spraying – **noted.**

**PM14/12/15 TO NOTE ANY INFORMATION REGARDING THE LAND AT MARY'S WELL AND AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

No further information had been received.

**PM14/12/16 TO RECEIVE AN UPDATE ON LAND AT MILLGRIST MEADOW AND AGREE ANY FUTURE ACTIONS**

Cllr Ekinsmyth reported that he had received a letter from Carn Brea Parish Council asking him to look into the matter. He had spoken to John Mayne about the history of the site. He had also sent a letter to Cornwall Council Highways and was awaiting a response. The new road on the Millgrist estate had been adopted by highways.

**PM14/12/17 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

It was agreed that at a future meeting dog bins and also the lack of a dog bin in the East Car Park of Tehidy Woods.

**PM14/12/18 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 10<sup>th</sup> December 2014 in Penwartha Hall, at 6.50pm.

**PM14/12/19 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Roberts and

**PM14/12/19.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

**PM14/12/20 TO RECEIVE COMPLETED QUOTATION/TENDERS FOR THE MANNINGHAM WOOD MANAGEMENT PLAN, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

**PM14/12/20.2 RESOLVED that tenders 5, 6 and 8 are shortlisted. Cllr Mrs Ferrett will ask Mr Tompsett if he would be willing to have a look at the tenders with the figures removed and give us his professional opinion. The Clerk would obtain two references for each of the shortlisted companies.**

On a vote being taken the matter was approved unanimously.

**PM14/12/21 TO RECEIVE COMPLETED QUOTATION/TENDERS FOR THE MANNINGHAM WOOD TREE INSPECTIONS, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Mrs Ferrett and

**PM14/12/21.2 RESOLVED that the appointment of a contractor for the Manningham Wood Tree Inspections would be deferred until a contractor had been appointed to complete the Management Plan.**

On a vote being taken the matter was approved unanimously.

**PM14/12/22 TO RECEIVE COMPLETED QUOTATION/TENDERS FOR THE MANNINGHAM WOOD SIGNS, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and

**PM14/12/22.2 RESOLVED that the Clerk would contact tenderers 10, 12 and 13 to confirm that they are tendering against the brief.**

On a vote being taken the matter was approved unanimously.

**PM14/12/23 TO RECEIVE COMPLETED QUOTATIONS/TENDERS FOR THE BENCHES AT MARY'S WELL, NOTICE BOARDS AT TOLVADDON AND PARK BOTTOM, OPEN QUOTATIONS/TENDERS, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

**PM14/12/23.2 RESOLVED that the Clerk, Cllr Mrs Ferrett and Cllr Mrs Roberts are given delegated powers to open the quotation/tender packs for the Benches at Mary's Well and the Notice Boards at Tolvaddon and Park Bottom and that the completed forms are photocopied, circulated and considered at the next meeting of the Planning and Environmental Services Committee.**

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 8.32pm.

Signed .....

Date .....

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