

# **LUDGVAN PARISH COUNCIL**

This is to notify you that the Monthly Meeting of Ludgvan Parish Council will be held on Wednesday 11th January, 2017 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.

S. P. Hudson

S P Hudson  
Parish Clerk  
06/01/2017

## **MONTHLY PARISH COUNCIL AGENDA: Public Participation Period (if required)**

1. **Apologies for absence**
2. **Minutes of the Monthly Parish Council Meeting on Wednesday 14th December 2016**
3. **Declarations of interest in Items on the Agenda**
4. **Dispensations**
5. **Councillor Reports**
  - (a) Cornwall Councillor Roy Mann
  - (b) Chairman
  - (c) Other
6. **Cornwall Council – Planning Applications - For decision**
  - (a) [PA16/10651](#) - Grass Verge, Ludgvan Lease Ludgvan Cornwall - Restrospective advertising consent for a wooden free standing sign - Mr Joseph Gray
  - (b) [PA16/11670](#) - Little Amalebrea Access Track To Little Amalebrea Nancledra TR20 8LR - Proposed alterations and two storey rear extension including flue - Mr And Mrs Cattran
  - (c) [PA16/11796](#) - Jarlshof 57 Heather Lane Canonstown TR27 6NG - First floor extension, rear (south) recessed balcony and internal alterations to existing bungalow. - Mr And Mrs Craig Tonkin
  - (d) [PA16/11545](#) - Trenowin Farm Ludgvan Penzance Cornwall - Change of use of single storey Office/Warehouse building to 2 no. 2 storey semidetached dwellings with demolition of roof structure and construction of new first storey and roof. New amenity space and private drive created out of surroundings. - Mr Chris Trehwella
  - (e) [PA16/11148](#) - Land At Gonew Woods Lelant Downs Hayle Cornwall - Wooden single storey low impact off-grid structure to provide housing for horticultural workers on 13 acres of land, on same site and footprint as previous derelict redundant wooden barn which had occupied the site for over 20 years. Retrospective - Mr And Mrs M Brookman
  - (f) [PA16/11607](#) - Currys Jelbert Way Long Rock TR18 3RG - Advertisement consent for 2no. non illuminated pan sign and 1no. internally illuminated box sign to front elevation - DSGI Plc
7. **Clerk's Report**
  - (a) Budget & Precept 2017/18

- (b) Neighbourhood Development Plan -
  - (i) Committee Draft Terms of Reference
  - (ii) Co-option process
- (c) Grants
  - i. Cornwall Air Ambulance
  - ii. Tough Dough
- (d) Bench at Church Hill
- (e) Whitecross Phone Box

#### **8. Finance Report**

- (a) Payment Schedule for approval
- (b) Receipts
- (c) Bank Reconciliations
- (d) Budget Monitoring Report

#### **9. Correspondence**

- (a) NHS Kernow - Non emergency patient transport consultation - meeting 24th January WCH 10am to noon
- (b) Street Trading Consent Applications:
  - (i) A30 layby near Newtown roundabout
  - (ii) A30 layby near Newtown roundabout
- (c) Cornwall Council - 'Pop Up' sites update
- (d) Cornwall Council - Community Infrastructure Levy consultation
- (e) Cornwall Council - lantern and balloon call for evidence

#### **10. Cornwall Council – Planning Decisions etc. Advised to Council - For information**

- (a) PA16/10831 - Land Off Mill Hill Leleant Hayle TR27 6LQ - Fell T1 Holm Oak - Enys Estate - **Approved**
- (b) PA16/09891 - Bospras Eglos Road Ludgvan TR20 8HG - Single Storey Extension - Mr I & Mrs L Hicks - **Approved**
- (c) PA16/08784 - Rear Of 36 - 38 Polmor Road Crowlas Penzance - 3 new detached dwellings with integral garage - Mrs Sally Cattran-Graham - **Approved**
- (d) PA16/10093 - Polgrean Barn Polgrean Farm Canonstowen TR27 6LY - Application for continued use of the converted barns without compliance with conditions 4, 9 and 10 of planning permission 04/P/1527/F dated 23.12.04 relating to the provision of business space within the converted barns, provision of business space prior to the residential occupation of the barns and the occupancy of the barns by a person solely or mainly employed in the businesses - Mr And Mrs T Treloar - **Approved**
- (e) PA16/07103 - Carpark Former Heliport Eastern Green Penzance Cornwall TR18 3AP - Proposed park and ride facility to accommodate 193 vehicles which comprises of 168 standard vehicles, 6 motorcycles, 11 disabled parking spaces and 8 coach parking spaces and associated works. - Mr Kelleher - **Approved**

#### **10. Cornwall Council - Planning Enforcement, Appeals etc.**

- (a) EN16/01353 - Land South East Of Cargease Cottage Cockwells Lane Cockwells Penzance Cornwall TR20 8DG - Alleged stationing of a motorised touring caravanette - **Case closed -not expedient to pursue**
- (b) EN16/01436 - Splattenridden Farm Lelant Downs Hayle Cornwall TR27 6LH - Alleged breach of condition 3 (Restriction to Isles of Scilly) of PA15/10545; namely site being advertised as a more general park and ride, also concerns regarding the incorrect field being used as parking under the approved application - **Case closed - breach ceased**
- (c) EN16/01650 - Land West Of Wyevale Garden Centre Plc Nut Lane Lelant Hayle Cornwall TR27 6LG - Alleged unauthorised display of an advertisement for the Cottage Boutique - **Case closed - no breach**

- (d) EN16/01573 - Land E Of The A30 North Of The A30 And Newtown Lane Junction Promenade Penzance Cornwall - Alleged stationing of van (advertising The Clutch Centre) parked at side of road off the A30 between Crowlas and Newtown Roundabout and other various signs - **Case closed - breach ceased**
- (e) EN16/01758 - Gonew View Lelant Downs Hayle Cornwall TR27 6NH - Alleged new building 20ft long currently being constructed - Course of action agreed
- (f) EN16/02150 - Land E Of The A30 North Of The A30 And Newtown Lane Junction Promenade Penzance Cornwall - Alleged 4ft x 5ft advertisement advertising Andy's Tyres on grass verge - **Case closed, no further action**
- (g) EN16/02172 - Land E Of The A30 North Of The A30 And Newtown Lane Junction Promenade Penzance Cornwall - Alleged parking of van to advertise CCS Cornish Car Sales in the layby - **Course of action agreed**
- (h) EN16/01747 - Bowls Farm Castle Road Ludgvan Penzance Cornwall TR20 8HD - Alleged unauthorised change of use of the agricultural barn without planning consent. - **Course of Action Agreed**

## **AGENDA ITEM 7(A)**

### **BUDGET & PRECEPT 2017/18 & FORECASTS FOR 2018/19 & 2019/20**

#### **1 Background**

- 1.1 The preparation of an annual budget is one of the key statutory tasks undertaken by the council. The budget has three main purposes:
- it results in the council setting the precept for the year;
  - subject to the council's Financial Regulations, it gives the clerk overall authority to make spending commitments in accordance with the plans approved by members; and
  - it provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

#### **2 Process**

##### 2.1 *The form that the budget takes:*

- 2.1.1 Members need to be comfortable that the level of detail provided enables them to make an informed decision on the budget that is set. The budget has been prepared at a detailed level.

##### 2.2 *Review of the current year's budget:*

##### 2.2.1 A review of the current year is required for three main purposes:

- to identify activities that are being carried out this year that will also be carried out next year and need to be budgeted for;
- to identify things that are happening in the current year that will not happen next year and do not need to be budgeted for again and
- to identify items that are not in the current year budget, and need to be added for next year's budget.

***Appendix 1 shows actual spend against the budget to date and provides a projection of the year end position. Overall a surplus of £3,713 is predicted.***

##### 2.3 *Determine spending plans:*

- 2.3.1 Having determined what the council wants to spend its money on, the next stage is to work out the costs of its plans. For existing activities, this will require an assessment of likely changes in the level of the activity and the possible impact of wage and price inflation. The prices of new activities will have to be estimated using the best information currently available.

- 2.3.2 The majority of budget heads have remained at current levels or have been amended to reflect the current year's projected outturn.

The major changes are outlined below:

- Clerks salary costs have been increased in line with likely nationally agreed pay negotiations.
- The Neighbourhood Planning budget consists of the remaining grant funding available, a budgeted contribution and £4,793 being the amount estimated to be in the Neighbourhood Plan Earmarked Reserve at the end of this financial year.
- The Youth Club grant has been retained in the hope it will re-start.
- Software licence costs have been included where required.
- The 'Aggregate Fund' contribution has been left at current levels.
- The budget for Long Rock Toilets has been removed anticipating private sector provision.

##### 2.4 *Assess levels of income:*

- 2.4.1 Careful consideration should be given to budgeted levels of income for the forthcoming year.

The major changes are outlined below:

- Council Tax Support Grant has been reduced in line with advice from Cornwall Council.
- Allotment rents reflect current rent charges recently agreed.
- The Other Grants budget consists of the annual contribution from the wind turbine s106 Agreement and a contribution from Councillor Mann's Community Chest towards the cost of Christmas Trees
- Any Neighbourhood Planning Grant available has been assumed to be claimed next year as it seems unlikely that any will be received in the current year.
- The 'Aggregate Fund' contribution has left at current levels.

2.5 *Bring together spending and income plans:*

- 2.5.1 For many activities, spending and income decisions will be linked directly – e.g. a council decided to extend the opening hours of a community hall, then it will spend more on heat and light but also generate more income from charges.

However, it is an important stage of the budget process when spending plans are brought together with assessments of income to see how affordable the plans are. When doing this it is usual practice to be more optimistic about spending plans (i.e. to expect that the council will be able to carry out all its plans and spend as intended) and more pessimistic about income levels (i.e. to assume that the council might not be able to generate all the income it hopes to). Affordability will usually be judged by the impact the overall plans will have on the precept. If there is an increase in the council's budgeted net spending for next year over the current year, would this result in an increase in the precept that would be acceptable to the local population as an addition to their council tax?

**Appendix 1 shows the proposed budget for the 2017/18 financial year.**

- 2.5.2 The overall impact of the budget as proposed is to increase the precept by £1,243 which on a Band D property equates to £0.58 or 2% per annum. Initial estimates for the 2017/18 and 2018/19 years suggest that at current service levels and with 2% increases in the Council will have some headroom for the provision of either new or improved services. There is a deficit at the end of the 2017/18 of £4,793 which equates to the proposed use of the accumulated Neighbourhood Planning Earmarked Reserve during the year.

2.6 *Provide for contingencies and consider the need for balances:*

- 2.6.1 Some councils may have absolute certainty in their spending plans for the forthcoming year. However, most councils will have some uncertainty in their plans, perhaps because of general factors such as inflation or changes in interest rates on cash deposits or specific things such as not knowing exactly how much firms will tender for planned work. Before committing itself to its spending plans, the council should review the need for amounts to cover contingencies, in case inflation is higher than expected or works are more costly than was first thought. The amounts added to the budget should not be excessive. Councils might work to the principle that it is better to raise cash from a higher precept and not use it than to set the precept too low, and so run out of cash and run the risk of incurring an unlawful overdraft.

A well-managed council will also look forward beyond the end of the year for which the budget is being set and think about whether there are any substantial commitments that it would be prudent to set aside funds for. For example, if a village hall needed re-roofing in three years time, but the council could not afford the cost from that year's budget. Instead, a balance could be built up by raising the precept for a proportion of the cost in each of the next three years. A forecast for the two following years has also been provided.

Most councils will therefore budget to carry forward a balance, to cover contingencies or specific spending plans. This means that in setting the budget the council will have to estimate what balance will be brought into the new year, decide what balance it wants to carry forward and charge the difference against the new year's precept.

Un-earmarked reserves should be maintained at a level that ranges from 25% to 100% of gross

expenditure dependent upon the risks facing the council.

2.6.2 The Council has an effective contingency in that it receives an 'Aggregate Levy' grant of £4,500 each year which it only uses for one-off or emergency expenditures. In addition most of the budget heads are relatively low risk in terms of unexpected expenditure. In addition it is estimated that balances will represent 30% of expenditure at the end of the 2016/17 financial year which is towards the lower end of the accepted range, but nonetheless acceptable.

2.6.3 The exposure to financial risk can also be mitigated to some extent by providing a fund for the renewal of assets in the future, for example, the IT equipment and cemetery gates. To this end it is suggested that any unspent Aggregate Fund Grant be set aside on an annual basis to fund asset renewals. Contributions to election and green initiative reserves also continue.

## 7 *Approve the budget:*

7.1 Having determined the planned levels of spending, anticipated income and the balances needed to be carried forward for contingencies and future spending plans, the budget needs to be approved. Much of the work preceding this stage has been delegated to the responsible financial officer and the Accounts & Audit Committee members, but the council must approve the finalised budget. Sufficient information has been provided with the budget papers so that members can make a reasonable and informed assessment about the desirability and affordability of the plans for the coming year.

## 7.2 Council Tax Referenda Levels:

Details of the level, if any, at which an increase in council tax at parish level would trigger a referendum has been confirmed to not apply to parish councils in 2017/18.

## 8 *Confirm the precept:*

8.1 The important statutory stage of the budget process is confirming the precept that is to be raised on the unitary authority for the area. The law requires that precepts be issued a month before the new financial year starts, i.e. by 1 March. The unitary authority may ask for precepts to be issued by an earlier date to assist their setting and administration of the council tax and will normally provide assistance to local councils to ensure that everything goes smoothly.

## 9 *Review progress against the budget in the coming year:*

Once the budget has been approved, it should be an active tool for managing the council's finances. The well-run council will have the following arrangements in place.

- Progress reports prepared periodically through the year, showing spending and income to date against budgeted amounts. Care should be taken to profile the budget across the year and not necessarily assume, say, that half the budget would have been spent after six months. For instance, a significant element of spending may be grants to local organisations paid at the start of each financial year. There would then be a peak of spending in April that would not be characteristic of the other months of the year. An effective report would therefore contain projections for the full year based on the spend to date and future plans.
- The report is presented at each council meeting in line with Standing Orders. This would provide members either with comfort that the spending plans were proceeding as hoped or with information about areas where spending was higher or lower than anticipated. In the latter case, members will be able to consider the need to amend their expenditure plans (perhaps by switching amounts from one budget heading to another that is overspent – known as 'virement'), to take steps to increase income, or to make decisions about using the funds that have been saved for contingencies.
- It is good practice to change a budget that is shown by experience to be ineffective. However, changes should only be made with the authorisation of those who approved the original budget.

**IT IS RECOMMENDED THAT:-**

- a the budget for 2017/18 as shown in appendix 1 be approved;**
- b the precept for 2017/18 be set at £34,487**
- c any unspent Aggregate Fund Grant be added to the asset renewals earmarked reserve**
- d the unspent election expenses budget be added to the Earmarked Reserve**
- e the wind Turbine s106 contribution be added to the Earmarked Reserve**

| AGENDA ITEM 7(a) Appendix 1       | Actual<br>2016/17 to<br>date | Budget<br>2016/17 | Projection<br>2016/17 | Budget<br>2017/18 | Projections   |               |
|-----------------------------------|------------------------------|-------------------|-----------------------|-------------------|---------------|---------------|
|                                   |                              |                   |                       |                   | 2018/19       | 2019/20       |
| <b>100 Administration</b>         |                              |                   |                       |                   |               |               |
| 1076 Precept                      | 33,244                       | 33,244            | 33,244                | <b>34,487</b>     | 35,177        | 35,881        |
| 1080 Interest Received            | 3                            | 4                 | 4                     | <b>4</b>          | 4             | 4             |
| 1090 Council Tax Support Grant    | 2,436                        | 2,436             | 2,436                 | <b>1,904</b>      | 1,618         | 1,375         |
| 1110 Other Grants                 | 300                          | 558               | 708                   | <b>558</b>        | 558           | 558           |
| <b>Administration :- Receipts</b> | <b>35,983</b>                | <b>36,242</b>     | <b>36,392</b>         | <b>36,953</b>     | <b>37,357</b> | <b>37,818</b> |
| 4000 Clerk's Salary               | 13,646                       | 18,190            | 18,190                | <b>18,372</b>     | 18,556        | 18,742        |
| 4010 Employers NI                 | 1,039                        | 1,379             | 1,379                 | <b>1,393</b>      | 1,407         | 1,421         |
| 4060 Travel                       | 622                          | 750               | 750                   | <b>750</b>        | 750           | 750           |
| 4070 Office Expenses              | 641                          | 1,250             | 1,250                 | <b>1,250</b>      | 1,250         | 1,250         |
| 4080 Advertising                  | -                            | 600               | 600                   | <b>600</b>        | 600           | 600           |
| 4090 Subscriptions                | 933                          | 950               | 933                   | <b>950</b>        | 950           | 950           |
| 4100 Insurance                    | 751                          | 750               | 751                   | <b>751</b>        | 751           | 751           |
| 4110 Audit Fees                   | 350                          | 350               | 350                   | <b>350</b>        | 350           | 350           |
| 4150 S137 and Other Grants        | 525                          | 700               | 700                   | <b>700</b>        | 700           | 700           |
| 4160 Youth Club Grant             | -                            | 500               | -                     | <b>500</b>        | 500           | 500           |
| 4170 Christmas Trees              | 242                          | 225               | 242                   | <b>250</b>        | 250           | 250           |
| 4180 Deedstore                    | 8                            | 16                | 16                    | <b>16</b>         | 16            | 16            |
| 4190 Meeting Room Hire            | 360                          | 360               | 360                   | <b>360</b>        | 360           | 360           |
| 4300 Website Development          | -                            | 100               | -                     | <b>100</b>        | 100           | 100           |
| 4310 Website Maintenance          | 750                          | 770               | 750                   | <b>750</b>        | 750           | 750           |
| 4320 Election Expenses            | -                            | 1,000             | -                     | <b>1,000</b>      | 1,000         | 1,000         |
| 4330 Software - Initial Purchase  | 590                          | -                 | 590                   | -                 | -             | -             |
| 4340 Software - set up/training   | 200                          | -                 | 200                   | -                 | -             | -             |
| 4350 Software - Annual Licence    | 226                          | -                 | 226                   | <b>232</b>        | 232           | 232           |
| <b>Administration :- Payments</b> | <b>20,883</b>                | <b>27,890</b>     | <b>27,287</b>         | <b>28,324</b>     | <b>28,522</b> | <b>28,722</b> |



| AGENDA ITEM 7(a) Appendix 1               | Actual<br>2016/17 to<br>date | Budget<br>2016/17 | Projection<br>2016/17 | Budget<br>2017/18 | 2018/19       | 2019/20       |
|---|------------------------------|-------------------|-----------------------|-------------------|---------------|---------------|
| <b>120 Long Rock Allotments</b>           |                              |                   |                       |                   |               |               |
| 1210 Allotment Rents                      | 28                           | 350               | 399                   | 370               | 370           | 370           |
| <b>Long Rock Allotments :- Receipts</b>   | <b>28</b>                    | <b>350</b>        | <b>399</b>            | <b>370</b>        | <b>370</b>    | <b>370</b>    |
| 4120 Maintenance                          | -                            | 150               | 150                   | 150               | 150           | 150           |
| 4130 Water                                | 94                           | 120               | 120                   | 120               | 120           | 120           |
| 4140 Rents Payable                        | 80                           | 80                | 80                    | 80                | 80            | 80            |
| 4330 Software - Initial Purchase          | 59                           | -                 | 59                    | -                 | -             | -             |
| 4340 Software - set up/training           | 20                           | -                 | 20                    | -                 | -             | -             |
| 4350 Software - Annual Licence            | 23                           | -                 | 23                    | 24                | 24            | 24            |
| <b>Long Rock Allotments :- Payments</b>   | <b>276</b>                   | <b>350</b>        | <b>452</b>            | <b>374</b>        | <b>374</b>    | <b>374</b>    |
| <b>130 Church Hill Allotments</b>         |                              |                   |                       |                   |               |               |
| 1210 Allotment Rents                      | 57                           | 1,450             | 1,568                 | 1,568             | 1,568         | 1,568         |
| <b>Church Hill Allotments :- Receipts</b> | <b>57</b>                    | <b>1,450</b>      | <b>1,568</b>          | <b>1,568</b>      | <b>1,568</b>  | <b>1,568</b>  |
| 4120 Maintenance                          | 75                           | 250               | 75                    | 250               | 250           | 250           |
| 4130 Water                                | 157                          | 500               | 400                   | 500               | 500           | 500           |
| 4140 Rents Payable                        | 350                          | 700               | 700                   | 700               | 700           | 700           |
| 4330 Software - Initial Purchase          | 236                          | -                 | 236                   | -                 | -             | -             |
| 4340 Software - set up/training           | 80                           | -                 | 80                    | -                 | -             | -             |
| 4350 Software - Annual Licence            | 90                           | -                 | 90                    | 92                | 92            | 92            |
| <b>Church Hill Allotments :- Payments</b> | <b>988</b>                   | <b>1,450</b>      | <b>1,581</b>          | <b>1,542</b>      | <b>1,542</b>  | <b>1,542</b>  |
| <b>140 Amenities</b>                      |                              |                   |                       |                   |               |               |
| 1100 Footpath Grant                       | 2,700                        | 3,474             | 6,174                 | 3,474             | 3,474         | 3,474         |
| 1130 Aggregate Fund Income                | -                            | 4,500             | 4,500                 | 4,500             | 4,500         | 4,500         |
| <b>Amenities :- Receipts</b>              | <b>2,700</b>                 | <b>7,974</b>      | <b>10,674</b>         | <b>7,974</b>      | <b>7,974</b>  | <b>7,974</b>  |
| 4120 Maintenance                          | 320                          | -                 | 500                   | -                 | -             | -             |
| 4200 Repairs                              | 64                           | 1,500             | 250                   | 1,245             | 1,245         | 1,245         |
| 4400 St Pauls Amenity Area                | 512                          | 682               | 682                   | 682               | 682           | 682           |
| 4410 Churchtown Garden                    | 158                          | 210               | 210                   | 210               | 210           | 210           |
| 4420 Aggregate Fund Expenditure           | -                            | 4,500             | 4,500                 | 4,500             | 4,500         | 4,500         |
| 4430 Footpath Maintenance                 | 2,530                        | 3,474             | 3,474                 | 3,474             | 3,474         | 3,474         |
| 4450 Long Rock Toilets                    | -                            | 1,272             | -                     | -                 | -             | -             |
| 4460 Grass Cutting                        | 285                          | 250               | 285                   | 290               | 290           | 290           |
| 4470 Green Initiatives                    | -                            | 408               | -                     | 408               | 408           | 408           |
| <b>Amenities :- Payments</b>              | <b>3,869</b>                 | <b>12,296</b>     | <b>9,901</b>          | <b>10,809</b>     | <b>10,809</b> | <b>10,809</b> |

AGENDA ITEM 7(a) Appendix 1

|   | Actual<br>2016/17 to<br>date | Budget<br>2016/17 | Projection<br>2016/17 | Budget<br>2017/18 | 2018/19      | 2019/20      |
|---|------------------------------|-------------------|-----------------------|-------------------|--------------|--------------|
| <b>150 St Pauls Cemetery</b>              |                              |                   |                       |                   |              |              |
| 1200 Burial Fees                          | 700                          | 2,680             | 1,700                 | <b>2,680</b>      | 2,680        | 2,680        |
| <b>St Pauls Cemetery :- Receipts</b>      | <b>700</b>                   | <b>2,680</b>      | <b>1,700</b>          | <b>2,680</b>      | <b>2,680</b> | <b>2,680</b> |
| 4120 Maintenance                          | 255                          | -                 | 255                   | <b>255</b>        | 255          | 255          |
| 4130 Water                                | 37                           | -                 | 50                    | <b>50</b>         | 50           | 50           |
| 4460 Grass Cutting                        | 788                          | 1,120             | 1,120                 | <b>1,120</b>      | 1,120        | 1,120        |
| 4520 Sextons Duties                       | 120                          | 120               | 120                   | <b>120</b>        | 120          | 120          |
| 4330 Software - Initial Purchase          |                              |                   | 525                   | -                 | -            | -            |
| 4340 Software - set up/training           |                              |                   | 294                   | -                 | -            | -            |
| 4350 Software - Annual Licence            |                              |                   | 150                   | <b>154</b>        | 154          | 154          |
| <b>St Pauls Cemetery :- Payments</b>      | <b>1,200</b>                 | <b>1,240</b>      | <b>2,514</b>          | <b>1,699</b>      | <b>1,699</b> | <b>1,699</b> |
| <b>160 Crowlas Cemetery</b>               |                              |                   |                       |                   |              |              |
| 1200 Burial Fees                          | 262                          | 500               | 262                   | <b>500</b>        | 500          | 500          |
| <b>Crowlas Cemetery :- Receipts</b>       | <b>262</b>                   | <b>500</b>        | <b>262</b>            | <b>500</b>        | <b>500</b>   | <b>500</b>   |
| 4460 Grass Cutting                        | 1,103                        | 1,470             | 1,470                 | <b>1,470</b>      | 1,470        | 1,470        |
| 4330 Software - Initial Purchase          |                              |                   | 100                   | -                 | -            | -            |
| 4340 Software - set up/training           |                              |                   | 56                    | -                 | -            | -            |
| 4350 Software - Annual Licence            |                              |                   | 30                    | <b>30</b>         | 30           | 30           |
| <b>Crowlas Cemetery :- Payments</b>       | <b>1,103</b>                 | <b>1,470</b>      | <b>1,656</b>          | <b>1,500</b>      | <b>1,500</b> | <b>1,500</b> |
| <b>200 Neighbourhood Planning</b>         |                              |                   |                       |                   |              |              |
| 1120 Neighbourhood Planning Grant         | 1,654                        | 8,000             | 1,654                 | <b>7,346</b>      | -            | -            |
| <b>Neighbourhood Planning :- Receipts</b> | <b>1,654</b>                 | <b>8,000</b>      | <b>1,654</b>          | <b>7,346</b>      | -            | -            |
| 4020 Staff/General Costs                  | 2,635                        | 4,500             | 2,635                 | <b>5,797</b>      | 2,500        | 2,500        |
| 4260 Grant Funded                         | 1,654                        | 8,000             | 1,654                 | <b>7,346</b>      | -            | -            |
| 4270 Other (Reserve Funded)               | 656                          | 3,986             | 656                   | <b>4,793</b>      | -            | -            |
| <b>Neighbourhood Planning :- Payments</b> | <b>4,945</b>                 | <b>16,486</b>     | <b>4,945</b>          | <b>17,936</b>     | <b>2,500</b> | <b>2,500</b> |

| AGENDA ITEM 7(a) Appendix 1 | Actual<br>2016/17 to<br>date | Budget<br>2016/17 | Projection<br>2016/17 | Budget<br>2017/18 | 2018/19  | 2019/20  |
|-----------------------------|------------------------------|-------------------|-----------------------|-------------------|----------|----------|
| <b>999 VAT Data</b>         |                              |                   |                       |                   |          |          |
| 115 VAT Refunds             | 600                          | -                 | 600                   | -                 | -        | -        |
| <b>VAT Data :- Receipts</b> | <b>600</b>                   | <b>-</b>          | <b>600</b>            | <b>-</b>          | <b>-</b> | <b>-</b> |
| 515 VAT on Payments         | 1,115                        | -                 | 1,200                 | -                 | -        | -        |
| <b>VAT Data :- Payments</b> | <b>1,115</b>                 | <b>-</b>          | <b>1,200</b>          | <b>-</b>          | <b>-</b> | <b>-</b> |
| Grand Totals:- Receipts     | 41,984                       | 57,196            | 53,249                | <b>57,391</b>     | 50,449   | 50,910   |
| Payments                    | 34,379                       | 61,182            | 49,536                | <b>62,184</b>     | 46,946   | 47,146   |
| Net Receipts over Payments  | 7,605                        | (3,986)           | 3,713                 | <b>(4,793)</b>    | 3,503    | 3,764    |

Use of Neighbourhood Plan Reserve

**4,793**

|                        |               |               | 2016/17  | 2017/18 | 2018/19 | 2019/20 |
|------------------------|---------------|---------------|----------|---------|---------|---------|
| General Reserve        | 13,937        | 15,033        |          |         |         |         |
| Repairs & Renewals     | 10,941        | 10,941        |          |         |         |         |
| Elections              | 2,000         | 3,000         |          |         |         |         |
| Neighbourhood Planning | 3,584         | 4,793         |          |         |         |         |
| Green Initiatives      | 408           | 816           |          |         |         |         |
| IT Equipment Reserve   | 700           | 700           |          |         |         |         |
|                        | <b>31,570</b> | <b>35,283</b> |          |         |         |         |
| Taxbase                |               |               | 1,158.35 |         |         |         |
| Band D                 |               |               | 29.19    | 29.77   | 30.37   | 30.98   |

**LUDEVAN PARISH COUNCIL - NEIGHBOURHOOD  
DEVELOPMENT PLAN COMMITTEE**

**TERMS OF REFERENCE**

**1. PREAMBLE**

In any instance where these Terms of Reference are silent the Council's Standing Orders will apply.

The Committee will sit until the Neighbourhood Development Plan (NDP) has gone to referendum after which the Committee will be disbanded.

**2. MEMBERSHIP**

The Committee will consist of:

[5] Councillors appointed by Council;

[7] Non Councillors appointed by co-option.

**3. CHAIR**

A Chair and Vice Chair should be elected at the first meeting, they need not be Councillors.

**4. TERM OF OFFICE**

Councillors appointed to the Committee will only be re-appointed at the Annual Meeting following an election, or as required should there be resignations.

Non Councillors will sit on the Committee until it is disbanded.

**5. VOTING RIGHTS**

Decisions should, whenever possible, be made by consensus, if that is not possible and a vote is required only Councillors may vote as by virtue of s.13(1) and (7) of the Local Government and Housing Act 1989, non-councillor members of committees and sub-committees do not have voting rights.

In the event of a tied vote the matter will be referred to Full Council.

**6. DELEGATED POWERS**

The powers delegated to the Committee are as follows:

- a) to recommend to Council a Project Plan to deliver the NDP by the end of 2017 giving due regard to the work already undertaken;
- b) to engage with the public, relevant experts and other interested parties as necessary to ensure that the NDP is delivered in accordance with the agreed Project Plan;
- c) to recommend to Council draft policies for inclusion in the NDP;
- d) to draft a NDP and all required supporting documentation that will meet both the Basic Conditions and Legal Requirements as set out in Legislation for approval by Council prior to submission;
- e) to submit grant claims to support NDP activities;
- f) to approve expenditure from the NDP budget provided by Council;
- g) to set up and receive reports from any Advisory Working Parties deemed necessary to deliver the NDP.

## **7. ADVISORY WORKING PARTIES**

Advisory Working Parties (AWP's) can be formed to deal with detailed issues. Previously groups dealing with Housing, the Natural Environment & Transport, Roads, Traffic & Infrastructure were in place.

AWP's may consist of Councillors and/or non-Councillors (not necessarily NDP Committee Members) and meet as required. They would have no decision making powers and would report their findings and suggestions to the NDP Committee for approval.

For the avoidance of doubt there is no need for AWP's to meet in public.

## **8. MEETINGS**

The conduct of meetings will be governed by the Standing Orders of the Council other than:

- a. normally meetings will be held at 7pm on the first Tuesday of each month;
- b. the public participation period shall be 10 minutes at the start of the meeting (if required);
- c. individual members of the public will be limited to 2 minutes each;
- d. a quorum (of councillors) shall be 3 and for the meeting as a whole 5;
- e. should the meeting be inquorate in respect of Councillors discussions can be held but any decisions would take the form of recommendations to the next Council meeting.

## **9. MINUTES**

Minutes will be reported to the next meeting of Council and will be approved by vote at the subsequent meeting of the Committee and be published on the Council's website.

## **10. CODE OF CONDUCT**

The Code of Conduct (the Code) applies to all Councillors and it is a requirement, in the interest of transparency, that all non-Councillor Members of the Committee will complete a declaration of interests and will abide by the Code.

Code of Conduct complaints against Councillors will be dealt with by the Monitoring Officer at Cornwall Council.

Complaints against non-Councillors will be dealt with by the Council and could result in the expulsion of the non-Councillor from the Committee.

## **11. RELATIONS WITH THE PRESS & OTHER [INCLUDING SOCIAL] MEDIA**

All media statements must be authorised by full Council and made either by or in the name of the Chair of the Council.

Committee members should not make statements that either purport to be or could be construed as being made on behalf of the Committee or Council.

Failure to comply with these rules may lead to expulsion from the Committee.

**LUDGVAN PARISH COUNCIL - NEIGHBOURHOOD**  
**DEVELOPMENT PLAN COMMITTEE - CO-OPTION PROCESS**

**1. APPLICATIONS**

- a. Advertisements for applications for non-councillor members to be co-opted on to the Neighbourhood Development Plan Committee will be placed on the parish notice boards and website;
- b. A short application form will be available from the Clerk requiring, inter alia,
  - i. Personal details;
  - ii. Details of any relevant experience;
  - iii. Brief summary of why they wish to sit on the Committee;
  - iv. Declaration that they are not disqualified from office under the Local Government Act 1972 and are willing to complete a Register of Interests form and abide by the Code of Conduct.

**2. CO-OPTION PROCESS**

- a. Co-option will be by written ballot;
- b. Each councillor will receive a ballot paper containing the names of each applicant;
- c. Each Councillor will get a maximum number of votes equivalent to the number of vacancies;
- d. To be co-opted an applicant must receive a majority of the votes cast i.e. more than half of the total votes available;
- e. Failure to achieve a majority of votes cast means the applicant will take no part in any further ballots that may be necessary.
- f. If more applicants than are required receive a majority of the votes cast then vacancies will be filled based on the highest number of votes received;
- g. Should the results mean two or more applicants are tied in respect of filling the last available space(s), a further ballot will be held involving just those applicants in line with the rules b to e stated above.
- h. Should only two applicants remain for a vacancy and the result is tied the Chair can use a casting vote.

# LUDGVAN PARISH COUNCIL

## Grant Application Form

Please complete all sections and use additional sheets if necessary. If you have any questions please contact the Parish Clerk, Tel: 01736 799637 or email: [ludgvanclerk@btinternet.com](mailto:ludgvanclerk@btinternet.com) Post completed form to Parish Clerk, Brynmor, St Ives Road, Carbis Bay, St Ives, TR26 2SF.

Applications may be emailed to the above address, please send supporting documents as scanned attachments or as pdf, word or excel files.

|    |   |   |
|----|---|---|
| 1. | Name of Organisation                        | Cornwall Air Ambulance Trust  |
| 2. | Designated Contact                          | Sharon Stevenson – Fundraising Officer  |
| 3. | Address for Correspondence                  | Cornwall Air Ambulance Trust<br>Trevithick Downs<br>Newquay<br>TR8 4DY  |
| 4. | Telephone number                            | 01637 889926 (Extn 111)   |
| 5. | E-Mail Address                              | Sharon@cornwallairambulancetrust.org  |
| 6. | Name of Project                             | Keeping Cornwall's Air Ambulance Flying   |
| 7. | Description of project including total cost | Although Cornwall Air Ambulance (CAAT) is not currently seeking funding for a specific item of medical equipment, running costs just to keep the Air Ambulance service operational are in excess of £3million per annum.  |
| 8. | Amount requested.                           | As in previous years a grant of £100 would be most gratefully received. However, in 2017 CAAT (the first air ambulance to take to the skies in the UK) will be celebrating 30 years of serving – and saving – the Cornish community. If, for such an exceptional birthday year, Ludgvan Parish Council would be able to increase its grant, it would be enormously appreciated. If the Council wishes, we would be delighted to attend the meeting to provide a short Powerpoint presentation detailing how vital the Air Ambulance service is to Cornwall. |
| 9. | Describe what the money will be spent on.   | A grant from Ludgvan Parish Council would ensure that your Air Ambulance, and its highly-skilled paramedic team, will continue to deliver vital emergency treatment to patients with life-threatening injuries or illnesses throughout Cornwall and on the Isles of Scilly.   |

|     |   |   |
|-----|---|---|
|     |   |   |
| 10. | How will the project benefit the local community? | <p>Cornwall Air Ambulance is free at point of need for every resident and visitor in Cornwall, which naturally, includes residents of Ludgvan Parish. Whilst we are normally unable to release specific details of accidents or incidents due to patient confidentiality, attached are the story and a photograph of an emergency the Air Ambulance attended in November 2015 on your local beach, which the patient has given us permission to use. Airlifting a patient with spinal or back injuries by air ambulance is much smoother, and thus gives them a chance of a far better outcome, than transferring them to hospital by land ambulance.</p> <p>CAAT receives no government funding towards its running costs and, for the most part, is funded by the Cornish community for the Cornish community. Cornwall has the longest coast of any county in the country, rural and remote communities, a poor road network (clogged by a huge influx of seasonal visitors), a higher than average percentage of elderly residents, and terrain that lends itself to a variety of dangerous activities (eg. water-sports, farming and horse-riding). Cornwall's Air Ambulance is crucial in emergency situations where access to difficult or remote sites, or time-critical intervention and urgent medical expertise are paramount if lives are to be saved – in these situations, minutes really matter.</p> <p>As in Trisha's case, the helicopter can reach Carbis Bay/St Ives and its environs within 10-15 minutes (which could mean the difference between life and death if a land ambulance is stuck in traffic during peak visitor season) to stabilise a patient on the scene before transferring them swiftly to the most appropriate hospital, which is not necessarily the closest – land ambulances <i>must</i> go to the nearest hospital. However, if a patient in Ludgvan Parish suffered serious burns, he/she could be transferred directly to Swansea Burns Unit.</p> <p>In addition, Cornwall Air Ambulance provides much-needed employment around Cornwall, both at the airbase and in its 6 charity shops, as well as numerous opportunities for volunteering. Volunteering for CAAT can be invaluable for those who may feel isolated or lonely, be seeking friendship or even just wanting a chance to give something back to their local community.</p> |
| 11. | Please state how you consider that you meet the   | A copy of our constitution is attached as requested, together with a copy of our most recent bank statement.  |



|     |   |  |
|-----|---|--|
|     | conditions of the Council's Grant Policy?                 | Also attached is an infographic which briefly summarises the missions the helicopter and crew attended in 2015 – figures for 2016 will be available in due course. A copy of our 2015 audited accounts is available upon request.  |
| 12. | What other organisations have you approached for funding? | Applications have been submitted to community groups and organisations such as WIs, Probus Clubs, Rotary groups etc. Grant applications to St Austell, St Just-in-Penwith, Camborne and Penryn councils are being considered in January 2017 and an application to Looe Town Council will be considered in April 2017. |

Yes Have you included your most recent bank statement

For Office Use:

|                |                  |                |
|----------------|------------------|----------------|
| Date Received: | Approved: Yes/No | Date Approved: |
| Minute Number: | Cheque Number:   | Signed:        |
| Relevant Act:  |                  |                |

# LUDGVAN PARISH COUNCIL

## Grant Application Form

Please complete all sections and use additional sheets if necessary. If you have any questions please contact the Parish Clerk, Tel: 01736 799637 or email: [ludgvanclerk@btinternet.com](mailto:ludgvanclerk@btinternet.com) Post completed form to Parish Clerk, Brynmor, St Ives Road, Carbis Bay, St Ives, TR26 2SF.

Applications may be emailed to the above address, please send supporting documents as scanned attachments or as pdf, word or excel files.

|    |   |   |
|----|---|---|
| 1. | Name of Organisation                        | Tough Dough CIC   |
| 2. | Designated Contact                          | Alessandra Ausenda  |
| 3. | Address for Correspondence                  | Nanturras Barn, Goldsithney, Penzance TR20 9HE  |
| 4. | Telephone number                            | 01736 710834  |
| 5. | E-Mail Address                              | alessandraausenda@tiscali.co.uk   |
| 6. | Name of Project                             | Stepping St Michael's Way   |
| 7. | Description of project including total cost | <p>Stepping St Michael's Way: An intergenerational community arts project.</p> <p>Tough Dough CIC and Friends of St Michael's Way will celebrate this vibrant route with its historic and natural landmarks. St Michael's Way is a 12.5 mile / 19.5 km which stretches from Hayle Estuary to Mount's Bay in West Cornwall.</p> <p>Schools and communities will create animated films to promote learning and appreciation of this historic route. The four schools and communities we plan to work with</p> |

|     |   |   |
|-----|---|---|
|     |   | <p>are: Ludgvan, Marazion, Nancledra and St Uny.</p> <p>The project will commence at the end of February 2017 and finish in May 2018 and take place in villages and communities along the route.</p> <p>Participants will include community groups, schools, volunteers, historians, specialists and artists.</p> <p>Our partners will be FofStMW (Friends of St Michael's Way). We will work with galleries, museums, other organisations and agencies.</p> <p>Activities will include walks, talks, tea treats and cooking events, art activities and film screenings. The aims are to promote health and wellbeing, involve creativity and provide opportunities to engage in the cultural arts.</p> <p>The project will raise the awareness of the heritage themes and cultivate a 'sense of place' whilst connecting us with other continents.</p> <p>New partnerships will be established and the outcomes of the project will provide a vehicle to ensure that the route is understood, maintained and conserved for future generations.</p> |
| 8.  | Amount requested.                                 | <p><i>Refreshments: £30</i></p> <p><i>Staffing Tea Treat event: £60</i></p> <p><i>Community filming workshop: £60</i></p> <p><b>Total requested from Ludgvan Parish Council: £150</b></p>   |
| 9.  | Describe what the money will be spent on.         | <p>The money from Ludgvan Parish Council will be spent on the community Tea Treat where older community members will be invited by school children to Ludgvan School. The guests will be welcomed with a Tea Treat and invited to bring artefacts, photos and share memories relating to the project theme and the local area of Ludgvan. The research material collected will directly feed into the school workshops and resulting animated film.</p> <p>Another session following this will be a community filming session where the guests will be invited to come to take part in the filming workshop at the school.</p> <p>Both activities will aim to be inclusive and will be particularly targeted at older people in the community.</p>  |
| 10. | How will the project benefit the local community? | <ul style="list-style-type: none"> <li>• The project will benefit the community because it is an intergenerational project bringing young and older members together to create a shared outcome.</li> <li>• The activities planned allow for older people to take part in a wider project that will develop links across Penwith with other small communities.</li> <li>• Other activities will be open to the community</li> </ul>   |

|                          |   | <p>through the project such as public guided walks and talks.</p> <ul style="list-style-type: none"> <li>• Ludgvan is a key area for the project and the project will celebrate it's importance on St Michael's Way</li> <li>• The resulting films will be premiered in the village and also at a larger event at the end of the project alongside the other films and this will be a shared celebration with other communities with an exhibition.</li> <li>• St Ives Archive Centre, museums and libraries will archive the research material to preserve as a learning resource for the future.</li> </ul>  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
|--------------------------|---|--|-------------------|---------|-------|-----------------|-----|-------|----------------|-----|-----|-------------------------|-----|-------|-----------------------|----------|--------|--------------------------|----|-----|--------------|--|---------------|
| 11.                      | Please state how you consider that you meet the conditions of the Council's Grant Policy? | <ul style="list-style-type: none"> <li>• Tough Dough are a not for profit CIC organisation.</li> <li>• We are based in Penwith and will deliver the project in the area of Ludgvan</li> <li>• We have a bank account and will be able to make recent accounts available</li> <li>• Tough Dough have been established since 2005 and we have a track record of delivering highly innovative and creative community projects in the area of Cornwall. We are experienced at managing projects and have our own public liability insurance, health and safety policies, safeguarding guidelines and aim to be inclusive and adhere to the laws of equal opportunities</li> <li>• Where possible we plan to engage with disadvantaged groups and people and design activities and events that allow for good access and are appropriate for different ages and abilities.</li> </ul> |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| 12.                      | What other organisations have you approached for funding?                                 | <table border="1"> <thead> <tr> <th>Source of Funding</th> <th>Secured</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Creative Skills</td> <td>Yes</td> <td>3,000</td> </tr> <tr> <td>Feast Cornwall</td> <td>Yes</td> <td>900</td> </tr> <tr> <td>Cornwall Heritage Trust</td> <td>Yes</td> <td>2,500</td> </tr> <tr> <td>Heritage Lottery Fund</td> <td>Awaiting</td> <td>31,300</td> </tr> <tr> <td>Parish and Town Councils</td> <td>No</td> <td>500</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>38,200</b></td> </tr> </tbody> </table>   | Source of Funding | Secured | Value | Creative Skills | Yes | 3,000 | Feast Cornwall | Yes | 900 | Cornwall Heritage Trust | Yes | 2,500 | Heritage Lottery Fund | Awaiting | 31,300 | Parish and Town Councils | No | 500 | <b>Total</b> |  | <b>38,200</b> |
| Source of Funding        | Secured   | Value  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| Creative Skills          | Yes   | 3,000  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| Feast Cornwall           | Yes   | 900  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| Cornwall Heritage Trust  | Yes   | 2,500  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| Heritage Lottery Fund    | Awaiting  | 31,300   |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| Parish and Town Councils | No  | 500  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |
| <b>Total</b>             |   | <b>38,200</b>  |                   |         |       |                 |     |       |                |     |     |                         |     |       |                       |          |        |                          |    |     |              |  |               |

Have you included your most recent bank statement

For Office Use:

|                |                  |                |
|----------------|------------------|----------------|
| Date Received: | Approved: Yes/No | Date Approved: |
| Minute Number: | Cheque Number:   | Signed:        |
| Relevant Act:  |                  |                |

Agenda Item 8(a)

## Payments for approval

| Reference | Payee Name            | Cheque No | Transaction Detail | Amount Paid | Total                       |
|-----------|-----------------------|-----------|--------------------|-------------|-----------------------------|
| #78       | Steve Hudson          |           | Salary             | 1,294.75    |                             |
|           |                       |           | Mileage            | 32.40       |                             |
|           |                       |           | Telephone          | 0.94        |                             |
|           |                       | 3030      | Office Costs       | 18.00       | <b>1,346.09</b>             |
| #79       | HM Reveunue & Customs |           | PAYE               | 221.06      |                             |
|           |                       | 3031      | National Insurance | 115.89      | <b>336.95</b>               |
|           |                       |           |                    |             | <hr/> <hr/> <b>1,683.04</b> |

SIGNED: ..... 11th January 2017  
R SARGEANT  
CHAIRMAN

**Agenda Item 8(b)**

**RECEIPTS FOR INFORMATION**

| Receipt Ref | Banking Ref | Date       | Amount        | Transaction Detail |
|-------------|-------------|------------|---------------|--------------------|
| 25-38       | 500167      | 06/01/2017 | <b>370.50</b> | Allotment Rents    |
| 39          | DC18        | 09/12/2016 | <b>0.31</b>   | Bank interest      |
| 40          | DC19        | 28/12/2016 | <b>85.50</b>  | Allotment Rents    |
| 41          | DC20        | 03/01/2017 | <b>28.50</b>  | Allotment Rents    |
| 42          | DC21        | 03/01/2017 | <b>28.50</b>  | Allotment Rents    |
| 43          | DC22        | 03/01/2017 | <b>57.00</b>  | Allotment Rents    |
| 44          | DC23        | 03/01/2017 | <b>57.00</b>  | Allotment Rents    |
| 45          | DC24        | 04/01/2017 | <b>28.50</b>  | Allotment Rents    |

**655.81**

**Bank Reconciliation Statement as at 04/01/2017  
for Cashbook 1 - Treasurers Account**

| <u>Bank Statement Account Name (s)</u>           | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Treasurers Account                               | 31/12/2016            |                                    | 32,464.16        |
|  |                       |                                    | <u>32,464.16</u> |
| <b><u>Unpresented Cheques (Minus)</u></b>        |                       | <b><u>Amount</u></b>               |                  |
| 21/10/2016 3014 Cornwall Council                 |                       | 30.00                              |                  |
| 14/12/2016 3019 Chris Fry Garden & Rural Servi   |                       | 60.00                              |                  |
| 14/12/2016 3020 Society of Local Council Clerk   |                       | 167.00                             |                  |
| 14/12/2016 3024 mh-p internet ltd                |                       | 42.00                              |                  |
| 14/12/2016 3024 mh-p internet ltd                |                       | 29.78                              |                  |
| 14/12/2016 3029 Ludgvan Blind Bowling Club       |                       | 300.00                             |                  |
| 03/01/2017 DD08 South West Water                 |                       | 89.88                              |                  |
|  |                       |                                    | <u>718.66</u>    |
|  |                       |                                    | 31,745.50        |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b> |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 31,745.50        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>31,745.50</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |



Bank Reconciliation Statement as at 31/12/2016  
for Cashbook 2 - Business Account

---

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u> |
|---|-----------------------|-----------------------------|-----------------|
| Business Account                          | 31/12/2016            |                             | 7,518.56        |
|   |                       |                             | <hr/> 7,518.56  |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                 |
|   |                       | 0.00                        |                 |
|   |                       |                             | <hr/> 0.00      |
|   |                       |                             | 7,518.56        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                 |
|   |                       | 0.00                        |                 |
|   |                       |                             | <hr/> 0.00      |
|   |                       |                             | 7,518.56        |
|   |                       | Balance per Cash Book is :- | 7,518.56        |
|   |                       | Difference is :-            | 0.00            |

## Detailed Receipts &amp; Payments by Budget Heading 05/01/2017

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>100 Administration</u>                 |                        |                       |                          |                          |                    |              |                         |
| 1076 Precept                              | 33,244                 | 33,244                | 0                        |                          |                    | 100.0%       |                         |
| 1080 Interest Received                    | 3                      | 4                     | 1                        |                          |                    | 71.0%        |                         |
| 1090 Council Tax Support Grant            | 2,436                  | 2,436                 | (0)                      |                          |                    | 100.0%       |                         |
| 1110 Other Grants                         | 300                    | 558                   | 258                      |                          |                    | 53.8%        |                         |
| Administration :- Receipts                | <u>35,983</u>          | <u>36,242</u>         | <u>259</u>               |                          |                    | <u>99.3%</u> | <u>0</u>                |
| 4000 Clerk's Salary                       | 15,161                 | 18,190                | 3,029                    |                          | 3,029              | 83.4%        |                         |
| 4010 Employers NI                         | 1,155                  | 1,379                 | 224                      |                          | 224                | 83.7%        |                         |
| 4060 Travel                               | 654                    | 750                   | 96                       |                          | 96                 | 87.2%        |                         |
| 4070 Office Expenses                      | 660                    | 1,250                 | 590                      |                          | 590                | 52.8%        |                         |
| 4080 Advertising                          | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| 4090 Subscriptions                        | 933                    | 950                   | 17                       |                          | 17                 | 98.2%        |                         |
| 4100 Insurance                            | 751                    | 750                   | (1)                      |                          | (1)                | 100.1%       |                         |
| 4110 Audit Fees                           | 350                    | 350                   | 0                        |                          | 0                  | 100.0%       |                         |
| 4150 S137 and Other Grants                | 525                    | 700                   | 175                      |                          | 175                | 75.0%        |                         |
| 4160 Youth Club Grant                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4170 Christmas Trees                      | 242                    | 225                   | (17)                     |                          | (17)               | 107.4%       |                         |
| 4180 Deedstore                            | 8                      | 16                    | 9                        |                          | 9                  | 46.9%        |                         |
| 4190 Meeting Room Hire                    | 360                    | 360                   | 0                        |                          | 0                  | 100.0%       |                         |
| 4300 Website Development                  | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4310 Website Maintenance                  | 750                    | 770                   | 20                       |                          | 20                 | 97.4%        |                         |
| 4320 Election Expenses                    | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4330 Software - Initial Purchase          | 590                    | 0                     | (590)                    |                          | (590)              | 0.0%         |                         |
| 4340 Software - set up/training           | 200                    | 0                     | (200)                    |                          | (200)              | 0.0%         |                         |
| 4350 Software - Annual Licence            | 226                    | 0                     | (226)                    |                          | (226)              | 0.0%         |                         |
| Administration :- Indirect Payments       | <u>22,565</u>          | <u>27,890</u>         | <u>5,325</u>             | <u>0</u>                 | <u>5,325</u>       | <u>80.9%</u> | <u>0</u>                |
| Movement to/(from) Gen Reserve            | <u>13,418</u>          |                       |                          |                          |                    |              |                         |
| <u>120 Long Rock Allotments</u>           |                        |                       |                          |                          |                    |              |                         |
| 1210 Allotment Rents                      | 199                    | 350                   | 152                      |                          |                    | 56.7%        |                         |
| Long Rock Allotments :- Receipts          | <u>199</u>             | <u>350</u>            | <u>152</u>               |                          |                    | <u>56.7%</u> | <u>0</u>                |
| 4120 Maintenance                          | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| 4130 Water                                | 94                     | 120                   | 26                       |                          | 26                 | 78.5%        |                         |
| 4140 Rents Payable                        | 80                     | 80                    | 0                        |                          | 0                  | 100.0%       |                         |
| 4330 Software - Initial Purchase          | 59                     | 0                     | (59)                     |                          | (59)               | 0.0%         |                         |
| 4340 Software - set up/training           | 20                     | 0                     | (20)                     |                          | (20)               | 0.0%         |                         |
| 4350 Software - Annual Licence            | 23                     | 0                     | (23)                     |                          | (23)               | 0.0%         |                         |
| Long Rock Allotments :- Indirect Payments | <u>276</u>             | <u>350</u>            | <u>74</u>                | <u>0</u>                 | <u>74</u>          | <u>78.8%</u> | <u>0</u>                |
| Movement to/(from) Gen Reserve            | <u>(77)</u>            |                       |                          |                          |                    |              |                         |

## Detailed Receipts &amp; Payments by Budget Heading 05/01/2017

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>130 Church Hill Allotments</u>           |                        |                       |                          |                          |                    |              |                         |
| 1210 Allotment Rents                        | 542                    | 1,450                 | 908                      |                          |                    | 37.4%        |                         |
| Church Hill Allotments :- Receipts          | <u>542</u>             | <u>1,450</u>          | <u>908</u>               |                          |                    | <u>37.4%</u> | <u>0</u>                |
| 4120 Maintenance                            | 75                     | 250                   | 175                      |                          | 175                | 30.0%        |                         |
| 4130 Water                                  | 157                    | 500                   | 343                      |                          | 343                | 31.4%        |                         |
| 4140 Rents Payable                          | 350                    | 700                   | 350                      |                          | 350                | 50.0%        |                         |
| 4330 Software - Initial Purchase            | 236                    | 0                     | (236)                    |                          | (236)              | 0.0%         |                         |
| 4340 Software - set up/training             | 80                     | 0                     | (80)                     |                          | (80)               | 0.0%         |                         |
| 4350 Software - Annual Licence              | 90                     | 0                     | (90)                     |                          | (90)               | 0.0%         |                         |
| Church Hill Allotments :- Indirect Payments | <u>988</u>             | <u>1,450</u>          | <u>462</u>               | <u>0</u>                 | <u>462</u>         | <u>68.2%</u> | <u>0</u>                |
| Movement to/(from) Gen Reserve              | <u>(446)</u>           |                       |                          |                          |                    |              |                         |
| <u>140 Amenities</u>                        |                        |                       |                          |                          |                    |              |                         |
| 1100 Footpath Grant                         | 2,700                  | 3,474                 | 774                      |                          |                    | 77.7%        |                         |
| 1130 Aggregate Fund Income                  | 0                      | 4,500                 | 4,500                    |                          |                    | 0.0%         |                         |
| Amenities :- Receipts                       | <u>2,700</u>           | <u>7,974</u>          | <u>5,274</u>             |                          |                    | <u>33.9%</u> | <u>0</u>                |
| 4120 Maintenance                            | 320                    | 0                     | (320)                    |                          | (320)              | 0.0%         |                         |
| 4200 Repairs                                | 64                     | 1,500                 | 1,436                    |                          | 1,436              | 4.3%         |                         |
| 4400 St Pauls Amenity Area                  | 512                    | 682                   | 171                      |                          | 171                | 75.0%        |                         |
| 4410 Churchtown Garden                      | 158                    | 210                   | 53                       |                          | 53                 | 75.0%        |                         |
| 4420 Aggregate Fund Expenditure             | 0                      | 4,500                 | 4,500                    |                          | 4,500              | 0.0%         |                         |
| 4430 Footpath Maintenance                   | 2,530                  | 3,474                 | 944                      |                          | 944                | 72.8%        |                         |
| 4450 Long Rock Toilets                      | 0                      | 1,272                 | 1,272                    |                          | 1,272              | 0.0%         |                         |
| 4460 Grass Cutting                          | 285                    | 250                   | (35)                     |                          | (35)               | 114.0%       |                         |
| 4470 Green Initiatives                      | 0                      | 408                   | 408                      |                          | 408                | 0.0%         |                         |
| Amenities :- Indirect Payments              | <u>3,868</u>           | <u>12,296</u>         | <u>8,428</u>             | <u>0</u>                 | <u>8,428</u>       | <u>31.5%</u> | <u>0</u>                |
| Movement to/(from) Gen Reserve              | <u>(1,168)</u>         |                       |                          |                          |                    |              |                         |
| <u>150 St Pauls Cemetery</u>                |                        |                       |                          |                          |                    |              |                         |
| 1200 Burial Fees                            | 700                    | 2,680                 | 1,980                    |                          |                    | 26.1%        |                         |
| St Pauls Cemetery :- Receipts               | <u>700</u>             | <u>2,680</u>          | <u>1,980</u>             |                          |                    | <u>26.1%</u> | <u>0</u>                |
| 4120 Maintenance                            | 255                    | 0                     | (255)                    |                          | (255)              | 0.0%         |                         |
| 4130 Water                                  | 37                     | 0                     | (37)                     |                          | (37)               | 0.0%         |                         |
| 4460 Grass Cutting                          | 788                    | 1,120                 | 333                      |                          | 333                | 70.3%        |                         |
| 4520 Sextons Duties                         | 120                    | 120                   | 0                        |                          | 0                  | 100.0%       |                         |
| St Pauls Cemetery :- Indirect Payments      | <u>1,200</u>           | <u>1,240</u>          | <u>40</u>                | <u>0</u>                 | <u>40</u>          | <u>96.7%</u> | <u>0</u>                |
| Movement to/(from) Gen Reserve              | <u>(500)</u>           |                       |                          |                          |                    |              |                         |

## Detailed Receipts &amp; Payments by Budget Heading 05/01/2017

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>160 Crowlas Cemetery</u>                 |                        |                       |                          |                          |                    |              |                         |
| 1200 Burial Fees                            | 262                    | 500                   | 238                      |                          |                    | 52.4%        |                         |
|   | <u>262</u>             | <u>500</u>            | <u>238</u>               |                          |                    | <u>52.4%</u> | <u>0</u>                |
| Crowlas Cemetery :- Receipts                | 262                    | 500                   | 238                      |                          |                    | 52.4%        | 0                       |
| 4460 Grass Cutting                          | 1,103                  | 1,470                 | 368                      |                          | 368                | 75.0%        |                         |
|   | <u>1,103</u>           | <u>1,470</u>          | <u>368</u>               | <u>0</u>                 | <u>368</u>         | <u>75.0%</u> | <u>0</u>                |
| Crowlas Cemetery :- Indirect Payments       | 1,103                  | 1,470                 | 368                      | 0                        | 368                | 75.0%        | 0                       |
| Movement to/(from) Gen Reserve              | <u>(840)</u>           |                       |                          |                          |                    |              |                         |
| <u>200 Neighbourhood Planning</u>           |                        |                       |                          |                          |                    |              |                         |
| 1120 Neighbourhood Planning Grant           | 1,654                  | 8,000                 | 6,346                    |                          |                    | 20.7%        |                         |
|   | <u>1,654</u>           | <u>8,000</u>          | <u>6,346</u>             |                          |                    | <u>20.7%</u> | <u>0</u>                |
| Neighbourhood Planning :- Receipts          | 1,654                  | 8,000                 | 6,346                    |                          |                    | 20.7%        | 0                       |
| 4020 Staff Cost                             | 2,635                  | 4,500                 | 1,865                    |                          | 1,865              | 58.6%        |                         |
| 4260 Grant Funded                           | 1,654                  | 8,000                 | 6,346                    |                          | 6,346              | 20.7%        |                         |
| 4270 Other                                  | 656                    | 3,986                 | 3,330                    |                          | 3,330              | 16.5%        |                         |
|   | <u>4,945</u>           | <u>16,486</u>         | <u>11,541</u>            | <u>0</u>                 | <u>11,541</u>      | <u>30.0%</u> | <u>0</u>                |
| Neighbourhood Planning :- Indirect Payments | 4,945                  | 16,486                | 11,541                   | 0                        | 11,541             | 30.0%        | 0                       |
| Movement to/(from) Gen Reserve              | <u>(3,291)</u>         |                       |                          |                          |                    |              |                         |
| <u>999 VAT Data</u>                         |                        |                       |                          |                          |                    |              |                         |
| 115 VAT Refunds                             | 600                    | 0                     | (600)                    |                          |                    | 0.0%         |                         |
|   | <u>600</u>             | <u>0</u>              | <u>(600)</u>             |                          |                    | <u>0.0%</u>  | <u>0</u>                |
| VAT Data :- Receipts                        | 600                    | 0                     | (600)                    |                          |                    | 0.0%         | 0                       |
| 515 VAT on Payments                         | 1,115                  | 0                     | (1,115)                  |                          | (1,115)            | 0.0%         |                         |
|   | <u>1,115</u>           | <u>0</u>              | <u>(1,115)</u>           | <u>0</u>                 | <u>(1,115)</u>     | <u>0.0%</u>  | <u>0</u>                |
| VAT Data :- Indirect Payments               | 1,115                  | 0                     | (1,115)                  | 0                        | (1,115)            | 0.0%         | 0                       |
| Movement to/(from) Gen Reserve              | <u>(515)</u>           |                       |                          |                          |                    |              |                         |
| <hr/>                                       |                        |                       |                          |                          |                    |              |                         |
| Grand Totals:- Receipts                     | 42,639                 | 57,196                | 14,557                   |                          |                    | 74.5%        |                         |
| Payments                                    | 36,059                 | 61,182                | 25,124                   | 0                        | 25,124             | 58.9%        |                         |
| Net Receipts over Payments                  | <u>6,580</u>           | <u>(3,986)</u>        | <u>(10,566)</u>          |                          |                    |              |                         |
| Movement to/(from) Gen Reserve              | <u>6,580</u>           |                       |                          |                          |                    |              |                         |

**Steve Hudson**

---

**From:** Carter-Foster Michelle  
[mcarterfoster@cornwall.gov.uk]  
**Sent:** 22 December 2016 16:11  
**To:** Ludgvan Clerk  
**Cc:** Pop Up Sites  
**Subject:** Phase 2 Pop Up Sites Information - Ludgvan Parish

**Categories:** Agenda Item

Dear Mr Hudson

**‘Pop Up’ Trade Concessions on Cornwall Council Assets**

This email is to update you about the Pop Up Sites initiative which has been operating across Cornwall since last year. I am delighted to inform you that the tender has now closed and it has been a success. We have received in total 68 individual tender applications and these have ranged from high quality food concessions, sports providers, beach equipment and an artist.

The tenders have now been assessed and we are considering the following concession at the location below, subject to agreeing the lease;

- Former RNLI Building at Marazion Station – Kite Surf, Yoga, Cold food, Hot and cold drinks (already has an existing business on Longrock Beach).

Also please note that the commercial concession in Longrock car park has been re-let to an Ice Cream Van.

The intention is to inform all tenderers in January 2017, with a commencement date of 1<sup>st</sup> April 2017.

If you have any further queries please do not hesitate to contact me at the email address below.

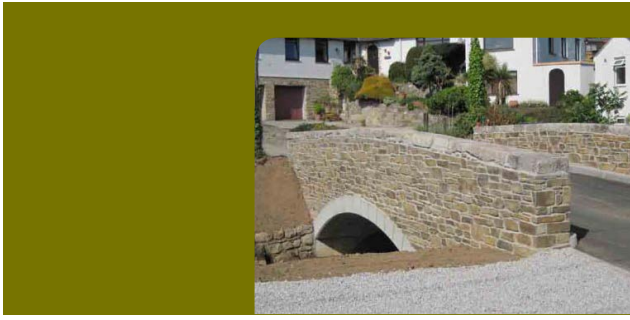
Regards

Jon Mitchell

Public Space Team Leader

[popupsites@cornwall.gov.uk](mailto:popupsites@cornwall.gov.uk)

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk).



# Community Planning for Cornwall's future Infrastructure Levy

Preliminary Draft Charging Schedule  
**CONSULTATION DOCUMENT**

January 2017

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



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## Summary

Consultation on the Preliminary Draft Charging Schedule will run from Tuesday 3 January until 5pm on Tuesday 14 February 2017.

Comments are sought on the proposed CIL rates, and the viability assumptions made in determining these rates. This consultation is not about what CIL income will be spent on, or the decision making process for that. Work is still ongoing to determine these two matters, and is part of a wider governance debate.

This Preliminary Draft Charging Schedule (PDCS) proposes:

- CIL is charged at different rates across the five housing value zones in Cornwall
- A higher rate of CIL is charged for residential developments that are not required to provide affordable housing
- Strategic (housing) sites have a zero rated CIL charge, S106 remains the main focus for infrastructure funding from these sites
- CIL is charged on retail development.

## 1. Explanation and Evidence

### 1.1 What is the Community Infrastructure Levy?

The Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers to pay for new infrastructure. Guidance<sup>1</sup> is available from the Government as to what comprises a CIL, and the regulations<sup>2</sup> that need to be followed in preparing a CIL.

CIL takes the form of a set tariff per square metre (sqm) of additional floor space. The level of the tariff is set by the local authority based on the needs

<sup>1</sup> DCLG (2011) Community Infrastructure Levy: an overview - <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1897278.pdf>

<sup>2</sup> DCLG (2010) Community Infrastructure Levy Guidance: charge setting and charging schedule procedures - <http://www.communities.gov.uk/publications/planningandbuilding/cilguidance>

identified through infrastructure planning, but also tested to ensure that it will not affect the viability of development coming forward. The local levy rate(s) must be set out in a CIL Charging Schedule, and payments will be collected into a fund to pay for infrastructure.

The CIL will help provide funds for the infrastructure required to deliver the development strategy for Cornwall as set out in the Local Plan<sup>3</sup>. Whilst the CIL makes an important contribution towards financing infrastructure, it will by no means provide all the necessary funding. Together with our partners we will continue to pursue all other funding opportunities.

### 1.2 Who will have to pay CIL?

The charge will be levied on development of more than 100 sqm of floor space (gross internal floor space) and those creating one or more dwellings even if the floor space is less than 100 sqm. In principle, this

<sup>3</sup> [www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/](http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/)



affects all types of development that involve buildings 'into which people normally go'.

The levy will not be charged on changes of use that do not involve an increase in floor space. Sub-divisions of existing dwellings to form other dwellings will also not be charged. Structures which are not buildings, or which people do not regularly go into to use will not be liable. Affordable housing development and development for charitable purposes will also be exempt.

In addition, based on development viability, the charging authority may choose to set the CIL charging rate for certain uses or certain areas at £0 (zero).

### 1.3 Why should development pay for infrastructure?

Almost all development has some impact on the need for infrastructure, services and amenities, or benefits from them, so it is only fair that such development pays a share of the cost. It is also fair that those who benefit financially when planning permission is given, should share some of that gain with the community

which granted it. By paying a contribution, developers will help fund the infrastructure that will support their development and make the development acceptable and sustainable.

### 1.4 Benefits of a Community Infrastructure Levy

New development needs to be supported by physical, social and green infrastructure. CIL provides a funding stream for this infrastructure, and a mechanism for ensuring that new development bears a proportion of the cost of new infrastructure that will serve the area.

Establishing a tariff will give developers certainty about the costs for infrastructure beyond their site. CIL creates a system under which the cost of infrastructure does not rest unfairly just with the large developments, as small developments will also pay. The Levy will allow the Council and its partners to plan ahead for infrastructure delivery more effectively.

In accordance with the Localism Act, a meaningful proportion<sup>4</sup> of the Levy will be passed directly from the Council to the local community in which it was



<sup>4</sup> What constitutes a meaningful proportion is defined by the CIL Regulations 2010 (as amended in 2012).



raised. For areas with a Neighbourhood Plan, the Parish or Town Council will receive 25% of the income raised in their area; this will be 15% for areas without an adopted Neighbourhood Plan.

### **1.5 Relationship with Section 106 developer contributions**

Once in place, CIL will become the main source of developer contributions towards infrastructure beyond the immediate needs of the development site. Section 106 obligations will remain, alongside the CIL, for infrastructure requirements linked to the development site itself, such as local access or connection to services. S106 agreements will also remain the vehicle through which affordable housing is delivered. Developments cannot be charged for the same item of infrastructure through the S106 and the CIL.

Currently, Cornwall Council operates a system of pooled contributions for certain types of S106 monies, including for education. The new CIL regulations have however drastically reduced the scope for pooling S106 contributions and CIL is now the only means of pooling infrastructure contributions from more than five development sites.

Cornwall Council will publish a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL. This is known as the Regulation 123 list. This list is not included in this document, and so does not form part of this consultation. However, the list will be published on the Council's website when the CIL is adopted. It will be kept up to date to take into account any changes in circumstances and/or infrastructure needs identified in the future.

### **1.6 Evidence Base for the Preliminary Draft Charging Schedule**

The evidence underpinning the Preliminary Draft Charging Schedule should examine the need for infrastructure and development viability in the area. To this end, Cornwall Council has undertaken an Infrastructure Needs Assessment and Development Viability Assessments to provide evidence for CIL rate setting.

## Infrastructure Needs Assessments

For each Community Network Area we have identified the infrastructure required to support development over the Local Plan period, up to 2030. The Infrastructure Needs Assessment<sup>5</sup> is a 'living' document and is continually updated. In relation to the CIL, the needs assessment does not provide a definitive list of infrastructure schemes to be funded through CIL, but instead provides a justification for levying a charge from development to help pay towards infrastructure.

The CIL regime does not limit CIL spending to the items in the needs assessment, as used to underpin the charging schedule. Authorities can respond to changing local circumstances, such as changes in infrastructure requirements or funding sources, and spend revenue from the levy on different projects from those identified during the rate setting process.

The schedules should not in any way be considered to be the Council's programme for spending on infrastructure. Neither is it a definitive list of the infrastructure items that CIL will contribute to. The infrastructure projects or types of infrastructure that Cornwall Council intends will be, or may be, wholly or partly funded by CIL will be set out in its Regulation<sup>6</sup> 123 list, which will be published on the council's website when CIL comes into force.

## Development Viability Assessment

The viability assessment conclusions underpin the rates proposed in the Preliminary Draft Charging Schedule. CIL must strike a balance between the desirability of funding infrastructure from the levy, and the potential effects of the imposition of the levy upon the economic viability of development across the Council's area.

Cornwall Council commissioned consultants, Three Dragons and Opinion Research Services (ORS), to assess the level at which CIL could be set alongside other planning obligations so that

<sup>5</sup> <http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/cornwall-topic-based-evidence-base/infrastructure-planning/infrastructure-needs-assessment-schedules/>

<sup>6</sup> DCLG (2010) Community Infrastructure Levy Guidance: charge setting and charging schedule procedures - <http://www.communities.gov.uk/publications/planningandbuilding/cilguidance>

development remains viable. In assessing the viability of developments to pay a CIL charge, certain assumptions had to be made about costs of development. These assumptions are set out in Section 4 of the main document.

The Residential Viability Assessment considered the impact of a CIL, combined with Affordable Housing policy requirements, on the viability of residential development. Viability work considered residential developments of all sizes, i.e., 1 dwelling upwards, and included sheltered and extra care housing.

The Non-Residential Viability Assessment work looked at all other types of new development that could potentially fall within the CIL regime. The types of development considered included offices and industrial uses, retail, hotels and residential institutions (such as student housing and care homes), and community uses.

## 1.7 Proposed charges

Based on the evidence, this Preliminary Draft Charging Schedule proposes:

- CIL is charged at different rates across the five housing value zones in Cornwall (as shown in Appendix 1).
- A higher rate of CIL is charged for residential developments that are not required to provide affordable housing.
- Strategic (housing) sites<sup>7</sup> have a zero rated CIL charge.
- S106 remains the main focus for infrastructure funding from strategic (housing) sites
- CIL is charged on retail development

More detail on these proposals is contained in section 4.

Consultation is on the proposed charges as set out in this Preliminary Draft Charging Schedule, and the assumptions made in determining which developments are able to pay a CIL without viability being adversely impacted.

This consultation is not about what CIL income will

<sup>7</sup> [www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/](http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/)

be spent on, or the decision making process for that. Work is still ongoing to determine these two matters, and is part of a wider governance debate.

## 2. Background

A Preliminary Draft Charging Schedule (PDCS) was consulted on in 2013<sup>8</sup>, but work then halted on development of a CIL for Cornwall whilst the Local Plan was progressed. The Local Plan has now gone through public examination and been formally adopted by Cornwall Council.

As with the initial PDCS, this document proposes for consultation the level of developer contributions to be charged. It is prepared in accordance with the 2008 Planning Act and the Community Infrastructure Levy Regulations 2010 (as amended), and is based on two sets of evidence: the need for infrastructure<sup>9</sup> and the development viability in Cornwall<sup>10</sup>. Both of these pieces of evidence have been updated since the 2012 work to ensure they reflect latest market conditions.

This PDCS will not seek to repeat the questions asked during the previous consultation other than to seek comment on the proposed rates and the assumptions made in the updated development viability studies. Comments submitted as part of the previous consultation will be taken into account when producing the Draft Charging Schedule. Previous comments can be seen on the Councils website<sup>11</sup>, and related to there being sufficient justification for introducing CIL in Cornwall, the provision of discretionary relief, the provision of an instalments policy, the option for developers to pay liable CIL charges 'in kind', and additional planning use classes being considered for CIL.



8 [www.cornwall.gov.uk/media/3623326/CIL-preliminary-draft-charging-schedule-WEB-2-.pdf](http://www.cornwall.gov.uk/media/3623326/CIL-preliminary-draft-charging-schedule-WEB-2-.pdf)

9 [www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/cornwall-topic-based-evidence-base/infrastructure-planning/infrastructure-needs-assessment-schedules/](http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/cornwall-topic-based-evidence-base/infrastructure-planning/infrastructure-needs-assessment-schedules/)

10 [www.cornwall.gov.uk/CIL](http://www.cornwall.gov.uk/CIL)

11 [www.cornwall.gov.uk/CIL](http://www.cornwall.gov.uk/CIL)

## 3. Viability Assessments

Government guidance is clear that CIL should strike a balance between the desirability of funding infrastructure from the levy and the potential effects of the imposition of the levy upon the economic viability of development. Charging CIL on a development must not result in the development becoming inviable to build. In 2012, Cornwall Council commissioned consultants Three Dragons and Opinion Research Services (ORS) to assess the level at which CIL could be set alongside other planning obligations so that development remains viable.

The consultants prepared:

- a Residential Strategic Viability Assessment to inform the development of both the CIL Charging Schedule and Local Plan Affordable Housing policy. This assessment looked at different sized residential developments, i.e., 1 dwelling upwards (and included sheltered accommodation and extra care housing), across the whole of Cornwall, and considered the ability of these developments to pay a CIL charge.
- a Non-Residential Strategic Viability Assessment (assisted by local commercial property consultants Alder King). This looked at all other types of development, i.e., offices, industrial units, retail, hotels and residential institutions (such as student housing and care homes), and community uses, and considered the ability of these developments to pay a CIL charge.

The same consultants were commissioned in 2015 to update initial findings taking into account changes in the development market. To ensure consistency, the same approach to assessing development viability was adopted in the updates, including discussions and workshops with the development industry.

The updated viability assessments can be seen on the Councils website<sup>12</sup>.

<sup>12</sup> [www.cornwall.gov.uk/CIL](http://www.cornwall.gov.uk/CIL)

## 4. Proposed CIL Rates

### 4.1 Residential Development

As with the previous viability study, the Residential Viability Assessment considered the combined impact of a CIL together with Affordable Housing policy requirements on development viability. Following testing, the lowest resultant viable rate was taken for each housing value zone and development size, and reduced by 50% to take full account of market variations, and a further 'round down' exercise was employed to make further allowance for development variances, such as slight differences in external build costs.

Table 1 summarises the CIL rates recommended for residential development, based on the five different housing value zones across Cornwall. Appendix 1 illustrates which value zone each Parish is in.

Major housing schemes (strategic sites identified in the Allocations Development Plan Document<sup>13</sup>) will have a zero rated CIL charge. S106 will remain the primary mechanism for infrastructure investment from these sites, to ensure the necessary strategic infrastructure for the development, such as schools or road improvements, is delivered as part of the scheme.



<sup>13</sup> [www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/](http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/)

In addition CIL will not be charged on affordable housing which meets the definition as set out in the 2012 National Planning Policy Framework is exempt from CIL. CIL will not be charged on sheltered or extra care housing on the grounds of viability.

Table 1 - rates of CIL to be charged on new residential development

| Type of Development                    | Planning Use Class <sup>14</sup> | Zone | Rate £sqm sites not required to provide Affordable Housing | Rate £sqm sites required to provide Affordable Housing |
|--|----------------------------------|------|--|--|
| Housing (see definition below)         | C3 & C4                          | 1    | £400   | £200   |
|  |                                  | 2    | £200   | £100   |
|  |                                  | 3    | £100   | £60  |
|  |                                  | 4    | £100   | £35  |
|  |                                  | 5    | £0   | £0   |
| Strategic sites (see definition below) | C3 & C4                          | All  | £0   | £0   |

The key assumptions made in the Residential Viability Assessment were:

- Building Cost Information Service<sup>15</sup> (BCIS) 5 year median build costs for houses and flats, adjusted for Cornwall
- external works 15%
- developer return 20% of Gross Development Value (GDV)<sup>16</sup> and 6% of costs for affordable housing (based on risk)
- S106/278 contribution of £2,000 per dwelling
- professional fees 8%-12% (of build costs)

<sup>14</sup> As defined by the Town & Country Planning Act 2004 - [www.planningportal.co.uk/info/200130/common\\_projects/9/change\\_of\\_use](http://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use)

<sup>15</sup> [www.rics.org/uk/knowledge/bcis/](http://www.rics.org/uk/knowledge/bcis/)

<sup>16</sup> Gross Development Value can be defined as the market value of a completed proposed development. It is based on current market values, not those when the property is actually completed. GDV represents the estimated gross income before deducting the development expenditure.

- all developments are affordable housing and accessibility policy compliant (25% Part M (4)2 for 11+ dwellings)
- additional infrastructure costs of £50,000-£200,000 per net ha for larger sites
- additional S106 costs included for strategic sites

### Consultation Question 1

Do you agree with the key assumptions that underlie the Residential Viability Assessment? If not, what alternatives would you suggest and why?

### Consultation Question 2

Some residential developments are no longer expected to provide affordable housing<sup>17</sup>, and are therefore able to accommodate a higher rate of CIL without viability being affected. Do you agree with developments that are not required to provide affordable housing being charged a higher rate of CIL on this basis? If not, please explain why.

### Consultation Question 3

Do you agree with the residential development CIL rates proposed for the different areas of Cornwall? If not, please explain which ones you disagree with and why.

## 4.2 Non-Residential Development

The Non-Residential Viability Assessment considered all types of non-residential development which could potentially be liable to pay a CIL charge, including all retail, office and industrial uses, hotels, residential institutions (student housing and care homes) and community uses.

The recommended CIL rates are set on the basis of establishing a simple, straight forward charging schedule that allows for some flexibility to the

<sup>17</sup> These are developments of 10 or less dwellings in urban areas (where the total cumulative floorspace created is less than 1,000sqm), and 5 or less dwellings in rural areas. More detail can be found at <http://planningguidance.communities.gov.uk/blog/guidance/planning-obligations/planning-obligations-guidance/> - Paragraph: 031 Reference ID: 23b-031-20161116

development costs; this was reduced by 40% to take full account of market variations. Table 2 summarises the recommendations across Cornwall.

Table 2 - rates of CIL to be charged on new non-residential development

| Type of Development   | Planning Use Class <sup>18</sup> | Zone | Rate £sqm |
|---|----------------------------------|------|-----------|
| Convenience Retail > 280sqm (Supermarkets – see definition below) | A1                               | All  | £100      |
| Out of town, non-food retail > 280sqm                             | A1                               | All  | £100      |
| Restaurant, edge of town (A3/A5) >100sqm                          | A3/A5                            | All  | £100      |
| All other Retail  | A1 – A5                          | All  | £0        |
| Office, Industrial & Distribution                                 | B1, B2 & B8                      | All  | £0        |
| Hotels  | C1                               | All  | £0        |
| Residential Institution (including care homes)                    | C2                               | All  | £0        |
| Community Use   | D1                               | All  | £0        |
| Commercial Leisure  | D2                               | All  | £0        |
| Others  | Sui Generis                      | All  | £0        |

### Definitions

- Supermarkets are shops that are of a size, and offer a range of goods, that makes them shopping destinations in their own right, including a dedicated car park. Supermarkets sell a full range of convenience foods and usually also offer a choice of non-food items and some services such as banking.
- Town boundaries are as defined in the Local Plan and draft Allocations Development Plan Document<sup>19</sup>.

<sup>18</sup> As defined by the Town & Country Planning Act 2004 - [www.planningportal.co.uk/info/200130/common\\_projects/9/change\\_of\\_use](http://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use)

<sup>19</sup> [www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/](http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan/development-plan-documents/cornwall-site-allocations-development-plan-document/)

The key assumptions made in the Non-Residential Viability Assessment were:

- external costs 15% (of build costs)
- professional fees 12% (% of build costs)
- developers profit 20% (% of GDV)
- sales and marketing costs 4% (% of GDV)
- interest on build costs 5.5%
- purchase cost 1.8% excluding Stamp Duty Land Tax<sup>20</sup> (SDLT)
- SDLT 2016 sliding scale (Commercial Property)

### Consultation Question 4

Do you agree with the key assumptions that underlie the Non-Residential Viability Assessment? If not, what alternatives would you suggest and why?

### Consultation Question 5

Do you agree with the non-residential development CIL rates proposed for Cornwall? If not, please explain which ones you disagree with and why.



<sup>20</sup> [www.gov.uk/stamp-duty-land-tax/overview](http://www.gov.uk/stamp-duty-land-tax/overview)

## 5. Calculation of the CIL Charge

### 5.1 Liability to pay CIL

A chargeable development is one for which planning permission is granted and/or which is liable to pay CIL in accordance with the CIL Regulations 2010 (as amended).

CIL will be charged in pounds per square metre on the net additional floor space of all new qualifying development, apart from those exempt under Part 2 and Part 6 of the CIL Regulations 2010 (as amended). Those exempt from the charge can be summarised as:

- Non-residential buildings, or extensions to buildings, less than 100sqm
- Buildings into which people do not normally go, or enter intermittently for the purpose of inspecting or maintaining fixed plant or machinery
- Social (affordable) housing
- Buildings owned by charities and used for a charitable purpose
- Minor developments, including residential extensions and annexes
- Self-build

Further to comments received during the previous consultation, Cornwall Council will be developing a Discretionary Relief Policy and an Instalments Policy which will be consulted on along with the Draft Charging Schedule.



### 5.2 Calculating the Chargeable Amount

The chargeable amount is calculated in accordance with Regulation 40 of the CIL Regulations 2010 (as amended), summarised as:

Chargeable Amount = chargeable development<sup>21</sup> x levy rate<sup>22</sup> x inflation measure<sup>23</sup>

#### Consultation Question 6

Overall, do you agree that the proposed CIL rates represent an appropriate balance between the need to fund infrastructure through CIL and ensuring that development remains viable? Please explain your answer.

<sup>21</sup> The Chargeable Development (per sqm) is the gross internal floor space of the development less the gross internal floor space of any existing buildings to be demolished, provided they have been in continuous use for at least six months in the past 12 months (Regulation 64). The amount of chargeable development should be broken down by use class.

<sup>22</sup> The Levy rate (£ per sqm) is the applicable rate as shown in the table.

<sup>23</sup> The inflation measure (%) is based on the annually updated national All-In Tender Price Index of construction costs published by the Building Cost Information Service of the RICS. It ensures that account is taken of the time delay between the grant of planning permission and commencement of development. The inflation measure is the index figure for the year in which planning permission was granted divided by the index figure for the year in which the charging schedule took effect.



## 6. Next Steps

This consultation is not about what CIL income will be spent on, or the decision making process for that. Work is still ongoing to determine these two matters, and is part of a wider governance debate in Cornwall.

Comments received as part of this consultation will form part of the preparation of the Draft Charging Schedule. The Cornwall CIL Draft Charging Schedule will then be published and submitted for public examination. Once this is approved, it will then be considered for adoption by Cornwall Council and a date will be set for its implementation.



## 7. How to comment on this consultation

Consultation on this Preliminary Draft Charging Schedule will run between Tuesday 3 January to Tuesday 14 February 2017. Cornwall Council will take into account representations made by the closing date before publishing a Draft Charging Schedule for further consultation and public examination later in 2017.

Comments are invited to be submitted using the formal response form via the following methods:

Online: submit comments using the online survey at [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil)

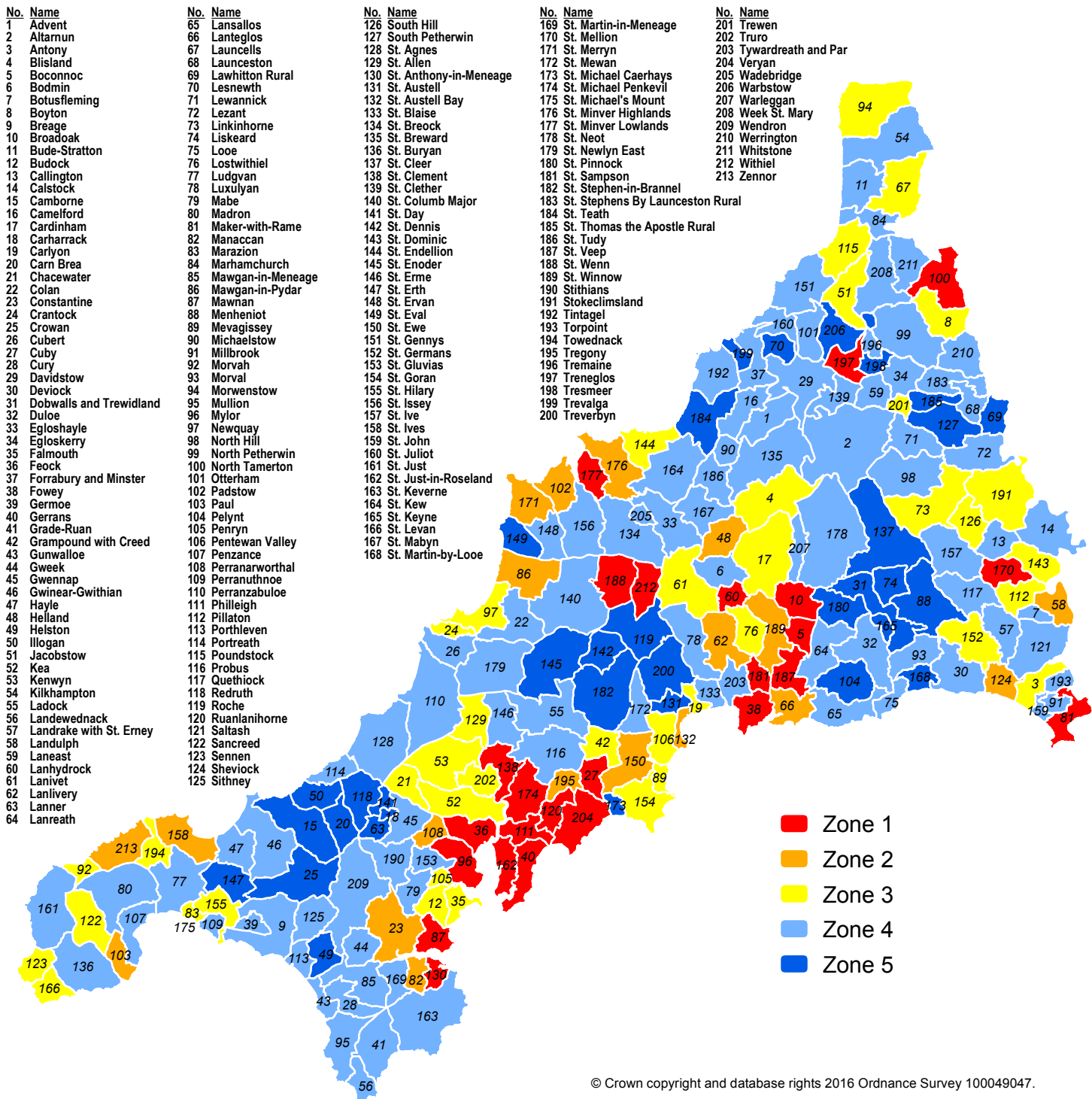
By email: [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) – please put ‘consultation’ in the subject line

By post: CIL/Local Plans Team  
Cornwall Council  
Room 3B  
Pydar House  
Pydar Street  
Truro  
TR1 1XU

Documents related to this consultation can be viewed on the Council’s website at [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil).

# Appendix 1 – Housing Value Zone map

The proposed CIL rates vary geographically and are set against the five housing value zones, which underlie the Affordable Housing policy in the Local Plan. A CIL rate is proposed for each housing value zone – zone 1 is the most expensive. This map shows which value zone each Parish is in.



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## Appendix 2 – Housing Value Zone Parish list

| Value Zone | Towns  | Other settlements   | Parishes   |
|------------|--|---|--|
| 1          |  | Rock with Tredrizzick<br>Gerrans/<br>Portscatho<br>Fowey  | Boconnoc CP; Broadoak CP; Cuby CP; Feock CP; Fowey CP; Gerrans CP; Lanhydrock CP; Maker-with- Rame CP; Mawnan CP; Mylor CP; North Tamerton CP; Philleigh CP; Ruanlanihorne CP; St. Anthony-in- Meneage CP; St. Clement CP; St. Just-in-Roseland CP; St. Mellion CP; St. Michael; Penkevil CP; St. Minver CP; Lowlands CP; St. Sampson CP; St. Veep CP; St. Wenn CP; Treneglos CP; Veryan CP; Withiel CP  |
| 2          | St Ives  | Padstow,<br>St Merryn/<br>Shop,<br>Constantine  | Constantine CP; Helland CP; Landulph CP; Lanlivery CP; Lanteglos CP; Manaccan CP; Mawgan-in-Pydar CP Padstow CP; Paul CP; Perranarworthal CP; Sheviock CP; St. Austell Bay CP; St. Ewe CP; St. Ives CP; St. Merryn CP; St. Minver Highlands CP; St. Winnow CP; Tregoney CP; Zennor CP  |
| 3          | Falmouth and Penryn<br>Truro with Threemilestone<br>Newquay  | Lostwithiel<br>Mevagissey<br>Marazion   | Antony CP; Blisland CP; Boyton CP; Budock CP; Cardinham CP; Carlyon CP; Chacewater CP; Crantock CP; Falmouth CP Grampound with Creed CP; Jacobstow CP; Kea CP; Kenwyn CP; Lanivet CP; Launcells CP; Linkinhorne CP; Lostwithiel CP; Marazion CP; Mevagissey CP; Morvah CP; Morwenstow CP; Newquay CP; Penryn CP; Pentewan Valley CP; Pillaton CP; Poundstock CP; Sancreed CP; Sennen CP; South Hill CP; St. Allen CP; St. Dominick CP; St. Endellion CP; St. Germans CP; St. Goran CP; St. Hilary CP; St. Levan CP; Stokeclimsland CP; Towednack CP; Trewen CP; Truro CP   |
| 4          | Bodmin<br>Bude with Stratton and Poughill<br>Callington<br>Camelford<br>Hayle<br>Launceston<br>Penzance with Newlyn Heamoor, Gulval and Long Rock<br>Saltash<br>Wadebridge<br>Torpoint | Boscastle<br>Gunnislake<br>Kilkhampston<br>Looe<br>Mullion<br>Perranporth<br>Porthleven<br>St Agnes<br>St Blazey/Par<br>St. Columb Major<br>St Just<br>Tintagel | Advent CP; Altarnun CP; Bodmin CP; Botusfleming CP; Breage CP; Bude-Stratton CP; Callington CP; Calstock CP; Camelford CP; Colan CP; Cubert CP; Cury CP; Davidstow CP; Deviock CP; Duloe CP; Egloshayle CP; Egloskerry CP; Forrabury and Minster CP; Germoe CP; Grade-Ruan CP; Gunwalloe CP; Gweek CP; Gwennap CP; Gwinear-Gwithian CP; Hayle CP; Kilkhampston CP; Ladock CP; Landewednack CP; Landrake with St. Erney CP; Laneast CP; Lanreath CP; Lansallos CP; Launceston CP; Lewannick CP Lezant CP; Looe CP; Ludgvan CP; Luxulyan CP; Mabe CP; Madron CP; Marhamchurch CP; Mawgan-in-Meneage CP; Michaelstow CP; Millbrook CP; Morval CP; Mullion CP; North Hill CP; North Petherwin; Otterham CP; Penzance CP; Perranuthnoe CP; Perranzabuloe CP; Porthleven CP; Portreath CP; Probus CP; Quethiock CP; Saltash CP; Sithney CP; St. Agnes CP; St. Blaise CP; St. Breock CP; St. Breward CP; St. Buryan CP; St. Clether CP; St. Columb Major CP; St. Erme CP; St. Ervan CP; St. Gennys CP; St. Gluvias CP; St. Issey CP; St. Ive CP; St. John CP; St. Juliot CP; St. Just CP; St. Keverne CP; St. Kew CP; St. Mabyn CP; St. Martin-in-Meneage CP; St. Mewan CP; St. Neot CP; St. Newlyn East CP; St. Stephens By Launceston Rural CP; St. Tudy CP; Stithians CP; Tintagel CP; Torpoint CP; Tremaine CP; Tywardreath and Par CP; Wadebridge CP Warleggan CP; Week St. Mary CP; Wendron CP; Werrington CP; Whitstone CP |
| 5          | Camborne with Pool, Illogan and Redruth<br>Helston<br>Liskeard<br>St Austell   | Indian Queens with St Columb Rd & Fraddon<br>Delabole   | Camborne CP; Carharrack CP; Carn Brea CP; Crowan CP; Dobwalls and Trewidland CP; Helston CP; Illogan CP; Lanner CP; Lawhitton Rural CP; Lesnewth CP; Liskeard CP; Menheniot CP; Pelynt CP; Redruth CP; Roche CP; South Petherwin CP; St. Austell CP; St. Cleer CP; St. Day CP; St. Dennis CP; St. Enoder CP; St. Erth CP; St. Eval CP; St. Keyne CP; St. Martin-by-Looe CP; St. Michael Caerhays CP; St. Pinnock CP; St. Stephen-in-Brannel CP; St. Teath CP; St. Thomas the Apostle Rural CP; Tresmeer CP; Trevalga CP; Treverbyn CP; Warbstow CP   |



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## More information

The Community Infrastructure Levy Preliminary Draft Charging Schedule can be viewed on the Council's website

**[www.cornwall.gov.uk](http://www.cornwall.gov.uk)**

If you would like this information in another format or language please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: 0300 1234 100

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



 **eylgylghya** rag Kernow

**Steve Hudson**

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**From:** Cornwall Council - Communities and Devolution  
[communities.devolution=cornwall.gov.uk@mail10.wdc01.mcdlv.net] on behalf of Cornwall Council - Communities and Devolution  
[communities.devolution@cornwall.gov.uk]  
**Sent:** 04 January 2017 16:09  
**To:** ludgvanclerk@btinternet.com  
**Subject:** Lantern and balloon ban: Call for evidence  
**Categories:** Agenda Item

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Dear City, Town and Parish Council colleagues,

**Lantern and balloon ban, call for evidence.**

In Spring 2016 Cornwall Council wrote in the Town and Parish Newsletter to inform you of a ban which had been put in place preventing the release of all balloons and lanterns from Cornwall Council owned and managed land.

The intention of the ban was to prevent the release of this often harmful litter which causes unnecessary damage to the environment and wildlife, as well as having financial implications.

Cornwall Council is now looking to make a Public Spaces Protection Order preventing

the release of these items from all Public Open Spaces in Cornwall.

In order for the Council to do so it must have statistical data on the use of these items and, crucially, the detrimental effect on the quality of life of those in the locality.

We would therefore like to hear from you and your Town or Parish Council colleagues if you have, or are considering, implementing a similar ban on any land you own or manage. In addition to this if you have any information relating to the discovery of these items which regularly end up in our marine and terrestrial environment we would love to hear from you.

If you have any information or data that would help this important cause please in the first instance send the information by [email to the Strategic Environment Service](#) or by post to;

Floor 3  
Pydar House  
Pydar Street  
Truro TR1 1XU

If you have any queries relating to this work please feel free to contact me direct on my details below.

Kind regards

**Rich Haycock**

Project Development Officer  
Strategic Environment Team  
Environment Service  
Cornwall Council

01872 224316

[rhaycock@cornwall.gov.uk](mailto:rhaycock@cornwall.gov.uk)

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**Get in touch**  
Email:  
[communities.devolution@cornwall.gov.uk](mailto:communities.devolution@cornwall.gov.uk)  
Phone: 01872 323789  
[www.cornwall.gov.uk](http://www.cornwall.gov.uk)  