

LUDGVAN PARISH COUNCIL

This is to notify you that the Monthly Meeting of Ludgvan Parish Council will be held on Wednesday 14th February, 2018 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.

S. P. Hudson

S P Hudson
Parish Clerk
09/02/2018

AGENDA:

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Public Participation Period (if required)

1. **Apologies for absence**
2. **Minutes of the Parish Council Meeting on Wednesday 10th January 2018 & the Extraordinary Meeting held on 1st February 2018** 3 - 13
3. **Declarations of interest in Items on the Agenda**
4. **Dispensations**
5. **Councillor Reports**
 - (a) Cornwall Councillor Simon Elliott
 - (b) Chairman's report
 - (c) Other Councillors

REPORTS FOR DECISION

6. **Cornwall Council – Planning Applications - For decision**
 - (a) [PA16/09346](#) - Land N Of Chy An Mor Roundabout Jelbert Way Eastern Green Penzance - A replacement heliport comprising a terminal building, hangar, helicopter landing pad, emergency vehicle garage, 274 staff and customer parking spaces, access from Jelbert Way, internal access roads and servicing, operational equipment and apparatus, fuel storage facility, landscaping, foul and surface water drainage, boundary fencing, lighting, acoustic mitigation, associated works and infrastructure. - Mr Robert Dorrien-Smith Penzance Heliport Ltd
 - (b) [PA17/12289](#) - Rosevidney Barton Rosevidney Crowlas Penzance - Change of use from disused pig building to overnight holiday accommodation. - Mr Edwin Hosking
 - (c) [PA18/00150](#) - Jessamine, Rose An Grouse, Canonstown Hayle - Proposed vehicle access and creation of new parking area. - Mr Bradley Rogers
 - (d) [PA17/11846](#) - Tremenheere Sculpture Garden Tolver Long Rock Cornwall - New artists studio/workshop. New visiting artists cabin. Change of use from agricultural land to sculpture garden - Dr Neil Armstrong Tremenheere Sculpture Garden
 - (e) [PA18/00284](#) - Chy-Kernyk Vellanoweth Ludgvan Penzance - Application for a self contained domestic annex with holiday use restriction. - Mr And Mrs M Salisbury
 - (f) [PA18/00654](#) - 9A Church Hill Ludgvan Penzance Cornwall - Replacement of timber garden shed with accommodation pod - Mr And Mrs G Moore
 - (g) [PA18/00751](#) - Tregellas West Cockwells Penzance Cornwall - Replace roof on garage/barn - Mr Paul Newport

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(a) To accept the Aims & Objectives Workshop Report	68 - 84
(b) To approve the Consultation Strategy	85 - 90
(c) To approve the Aims & Objectives Consultation Report [draft attached, any changes agreed at the NDP Committee on Monday 12th will be reported on the night].	91 - 104
11. <u>Urgent Action under Standing Order 25</u>	
Acceptance of a quote for urgent printing for the Neighbourhood Plan consultation events was agreed.	-
<u>REPORTS FOR INFORMATION</u>	
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LUDGVAN PARISH COUNCIL

Chairman:

Councillor Richard Sargeant

Clerk to the Council:

Steve Hudson

Brynmor,

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MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 10th JANUARY 2018, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors: R Sargeant (Chair); R Mann (Vice-Chair); A Branchett; C Cartwright; M Hollow; D Osmand; M Squire; L Trudgeon.

IN ATTENDANCE: Steve Hudson (Clerk)

Public Participation Period

None

LPC 702 Apologies for absence

Apologies were received from Councillors D Badcock; J Hewett; N Honess; S Miucci

LPC 703 Minutes of the Parish Council Meeting on Wednesday 13th December 2017

Having been previously circulated the minutes were **approved as a true and correct record of the meetings and duly signed by the Chairman.**

LPC 704 Declarations of interest in Items on the Agenda

None

LPC 705 Dispensations

None

LPC 706 Cornwall Council – Planning Applications - For decision;

The Council's resolutions are shown in **BOLD** below:

- (a) PA17/11632 - The Cottage Gilly Lane Whitecross TR20 8BZ - Proposed porch and general alterations to provide a self-contained Annexe - Mr Round And Mrs Hughes - **No objection**
- (b) PA17/11523 - La Mouette Castle Road Ludgvan Penzance - Replacement Low-Energy Dwelling. (revision in relation to Approval PA16/10365: additional built element on West Elevation to form Dining Room area. - Mr And Mrs Jim And Dani Battle - **No objection**
- (c) PA17/10394 - Treas Lew Gilly Lane Whitecross Cornwall TR20 8BZ - Seasonal roundhouse, self contained, with septic tank for holiday use - Mr Nick Clift - **No objection**

LPC 707 Councillor Reports

(a) **Chair:**

The Chair referred to the planning protocol letter received in respect of the proposed development at Rainbow Meadow. Following discussion he concluded that a response

'agreeing to disagree' would be submitted.

(c) ***Other Councillors:***

- (i) Councillor Honess had e-mailed regarding the continued flooding being experienced near Rosevidney & Gitchell. The Clerk undertook to ask Cornwall Councillor Simon Elliott to invite the Transport Portfolio Holder to a site meeting.
- (ii) Councillor Cartwright stated that the kissing gate on footpath 103/17/5 had rotted and the Clerk was tasked with reporting this to Cornwall Council.

LPC 708 Clerks Report

(a) Budget & Precept 2018/19

The Clerk presented his report and it was **RESOLVED that:**

- (i) **the budget for 2018/19 as shown in appendix 1 be approved**
- (ii) **the precept for 2018/19 be set at £41,414**

(b) Boundary Review

Members discussed the three options produced by Cornwall Council and **RESOLVED that option 3 be supported.**

(c) Marazion Dune Management Plan: Final Report

It was **RESOLVED to support the Plan**

(d) Defibrillator training grant

Council noted the award of the grant.

(e) Neighbourhood Plan update

The Clerk updated the Council on the arrangements for the forthcoming consultation events and in respect of the production of postcards to be sent to all households it was **RESOLVED:**

- (i) **To accept the quote from Headland Printers.**

LPC 709 Finance Report

It was **RESOLVED that:**

- (a) **the Payment Schedule totalling £3,289.07 (appendix 2) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £4,830.33 be noted;**
- (c) **the bank reconciliations be noted;**
- (d) **the budget monitoring report be noted.**

Ludgvan Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year 2018/19 (Agreed)</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Administration</u>											
1076	Precept	33,244	33,244	0	0	34,487	0	34,487	34,487	41,414	0	0
1080	Interest Received	4	4	0	0	4	0	4	3	4	0	0
1090	Council Tax Support Grant	2,436	2,436	0	0	1,904	0	1,904	1,905	1,506	0	0
1110	Other Grants	558	1,368	0	0	558	0	558	650	800	0	0
	Total Income	36,242	37,052	0	0	36,953	0	36,953	37,045	43,724	0	0
4000	Clerk's Salary	18,190	18,193	0	0	18,372	0	18,372	11,482	15,576	0	0
4010	Employers NI	1,379	1,387	0	0	1,393	0	1,393	646	957	0	0
4060	Travel	750	752	0	0	750	0	750	476	750	0	0
4070	Office Expenses	1,250	792	0	0	1,250	0	1,250	970	1,250	0	0
4080	Advertising	600	0	0	0	600	0	600	0	600	0	0
4090	Subscriptions	950	933	0	0	950	0	950	983	1,000	0	0
4100	Insurance	750	751	0	0	751	0	751	708	725	0	0
4110	Audit Fees	350	350	0	0	350	0	350	350	350	0	0
4150	S137 and Other Grants	700	625	0	0	700	0	700	435	700	0	0
4160	Youth Club Grant	500	0	0	0	500	0	500	0	0	0	0
4170	Christmas Trees	225	242	0	0	250	0	250	0	250	0	0
4180	Deedstore	16	15	0	0	16	0	16	8	16	0	0
4190	Meeting Room Hire	360	360	0	0	360	0	360	360	360	0	0
4300	Website Development	100	0	0	0	100	0	100	60	100	0	0
4310	Website Maintenance	770	750	0	0	750	0	750	856	900	0	0
4320	Election Expenses	1,000	0	0	0	1,000	0	1,000	5,721	1,500	0	0
4330	Software - Initial Purchase	0	590	0	0	0	0	0	0	0	0	0

Ludgvan Parish Council
Annual Budget - By Centre

at 14:32

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year 2018/19 (Agreed)</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4340	Software - set up/training	0	200	0	0	0	0	0	0	0	0	0
4350	Software - Annual Licence	0	226	0	0	232	0	232	229	232	0	0
	Overhead Expenditure	27,890	26,165	0	0	28,324	0	28,324	23,284	25,266	0	0
	100 Net Income over Expenditure	8,352	10,887	0	0	8,629	0	8,629	13,761	18,458	0	0
6000	plus Transfer From EMR	0	0	0	0	0	0	0	3,000	0	0	0
	Movement to/(from) Gen Reserve	8,352	10,887			8,629		8,629	16,761	18,458		
120	<u>Long Rock Allotments</u>											
1210	Allotment Rents	350	438	0	0	370	0	370	240	450	0	0
	Total Income	350	438	0	0	370	0	370	240	450	0	0
4120	Maintenance	150	0	0	0	150	0	150	0	150	0	0
4130	Water	120	94	0	0	120	0	120	149	150	0	0
4140	Rents Payable	80	80	0	0	80	0	80	80	80	0	0
4330	Software - Initial Purchase	0	59	0	0	0	0	0	0	0	0	0
4340	Software - set up/training	0	20	0	0	0	0	0	0	0	0	0
4350	Software - Annual Licence	0	23	0	0	24	0	24	0	24	0	0
	Overhead Expenditure	350	276	0	0	374	0	374	229	404	0	0
	Movement to/(from) Gen Reserve	0	162			(4)		(4)	11	46		
130	<u>Church Hill Allotments</u>											
1210	Allotment Rents	1,450	1,403	0	0	1,568	0	1,568	870	1,620	0	0
	Total Income	1,450	1,403	0	0	1,568	0	1,568	870	1,620	0	0

at 14:32

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year 2018/19 (Agreed)</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4120	Maintenance	250	75	0	0	250	0	250	739	400	0	0
4130	Water	500	299	0	0	500	0	500	286	400	0	0
4140	Rents Payable	700	700	0	0	700	0	700	350	700	0	0
4330	Software - Initial Purchase	0	236	0	0	0	0	0	0	0	0	0
4340	Software - set up/training	0	80	0	0	0	0	0	0	0	0	0
4350	Software - Annual Licence	0	90	0	0	92	0	92	0	92	0	0
	Overhead Expenditure	1,450	1,480	0	0	1,542	0	1,542	1,375	1,592	0	0
	Movement to/(from) Gen Reserve	0	(77)			26		26	(505)	28		
140	<u>Amenities</u>											
1100	Footpath Grant	3,474	5,230	0	0	3,474	0	3,474	415	4,000	0	0
1130	Aggregate Fund Income	4,500	0	0	0	4,500	0	4,500	4,500	4,500	0	0
	Total Income	7,974	5,230	0	0	7,974	0	7,974	4,915	8,500	0	0
4120	Maintenance	0	320	0	0	0	0	0	20	0	0	0
4200	Repairs	1,500	64	0	0	1,245	0	1,245	567	1,245	0	0
4400	St Pauls Amenity Area	682	682	0	0	682	0	682	512	750	0	0
4410	Churchtown Garden	210	210	0	0	210	0	210	158	430	0	0
4420	Aggregate Fund Expenditure	4,500	0	0	0	4,500	0	4,500	0	4,500	0	0
4430	Footpath Maintenance	3,474	2,945	0	0	3,474	0	3,474	2,210	4,000	0	0
4450	Long Rock Toilets	1,272	0	0	0	0	0	0	0	1,200	0	0
4460	Grass Cutting	250	285	0	0	290	0	290	240	290	0	0
4470	Green Initiatives	408	0	0	0	408	0	408	0	650	0	0
	Overhead Expenditure	12,296	4,506	0	0	10,809	0	10,809	3,706	13,065	0	0

at 14:32

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year 2018/19 (Agreed)</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
140 Net Income over Expenditure	-4,322	724	0	0	-2,835	0	-2,835	1,209	-4,565	0	0
6001 less Transfer To EMR	0	0	0	0	0	0	0	4,500	0	0	0
Movement to/(from) Gen Reserve	(4,322)	724			(2,835)		(2,835)	(3,291)	(4,565)		
150 St Pauls Cemetery											
1200 Burial Fees	2,680	1,900	0	0	2,680	0	2,680	2,912	2,680	0	0
Total Income	2,680	1,900	0	0	2,680	0	2,680	2,912	2,680	0	0
4120 Maintenance	0	255	0	0	255	0	255	0	255	0	0
4130 Water	0	51	0	0	50	0	50	39	50	0	0
4330 Software - Initial Purchase	0	525	0	0	0	0	0	0	0	0	0
4340 Software - set up/training	0	83	0	0	0	0	0	0	0	0	0
4350 Software - Annual Licence	0	150	0	0	154	0	154	150	154	0	0
4460 Grass Cutting	1,120	1,050	0	0	1,120	0	1,120	788	1,230	0	0
4520 Sextons Duties	120	120	0	0	120	0	120	0	132	0	0
Overhead Expenditure	1,240	2,234	0	0	1,699	0	1,699	977	1,821	0	0
Movement to/(from) Gen Reserve	1,440	(334)			981		981	1,935	859		
160 Crowlas Cemetery											
1200 Burial Fees	500	262	0	0	500	0	500	2,100	500	0	0
Total Income	500	262	0	0	500	0	500	2,100	500	0	0
4120 Maintenance	0	0	0	0	0	0	0	0	0	0	0
4330 Software - Initial Purchase	0	100	0	0	0	0	0	0	0	0	0

at 14:32

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year 2018/19 (Agreed)</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4340	Software - set up/training	0	17	0	0	0	0	0	0	0	0	0
4350	Software - Annual Licence	0	30	0	0	30	0	30	30	30	0	0
4460	Grass Cutting	1,470	1,470	0	0	1,470	0	1,470	1,103	1,620	0	0
	Overhead Expenditure	1,470	1,617	0	0	1,500	0	1,500	1,133	1,650	0	0
	Movement to/(from) Gen Reserve	<u>(970)</u>	<u>(1,355)</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>968</u>	<u>(1,150)</u>		
200	<u>Neighbourhood Planning</u>											
1120	Neighbourhood Planning Grant	8,000	1,654	0	0	7,346	0	7,346	7,346	0	0	0
	Total Income	8,000	1,654	0	0	7,346	0	7,346	7,346	0	0	0
4020	Staff Cost/Other	4,500	2,635	0	0	5,797	0	5,797	2,023	13,676	0	0
4260	Grant Funded	8,000	1,654	0	0	7,346	0	7,346	3,713	0	0	0
4270	Reserve Funded	3,986	656	0	0	0	4,793	4,793	201	0	7,090	0
	Overhead Expenditure	16,486	4,945	0	0	13,143	4,793	17,936	5,937	13,676	7,090	0
	200 Net Income over Expenditure	-8,486	-3,291	0	0	-5,797	-4,793	-10,590	1,410	-13,676	-7,090	0
6000	plus Transfer From EMR	0	0	0	0	0	0	0	201	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,486)</u>	<u>(3,291)</u>			<u>(5,797)</u>		<u>(10,590)</u>	<u>1,610</u>	<u>(13,676)</u>		
999	<u>VAT Data</u>											
115	VAT Refunds	0	600	0	0	0	0	0	1,313	0	0	0
	Total Income	0	600	0	0	0	0	0	1,313	0	0	0
515	VAT on Payments	0	1,313	0	0	0	0	0	548	0	0	0
	Overhead Expenditure	0	1,313	0	0	0	0	0	548	0	0	0

at 14:32

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year 2018/19 (Agreed)</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	(713)			0		0	764	0		
Total Budget Income	57,196	48,539	0	0	57,391	0	57,391	56,741	57,474	0	0
Expenditure	61,182	42,535	0	0	57,391	4,793	62,184	37,188	57,474	7,090	0
Net Income over Expenditure	-3,986	6,003	0	0	0	-4,793	-4,793	19,553	0	-7,090	0
plus Transfer From EMR	0	0	0	0	0	0	0	3,201	0	0	0
less Transfer To EMR	0	0	0	0	0	0	0	4,500	0	0	0
Movement to/(from) Gen Reserve	(3,986)	6,003			0		(4,793)	18,254	0		

Ludgvan Parish Council
Payments for Approval**Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/01/2018	Headland Printers	3111	222.00	21.00	4270	200	201.00	LLCA Map printing
10/01/2018	Steve Hudson	3112	1,127.68		4000	100	1,073.42	January Net Pay
					4060	100	26.10	January Mileage
					4070	100	10.16	January Phone expenses
					4070	100	18.00	January Office Costs
10/01/2018	HM Reveunue & Customs	3113	139.39		4000	100	74.78	January PAYE
					4010	100	64.61	January NI
10/01/2018	Paul Weston	3114	1,800.00		4020	200	1,800.00	NDP Consultancy Evidence Base
		Total Payments:	3,289.07	21.00			3,268.07	

Richard Sargeant Chair

10 January 2018

LUDGVAN PARISH COUNCIL

Chairman:

Councillor Richard Sargeant

Clerk to the Council:

Steve Hudson

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MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 1st FEBRUARY 2018, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors; R Sargeant (Chair); R Mann (Vice-Chair); C Cartwright; M Hollow; S Miucci; M Squire; L Trudgeon.

IN ATTENDANCE: Steve Hudson (Clerk)

Public Participation Period

None.

LPC 710 Apologies for absence

Apologies were received from Councillors D Badcock; A Branchett; J Hewett; N Honess; D Osmand

LPC 711 Declarations of interest in Items on the Agenda

None.

LPC 712 Dispensations

None.

LPC 713 Footpath Local Maintenance Partnership

The Clerk reported that the current contractor had stated they would no longer be able to provide the service from the 2018/19 financial year and it was **RESOLVED that:**

- (a) **the Council continue its participation in the Local Maintenance Partnership**
- (b) **The possibility of jointly advertising the requirements for a contractor with Perranuthnoe and Madron Parish Councils be explored.**

LPC 714 Exclusion of the Press & Public

It was **RESOLVED that:**

under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item

(a) **Staff Recruitment**

The Chair reported that the Clerk had tendered his resignation and that there was a requirement to urgently begin the recruitment process for a replacement.

Following discussion it was **RESOLVED that:**

- (i) **the post be advertised at SCP range 24-30 for 22.5 hours per week;**
- (ii) **the job description and person specification circulated be approved;**
- (iii) **the advert circulated be placed in the Cornishman and online with the 'Promise' package;**

- (iv) the closing date be 20th February 2018;;**
- (v) the interview date be in the week commencing 26th February 2018;**
- (vi) an Extraordinary meeting of the Council be held to determine the shortlist and make arrangements for conducting the interviews.**

LUDGVAN PARISH COUNCIL - 14TH FEBRUARY 2018

REPORT OF THE CLERK

(a) Cornwall Community Land Trust (CCLT)

1. *Background:*

1.1 Members will recall the recent presentation by Andrew George regarding the work of the Trust in which he mentioned a scheme in Nancledra.

2. *Nancledra Scheme:*

- 2.1 In respect of the Nancledra project the Housing Working Party (HWP) is making good progress and it aims to make a planning application by the end of March.
- 2.2 The site is in Towednack Parish and the HWP will include Ludgvan Parish in the 'primary parishes' definition (alongside Zennor and of course Towednack). This means that applicants for the properties built will have to demonstrate a strong local connection with one of these three Parishes in order to be considered eligible for housing.
- 2.3 The HWP would be happy to share information and involve the Parish Council if it confirms that it is in support of its aims (as described in the attached Terms of Reference).

3. *Possible Schemes in Ludgvan:*

- 3.1 Regarding the opportunity for a development in Ludgvan Parish itself, the CCLT would be pleased to offer assistance, if requested. They are a not-for-profit charitable community benefit society which has a very good track record of taking on complex and challenging housing projects and successfully delivering genuinely affordable homes for locals which remain affordable to locals forever.
- 3.2 They would be happy to work with the NDP and/or Parish Council to form either a local CLT or an informal HWP (as at Nancledra) to set the agenda, identify the best of available land or buildings, design and deliver a housing project according to the agenda we would set.

Members instructions are requested

Nancledra Housing Working Party

Terms of Reference

12th July 2017

The Nancledra Housing Working Party came together in response to the identification of unmet local housing need in the Nancledra area and with the support of Cornwall Community Land Trust (CLT). The Working Party is an informal advisory body with a loose membership of local people. It will not hold assets, not commission any work, nor take on any liabilities.

Purpose: To assess, instigate, support and advise on efforts to address unmet need for affordable homes for local families in the Nancledra area.

Aims: To offer a locally based sounding board and advisory group to Cornwall CLT and any other similarly constituted not for profit body working towards the purpose of the Working Party.

To assist and advise with efforts to assess the extent of unmet housing need in the local area.

To comment and advise on the most effective and appropriate methods of meeting the identified housing need.

To undertake any other actions to further the purpose of the Working Party.

Membership: Meetings and activities of the Working Party will be open to anyone who either lives in, works in or has established connections (through having lived and worked in, having family or other significant long-standing connection) in the Nancledra area and who intends to make a constructive contribution to advance the purpose of the Working Party.

There will be no restriction on membership numbers. A circulation list of invitees will be kept but it is not the intention of the Working Party to maintain an accurate up to date 'membership' list as such.

Declarations: Attendees at all meetings and events will be asked to declare if they have any pecuniary or other interest in planning, development, affordable housing or any other of the interests of the Working Party.

Outside bodies: The Working Party may invite representatives from any outside body to its meetings and events.

Operation & responsibilities: For the time being Cornwall CLT will provide administrative assistance to the Working Party; including meeting records, actioning decisions taken and facilitating matters on behalf of the Working Party.

The Working Party may from time to time elect or appoint officers/convenors who can be delegated to act on its behalf between meetings.

Working Party Members will at all times respect legal requirements, confidentiality and laws relating to data protection etc.

The Working Party will meet as and when it is deemed appropriate.

Wednesday 12th July 2017

LUDGVAN PARISH COUNCIL - 14TH FEBRUARY 2018

REPORT OF THE CLERK

(b) Boundary Review

1. *Background:*

- 1.1 Council has considered various options and has submitted its views to Cornwall Council who are producing a response to the Boundary Commission covering the whole of Cornwall.
- 1.2 Cornwall Council will formally adopt a position on 13th February, (which will be reported verbally if known) however their Electoral Panel has put forward a recommendations.

2. *West Penwith CNA*

- 2.1 As of 8:30 pm on Tuesday 6th February the Electoral Panel has recommended as follows:
- 2.2 The boundaries shown on the attached map (Appendix 1) were agreed subject to:
 1. Zennor Parish joining the Madron, etc. division;
 2. Polling district ILN3 in Ludgvan Parish being in the Marazion, etc. division, with polling districts ILN4 and ILN5 linking with the Lelant and St Ives divisions;
 3. The part of Longrock Retail Park in the Ludgvan Parish remaining in that division and not being included in the Penzance Town division; and
 4. The fields abutting Posses Lane and Jelbert Way being included in the Penzance Town division rather than the Madron, etc. division
- 2.3 This was broadly in line with what was reported by the Clerk at previous meetings and was a position which the Council was broadly content with.

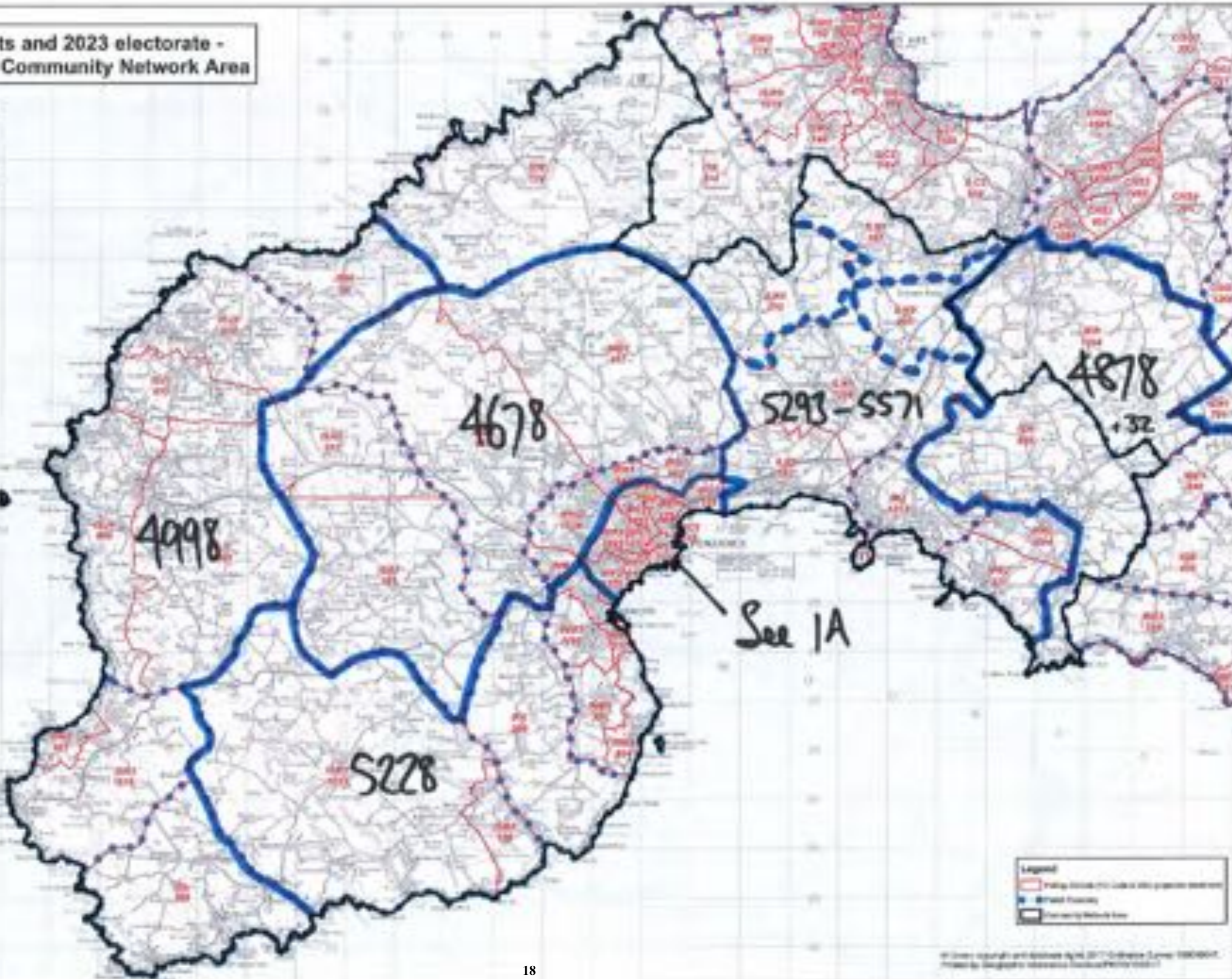
3. *Extraordinary Meeting of the Electoral Panel:*

- 3.1 Due to errors in the calculation of division numbers, only realised on Wednesday 7th February, an Extraordinary Meeting of the Electoral Panel was called for the 8th. The report is attached as Appendix 2.
- 3.2 To the best of our knowledge the recommendation to Cornwall Council will be based on the map attached as Appendix 3.
- 3.3 Long Rock joins Penzance; Ludgvan & Crowlas join with Madron and the three electoral divisions to the east join with Lelant & Carbis Bay
- 3.6 Any comments were required by 5pm on Monday 12th February.

4. *Ludgvan Parish Council Position*

- 4.1 The Council needs to decide:
- 4.2 **whether it is supportive of the Cornwall Council proposals (whatever they turn out to be) and wishes to make a submission to the Boundary Commission to that end or**
- 4.3 **it wishes to make its own submission**
The deadline is February 19th.

Polling districts and 2023 electorate -
West Penwith Community Network Area



Legend
Polling Districts
Electoral Wards
Community Network Area

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Produced by Geographers Association (Geographers.org.uk)

Report to:	Electoral Review Panel	
Date:	8 February 2018	
Title:	Correction of division proposals	
Portfolio Area:	Not applicable	
Divisions Affected:	All	
Relevant Scrutiny Committee: Customer and Support Services		
Authors, Roles and Contact Details:	Anne Brown, Interim Service Director – Assurance / 01872 322120 / anne.brown@cornwall.gov.uk Alexander Polak, Head of Councillor Support and Democratic Process / 01872 327574 / alexander.polak@cornwall.gov.uk	
Approval and clearance obtained:	Y	
For Cabinet and delegated executive decisions only		
Key decision? (≥£500k in value or significant effect on communities in two or more electoral divisions)	N/A	
Published in advance on Cabinet Work Programme?	N/A	
Urgency Procedure(s) used if 'N' to Work Programme?	N/A	
Date next steps can be taken	N/A	

Recommendation:

That, subject to the final detail being prepared by officers in consultation with the Chairman and Vice-Chairman of the Panel, the Panel notes the revised divisions presented to the meeting and amends its recommendations to Council, to enable schemes of 87 and 88 divisions to be submitted to the Local Government Boundary Commission.

1. Executive Summary

At its meeting on 6 February the Panel decided to recommend to Full Council as part of the Council's submission to the Local Government Boundary Commission ('the Commission') a scheme of 87 divisions and a scheme of 88 divisions alongside it.

However it has come to light that an error has resulted in too many divisions being drawn up and included in the schemes approved by the Panel. The scheme approved by the Panel as '87' in fact included 88 divisions. The scheme for '88', which was built on the other scheme, therefore included 89.

The cause of this is a mistake in the South West of Cornwall. Early in the process the Panel approved a set of draft proposals which included 16 divisions instead of 15 divisions across the Community Network Areas of West Penwith, Hayle & St Ives and Helston & South Kerrier, however no other division was removed elsewhere in Cornwall to balance this.

In order for the Panel to recommend a scheme for 87 to the Council as a proposed submission to the Commission, the Panel needs to consider an amendment to the scheme previously approved, which removes that additional division in the South West. Accordingly, a set of divisions for the above Network areas is presented in Appendix 1 based on this approach. It includes 15 divisions instead of 16 divisions across the Community Network Areas of West Penwith, Hayle & St Ives and Helston & South Kerrier.

This has been achieved chiefly by making changes to some of the divisions contained within the boundaries of those Community Network Areas. In one place it has an impact outside those areas: Gweek must be moved to join a division to its East in order to achieve electoral equality, with some knock-on effects for the Falmouth & Penryn Community Network Area, as set out in Appendix 1.

This subsequently presents the panel with a new option as regards its decision to submit a scheme of 88 divisions alongside the scheme of 87. The decision of the Panel on 6 February was to insert a division in the South East of Cornwall. This insertion is compatible with the revised scheme for 87 presented today. In this way, the Panel's decision of 6 February regarding a submission of 88 divisions can still stand.

However the change also creates an alternative option for a submission of 88 divisions. Instead of adding a division in the South East as previously approved, the Panel could opt to submit the scheme approved on 6 February (then called the scheme for 87) without the revisions presented in Appendix 1. This also contains 88 divisions.

It is not advisable to keep the extra division in the South West and add the extra division in the South East, as this would make for a submission of 89 divisions.

The Panel may also want to give further consideration to the list of division names before presentation to Full Council.

2. Purpose of Report

This report provides the Panel with an opportunity to make a correction to the position agreed on 6 February.

3. Benefits for Customers/Residents

Getting this stage of the electoral review right is important if the guiding principles to which the Commission must have regard are to be achieved:

- the need to secure equality of representation;
- the need to reflect the identities and interests of local communities; and
- the need to secure effective and convenient local government.

The Council needs to take the opportunity to influence this stage of the review in order that it can secure as beneficial an outcome to the review as is possible.

4. Relevant Previous Decisions

Report to the Panel meeting on 11 January, at item 7:

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CIId=1152&MIId=7605&Ver=4>

Report to the Panel meeting on 17 January, at item 4:

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CIId=1152&MIId=8154&Ver=4>

The report to the 2 February Panel meeting, at item 4:

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CIId=1152&MIId=8155>

The report to the 6 February Panel meeting, at item 3:

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CIId=1152&MIId=8254>

5. Consultation and Engagement

The Panel has undertaken considerable consultation as summarised in previous reports. Since the last Panel meeting officers have been consulting with divisional Members as directed by the Panel.

Apart from the consultation the Panel has undertaken, the Commission has been undertaking its own consultation, to which anyone can respond. We have been copied in on some of the submissions that have already been made to the Commission and, where that has happened, officers have had regard to those submissions in the work undertaken to date. That will continue to happen.

6. Financial Implications of the proposed course of action/decision

There are no financial implications associated with this report.

7. Legal/Governance Implications of the proposed course of action/decision

This report is an important part of the governance arrangements for the development of a scheme of divisions.

There are no adverse legal or governance implications.

8. Risk Implications of the proposed course of action/decision

None.

9. Comprehensive Impact Assessment Implications

None.

10. Options available

On the basis that not responding to the consultation on a scheme of 87 is not considered an option, the Panel must make a recommendation to Council on a scheme of divisions for a Council size of 87. Its views on the corrections to the scheme of 87 are sought.

The Panel may choose to consider which option of a scheme of 88 to take to Council, or whether to take both. This should only be in addition to the scheme for 87 divisions and not instead of, as the consultation is on a Council size of 87.

The Panel could therefore recommend to Full Council as the Council's response to the current Local Government Boundary Commission consultation one or more of the following three options:

1. **A scheme of 87 divisions** being the divisions previously approved for that scheme but with the divisions for the West Penwith, Hayle & St Ives and Helston & South Kerrier and the changes to the Constantine, Penryn and Mylor divisions, as set out in Appendix 1, being substituted for the divisions previously approved covering the same area;
2. **A scheme of 88 divisions** made up of:
 - a. The first 71 divisions from the amended scheme of divisions as set out in Appendix 1
 - b. 17 divisions instead of 16 divisions across the Community Network areas of Liskeard & Looe, Launceston, Caradon and Cornwall Gateway, as described in the auxiliary recommendation to Council agreed by the Panel on 6 February; or
3. **A scheme of 88 divisions** being the 88 divisions previously incorrectly presented as a scheme of 87 divisions which included 16 divisions for the grouping of the Liskeard & Looe, Launceston, Caradon and Cornwall Gateway Network areas, 16 divisions in the West, and a further 52 divisions between them.

11. Supporting Information (Appendices)

Appendix 1 – Proposed amendments to the scheme finally approved by the Panel on 6 February, in order to bring it to 87 divisions.

12. Background Papers

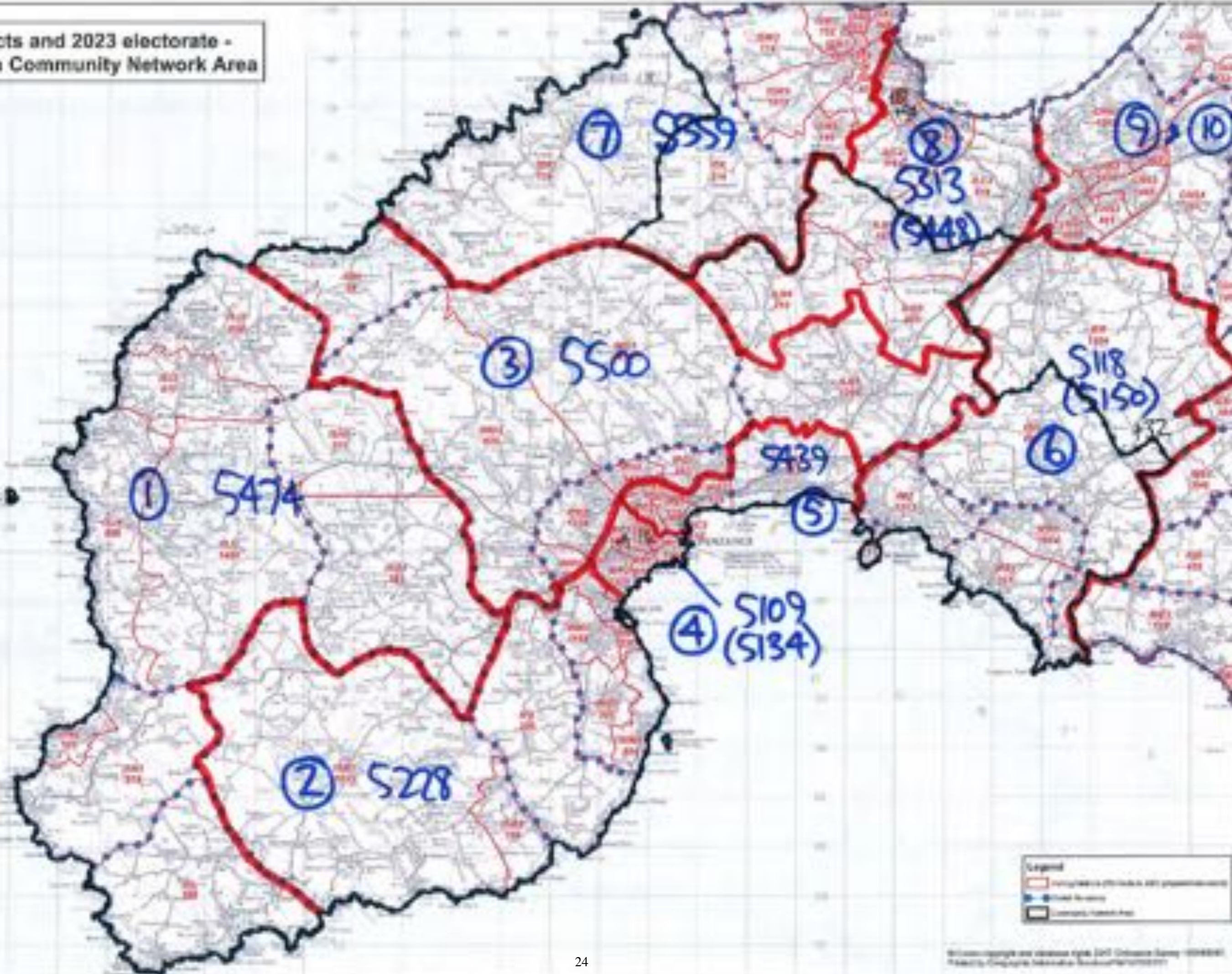
None.

13. Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Governance/Legal (Required for all reports)	Matt Stokes	07/02/18
Finance (Required for all reports)	Cath Robinson	07/02/18
Equality and Diversity (If required)	NR	
Service Director (Required for all reports)	Melanie O'Sullivan for Anne Brown	07/02/18
Strategic Director (If required)	NR	

Polling districts and 2023 electorate -
West Penwith Community Network Area



LUDGVAN PARISH COUNCIL - 14TH FEBRUARY 2018

REPORT OF THE CLERK:

(c) Risk Management & Review Of Internal Controls

1. Background

- 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 Smaller authorities prepare their annual governance statement by completing Section 1 of the annual return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'.
- 1.3 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes.
- 1.4 Two of the assertions listed in the Annual Governance Statement relate to Risk Management and Internal Controls.
- 1.5 This report seeks to provide the evidence to allow Council to respond with a 'yes' to those assertions.

2. Risk Management

- 2.1 The assertion in the Annual Governance Statement is that "*We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required*".
- 2.2 In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:
 - 2.2.1 Identifying and assessing risks. The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
 - 2.2.2 Addressing risks. Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 2.3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 2.4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 2.5 Risk management is an ongoing activity that comprises four elements:
 - identifying risks;
 - assessing risks;
 - addressing risks; and
 - reviewing and reporting.
- 2.6 A Health & Safety Policy Statement is attached as Appendix 1; The Risk Register attached as Appendix 2 demonstrates how the Council meets its obligations in this respect.

3. **Internal Controls**
- 3.1 The assertion in the Annual Governance Statement is that " *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness* ".
- 3.2 In order to warrant a positive response to this assertion, processes need to be in place and effective in respect of the following areas:
- Standing Orders & Financial Regulations
 - Safe & Efficient Arrangements to Safeguard Public Money
 - Employment
 - VAT
 - Fixed Assets & Equipment
 - Loans & Long Term Liabilities
 - Review of Effectiveness of the above
- 3.3 A review of the effectiveness of these internal controls is attached as Appendix 3.
It is **RECOMMENDED that:-**
- (a) **the Health & Safety Policy attached as Appendix 1 be approved;**
 - (b) **the Risk Register attached as Appendix 2 be approved**
 - (c) **the review of the effectiveness of internal controls attached as Appendix 3 be approved**

Ludgvan Parish Council Health & Safety Policy

General Statement

- Ludgvan Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and Responsibilities for carrying out the Health and Safety Policy As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

RISK REGISTER 2017/18

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
Assets						
1	Security of notice boards, seats & gates	Damage would require the Council to pay for repairs or replacement	2	2	4 Medium	Insurance in place. Regular inspections
2	Security of office equipment	Damage would require the Council to pay for repairs or replacement	1	1	1 Low	Insurance in place. Equipment of relatively low value and kept at Clerk's home
3	Security of Chain of Office	Damage would require the Council to pay for repairs or replacement	1	2	2 Low	Insurance in place. Kept securely by Chair
4	Damage to third party property or individuals arising from council activities	Council may be subject to an insurance claim or criminal charge if negligent	1	3	3 Medium	Public Liability £10m included in insurance cover.
5		Injury to council members or employees arising from council activities	1	2	2 Low	Employers Liability £10m included in insurance cover.
Allotment Sites						
6	Injury to tenants & visitors from tenant activities.	Council may be subject to an insurance claim or criminal charge if negligent	1	3	3 Medium	Regular inspection of allotment sites made & recorded; Public Liability included in insurance cover.
7	Slips/trips/falls.		2	2	4 Medium	
8	Injuries from contact with barbed wire		1	2	2 Low	Barbed wire prohibited in tenancy agreement
9	Bee keeping/Attack by bees		1	2	2 Low	Tenant to be accredited member of the Bee Keepers Association. No bee keeping at present
10	Overgrown vegetation		Personal injury. Rodents	1	2	2 Low

RISK REGISTER 2017/18

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
11	Smoke from fires	Breathing difficulties, particularly for those suffering from asthma. Fire spread	1	2	2 Low	Letting agreement includes rules on fires.
Cemetery Sites						
	Crowlas					
12	Danger from falling wall masonry/grave headstones	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Cemetery walls & grave headstones regularly examined & repaired as required. Future control of headstones facilitated by introduction of reinforced beam. Insurance in place. New cemetery software will enhance recording of inspection process
13	Danger of slips/trips/falls.		1	2	2 Low	Cemetery areas regularly maintained, grass cut & rubbish including leaves removed.
14	Security of Crowlas cemetery store	Damage would require the Council to pay for repairs	1	2	2 Low	Insurance in place. Regular inspections
15	Seating	Injury due to poor maintenance.	1	1	1 Low	Regular inspections
	St Pauls					
16	Danger from falling grave headstones.	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Reinforced beams installed to facilitate fitting & positive retention of headstones. Insurance in place
17	Danger of slips/trips/falls.		1	2	2 Low	Central tarmac pathway provided for pedestrians. Grass regularly trimmed & leaves etc removed. Cemetery subject to regular inspection. Undertakers to be responsible for grave excavation, spoil disposal & graveside safety.

RISK REGISTER 2017/18

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
Amenity/Other Sites						
	St Pauls Amenity Site					
18	Slips/falls from steep bank,	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Terraced footpaths for pedestrians regularly trimmed, maintained & inspected. Insurance in place
	Churchtown Garden					
19	Slips/trips	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Regular maintenance. Insurance in place
20	Trees -danger of falling limbs	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Regular inspection of sycamore in Churchtown Garden.
General						
21	Injury to members of the public caused by contractors when on Council business	Claim against the Council	1	3	3 Medium	Contractors required to have public liability insurance which is inspected by the Council.
22	Loss of cash through theft or dishonesty	Financial impact on Councils ability to deliver services	1	2	2 Low	All receipts banked promptly (payment accepted by cheque or internet banking only); no petty cash held.; two Member signatories for all cheques; fidelity guarantee included in insurance cover
23	Integrity of banking arrangements	Financial loss	1	2	2 Low	Interest earning and current accounts are maintained with Lloyds TSB. Authorised signatories (with specimen signatures) are amended when the composition of the Council changes. Bank mandate approved by Council
24	Integrity of insurance cover	Legal liability as a consequence of asset ownership or activities of council	1	3	3 Medium	Insurance cover reviewed annually by Accounts & Audit Working Party and approved by Council

RISK REGISTER 2017/18

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
25	Integrity of computer held records and documents	Loss of data Breach of Data Protection Act	1	3	3 Medium	Duplicate backup of relevant files held on separate hard drive. Hard copy of all key documents retained by Clerk. All computer activity protected by the latest Norton Anti-virus software. DPA policy in place. Allotment, Cemetery & Planning data maintained on proprietary software which is regularly back-up
26	Integrity of Archived records	Loss of historic data	1	1	1 Low	Appropriate historical records are transferred to County Records in Truro.
27	Failure to maintain proper financial records	Inability to manage council services effectively or efficiently	1	2	2 Low	Accounts maintained on software package that can easily produce all necessary reports Regular back-ups made. Monthly reporting of bank reconciliations and budgets
28	Failure to achieve an effective internal audit	Lack of scrutiny and possibility of fraud	1	2	2 Low	Independent, competent internal auditor appointed.
29	Failure to keep up to date Standing Orders & Financial Regulations	Governance arrangements are not for purpose and lead to failure of accountability	1	3	3 Medium	Both documents based on NALC Model and are reviewed annually in May.
30	Failure to meet requirements as an employer	Financial penalty form HMRC. Loss through payment of incorrect salary	1	2	2 Low	Clerk paid in line with approved contract of employment. Overtime, if any, formally approved. Payroll managed on HMRC software
31	Failure to comply with VAT requirements	Financial loss if VAT not reclaimed	1	1	1 Low	Council not VAT registered and undertakes no services that would currently require registration. VAT claims produced by accounts software.

RISK REGISTER 2017/18

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
32	Failure to maintain sound budget arrangements	Insufficient funds to deliver services	1	2	2 Low	Precept and three year projections produced by Clerk in conjunction with Accounts & Audit Working Party and approved by Council. Monthly budget monitoring reporting in place
33	Failure to act within legal powers	Inability to deliver wishes of Council. Reputational impact as acting 'ultra vires'	1	3	3 Medium	All new projects checked against list of powers; advice would be sought from Cornwall Council Monitoring Officer in cases of doubt. Member of SLCC & NALC.
34	Fraud or Corruption	Financial loss. Reputational impact	1	3	3 Medium	Members provide Declaration of Interests and are bound by the Code of Conduct.
35	Failure to comply with General Data Protection Regulations	Unlimited fines	2	3	6 High	Training to be undertaken SLCC to produce guidance and Model Documentation Legislation yet to be passed and impact on parish councils still uncertain

Approved by Council 14th February 2018 Minute Ref:

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS

No.	Internal Control	Control Frequency	Responsibility	2017/18 Activity
1.	Standing Orders & Financial Regulations:			
1.1	STANDING ORDERS			
	NALC Model Standing Orders were reviewed in May 2017	Review at least annually.	Clerk	Annual Meeting Minute LPC 610(b)(i)
1.2	FINANCIAL REGULATIONS			
	NALC model Financial Regulations were reviewed in May 2017	Review at least annually.	Clerk	Annual Meeting Minute LPC 610(b)(iii)
1.3	Standing Orders include provisions for securing competition and regulating the manner in which tenders are invited	Review at least annually	Clerk	Standing Order 19 sets out limits for tenders, quotes and estimates and was updated to include the provisions of the Procurement Regulations 2015
1.4	Financial Regulations should require the use of Official Orders	Review at least annually	Clerk	Financial Regulation 10 meets these requirements
1.5	Standing Orders lay down management procedures for capital works	Review at least annually	Clerk	Financial Regulation 12. No capital activity, in the year, has taken place.
2.	Safe and efficient arrangements to safeguard public money			
2.1	<i>Accounts for payment:</i>			
2.1.1	Financial Regulation 4.1 - authority to spend	All payments	Clerk	Authority to spend is evidenced by a slip and each payment checked by a Member.
2.2.2	Financial Regulation 5.2 - production of payment schedule	Each meeting	Clerk	Schedules appended to Minutes. Urgent payments, if any, reported to next meeting
2.1.3	Financial Regulations 5.3 - 5.4 - checking, certification & coding of invoices	All payments	Clerk	All payments taken to Council - cost codes are included on payment schedules
2.1.4	Financial Regulation 6.3 - payment method	All payments	Clerk	Majority of payments made by cheque with two Member signatures required. Direct Debit payments are included on payment schedules Internet banking not used Credit/Debit Card not used

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS

2.2	<i>Receipts:</i>			
2.2.1	Cash should be entered into cash book on day of receipts and banked intact	All receipts	Clerk	All income is separately receipted banked intact and reported to each Council meeting. No cash payments are received.
2.2.2	VAT needs to be accounted for on some receipts	All new income streams	Clerk	Currently there are no VATable supplies made that would require registration
2.3	<i>Cash</i>			
2.3.1	Ensure cash held is within limits placed by the Fidelity Guarantee	NO CASH IS RECEIVED & NO PETTY CASH IS HELD		
2.3.2	Keep petty cash floats to a minimum			
2.4	<i>Debt Collection</i>			
2.4.1	Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.	Only applies to allotment rents received	Clerk	New Allotment software produces list of unpaid rents - £150 outstanding at 31/01/2018 - reminders issued
2.4.2	Financial Regulation 9.4 - write off bad debts must be approved by Council	All bad debts	Clerk	No bad debts in 2017/18
2.5	<i>Employment</i>			
2.5.1	Employees must be subject to PAYE	Monthly	Clerk	PAYE managed through Brightpay software - checked by internal auditor. Payments to HMRC included on monthly payment schedules
2.5.2	Must ensure contractors do not meet the definition of employees	Ongoing	Clerk	Contractors provide grass cutting, general maintenance, footpath cutting and cemetery and amenity maintenance. Use of HMRC Employment Status Indicator Tool suggests none are employees.
2.5.3	All employers are required to have employers liability insurance	Annual	Clerk/Accounts & Audit Working Party	Current insurance £10million
2.6	<i>Fixed Assets & Equipment</i>			
2.6.1	There is a requirement to have an asset register	Ongoing	Clerk	The asset register is reported to

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS

				Council as part of the accounts authorisation process LPC 610(d)
2.6.2	Assets should be recorded at cost	Each purchase	Clerk	Purchase of phone box for £1 May 2017
2.7	<i>Loans & Long term Liabilities</i>			
	Long term loans require borrowing approvals	Every loan	Clerk	The Council has no loans.

LUDGVAN PARISH COUNCIL - 14TH FEBRUARY 2018

REPORT OF THE CLERK

(d) General Data Protection Regulation (GDPR)

1. *Background:*

- 1.1 New legislation will come into force on 25th May 2018 and will have a far reaching and significant impact on the policies, procedures and activities of local councils, their employees and councillors.
- 1.2 Whilst the impact on small councils is being considered by Parliament any reliefs from the rules will not be known for some time therefore it is essential to start the preparation process.
- 1.3 Failure to comply leaves the Council vulnerable to significant fines and that prospect has been highlighted in the Risk Assessment considered earlier.

2. *Next Steps:*

- 2.1 The Society of Local Council Clerks has stated that it will provide Model Documentation and policies and the Information Commissioner is due to produce sector specific advice, however there is still a need to make a start, not least as there will be a change of Clerk before the legislation comes into force.
- 2.2 Attached is the ICO 12 steps Preparing for GDPR Guide and it is suggested a small working party is formed to work through it in order to assess the impact.

3. *Conclusion*

- 3.1 The significant risks associated require action now and it is therefore **RECOMMENDED that:**
a Working Party is established to consider the Council's current position in respect of the 12 Step Guide and to make the necessary recommendations for action to Council

Preparing for the General Data Protection Regulation (GDPR)

12 steps to take now

Preparing for the General Data Protection Regulation (GDPR)

12 steps to take now



1 Awareness
You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2 Information you hold
You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3 Communicating privacy information
You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4 Individuals' rights
You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

5 Subject access requests
You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6 Lawful basis for processing personal data
You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

7 Consent
You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8 Children
You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9 Data breaches
You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10 Data Protection by Design and Data Protection Impact Assessments
You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11 Data Protection Officers
You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

12 International
If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

Introduction

This checklist highlights 12 steps you can take now to prepare for the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

It is important to use this checklist and other Information Commissioner's Office (ICO) resources to work out the main differences between the current law and the GDPR. The ICO is producing new guidance and other tools to assist you, as well as contributing to guidance that the Article 29 Working Party is producing at the European level. These are all available via the ICO's [Overview of the General Data Protection Regulation](#). The ICO is also working closely with trade associations and bodies representing the various sectors – you should also work closely with these bodies to share knowledge about implementation in your sector.

It is essential to plan your approach to GDPR compliance now and to gain 'buy in' from key people in your organisation. You may need, for example, to put new procedures in place to deal with the GDPR's new transparency and individuals' rights provisions. In a large or complex business this could have significant budgetary, IT, personnel, governance and communications implications.

The GDPR places greater emphasis on the documentation that data controllers must keep to demonstrate their accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue. One aspect of this might be to review the contracts and other arrangements you have in place when sharing data with other organisations.

Some parts of the GDPR will have more of an impact on some organisations than on others (for example, the provisions relating to profiling or children's data), so it would be useful to map out which parts of the GDPR will have the greatest impact on your business model and give those areas due prominence in your planning process.

1

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have and identify areas that could cause compliance problems under the GDPR. It would be useful to start by looking at your organisation's risk register, if you have one.

Implementing the GDPR could have significant resource implications, especially for larger and more complex organisations. You may find compliance difficult if you leave your preparations until the last minute.

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit across the organisation or within particular business areas.

The GDPR requires you to maintain records of your processing activities. It updates rights for a networked world. For example, if you have inaccurate personal data and have shared this with another organisation, you will have to tell the other organisation about the inaccuracy so it can correct its own records. You won't be able to do this unless you know what personal data you hold, where it came from and who you share it with. You should document this. Doing this will also help you to comply with the GDPR's accountability principle, which requires organisations to be able to show how they comply with the data protection principles, for example by having effective policies and procedures in place.

3

Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

When you collect personal data you currently have to give people certain information, such as your identity and how you intend to use their information. This is usually done through a privacy notice. Under the GDPR there are some additional things you will have to tell people. For example, you will need to explain your lawful basis for processing the data, your data retention periods and that individuals have a right to

complain to the ICO if they think there is a problem with the way you are handling their data. The GDPR requires the information to be provided in concise, easy to understand and clear language.

The ICO's [Privacy notices code of practice](#) reflects the new requirements of the GDPR.

4

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

On the whole, the rights individuals will enjoy under the GDPR are the same as those under the DPA but with some significant enhancements. If you are geared up to give individuals their rights now, then the transition to the GDPR should be relatively easy. This is a good time to check your procedures and to work out how you would react if someone asks to have their personal data deleted, for example. Would your systems help you to locate and delete the data? Who will make the decisions about deletion?

The right to data portability is new. It only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual's consent or for the performance of a contract; and
- when processing is carried out by automated means.

You should consider whether you need to revise your procedures and make any changes. You will need to provide the personal data in a structured commonly used and machine readable form and provide the

information free of charge.

5

Subject access requests

You should update your procedures and plan how you will handle requests to take account of the new rules:

- In most cases you will not be able to charge for complying with a request.
- You will have a month to comply, rather than the current 40 days.
- You can refuse or charge for requests that are manifestly unfounded or excessive.
- If you refuse a request, you must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. You must do this without undue delay and at the latest, within one month.

If your organisation handles a large number of access requests, consider the logistical implications of having to deal with requests more quickly. You could consider whether it is feasible or desirable to develop systems that allow individuals to access their information easily online.

6

Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

Many organisations will not have thought about their lawful basis for processing personal data. Under the current law this does not have many practical implications. However, this will be different under the GDPR because some individuals' rights will be modified depending on your lawful basis for processing their personal data. The most obvious example is that people will have a stronger right to have their data deleted where you use consent as your lawful basis for processing.

You will also have to explain your lawful basis for processing personal data in your privacy notice and when you answer a subject access request. The lawful bases in the GDPR are broadly the same as the conditions for processing in the DPA. It should be possible to review the types of processing activities you carry out and to identify your lawful basis for doing so. You should document your lawful bases in order to

help you comply with the GDPR's 'accountability' requirements.

7

Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

You should read the [detailed guidance](#) the ICO has published on consent under the GDPR, and use our consent checklist to review your practices. Consent must be freely given, specific, informed and unambiguous. There must be a positive opt-in – consent cannot be inferred from silence, pre-ticked boxes or inactivity. It must also be separate from other terms and conditions, and you will need to have simple ways for people to withdraw consent. Public authorities and employers will need to take particular care. Consent has to be verifiable and individuals generally have more rights where you rely on consent to process their data.

You are not required to automatically 'repaper' or refresh all existing DPA consents in preparation for the GDPR. But if you rely on individuals' consent to process their data, make sure it will meet the GDPR standard on being specific, granular, clear, prominent, opt-in, properly documented and easily withdrawn. If not, alter your consent mechanisms and seek fresh GDPR-compliant consent, or find an alternative to consent.

8

Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

For the first time, the GDPR will bring in special protection for children's personal data, particularly in the context of commercial internet services such as social networking. If your organisation offers online services ('information society services') to children and relies on consent to collect information about them, then you may need a parent or guardian's consent in order to process their personal data lawfully. The GDPR sets the age when a child can give their own consent to this processing at 16 (although this may be lowered to a minimum of 13 in the UK). If a child is younger then you will need to get consent from a person holding 'parental responsibility'.

This could have significant implications if your organisation offers online services to children and collects their personal data. Remember that consent has to be verifiable and that when collecting children's data your privacy notice must be written in language that children will understand.

9

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

Some organisations are already required to notify the ICO (and possibly some other bodies) when they suffer a personal data breach. The GDPR introduces a duty on all organisations to report certain types of data breach to the ICO, and in some cases, to individuals. You only have to notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, you will also have to notify those concerned directly in most cases.

You should put procedures in place to effectively detect, report and investigate a personal data breach. You may wish to assess the types of personal data you hold and document where you would be required to notify the ICO or affected individuals if a breach occurred. Larger organisations will need to develop policies and procedures for managing data breaches. Failure to report a breach when required to do so could result in a fine, as well as a fine for the breach itself.

10

Data Protection by Design and Data Protection Impact Assessments

It has always been good practice to adopt a privacy by design approach and to carry out a Privacy Impact Assessment (PIA) as part of this. However, the GDPR makes privacy by design an express legal requirement, under the term 'data protection by design and by default'. It also makes PIAs – referred to as 'Data Protection Impact Assessments' or DPIAs – mandatory in certain circumstances.

A DPIA is required in situations where data processing is likely to result in high risk to individuals, for example:

- where a new technology is being deployed;
- where a profiling operation is likely to significantly affect individuals; or
- where there is processing on a large scale of the special categories of data.

If a DPIA indicates that the data processing is high risk, and you cannot sufficiently address those risks, you will be required to consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

You should therefore start to assess the situations where it will be necessary to conduct a DPIA. Who will do it? Who else needs to be involved? Will the process be run centrally or locally?

You should also familiarise yourself now with the [guidance the ICO has produced on PIAs](#) as well as [guidance from the Article 29 Working Party](#), and work out how to implement them in your organisation. This guidance shows how PIAs can link to other organisational processes such as risk management and project management.

11

Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements.

You should consider whether you are required to formally designate a Data Protection Officer (DPO). You must designate a DPO if you are:

- a public authority (except for courts acting in their judicial capacity);
- an organisation that carries out the regular and systematic monitoring of individuals on a large scale; or
- an organisation that carries out the large scale processing of special categories of data, such as health records, or information about criminal convictions. The Article 29 Working Party has [produced guidance for organisations on the designation, position and tasks of DPOs](#).

It is most important that someone in your organisation, or an external data protection advisor, takes proper responsibility for your data protection compliance and has the knowledge, support and authority to carry out their role effectively.

12

International

If your organisation operates in more than one EU member state, you should determine your lead data protection supervisory authority and document this.

The lead authority is the supervisory authority in the state where your main establishment is. Your main establishment is the location where your central administration in the EU is or else the location where decisions about the purposes and means of processing are taken and implemented.

This is only relevant where you carry out cross-border processing – ie you have establishments in more than one EU member state or you have a single establishment in the EU that carries out processing which substantially affects individuals in other EU states.

If this applies to your organisation, you should map out where your organisation makes its most significant decisions about its processing activities. This will help to determine your 'main establishment' and therefore your lead supervisory authority.

The Article 29 Working party has produced [guidance on identifying a controller or processor's lead supervisory authority](#).

LUDGVAN PARISH COUNCIL - 14TH FEBRUARY 2018

REPORT OF THE CLERK

(e) A30 update

1. A meeting of Cornwall Councillors, Cornwall Council, Highways England, Town & Parish Councils and highways campaigners, was called by Derek Thomas MP and met on Friday 2nd February.
 - 1.1 The intention was to get the latest position on both the proposed improvements through Crowlas and on the possibility of a bypass being included in the projects for the Roads Improvement Strategy 2 (RIS2) which will run from 2020-2025
 2. *A30 Improvements*
 - 2.1 Councillor Mark Squire asked why, given assurances provided by both the Secretary of State and the Roads Minister in respect of the funding being in place, nothing had been done in regarding the improvements contained in the St Erth to Newtown Route Study.
 - 2.2 Highways England responded that the transition phase from the Highways Agency to Highways England had left them very short of staff and that more importantly they were duty bound to demonstrate value for money to the Treasury.
 - 2.3 The evidential requirements in respect of value management were onerous and the traffic light scheme at the crossroads was currently unable to satisfy these criteria although the speed limit restriction and road marking improvements were timed for the 2018/19 financial year.
 - 2.4 Highways England remain committed to the scheme and it is hoped that the speed limitations, once introduced, will improve the chances of the signalisation meeting the requirements.
 - 2.5 Derek Thomas undertook to contact Ministers and others to explore possible alternative means of delivery.
 3. *Bypass/RIS2*
 - 3.1 A Department of Transport consultation on the future of continued roads funding closed on 7th February and all in attendance were encouraged to respond.
 - 3.2 National investment priorities are being assessed centrally as part of RIS2 and the Penzance to Camborne stretch of the A30 is part of that assessment.
 - 3.3 The process is extremely competitive, however local campaigning and the support of Town, Parish & Cornwall Councils has helped ensure that a bypass scheme is 'in the mix.'
 - 3.4 An indication of which projects are to be included is not expected until next year.
 - 3.5 Cornwall Council's priorities were questioned given recent remarks made by the Council Leader regarding the A38.
 - 3.6 The Transport Portfolio, Councillor Brown, was in attendance and his view was that after their number one priority, the Chiverton to Carland Cross bypass, the A30 and A38 were of equal importance.



Steve Hudson
Clerk to Ludgvan Parish Council
Brynmor
St Ives Road
Carbis Bay
TR26 2SF

5th February 2018

Dear Mr Hudson,

St Michael's Way Challenge 14th Annual Charity Walk

After last year's success, the 2018 St Michael's Way Challenge Walk will take place on Sunday 20th May. This year we will be supporting a number of different local charities and community groups chosen by our walkers (groups that perhaps find it difficult to organise their own fundraising events), as well a major Rotary Project bringing clean drinking water to a community in Kenya.

Our aim is to ensure that 100% of the money raised through sponsorship of the walkers goes to the nominated charities and to help us in this we are asking your Council to consider making a small donation towards the costs of running of the event. Since 2003, the Rotary Club of Mounts Bay has raised more than £105,000 for local, national and international charities through organizing this walk.

Perhaps some of your members, or their friends, may like to take part this year. In that case, more information can be found at either www.mountsbayrotary.org.uk or our Facebook page.

I do hope that your Council may be willing to support our club in our fundraising efforts again this year. If you do decide to support us, we shall ensure that Ludgvan Parish Council gets full recognition.

Please feel free to contact me for more information using the details below.


International Chair, Mounts Bay Rotary

PAYMENTS FOR APPROVAL 14/02/2018

Date	Payee	Ref	Nominal Ledger Analysis					Transaction Detail
			£ Total	£ VAT	A/c	Centre	Amount	
25/01/2018	Safe Custody	DD12	7.50		4180	100	7.50	Custody Fees
14/02/2018	Trevenna Cross Nurseries	3115	290.00	48.33	4170	100	241.67	Christmas Trees
14/02/2018	SLCC Enterprises Ltd	3116	42.00	7.00	4070	100	35.00	Webinar Data Protection
14/02/2018	Viking Direct	3117	37.07	6.18	4020	200	30.89	Stationery
		3117	43.06	7.18	4020	200	35.88	Stationery
		3117	135.02	13.17	4070	100	121.85	Stationery
14/02/2018	Henry Rich	3118	506.63		4460	140	90.00	RBL Grass Cutting
					4120	130	60.00	Allotment Strimming
					4120	160	356.63	Crowlas Cemetery Beam
14/02/2018	Simon Rhodes	3119	973.00		4460	150	262.50	St Pauls Cemetery
					4460	160	367.50	Crowlas Cemetery
					4400	140	170.50	Churchtown Amenity Area
					4410	140	52.50	Churchtown Garden
					4520	150	120.00	Sexton Duties
14/02/2018	Headland Printers	3120	1,060.80	176.80	4020	200	884.00	Consultation Printing
		3120	1,194.00	199.00	4020	200	995.00	NDP Postcard & postage
14/02/2018	Steve Hudson	3121	1,372.46		4000	100	1,233.49	Net Pay February
					4060	100	82.80	Mileage
					4070	100	10.03	Phone reimbursement
					4070	100	18.00	Office Costs
					4070	100	28.14	Petty Cash
14/02/2018	HM Reveunue & Customs	3122	247.37		4000	100	150.25	February PAYE
					4010	100	97.12	February NI
14/02/2018	Prepared Media Ltd	3123	120.00	20.00	4080	100	100.00	Job Advert
15/02/2018	South West Water	DD11	14.38		4130	150	14.38	St Pauls Water
01/03/2018	South West Water	DD10	209.86		4130	130	209.86	Church Hill Allotments
Total			6,253.15	477.66			5,775.49	

Signed: Richard Sargeant
Chair
14/02/2018

Treasurers Account

Receipts received between 01/01/2018 and 07/02/2018

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DC29	Banked: 02/01/2018	120.00						
60	Various	120.00			1210	130	60.00	CH36A & CH37
					1210	130	30.00	CH24
					1210	130	30.00	CH50
DC30	Banked: 04/01/2018	30.00						
61	Holmes	30.00			1210	120	30.00	LR07A
500186	Banked: 10/01/2018	540.00						
42	Bennetts	30.00			1210	120	30.00	LR05B
43	Turner	30.00			1210	130	30.00	CH04B
44	Cook	30.00			1210	120	30.00	LR10
45	Walker	30.00			1210	120	30.00	LR06
46	Haward	45.00			1210	130	45.00	CH06 & CH07
47	Wilson	15.00			1210	130	15.00	CH36B
48	Clark	30.00			1210	130	30.00	CH05
49	Rodda	30.00			1210	130	30.00	CH13
50	Hsoking	30.00			1210	130	30.00	CH26
51	Dolman	30.00			1210	130	30.00	CH42
52	Smith	30.00			1210	130	30.00	CH18
53	Hurchinson	30.00			1210	130	30.00	CH27
54	Branchett	30.00			1210	120	30.00	LR11
55	Grenfell	30.00			1210	120	30.00	LR01
56	Smith	30.00			1210	130	30.00	CH43
57	Griffiths	30.00			1210	130	30.00	CH31B
58	Wildman	30.00			1210	120	30.00	LR02
59	Blackabey	30.00			1210	130	30.00	CH30
DC31	Banked: 11/01/2018	380.00						
74	Cornwall Council	380.00			1110	100	380.00	Defibrillator Grant
DC32	Banked: 16/01/2018	30.00						
75	Hughes	30.00			1210	130	30.00	CH21
DC33	Banked: 17/01/2018	30.00						
80	Love	30.00			1210	130	30.00	Allotment CH10
500187	Banked: 18/01/2018	1,000.00						
62	Shaw	30.00			1210	120	30.00	LR09
63	Walker	30.00			1210	120	30.00	LR11B
64	James	30.00			1210	120	30.00	LR04
65	Shipley	30.00			1210	130	30.00	CH22
66	Power	30.00			1210	130	30.00	CH03
67	Popek	30.00			1210	130	30.00	CH35
68	Fraser	60.00			1210	120	60.00	LR06B & LR07B
69	Dignity Funerals	500.00			1200	160	500.00	Burial & EROB CC/C1/15
70	Bellamy	30.00			1210	130	30.00	CH16
71	Bennetts	30.00			1210	120	30.00	LR05A
72	Long Rock Memorials	100.00			1200	160	100.00	Headstone Permit CC/D2/2
73	Co-op Funeral Services	100.00			1200	160	100.00	Headstone Permit CC/D2/1

Subtotal Carried Forward:

2,130.00

0.00

0.00

2,130.00

Treasurers Account

Receipts received between 01/01/2018 and 07/02/2018

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DC34	Banked: 19/01/2018	60.00						
81	Ryckiene	60.00			1210	130	60.00	Allotment CH 33 & 34
DC35	Banked: 22/01/2018	60.00						
82	Ryan	60.00			1210	130	60.00	Allotment CH 45 & 46
DC36	Banked: 29/01/2018	30.00						
83	Dumbleton	30.00			1210	130	30.00	Allotment CH19
500188	Banked: 06/02/2018	132.00						
76	Dibb Smith	30.00			1210	130	30.00	Allotment CH29
77	Wilson	30.00			1210	130	30.00	Allotment CH09
78	Simmonds	30.00			1210	130	30.00	Allotment CH28
79	Gilbert	30.00			1210	130	30.00	Allotment CH32
84	Blewett	12.00			1200	160	12.00	Memorial Fee CC/F1/16
Total Receipts:		2,412.00	0.00	0.00			2,412.00	

Business Account

Receipts received between 01/01/2018 and 07/02/2018

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DC37	Banked: 09/01/2018	0.30						
85	Lloyds Bank	0.30			1080	100	0.30	Interest
Total Receipts:		0.30	0.00	0.00			0.30	

**Bank Reconciliation Statement as at 31/01/2018
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	30/01/2018	17	51,408.87
			<hr/> 51,408.87
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/01/2018 3111 Headland Printers		222.00	
			<hr/> 222.00
			51,186.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			51,186.87
		Balance per Cash Book is :-	51,186.87
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2018
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	31/01/2018		7,522.65
			<hr/> 7,522.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7,522.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7,522.65
		Balance per Cash Book is :-	7,522.65
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 08/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	34,487	34,487	0			100.0%	
1080 Interest Received	3	4	1			79.0%	
1090 Council Tax Support Grant	1,905	1,904	(1)			100.0%	
1110 Other Grants	1,030	558	(472)			184.7%	
Administration :- Receipts	37,425	36,953	(472)			101.3%	0
4000 Clerk's Salary	12,866	18,372	5,506		5,506	70.0%	
4010 Employers NI	743	1,393	650		650	53.4%	
4060 Travel	559	750	191		191	74.6%	
4070 Office Expenses	1,183	1,250	67		67	94.7%	
4080 Advertising	100	600	500		500	16.7%	
4090 Subscriptions	983	950	(33)		(33)	103.5%	
4100 Insurance	708	751	43		43	94.3%	
4110 Audit Fees	350	350	0		0	100.0%	
4150 S137 and Other Grants	435	700	265		265	62.1%	
4160 Youth Club Grant	0	500	500		500	0.0%	
4170 Christmas Trees	242	250	8		8	96.7%	
4180 Deedstore	15	16	1		1	93.8%	
4190 Meeting Room Hire	360	360	0		0	100.0%	
4300 Website Development	60	100	40		40	60.0%	
4310 Website Maintenance	856	750	(106)		(106)	114.1%	
4320 Election Expenses	5,721	1,000	(4,721)		(4,721)	572.1%	3,000
4350 Software - Annual Licence	229	232	3		3	98.7%	
Administration :- Indirect Payments	25,410	28,324	2,914	0	2,914	89.7%	3,000
Net Receipts over Payments	12,015	8,629	(3,386)				
6000 plus Transfer From EMR	3,000						
Movement to/(from) Gen Reserve	15,015						
120 Long Rock Allotments							
1210 Allotment Rents	420	370	(50)			113.5%	
Long Rock Allotments :- Receipts	420	370	(50)			113.5%	0
4120 Maintenance	0	150	150		150	0.0%	
4130 Water	149	120	(29)		(29)	124.2%	
4140 Rents Payable	80	80	0		0	100.0%	
4350 Software - Annual Licence	0	24	24		24	0.0%	
Long Rock Allotments :- Indirect Payments	229	374	145	0	145	61.2%	0
Movement to/(from) Gen Reserve	191						

Detailed Receipts & Payments by Budget Heading 08/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Church Hill Allotments							
1210 Allotment Rents	1,320	1,568	248			84.2%	
Church Hill Allotments :- Receipts	1,320	1,568	248			84.2%	0
4120 Maintenance	799	250	(549)		(549)	319.5%	
4130 Water	496	500	4		4	99.2%	
4140 Rents Payable	350	700	350		350	50.0%	
4350 Software - Annual Licence	0	92	92		92	0.0%	
Church Hill Allotments :- Indirect Payments	1,645	1,542	(103)	0	(103)	106.7%	0
Movement to/(from) Gen Reserve	(325)						
140 Amenities							
1100 Footpath Grant	415	3,474	3,059			11.9%	
1130 Aggregate Fund Income	4,500	4,500	0			100.0%	4,500
Amenities :- Receipts	4,915	7,974	3,059			61.6%	4,500
4120 Maintenance	20	0	(20)		(20)	0.0%	
4200 Repairs	567	1,245	678		678	45.5%	
4400 St Pauls Amenity Area	682	682	0		0	100.0%	
4410 Churchtown Garden	210	210	0		0	100.0%	
4420 Aggregate Fund Expenditure	0	4,500	4,500		4,500	0.0%	
4430 Footpath Maintenance	2,210	3,474	1,264		1,264	63.6%	
4460 Grass Cutting	330	290	(40)		(40)	113.8%	
4470 Green Initiatives	0	408	408		408	0.0%	
Amenities :- Indirect Payments	4,019	10,809	6,790	0	6,790	37.2%	0
Net Receipts over Payments	896	(2,835)	(3,731)				
6001 less Transfer To EMR	4,500						
Movement to/(from) Gen Reserve	(3,604)						
150 St Pauls Cemetery							
1200 Burial Fees	2,912	2,680	(232)			108.7%	
St Pauls Cemetery :- Receipts	2,912	2,680	(232)			108.7%	0
4120 Maintenance	0	255	255		255	0.0%	
4130 Water	53	50	(3)		(3)	106.9%	
4350 Software - Annual Licence	150	154	4		4	97.4%	
4460 Grass Cutting	1,050	1,120	70		70	93.8%	
4520 Sextons Duties	120	120	0		0	100.0%	
St Pauls Cemetery :- Indirect Payments	1,373	1,699	326	0	326	80.8%	0
Movement to/(from) Gen Reserve	1,539						

Detailed Receipts & Payments by Budget Heading 08/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Crowlas Cemetery</u>							
1200 Burial Fees	2,812	500	(2,312)			562.4%	
Crowlas Cemetery :- Receipts	<u>2,812</u>	<u>500</u>	<u>(2,312)</u>			<u>562.4%</u>	<u>0</u>
4120 Maintenance	357	0	(357)		(357)	0.0%	
4350 Software - Annual Licence	30	30	0		0	100.0%	
4460 Grass Cutting	1,470	1,470	0		0	100.0%	
Crowlas Cemetery :- Indirect Payments	<u>1,857</u>	<u>1,500</u>	<u>(357)</u>	<u>0</u>	<u>(357)</u>	<u>123.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>955</u>						
<u>200</u> <u>Neighbourhood Planning</u>							
1120 Neighbourhood Planning Grant	7,346	7,346	0			100.0%	
Neighbourhood Planning :- Receipts	<u>7,346</u>	<u>7,346</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4020 Staff Cost/Other	3,969	5,797	1,828		1,828	68.5%	
4260 Grant Funded	3,713	7,346	3,634		3,634	50.5%	
4270 Reserve Funded	201	4,793	4,592		4,592	4.2%	201
Neighbourhood Planning :- Indirect Payments	<u>7,882</u>	<u>17,936</u>	<u>10,054</u>	<u>0</u>	<u>10,054</u>	<u>43.9%</u>	<u>201</u>
Net Receipts over Payments	<u>(536)</u>	<u>(10,590)</u>	<u>(10,054)</u>				
6000 plus Transfer From EMR	201						
Movement to/(from) Gen Reserve	<u>(335)</u>						
<u>999</u> <u>VAT Data</u>							
115 VAT Refunds	1,313	0	(1,313)			0.0%	
VAT Data :- Receipts	<u>1,313</u>	<u>0</u>	<u>(1,313)</u>				<u>0</u>
515 VAT on Payments	1,026	0	(1,026)		(1,026)	0.0%	
VAT Data :- Indirect Payments	<u>1,026</u>	<u>0</u>	<u>(1,026)</u>	<u>0</u>	<u>(1,026)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>287</u>						
Grand Totals:- Receipts	<u>58,463</u>	<u>57,391</u>	<u>(1,072)</u>			<u>101.9%</u>	
Payments	<u>43,441</u>	<u>62,184</u>	<u>18,743</u>	<u>0</u>	<u>18,743</u>	<u>69.9%</u>	
Net Receipts over Payments	<u>15,022</u>	<u>(4,793)</u>	<u>(19,815)</u>				
plus Transfer From EMR	<u>3,201</u>						
less Transfer To EMR	<u>4,500</u>						
Movement to/(from) Gen Reserve	<u>13,723</u>						

Mr S Hudson
Ludgvan Parish Council
Brynmor
St. Ives Road
Carbis Bay
Cornwall
TR26 2SF

Your ref:
My ref: 2018 Parking Order
Date: 22 January 2018

Dear Ludgvan Parish Council

Re: Proposal to change car parking charges proposals - 2018 Off-Street Parking Order

I am writing to update you on our car parking proposals across Cornwall Council-owned car parks from 01 April 2018.

The first of these changes is to offer residents more flexibility in the way you pay for parking charges.

Recent investment in new technologies means that the Council will be able to offer new permit systems through 'Just Park' on the phone, app or website.

Residents will be able to buy parking permits which are fairly priced and based on a pay-per-trip basis. This will mean that regular car park users can purchase a number of car park sessions at a significantly reduced rate. This is a big improvement in particular for part-time workers, as they will be able to access the reduced rate even if they only use the car park once a week.

Our Just Park technology will also enable local businesses to easily refund car parking charges to their customers which we hope will be a great offer for local traders.

Car park charges (winter and summer tariffs) have remained the same for the last three years. This year the Council is proposing to make changes to help support the evening economy of our towns and villages, help manage the demands in our most congested areas and help to address air quality issues by encouraging the use of public transport.

Attached is the formal notice which sets out the proposed changes. Below are the key points:

From 1 April 2018:

- All Cornwall Council pay and display car parks will be free in the evenings.

- Car park tariffs will be standardised in our most congested areas, areas which are well served by public transport and/or where there is heavy demand on parking spaces. This means seasonal tariffs will be the same for all Council car parks in Falmouth, Newquay, Penzance and St Ives. In Truro the charges will apply all year round. We are proposing to set tariffs in the car parks in these areas at £1.50 per hour up to £8 to park for 24 hours. There will also continue to be 30 minute parking options in Falmouth, Penzance, St Ives and Truro.
- Charges for reserved spaces have remained the same for three years while in the same period the demand for the spaces has increased. We are therefore increasing the cost of reserved parking permits to bring them more into line with their market value. These will be able to be purchased by Direct Debit to help spread the cost.
- As a result of making changes in the above areas, tariffs in all other Council car parks will remain as they have done for the last three years.

You can read more about the proposals on our website www.cornwall.gov.uk

If you have any comments to make on the proposals I would be grateful to receive them no later than:

15th February 2018

To respond to this proposal, you can either:

1. Visit our website - www.cornwall.gov.uk/TrafficConsult once registered you will be able to submit your response.
2. Email Parking Services on parking@cornwall.gov.uk, quoting the above title and indicating your support or objection to the proposals.
3. Respond in writing using the attached Response Form, indicating your support or objection to the proposals and return it to the address shown at the foot of the form.

If you wish to discuss any aspect of this, please contact me.

Yours faithfully

Policy and Monitoring Officer
Parking Services – Economy, Enterprise and Environment
 Tel: 0300 1234 100
 Email: parking@cornwall.gov.uk

The Cornwall Council (Off Street Parking Places) Order 2018

Notice is hereby given that Cornwall Council proposes to make a new Order under Section 35(1) of the Road Traffic Regulation Act 1984, in accordance with Schedule 9 of the Act.

The proposed Order will revoke and replace The Cornwall Council (Off Street Parking Places) (Consolidation) Order 2017, whilst also making the following amendments

1. Vary the parking charges in Truro, Falmouth, Newquay, St Ives and Penzance, as these towns have the highest traffic flows, in an effort to:
 - o Facilitate efficient traffic management,
 - o Encourage modal shift where alternatives are available,
 - o Contribute to the management of air quality within these towns.
2. Remove all evening parking charges across the county.
3. To add to the existing season ticket offer by introducing the ability, via the mobile phone payment system, to bulk buy parking sessions at the reduced season ticket rate, and to call them off when required.
4. Increase reserved parking charges as a first step to bringing them in line with the current market rate.
5. Extend the overnight motorhome prohibition to the following car parks:

Crooklets, Bude	Trenance, Newquay	Town Quarry, Falmouth
Summerleaze, Bude	Polzeath Beach, Polzeath	Gwithian Towans
The Wharf, Bude	Porthcothan	Helford
Main, Fowey	Seaton Park, Seaton	Poldhu
Belmont, Newquay	The Bridge, Seaton	
Mount Wise, Newquay	Seaton Beach, Seaton	
6. Cattle Market, Helston along with Lerryn will be removed from the new Order as it will no longer be in the control of the Council
7. Following a request from St Columb Town Council, and to support other on-street parking amendments in the town, the parking at Lower Fore Street, Columb will be amended to 1 hour maximum stay with no return within 2 hours.

This Notice is intended to provide an indication of the Order's provisions. A copy of the draft Order, may be inspected at any Cornwall Council One Stop Shop (check locally for opening times) using the public access computers. Copies may also be viewed at - www.cornwall.gov.uk/TrafficConsult

Representations (objection or support) to the proposed Order should be in writing and received by **15th February 2018** - addressed to: **Parking Consultation, PO BOX 664, Truro, Cornwall, TR1 9DH**, to parking@cornwall.gov.uk or via the above website.

Response Form

Scheme Name: 2018 Off-Street Parking Order

Start of Response Period: 24 January 2018

End of Response Period: 15 February 2018

Title: Mr Mrs Miss Ms Other

Name:

Please print in block capitals

Organisation:

(if applicable)

Address:

Postcode:

E-mail:

Date:

____/____/____
DD MM YY

1. What is your view on this scheme?

(please tick one)

Support

Object

2. Please use the box below to provide any comments you have with regards to these proposals. If you wish to object, you **must** state your reasons for doing so.

Please continue overleaf if necessary

Please return this form to: Parking Services, PO BOX 664, Truro, Cornwall, TR1 9DH

Data Protection and Freedom of Information Notice

Any information which you may provide in response to this proposal shall be processed by Cornwall Council in accordance with the Data Protection Act 1998 for the purposes of processing this proposal.

Please note that it may be necessary for the Council to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the above if you have any concerns or queries regarding the processing of your information.



5th February 2018

The Parish Clerk
Ludgvan Parish Council

Dear Sir/Madam, Footbridge adjacent Boskennal Pump? House

We have walked the St Michael's Way footpath regularly and recently noted the severely deteriorated condition of the timber plank bridge over the stream next to the blockwork building and the 'ladder' to the higher field.

The bad condition caused one of our number to slip on the rotted timber and fall off the bridge narrowly missing a crack on the head from large boulders. The slip caused a minor injury which could have been a lot worse and which prevented her from continuing the walk. In my opinion a much more potentially serious injury is waiting to happen.

I do not know who is responsible for the maintenance of the footpaths in that area and I would be grateful if you could pass this missive on to those responsible to warn them of the need to take action without delay or face legal action from an injured party in the litigious times in which we live .

I fully realise that funds are tight but without being melodramatic the life of someone could be forfeited for the price of a few planks and a bag of nails.

I will be grateful if this information could be passed on to those responsible.

Yours faithfully,





Five Acres, Ales, Truro,

Cornwall TR4 9DJ

Tel: (01872) 273939

Email: info@cornwallwildlifetrust.org.uk

Website: www.cornwallwildlifetrust.org.uk

El/CornwallWildlife El/CornwallNature

HAYLE ESTUARY NITRATE REDUCTION PROJECT

Dear Mr Houlson

Cornwall Wildlife Trust have been asked to undertake a small pollution reduction project in the Hayle river catchment which includes all or part of your parish.

We would like to come and explain the project in a little more detail before the end of April if we can. The presentation should not take more than about 20 minutes. We can be pretty flexible on dates. In the first instance perhaps you could ring or email Iain Barker the project officer. If you can't get through, text and he will get back to you.

We are very keen that the project engages with as many people as possible and would like your help with that. Please find the basic outline of the project below and see the copy of a flyer we have recently sent out to local farmers and growers.

The Hayle Estuary does not achieve the required Water Framework Directive standards for Dissolved Inorganic Nitrogen and Macro-algae.

The monitoring has suggested that there is an ecological disturbance in the waterbody that may be caused by human activities.

Nutrient sources have been modelled providing very high level information on pathways and broad areas of input to the estuary. The sources come from a significant number of hotspots throughout the catchment. Evidence for the pollution can be seen in the summer with the extensive growth of algae and the green soupy appearance of the estuary or parts of it.

To facilitate progression and unlock future investment to reduce impact from nutrients we need to better understand the pressures from specific nutrient sources down to site level.



This project aims to have a look at what is happening on the ground to establish if the modelled data is relevant. Where there are issues, friendly and confidential advice can be offered to enable farmers to take informed decisions.

The reports from the project should help enable the Hayle Estuary to move to 'Good' status by identifying the actions required to reduce nutrient input.

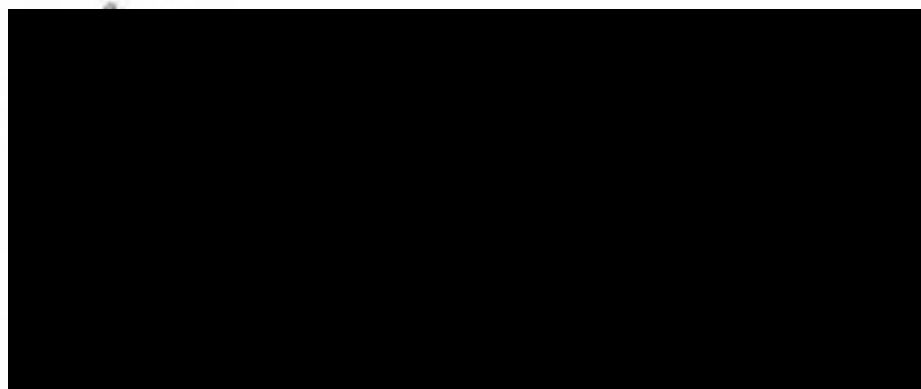
The amount of funding is modest but it does allow for some detailed survey work and potential pollution source site visits led by Cornwall Wildlife Trust on behalf of DEFRA and the Environment Agency.

The estuary has SSSI status and has recently been designated an enterprise zone with opportunities to address socio-economic issues, public open spaces and biodiversity.

The project also compliments, and will work closely with, other funded projects such as Hayle's Green Infrastructure strategy improving flood attenuation and sustainable urban drainage, habitat corridors and green transport links.

Essentially high nitrate sub-catchments and specific sites have been suggested. The most likely sources of nitrates are from field runoff and nitrate rich groundwater and are mainly due to farming activities. There are a few sewage related nitrate sources in the catchment.

Yours sincerely,



Mr Steve Hudson
Ludgvan Parish Council
Brynmoor
St Ives Road
Carbis Bay
TR26 2SF

Please ask for [REDACTED]
Telephone [REDACTED]
Date 15 January 2018

Dear Mr Hudson,

Affordable Housing

I wondered if I could please introduce our organisation - Coastline Housing.

We are an independent charitable housing association based in Redruth. Our aim is to provide high quality, affordable homes for local people. At 90% customer satisfaction, we pride ourselves on being a sector leader. We build new homes for both affordable rent and shared ownership (part buy, part rent).

Coastline is committed to the delivery of affordable housing for local people across Cornwall. With over 4,100 homes, plus an ongoing development programme which will bring over 700 much-needed new affordable homes to Cornwall by 2019, we are about to enter our largest ever period of expansion.

That said, we have secured further funding opportunities that are currently not linked to specific developments. For example, we have recently completed an agreement with the Homes and Communities Agency which will allow us to provide 499 new affordable homes between now and 2022.

We would therefore like to discuss any potential sites within your parish with you, enabling us to work with landowners and deliver the affordable housing needed in your local area.

Should your Council be willing to pursue a development opportunity with Coastline, or if you have any queries on any of the above, please do not hesitate to contact me on 01209 200150. We would be happy to come and talk to you at one of your council meetings, if that would be useful.

Yours sincerely,

[REDACTED]

Coastline Housing Ltd.

Ludgvan Neighbourhood Plan



**Aims
and
Objectives
Workshop
Ludgvan**

Workshop Report

December 2017



***Help save paper, trees and the planet...for our future generations.
If you need to print a copy, please note that this document has been designed and formatted for two-sided printing (duplex).***

Ludgvan NP Workshop Report
*including draft proposals for the 'planning framework' for
the Ludgvan Neighbourhood Plan (pages 11-12)*

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Paul Weston, Community Consultant,
December 2017



Introduction

Background

The Ludgvan Neighbourhood Plan is being developed by a Neighbourhood Plan Steering Group, comprising representatives from the local community and members of Ludgvan Parish Council. The Steering Group has been following a sequential planning process and timetable set out in an agreed Project Plan. Given progress to date, it is possible that a draft Plan may be ready for community consultation by the spring of 2018.

Ludgvan NP Project Plan Summary																
STAGE:	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Identify Issues	C2															
Vision & Objectives				C3												
Generate Options																
Prepare Draft Plan								C4	C4							
Consultation & Submission													C5	C5		
Community Consultation Points: C1 - publicise intention, recruit helpers C2 - survey of local needs & aspirations C3 – consult on vision & objectives C4 – informal consultation C5 - formal consultation																

Evidence reports, providing a summary of the both strategic context and local evidence base for the Neighbourhood Plan, have been prepared for the Steering Group and will be made public via the Ludgvan neighbourhood plan website¹. The findings of the evidence reports are complemented by the results of a community consultation events that were carried out in 2016.

It was decided by the Steering Group that the community should play a significant role in each stage of neighbourhood plan preparation. A Workshop, to evaluate all that has been found and said during the neighbourhood planning process to date, was set for Wednesday 12th December 2017, at the Oasis Children’s Centre, Crowlas. The intention was to prepare a first draft set of aims and objectives that could be shared, on a consultation basis, with the community at large.

The Purposes of this Report

This report seeks to serve several purposes:

- To provide details of the context in which the Workshop was held
- To explain how the Workshop was conceived and run
- To present the outputs from the Workshop
- To provide further analysis and refinement of the Workshop’s outputs
- To make recommendations regarding the further development of Ludgvan Neighbourhood Plan’s Vision, Aims and Objectives

¹ <http://www.Ludgvandevon.org.uk/plan/>

Placing the Workshop in Context

National Planning System

We have a hierarchical national planning system. At the top of the hierarchy is the National Planning Policy Framework (the NPPF). The NPPF sets out the Government's planning policies for England and how these are expected to be applied. Each local planning authority is required to produce a Local Plan for its area. Local Plans form the next tier in the planning policy hierarchy. Local Plans must be consistent with the principles and policies set out in the NPPF. The Government expects Local Plans to address the spatial implications of economic, social and environmental change across its area. Local Plans are expected to set out the opportunities for development in that area, together with clear policies on what will or will not be permitted and where. Local planning authorities are expected to set out the strategic priorities for their areas e.g. strategic policies to deliver the homes and jobs needed in the area. Cornwall Council adopted a new Local Plan in November 2016.

Neighbourhood plans are the third, and a very important, local tier in the planning policy hierarchy. They are not mandatory but, they provide an opportunity for communities to develop and agree local planning policies for their own area.

Planning Hierarchy		
Scope	Document	Purpose
National Policy	National Planning Policy Framework	<i>..... sets out the Government's planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.²</i>
District-wide Strategic Policy	Cornwall Local Plan	<i>The Local Plan sets out the main planning approach and policies for Cornwall that will help to manage development over the next 15-20 years. A new Local Plan was adopted on 22nd November 2016.</i>
Neighbourhood Policies	Ludgvan Neighbourhood Plan	<i>A neighbourhood plan is a community-led framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving an area or allocation of key sites for specific development.³</i>

Scope and Content of a Neighbourhood Plan

A Neighbourhood Plan is a planning document that will guide the future development of the local area. That means it is about the use and development of land and associated social, economic and environmental issues. Neighbourhood Plans cannot deal with non-planning matters.

The legislation does not prescribe what the scope and content a Neighbourhood Plan should have. A plan can be comprehensive or focused on one or two issues only. It can be detailed, or simply set general principles to guide new development. This will depend on the wishes of the local community. Inevitably it will also be influenced by the scope of existing policy in the Local Plan.

The Steering Group has spent time considering the issues and opportunities facing the communities of the area today and into the future. It has carried out consultations with those who live in the area and invited

² National Planning Policy Framework, HM Government 2012

³ Neighbourhood Plans Roadmap Guide, Locality, 2012

contributions from the business community, local voluntary and community groups, those bodies and agencies that provide services within the neighbourhood area and those that are regarded as 'stakeholders'⁴.

The next stage in the neighbourhood planning process is to consider the possible content of the Plan. The advice offered by Locality, the Government's sponsored support service for neighbourhood planning, is that the Plan could include:

Vision and Aims

"The Neighbourhood Plan can set out the community's overall vision for the area and should include overall aims for its future development. These can relate to a wide range of planning and regeneration matters – social, economic and environmental. The vision and aims of the plan can then be translated into detailed policies, guidance and proposals."

Planning Policies

"A Neighbourhood Plan, once made, will form part of the statutory local development plan for the area and can contain policies against which development proposals will be considered."

Planning applications will be determined in accordance with the Neighbourhood Plan's policies unless material considerations indicate otherwise policies should provide a clear indication of how a decision maker should react to a development proposal. It helps if they have supporting text that explains the intention behind the policy."

Planning Guidance

"The policies in the plan could be supplemented if necessary by more detailed guidance (e.g. guidance on the design and layout of housing development). This would be helpful in interpreting the policies of the plan."

Site Allocations

"The Neighbourhood Plan may earmark key sites for specific kinds of development, such as housing, retail, employment or mixed use."

Community Proposals

"Regeneration or enhancement proposals relating to the use and development of land could be included in the plan. For example, it could include policies around improving key public spaces, pedestrian links or providing new community facilities, such as a community centre. Careful thought would need to be given to how such works could be delivered within the plan lifetime."⁵

The Steering Group is following this advice and intending to set aims and objectives for the Ludgvan Neighbourhood Plan within the context of an overall vision.

A Workshop was considered to be the best method by which a first set of draft aims and objectives could be generated. In agreeing to a Workshop taking place, the Steering Group was also mindful of Locality's advice on setting aims *"In setting aims for the plan, it is vital to consider both aspiration and reality for how the area should be in say 15 years' time (or whatever the period of the plan is), and the likely social, environmental and physical trends on the area over that period."*

Based on the evidence, consultation feedback and knowledge of the area, a useful approach may be to consider what the neighbourhood's USP (unique selling point) is. This is about identifying those factors that make the area distinctive, attractive and a desirable place to live and work in. Assessment can also be made of the neighbourhood's unrealised potential, such as vacant historic or community buildings, which could be regenerated."

Aims may be designed to address the area's weaknesses, build on its strengths and deal with any other issues identified. A plan could also have an overall vision, if this is thought to be helpful. The vision and aims should be as clear and concise as possible as they will inform the more detailed parts of the plan."

Once the vision and aims have been developed, they should be publicised and subjected to further consultation."

⁴ Stakeholders = a person, group or organisation likely to be affected by the neighbourhood plan

⁵ Neighbourhood Plans Roadmap Guide, Locality, 2012

The Workshop - Methodology and Outputs

Preliminaries

It was agreed by the Steering Group that:

- The Workshop should take place in December 2017, so as to be able to consult the community in early 2018
- All members of the Steering Group should try to attend along with other invited members of the Parish Council and community
- Paul Weston (consultant), would prepare a detailed methodology and timetable for the Workshop based on tried and tested practices

After due consideration of people's availability, the Workshop was set for the evening of Tuesday 12th December 2017. It was booked to take place at the Oasis Children's Centre in Crowlas. The programme and the actual list of attendees can be found in appendices 1 and 2 to this report.

Those persons that agreed to take part in the Workshop were advised in advance about the format of the Workshop and the timetable. They were sent a list of 'key messages' that had been derived from the evidence-base and community consultation to peruse in advance. They were encouraged to familiarise themselves with the key messages, issues and opportunities that had been identified through the neighbourhood planning process so far and the sustainable development policies of the NPPF.

The Workshop and its Outputs

The Workshop was carried out in two parts during the same evening. Part 1 explored the potential aims for the future development of the Parish. Part 2 considered what objectives might be appropriate for the Neighbourhood Plan, to help achieve the aims between now and 15 years hence.

Part 1 – the Aims of the Plan

Divided into two work groups, participants were asked: *"What key aims do you think ought to be encapsulated in a vision statement for Ludgvan 2030⁶?"* The work groups were allocated three or four different topics each to focus upon initially. The brief to them was to use their own local knowledge and interests and the key messages to devise a first draft set of aims for the Ludgvan Neighbourhood Plan. It was suggested that they should try to develop at least two but probably not more than five aims per topic. The work groups were then given the opportunity to scrutinise and suggest revisions to the product from the other group. The draft aims generated from the Workshop, as they were written at the time, can be found in appendix 4.

Part 2 – the Objectives of the Plan

Remaining in the same groups, participants were asked to contribute towards a set of draft objectives. It was explained that *"objectives are the methods by which we plan to achieve our aims"*. The groups were given 30 minutes to produce as many draft objectives as they wished for their own topics before having a further 15 minutes to add objectives to the other groups' topics and aims. The draft objectives generated by the Workshop, largely as they were written⁷, are also listed in appendix 4.

⁶ To coincide with the Cornwall Local Plan end date

⁷ Minor changes only, have been made for the sake of clarity or to avoid misunderstanding of their meaning

Post-Workshop Analysis

Outputs

Having transcribed everything that was written down on the flip-chart sheets and 'post-its' at the Workshop and spent some time reflecting on what occurred, here are my observations:

- The key messages inherited from the evidence base and consultations were given due regard
- Participants appreciated that a neighbourhood plan is about land use and facilitating future development
- There was no discernible anti-development attitude; it was much more about ensuring future development was appropriate, necessary and of sufficient quality and sustainability
- Looking after the countryside is important
- The impact of traffic and the safety of road users is a matter of concern
- Ensuring the villages continue to function as sustainable settlements is important
- There are matters/issues relating to the living and working environment that may need to be addressed by other community-based strategies and actions outside of the Neighbourhood Plan

Workshop Dynamics and Delivery

I feel it is appropriate also to record the following observations:

- Everyone present appeared to participate with enthusiasm and stuck to the 'rules'
- The groupings worked well
- Everyone seemed to contribute
- A consensus, when required, was achieved
- The Workshop's outputs are of sufficient quality to facilitate the next steps in the Neighbourhood Plan process – namely the engagement of the community in developing the aims and objectives of their Plan



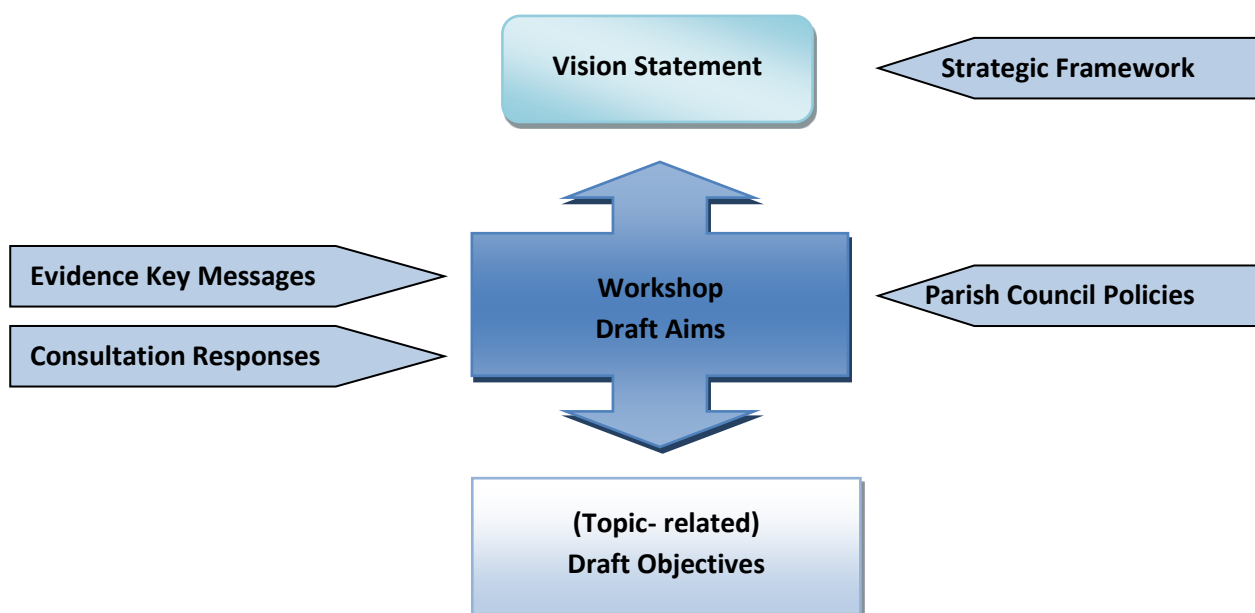
Translating the Workshop Outputs into a Draft Planning Framework

Potential Formats for the Draft Vision

The Government's view is that through their neighbourhood plan, communities will be able to establish general planning policies for the development and use of land in their neighbourhood. They will be able to say, for example, where new homes and offices should be built, and what they should look like; as long as the neighbourhood plan is in general conformity with the strategic policies of the Local Plan.

In order to comply with the NPPF, the Ludgvan Neighbourhood Plan should plan positively to support the strategic allocations and policies of the Cornwall Local Plan.

The Government considers that, within the prevailing strategic context, a neighbourhood plan should set out a vision for the future of the neighbourhood in question. That vision can be detailed, or it can be general, depending on what the community in question wants. It could be encapsulated in a single Vision Statement or it could remain implied by the nature and purpose of the aims and objectives. The purpose of the Workshop was to develop a first draft set of aims and objectives, which could help move towards an agreed vision for the Parish of Ludgvan.



To arrive at a vision for Ludgvan, the starting point could well be the draft aims generated at the Workshop. These have been edited and refined, post-workshop. The resultant, revised, set of draft aims for the Neighbourhood Plan is presented on pages 11 and 12.

These aims, when considered together, could be used as the basis on which an overall vision statement for Ludgvan is crafted. No doubt members of the Steering Group will have their own views as to whether a single statement is necessary and preferences for what it might say. For this reason, I am not making a recommendation on the vision statement and I have left the appropriate panel blank on page 11.

Draft Aims

The aims provide a topic by topic statement of how the community wishes to see its neighbourhood change (or not change) and develop in future. The Workshop developed a first set of aims, based on the 'evidence' before them and achieving a consensus (see appendix 4). I have refined these aims subsequently (see pages 11 and 12) largely in the interests of focus, clarity and to avoid repetition.

Draft Objectives

The objectives are a statement of what is expected of the Neighbourhood Plan, to help achieve the aims. Participants at the Workshop suggested many possible objectives that may be appropriate for the Neighbourhood Plan (in appendix 4). To further develop the outputs from the Workshop and advance the neighbourhood planning process, the objectives generated at the Workshop, with some refinement, have also been included as part of the draft framework for the Neighbourhood Plan that follows on pages 11 and 12.

It should be recognised that the objectives are the aspect of this framework that is least developed and should be most open to revision and addition. Indeed, an important purpose of the next consultation should be to get members of the local community to propose additional objectives that would help meet the aims and realise the vision. The consultation exercise, which is planned to take place shortly, can then be used to elicit reaction and views not only on the issues and aims, but how they may be achieved through 'SMART'⁸ objectives and relevant planning policies.

After the consultation, it will be the revised and adopted objectives that will determine the content of the Neighbourhood Plan and inform the detail of the policies within the Plan.

On the following two pages is a set of topic-based aims and objectives which the Neighbourhood Plan Steering Group may choose to amend further, add to and/or adopt for the purposes consultation with the community at large. Together they seek to represent a coherent and justified planning framework for the Ludgvan Neighbourhood Plan.

⁸ SMART = Specific, Measurable, Achievable, Relevant and Time-bound

Vision Statement

	Draft Aims	Draft Objectives
Natural Environment	Protect and enhance the character of the local countryside	<ul style="list-style-type: none"> • Enhance coastal protection • Protect sensitive ecological and geological areas • Identify and improve wildlife corridors and links • Prevent inappropriate developments in rural locations • Support farming • Maintain and improve footpaths • Bring older footpaths back into use • Encourage and support recycling initiatives
	Safeguard and improve responsible access	
	Reduce our carbon footprint	
	Reduce all forms of pollution	

	Draft Aims	Draft Objectives
Built Environment and Heritage	Protect and enhance green spaces and the historic environment within existing settlements	<ul style="list-style-type: none"> • Identify heritage assets that should be protected • Establish guidelines to ensure the design of new development is of high quality and in keeping with the local area • Bring redundant buildings back into use • Prevent ribbon development • Improve connectivity throughout the Parish e.g. footpaths, cycleways, bridges • Provide appropriate green areas, leisure and amenity space • Encourage, discrete, solar/ground energy systems
	Respect local heritage and character	
	Ensure the design and layout of new development is in keeping with the local area	
	Ensure adequate infrastructure is in place	

	Draft Aims	Draft Objectives
Housing	Meet local housing needs as necessary	<ul style="list-style-type: none"> • Broaden housing options for local people • Identify and appraise potential development sites • Encourage provision of more affordable housing • Focus development on brownfield sites • Time limit planning permissions to 3 years • Encourage self-build housing by local people • Include SUDS systems wherever practical • Support renewable energy installations
	Influence the design and layout of new housing development	
	Influence the scale and location of new housing developments	
	Encourage sustainable development practices	

	Draft Aims	Draft Objectives
Community Facilities and Services	Protect and enhance local facilities and services	<ul style="list-style-type: none"> • <i>Ensure local facilities can accommodate changing needs and demands</i> • <i>Facilitate local delivery of social care, health and education</i> • <i>Provide and enhance leisure facilities for all age groups</i> • <i>Ensure there are facilities to meet the needs of young people</i> • <i>Provide appropriate access and parking near to local facilities</i> • <i>Enable the installation of essential communications infrastructure</i>
	Ensure health care and education facilities meet the needs of the community	
	Ensure superfast broadband is available across the whole Parish	

	Draft Aims	Draft Objectives
Sport and Recreation	Protect and enhance existing sports and recreation facilities	<ul style="list-style-type: none"> • <i>Facilitate the positive use of public recreation spaces</i> • <i>Improve cycling routes and opportunities</i> • <i>Improve access to Long Rock Beach</i>
	Encourage the provision of sporting opportunities for all ages and abilities	

	Draft Aims	Draft Objectives
Transport and Travel	Ensure transport infrastructure is adequate and safe	<ul style="list-style-type: none"> • <i>Support traffic calming measures where required</i> • <i>Improve direct connections to main roads from industrial areas</i> • <i>Encourage co-ordination of public transport services</i> • <i>Ensure all new developments have adequate off-street parking</i> • <i>Provide electric vehicle charging points for in appropriate locations</i> • <i>Develop safer cycling and walking routes</i>
	Reduce the adverse effect of through-traffic and heavy lorries on our health and quality of life	
	Improve the safety of roads, cycle routes and footways	
	Encourage more use of sustainable transport modes	
	Maintain and enhance public rights of way	
	Create new and better pedestrian routes	
	Improve public transport system and services	

	Draft Aims	Draft Objectives
Business and Jobs	Encourage growth in tourism and leisure	<ul style="list-style-type: none"> • <i>Support appropriate farm diversification in the interests of viability</i> • <i>Support sustainable rural tourism initiatives</i> • <i>Provide small business units suitable for start-up and craft workshops</i> • <i>Support business development in appropriate to the location</i> • <i>Ensure all new business and community properties have access to high speed broadband</i> • <i>Bring redundant buildings back into use</i>
	Support the development of new businesses	
	Encourage sustainable business practices	

Significant Matters Arising from the Workshop

Scope and Content of the Neighbourhood Plan

The range of matters discussed at the Workshop suggests that the Ludgvan Neighbourhood Plan may need to cover several topic areas, with character and sustainability at the forefront. This will be made clearer following community consultation on the aims and objectives.

Policies

The neighbourhood plan policies can be drafted once the vision and objectives and the overall strategy approach has been consulted upon and a consensus has emerged.

Whether a neighbourhood plan policy is required to address an agreed objective will be subject to several tests, which will determine its need and value. The answer should be 'yes' to each of these questions:

1. Is it in general conformity with the strategic policies of the adopted Local Plan?
2. Is it needed? i.e.
 - i. Does it 'add value' to existing policy (NPPF and adopted/saved policies of Local Plan)?
 - ii. Does it add local specificity or more detail existing policy (NPPF and adopted/saved policies of Local Plan)?
2. Is it supported by up-to-date evidence (written policy/guidance and local consultation)?
3. Is it set out in a positive and permissive way (i.e. written to be in line with the NPPF's presumption in favour of sustainable development)?
4. Does it 'do' anything?
5. Is its terminology clearly defined and unambiguous?
6. Can it be used to deliver the intended strategy by the local planning authority when considering and determining planning applications?
7. Does the policy 'read across' to/fit with others in the plan (and not contradict other policies and the overall strategy of the plan)?
8. Is the policy credible, justifiable and achievable?

Next Stage of Consultation

The Steering Group is committed to going back to the community at large to consult on the vision, aims and objectives of the Plan.

It is suggested that the purpose of the next stage of community consultation should be to:

- report back on the findings and conclusions from 'the evidence'
- gather any additional information thought necessary
- share a draft vision, aims and objectives for the Ludgvan Neighbourhood Plan
- encourage reaction/endorsement of the draft vision and aims etc
- invite suggestions for further objectives and specific planning policies to be considered
- encourage community involvement to help realise the vision

Steering Group members should consider how they can make use local newsletters, the website and various forms of social media to ensure the community at large is made very aware of what has been done so far and encouraged to participate in the up-coming consultation event when they will have the opportunity to consider and respond to the draft aims and objectives and what they will represent i.e. the community's neighbourhood planning agenda.

Appendices

Appendix 1 - Programme for the Workshop

Ludgvan NP Workshop – 12 th December 2017			
Welcome and Overview	18:30	18:35	What we hope to achieve today
Introduction	18:35	18:50	Where this workshop fits in What's been done so far and how we can use it to move forward
Group Work Session 1	18:50	19:40	Developing a common agenda – interpret what we know and been told into a 1 st set of aims
Feedback	19:40	19:55	Report back from the groups
Refreshment/Comfort Break	19:55	20:00	
Setting up Stage 2	20:00	20:10	What is the purpose of the objectives?
Group Work Session 2	20:10	20:35	What needs to happen? - turning the aims into a 1 st set of objectives
Review & Next Steps	20:35	20:45	What we've achieved & what happens next

Appendix 2 – Workshop Attendance List

Attendees - Ludgvan Workshop 12 th December 2017				
	Residence	SG	PC	Significant Memberships
Martin Turff	Vellanoweth	✓		Rotary, Penwith Dementia Action Alliance
Graham Carter	Newlyn	✓		
Richard Sergeant	Nancledra		✓	
Steph Miucci	Whitecross	✓	✓	
Leon Miucci	Whitecross	✓		
Roy Mann	New Mill	✓	✓	
Charlie Cartwright	Penzance		✓	Crowlas By-pass Now Campaign
Simon Elliot	Penzance	✓		Cornwall Councillor (Ludgvan division)
Clive Price-Jones	Lower Quarter	✓		
Andy Branchett	Long Rock		✓	
Mark Squire	Crowlas		✓	
Steve Hudson	Carbis Bay	✓		Parish clerk
SG = Steering Group member, PC = Parish Councillor				



Ludgvan Key Messages from Local Evidence

<p>Natural Environment</p> <ul style="list-style-type: none"> • There are areas of beauty in the Parish that must be protected • We should safeguard and enhance the local countryside • Significant wildlife habitats should be protected • Traditional farming practices should be encouraged • We should increase our resilience to the effects of climate change and flooding in particular • We should not develop in areas susceptible to flooding • We should insist on SUDS wherever possible • We should improve responsible public access to the countryside • We need to develop a policy for renewable energy development • We should safeguard and enhance the character and quality of the beach area
<p>Housing</p> <ul style="list-style-type: none"> • We should endeavour to meet local housing need • We should better understand housing needs that are local to the Parish • Affordability is an issue • We should establish the appropriate scale of future housing development • We should consider allocating suitable sites for housing • Second homes are not a significant problem • We should seek to influence the layout and design of new housing • We should control housing development in the countryside
<p>Community Facilities and Services</p> <ul style="list-style-type: none"> • Local retail and services are important • We should support the delivery of local services • We should protect existing community facilities • We should identify future needs and demands for community facilities and services • We should meet the demand for allotments • We should develop more youth facilities
<p>Sports and Recreation</p> <ul style="list-style-type: none"> • We should protect existing sport and recreation spaces • We should increase opportunities for outdoor play
<p>Built Environment and Heritage</p> <ul style="list-style-type: none"> • We should recognise and safeguard all the significant features and aspects of the historic environment • We should encourage good quality design that enhances local character • We should protect local green space that is special to the community and/or the character of the settlement • We should control back garden development
<p>Business and Jobs</p> <ul style="list-style-type: none"> • We should support appropriate types of business development in the right places • A more diverse local business sector is desirable • We should support local shops, services and producers • Sustainable tourism should be encouraged • Farm diversification is acceptable in principle
<p>Transport and Travel</p> <ul style="list-style-type: none"> • We should tackle local traffic issues • Local parking opportunities need to be increased • We should support an improved public transport system • We should make cycling and walking safer and more appealing • We should provide more cycle routes

Appendix 4 - Outputs from the Two Sessions of Group Work

Ludgvan NP Workshop 12th December 2017

Natural Environment	
Conserve and enhance the nature of our local rural environment	<i>Enhance coastal protection measures at Marazion and Long Rock Prevent inappropriate developments in rural locations</i>
Safeguard and protect sensitive areas and wildlife corridors	<i>Ensure designs for new developments are appropriate to the location</i>
Preserve and protect current public access	<i>Restrict development outside of settlements support farming as a major contributor to the local environment Protect areas AONB and SSSI and corridors to and between green open spaces Provide green spaces Maintain footpaths Bring older footpaths back into use Reduce carbon footprint Provide extra bins and regular emptying Identify and improve wildlife corridors and ensure they are linked Reduce pollution Prevent soil, air, water or noise contamination</i>

Housing	
Enhance appropriate housing supply, considering local housing requirement	<i>Create sustainable environments Develop a strategy to appropriate areas of housing development in and around existing settlements Increase opportunities for home ownership e.g. 1st time buyers</i>
Ensure any new development is in keeping with the specific area and includes sustainable energy sources such as solar/ground source/air-source	<i>Identify specific and suitable sites Create policies for affordable housing Increase opportunities for shared ownership schemes</i>
Influence the scale and location of any new housing developments	<i>Time limit 3 years after planning permission granted Increase redevelopment of brownfield sites</i>
Include SUDS systems where practical	<i>Bring redundant buildings back into use</i>
Consider geothermal energy sources to reduce fuel poverty	<i>Define strategies to provide housing, jobs and infrastructure that encourage the young people of the Parish to remain in the locality when leaving home Encourage self-build</i>

Community Facilities and Services	
Protect and enhance local facilities and services	<i>Ensure some facilities for local youngsters Facilities in the area of the community centre, Crowlas</i>
Protect and enhance public transport system	<i>Provide adequate social care Adult and children's social care, health and education</i>
Ensure health care and education facilities are constructed that suit the needs of the community	<i>Provide and enhance leisure facilities for all age groups Provide parking near to local shops Improve cost effectiveness of public transport</i>

Sports and Recreation	
Encourage and develop the provision of sporting opportunities for all ages and abilities locally	<i>Improvement of cycling routes and enhanced provision of cycle hire Subsidised parking facilities for local access to beaches, SSSIs and AONB</i>
Protect and retain exiting sporting facilities	<i>Maximise the use of leisure facilities by the use of integrated transport</i>
Facilitate local use of open spaces including access to Long rock beach	<i>Encourage sporting activities for people of all ages and abilities e.g. surfing, cycling, rambling, football, cricket</i>

Built Environment and Heritage	
Reconnect the community with Long Rock Beach through safe railway crossings and appropriate cycle/public transport infrastructure	<i>Promote schemes that allow public rights of way to be connected through the Parish e.g. footpaths, cycleways, bridges</i> <i>Encourage discrete solar/ground energy systems</i>
Design of new buildings should be of high quality and be in keeping with the design of existing buildings in the local area, provide appropriate green/leisure space avoiding ribbon development	<i>Low price affordable housing</i> <i>Provide guidelines for design of new developments to ensure sympathetic to existing environment</i> <i>Permit housing growth without increasing the density of existing settlements</i>
Infrastructure should be developed in anticipation of growth of business and housing and not as an afterthought	
Protect green spaces and heritage environment within existing settlements	

Business and Jobs	
Support sensitive and appropriate diversification of farms into tourism/leisure and other sustainable industries	<i>Support and encourage small farms and small-holdings to diversify e.g. leisure/tourism to keep these businesses financially viable</i>
Start-up units and workshops to support the sustainable growth of local craft industries ensuring diversification	<i>Support farming in order to enhance the rural economy</i> <i>Support the diversification of small business units for start-up and craft workshops</i>
Ensure that superfast broadband extends into rural communities and does not stop at urban areas	<i>Support rural tourism in co-ordinated way e.g. redundant farm buildings, viable size, caravan camp sites – not single units</i> <i>Provide facilities to encourage the development of retail/light industrial sites as appropriate to the location</i> <i>All new businesses and housing development must include high speed broadband into the properties</i> <i>To support the continued viability of small farms and bring redundant buildings back into use and encourage growth in tourism and leisure</i> <i>All new business development designs to include as much low carbon and low energy design as commercially practical</i>

Transport and Travel	
Ensure transport infrastructure allows safe and effective links within and through the communities	<i>Allow use of bus passes on local trains</i> <i>Encourage coordination of rail services with buses and, if possible, ticketing that allows mixed journeys</i>
Encourage schemes that provided direct links to A-class roads from industrial areas that avoid residential areas B3309, A30, B3311	<i>Traffic calming measures to be implemented wherever possible in populated areas</i> <i>Reduce the adverse effect of A30 traffic on the quality of life of residents of Canon's Town, Ros on Creuse, Cockwells, Whitecross and Crowlas</i>
Ensure all new developments have adequate off-street parking to promote safe transport links and emergency vehicle access	<i>Reduce the adverse effect of heavy lorries on the quality of life of residents of Ludgvan, Lower Quarter ad Ludgvan Church Town</i>
Maintain appropriate levels of repair and maintenance of all public rights of way and the creation of new routes where needed	<i>Bus service timed to meet trains</i> <i>Bus service timed to suit work and school hours reducing car use</i>
Improved public transport system	
Safer cycling and walking routes	
Charging points for electric vehicles in appropriate locations	

Ludgvan Neighbourhood Plan

Consultation Strategy

Part 1 - Communications Strategy

Introduction

A Neighbourhood Plan¹ (NP) is a community-led framework for guiding the future development, regeneration and conservation of an area. The foundation of a good neighbourhood plan is a robust programme of consultation and engagement. Effective community involvement is essential right from the beginning of the process. It will create a well-informed plan and a sense of ownership. Getting the recognition, views, assistance and support of a whole range of other interested bodies and parties is also essential if the plan is to have authority and credibility. A successful Communication Strategy is a prerequisite.

Aims

The aims of the Communications Strategy are to achieve:

- Better communication, leading to better feedback and decision-making
- Improved two-way information flow
- Better information and communication channels to enable community participation
- Increased awareness and understanding of the Neighbourhood Plan, its purpose and relevance

Principles

Our Communications Strategy is based on four key principles:

- *the right information,*
- *to the right people,*
- *in the right medium,*
- *at the right time*

These principles include several key factors:

- Communication must be meaningful and appropriate
- Information must be accessible
- Quality mediums and methods must be used whenever possible
- Communication channels must allow information to, through and across all levels
- Information must be relevant and in plain English
- Consideration needs to be given to the needs of people with disabilities and those whose first language is not English
- The process must be transparent

Target Audiences

We want to reach everyone with a stake in the future of the area including people living, working or doing business here, those who deliver services to the local communities and people who have influence over the future of the area. We want to continue the dialogue with communities based on where they live and people

¹ As introduced by the Localism Act 2011

in communities based on common interests. We want to communicate and listen to people who others have traditionally found hard to reach and hard to hear.

Messages

It is important that all our communications have as much impact as possible. To avoid dilution of the message or contradiction, the following will be the main messages that we will attempt to relay in our communications:

- The Neighbourhood Plan reflects community opinion
- The Neighbourhood Plan is a framework for the development of our area
- We want to hear your opinion
- We need the involvement and support of the community and partners

The messages we send out should be:

- Short and to the point
- Not conflicting
- In plain English
- Focussing on involvement

Tools and Activities

We shall use a variety of methods based on what reaches people most effectively and has most credibility. These include:

Tools and activities that could be used
Consultation events
Direct mail
Email lists
Events
exhibition
Leaflets & flyers
Local radio
minutes of meetings
networking
Posters
Press releases
Social media
Stakeholders' and partners' outlets
Website

The messages will be relayed using different methods for different groups. A communications matrix will be developed as an integral part of our communications strategy.

Resources

We shall make best use of the resources we have and strive to increase resources commensurate with the task. Our current resources, those that we have access to and can be applied to the task, are:

List of Available Local Resources:
Group members
Local councillors
Community notice boards
Community networks ² incl.
Local newspaper
Website

Timescales

Preparing a neighbourhood plan is a sequential process based upon an agreed project plan. The project plan identifies the following key communication points and the dates when they should be carried out:

Key Communication Point:	Date(s)
Launching the NP	December 2014
Seeking information	October 2017
Establishing a shared Vision	January 2018
Sharing the draft plan	May-June 2018
Seeking endorsement (Reg. 14)	Sep 2018

Further details of these communication points are set out in Part two of this Report, the Ludgvan Neighbourhood Plan Community Engagement Strategy.

Evaluation and Amendment

The NP Group will occasionally carry out a communications audit to assess the effectiveness of the strategy with both 'internal' and 'external' audiences. We shall consider in particular, who has not responded or reacted to our communications? We shall discuss the evidence/results carefully and use them to amend and improve the Strategy going forward.

² Including: Women 's Institute, Church, Horticultural Society, Sports Clubs, School & Oasis Centre, Ramblers WFCPS

Ludgvan Neighbourhood Plan

Part 2 – Community Engagement Strategy

Background

The neighbourhood planning legislation places an obligation on the body responsible for preparing the Neighbourhood Plan (the Parish Council) to carry out an extensive and inclusive programme of community engagement and to prepare a 'Consultation Statement', as a supporting document to the Plan itself, to show how, when and where local people and businesses were 'engaged' in the neighbourhood planning process and what the outcome was.

Consulting with the community will be a continuous and on-going process. The Ludgvan NP Project Plan has earmarked five main consultation points during the plan-making period that are the responsibility of the Parish Council and its Steering Group to deliver:

- | | |
|---|------------------------------|
| C1 – <i>publicise intention, recruit helpers</i> | – from October–December 2014 |
| C2 – <i>'survey' of local issues and opinions</i> | – February–April 2014 |
| C3 – <i>consult on vision & objectives</i> | – January–February 2018 |
| C4 – <i>consult on first version of Plan</i> | – May - June 2018 |
| C5 – <i>consult on Pre-submission Version of Plan (Reg.14)</i> | - September 2018 |

Summary Proposal

Consultation Stage C1 – Publicise Intention, Recruit Helpers

Purpose

To let everybody who should know, what has been decided so far, what is being planned and how and why they should be involved

Method

The **local media** was used to:

- launch the neighbourhood plan, now the area designation application has been made
- show the plan-making timetable and explain the process in simple form
- confirm that the planning process is to be community-owned and led
- explain the role of the Steering Group who is on it and why
- emphasise the need to consult at key stages in the process
- give details of how to find out information, make contact, keep in touch with progress
- make a call for volunteers to join task groups

This was supplemented by '**open meetings**' to present the prospect of a neighbourhood plan, what it can achieve, why it is important to the Parish and how local people and groups can help.

Timetable:

Actual Launch Events took place at:

- 24th November 2014 - Nancledra, Gilbert Hall
- 26th November 2014 - Ludgvan Churchtown, Murley Hall
- 28th November 2014 - Ludgvan Community Centre
- 1st December 2014 - Ludgvan, Oasis Centre
- 3rd December 2014 - Long Rock, Memorial Hall
- 6th December 2014 - Ludgvan, Oasis Centre & Long Rock, Memorial Hall

Consultation Stage C2 – Survey of Local Needs & Demands

Purpose

The purpose of this major consultation is:

- To share the main findings from the evidence base
- To explore the bigger issues and main themes
- To explain and garner support for the Parish Council's forward planning policies
- To encourage and facilitate debate where it is need
- To carry out specific consultations to fill in the gaps in our knowledge and understanding

Method

- Survey of all residents
- Survey of businesses
- Attendance at Community Events

Timetable:

Actual events took place as follows:

- Survey delivered to all properties - May - June 2015
- Business questionnaire - June - July 2015
- Attendance at School Sports Day, Ludgvan Garden Day & Horticultural Show - Summer 2015
- Consultation Events at local centres³ 23rd-29th September 2016

Consultation Stage C3 –Consult on Vision & Objectives

Purpose

To share the draft vision and objectives and seek general endorsement from the community that the Neighbourhood Plan for Ludgvan is taking the right direction with the right set of objectives. In particular to:

- report back on response and conclusions from the C2 consultation programme
- share a draft vision, aims and objectives for the Ludgvan Neighbourhood Plan
- set out the themes and priorities for neighbourhood planning policies
- seek reaction/endorsement of the vision, aims and objectives
- invite suggestions for specific planning policies

Method

Drop-in event with exhibition to be held in community halls

Timetable:

January-February 2018

Consultation Stage C4 - Consult on 1st Draft Plan

Purpose

To share a first version of the Neighbourhood Plan for scrutiny by the local community and local stakeholders to ensure the policies reflects the community's agenda

- invite comment on the content of the draft Plan and specific planning policies
- invite suggestions for land and buildings to be the subject of specific policies
- identify unresolved issues and opportunities
- encourage community action in support of specific policy approaches

Method

- A first Version of the Neighbourhood Plan will put on the website
- Its presence on the website will notified to the community and local stakeholders
- Letters will be sent to those who own land or buildings that are the subject of draft policies

Timetable (provisional):

May-June 2018

³ Gilbert Hall Nanclredra, Wyevale Garden Centre, Long Rock Memorial Hall, Ludgvan Community Centre

Consultation Stage C5 – Formal Consultation on the Pre-submission Version of the Plan

Purpose

The Parish Council has a statutory duty (under Regulation 14) to ensure that consultation on the Neighbourhood Plan takes place for at least 6 weeks prior to its submission to the local planning authority and that everybody within the Parish has an opportunity to see and/or hear what it contains, and to comment on it.

Method

We propose:

- The Pre-submission Version of the Plan is put on the website and widely advertised within the Parish
- A summary leaflet is distributed to every household and business
- Key local stakeholders and those affected by policies will be written to individually
- Hard copies of the draft Plan will be placed on deposit for public viewing at suitable locations across the area

Timetable (provisional):

September – October 2018

ANY OTHER COMMENTS

Ludgvan Neighbourhood Plan

Aims and Objectives
Consultation Report
January 2018

Community Consultation – Our Aims and Objectives

1. Purpose of Report

1.1 This report presents and analyses the response to the recent Neighbourhood Plan consultation carried out in the parish of Ludgvan on the Aims and Objectives of the Plan. Following consideration of the response by the NP Steering Group the report also makes recommendations to the Parish Council (from page 11) on the Aims and Objectives that should be adopted for the Ludgvan Neighbourhood Plan.

2. Introduction

2.1 Neighbourhood planning in Ludgvan has been in progress for some two years. The process is being ‘steered’ by a Steering Group of local people appointed by the Ludgvan Parish Council. The Group’s current project plan and timetable and where we are at is summarised in the table below.

Ludgvan NP Project Plan Summary																	
STAGE:	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
Getting Started	C1																
Identify Issues	C2																
Vision & Objectives					C3												
Generate Options																	
Prepare Draft Plan								C4									
Consultation & Submission													C5	C5			
Independent Examination																	
Referendum & Adoption																	

Community Consultation Points:
 C1 - publicise intention, recruit helpers
 C2 - survey of local needs & aspirations
C3 – consult on vision & objectives
 C4 - consult on draft Plan
 C5 - consult on Plan (Reg.14)

2.2 Following a Workshop session on aims and objectives which took place on the 12th December 2017¹, the Steering Group, at its subsequent meeting on the 9th January 2018, approved a set of draft aims and initial objectives for the Ludgvan Neighbourhood Plan to be shared with parishioners for their consideration and comment. It was agreed to carry out this consultation over the weekend of the 26th to the 28th January 2018, by way of a public exhibition at three different locations as follows:

- Long Rock Memorial Hall Friday 26th January 3pm -7pm
- Oasis Centre, Ludgvan Saturday 27th January 10am - 4pm
- Wyevale Garden Centre Sunday 28th January 12noon - 4pm

3. Consultation Stage 3

3.1 The purpose of this stage of the community engagement programme (C3 on project plan above) was to:

- share the draft aims for the Ludgvan Neighbourhood Plan
- generate a range of relevant objectives
- seek reaction/endorsement of the aims and objectives
- explore the themes and priorities for neighbourhood planning policies

3.2 The Steering Group decided that the best method to do this was to hold an exhibition to display the draft proposals and invite local people to view them together and share reaction and responses.

¹ [Add link to workshop report on website](#)

4. Organising the Event/Exhibition

4.1 Members of the Steering Group shared the responsibility for organising the consultation event, with help from the Parish Clerk.

Publicity

4.2 To ensure that everyone was aware of the consultation event, a poster and publicity fliers were produced (see Appendix C). The event was also publicised on the website and in local newspapers.

Content

4.3 A set of exhibition panels comprising the **proposed aims** on a topic by topic basis was the focus of the exhibition. Included with them were some **preliminary objectives**, also generated at the December 2017 Workshop. Members of the Steering Group were on hand to encourage members of the public to express support or opposition by using the dots available and to contribute their own thoughts on the objectives of the Neighbourhood Plan and any other comments by using the 'post-it' notes.



Other photos to be added



7. Draft Aims and Objectives

7.1 Based on the very positive response received at the Consultation Events, it is concluded that the draft aims and objectives that were offered for consultation appear to have been a very reasonable reflection of the community's hopes and wishes for the future development of the Parish of Ludgvan. The implications of the response have been analysed to assess what it means for the Ludgvan Neighbourhood Plan. The conclusions reached, on a topic by topic basis, are summarised below.

7.2 The purpose of this analysis is to guide the refinement of the aims and objectives, to make them effective as the basis for the next stage of plan-making. i.e. policy writing. The opportunity to separate out those matters that cannot be addressed by a planning policy but are, nevertheless important to the community has also been taken. These are listed as 'Community Actions' that should be referred to the Parish Council for further consideration.

7.3 Natural Environment

What the dots tell us:

The scale of support expressed for the draft aims tell us that the community has high regard for the local countryside and natural environment of the Parish. It must be taken care of. Its wellbeing should not be threatened by development or pollution. Any change through development should be carefully considered and designed, whenever possible, to enhance its character. Public access to the countryside can and should be improved, as long as this is done for good reasons. A few people seem to doubt whether current farming practices are always in the best interests of the countryside.

Summary of Community Comments:

The potential impact of development on the natural environment and its wildlife inhabitants is a matter of concern. Development on greenfield sites should be avoided. The environmental quality of the 'Golden Mile' is much valued and should be protected. The value of St Michaels Way as a wildlife corridor is recognised. There is significant opposition to solar farms and wind turbines.

7.4 Built Environment and Heritage

What the dots tell us:

There is a clear expression of support for safeguarding the distinct character of the settlements, which to a large part reflects the area's heritage. New development should respect the heritage by being sensitively designed in style and layout, so as to enhance, rather than detract from, local character. Growth should be incremental, reflecting historical development, and should not out-pace the provision of essential infrastructure.

Summary of Community Comments:

Some of the recent development, including extensions, that has taken place is not considered appropriate in style and has also resulted in loss of privacy. Protecting the existing character is important. The impact of heavy vehicles on the historic environment is a matter of concern. Overall growth should be constrained, and ribbon development along the roads resisted.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Explore whether heavy vehicle restrictions can and should be put in place in historic settlements

7.5 Housing

What the dots tell us:

Housing that meets an identifiable local need is acceptable if it is of good design and sustainable construction, and the scale is appropriate to the location. Infill development is the preferred focus for new development.

Summary of Community Comments:

The provision of new dwellings that will meet a genuine local need, both in type and price, is probably acceptable.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Better understand local housing need

7.6 Community Facilities and Services

What the dots tell us:

There is plenty of support for protecting what we have and the further provision of locally delivered health and community services. Keeping pace with the latest broadband and telecommunication technology is also important to community life.

Summary of Community Comments:

Improvements to the communications network are essential.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Address concerns about access to cancer services locally

7.7 Sports and Recreation

What the dots tell us:

The current sports and recreation facilities should be looked after and there is support for the provision of additional facilities.

Summary of Community Comments:

The permanent closure of Mexico Crossing is regretted. Improved pedestrian and cycle-routes linking the right places would be welcomed.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Explore possibility of re-opening Mexico Crossing safely
- Explore the need for a better cycling network

7.8 Transport and Travel

What the dots tell us:

Measures that reduce the impact of heavy traffic on the settlement areas has much support. The safety of all road users is a matter of some concern. There is considerable support for a better network of footpaths. It is felt that new developments should not add to the on-street parking problem.

Summary of Community Comments:

Opinion about the need and value of a by-pass is divided. The impact of heavy traffic on health and safety needs to be addressed. There are localised parking issues that should be addressed.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Ensure all views on the by-pass are heard and taken into account
- Explore the need and benefit of local parking schemes
- Discuss traffic calming measures with the highways authority

7.9 Business and Jobs

What the dots tell us:

There is limited support for further business development in the area. There is an identifiable concern about the continued growth of the tourist and leisure sector and the impact of inappropriate development on the rural character of the area. Any further business development is best focussed on the re-use of redundant buildings and sites.

Summary of Community Comments:

There is little need for further industrial/business development. Limited farm diversification may be acceptable, if it protects farming and does not impact on the countryside.

Community Actions Suggested (but not a Neighbourhood Plan matter):

- Promote local companies

8. Next Steps

- 8.1 Based on the response to the consultation, the Steering Group should consider making modifications and refinements to the Neighbourhood Plan's draft aims and objectives before referring them to Ludgvan Parish Council for adoption. An adopted set of aims and objectives will enable the Steering Group to develop the planning policies of the Neighbourhood Plan.

9. Revisions and Recommendations

- 9.1 As a result of the analysis of the response received at the Community Consultation Event in January 2018, it is recommended that the following revised aims and objectives are adopted for the Ludgvan Neighbourhood Plan:

Aims	Objectives
Natural Environment	
Protect and enhance the character of the local countryside and coastline	<ul style="list-style-type: none"> • Ensure coastal protection remains adequate • Protect sensitive ecological and geological areas • Identify and improve wildlife corridors and links
Safeguard and improve responsible access to the countryside	<ul style="list-style-type: none"> • Prevent harm to the character of the landscape from development • Improve and extend the network of public rights of way • Reduce all forms of pollution
Built Environment and Heritage	
Respect local heritage and character	<ul style="list-style-type: none"> • Ensure heritage assets are recognised and protected • Protect and enhance green spaces and the heritage environment • Ensure the design of new buildings is of high quality and in keeping with the local area
Establish the limits of growth	<ul style="list-style-type: none"> • Prevent ribbon development • Ensure adequate infrastructure is in place
Housing	
Influence the scale and location of housing development	<ul style="list-style-type: none"> • Ensure new development addresses local housing needs • Ensure housing provides realistic affordable options for local people • Encourage sustainable development practices
Community Services and Facilities	
Protect and enhance local facilities and services	<ul style="list-style-type: none"> • Ensure local facilities meet changing needs and serve all age groups • Facilitate the local delivery of social care, health and education • Enable the provision of a high-quality communications network
Ensure health care and education facilities meet the needs of the community	<ul style="list-style-type: none"> • Ensure there are adequate local sports and recreation opportunities • Provide appropriate green areas, recreation and amenity space
Transport and Travel	
Ensure transport infrastructure is appropriate and safe	<ul style="list-style-type: none"> • Minimise the impact of heavy traffic on residential areas • Ensure all new developments have adequate off-street parking
Reduce the adverse effect of through traffic and heavy lorries on the quality of life	<ul style="list-style-type: none"> • Provide electric vehicle charging points in appropriate locations • Improve connectivity through the provision of safer cycling and walking routes
Improve the safety of roads, cycle routes and footways	<ul style="list-style-type: none"> • Support the improved co-ordination of public and community transport services
Encourage more use of sustainable transport modes	
Business and Jobs	
Encourage sustainable business development and practices	<ul style="list-style-type: none"> • Support business development appropriate to its location • Bring redundant buildings back into use • Enable farm diversification in the interests of viability

Appendix A - Suggestions and Comments

Nb. o and x signify extent of attendees' reaction (by use of coloured dots)

Natural Environment
<ul style="list-style-type: none"> • Save our wildlife. Protect badgers, foxes ooo • Save our foxes, badgers and wildlife o • Why can't it be a distributory road instead of a dual carriageway? It is a valuable nature corridor that will be destroyed x • Gulval to Ludgvan Golden Mile should remain green belt for environmental reasons, wildlife, flood o • Save the Golden Mile. Make it for environment and cycling, environment, birds and wildlife. Combat air pollution • Golden Mile can be a local environmental area for cycling, bird-watching, walking, wildlife • Protect St Michael's Way in its 10m buffer zone. Do not approve development just 3m distant ooooo • Pollution from smart meter contamination, from micro-wave energy • No by-pass o • Areas of waste land, why not plant with trees? oo • No fields covered by solar panels oooooooooo • Absolutely, look at damage inflicted in Tregarthen • Discrete – yes, not fields full of solar panels which are visible for miles • Not solar panels on farmland or wind turbines on elevated positions • No wind turbines ooX • Not unsightly wind turbines ooX • Wind turbines are cool and do not use nuclear power
Built Environment and Heritage
<ul style="list-style-type: none"> • Respect buildings when applying for extensions etc. to enhance the existing building and not degrade with cheap and easy not 'in keeping' add-ons. As in Tregarthen o • The approval of 8 balconies and French windows has ruined this historic hamlet where is the use of policies to protect ooo • Prevent over-looking. We have 5 balconies removing all of our privacy that we once had in our gardens • Sympathetically brought back to life with an aim to bring out the original building ooo • Where are these redundant buildings? • Historic vistas and points of interest enhance • Preserve Ludgvan Church and Murley Hall crossing. It can't take away lorries – there's often a gridlock of traffic going both ways a lorry stuck oooooooooo • Absolutely big time - small historic hamlets slowly eroding with inappropriate extensions and builds where another bit of Cornwall is eaten away for good. Stronger policies • Restrict development of 'holiday-lets' such as mobile homes, glamping pods, yurts as well as limiting these on farms under 'diversity plans' oo • End construction of uniform houses that are the same all over Cornwall oo • Ribbon development – which would happen either side of a by-pass ooooo • This could happen if a by-pass is built oooooo • How does this work? Could still have ribbon development • Heavy lorries a major problem by the church in Ludgvan Churchtown o • Far too much heavy traffic going through Lower Quarter and parking is a big problem o • Too many heavy vehicles in Ludgvan and Lower Quarter • Not wind turbines. Solar panels on roofs. Geo-thermal energy should be requirement on all new developments, houses, businesses and industry oX
Housing
<ul style="list-style-type: none"> • Not solar panels in fields – but new install on new housing development roofs oo • There aren't any brownfield sites left in the parish • Limit the scale of householder extensions and flouting of planning policy ooOX • Exactly what is 'affordable housing'? What is the price threshold? ooo • Last new houses built in Tolverth 'affordable housing' cost £255,000 • As long as they use local

- So long as they are local
- Support only if truly for local needs and not used as cash-cow and sold to remote authorities
- Within reason and be completely open for discussion
- New developments should only include social housing if needed by local people o
- We need to allow the villages to grow. People need houses
- Sustainable drainage system o

Community Services and Facilities

- Put up a phone mast ooxxxxxxxxx
- A good phone (mobile) signal would be good too oooooooooooooooooo
- O2 signal in Heather Lane is awful ooooo
- Ensure there is appropriate care for cancer sufferers in Cornwall by extending facilities at West Cornwall Hospital, so we don't have to go to Treliske or over the border oooooooooooooooooooooooooooooooooo

Sport and Recreation

- Re-open the Mexico Crossing. It used to have an automatic gate in the 70's so bring it back, please oooooo
- Put footbridge over railway line at Mexico Crossing o
- Yes please, British Rail won't pay for that
- Re-open Mexico Crossing put an automatic lock on the gate when barriers are down o
- Level crossing not so good as traffic and pedestrians are grouped together. A few year's ago a child of about 8 years was lifted up by his neck with the barrier and parents had to wait about 15 minutes whilst the child hung there (about 20 ft up)
- Access via the level crossing is quite good for pedestrians and traffic. I mean the crossing that has the barrier and lights over the railway line x
- Cornwall is full. Penwith is full oooooo
- Bridleways could become cycle routes ooo
- If cycle routes were the norm, as in Holland, there would be less traffic on the roads and people would be fitter and healthier o
- The cycle route along the coast to Penzance is brilliant and back of Gulval to Marazion off-road cycle path is great
- Vast amount of money spent on cycling routes open but not used by cyclists. Under-used
- Consult local cycling clubs/groups before constructing hopeless cycle facilities that will cause more harm than good
- Improve? What's wrong with it?

Transport and Travel

- Enforce keeping cycle paths clear of parked cars and safe oo
- Cycling to Penzance would be a pleasure if by-pass is built. Instead of the nightmare of traffic and pollution now ox
- Main roundabout A30, Morrisons traffic too fast. Too much traffic into bad. Light, noise, pollution
- More buses in evening (No.16) oooooo
- Why are the buses often double-decker? Why can't they be smaller and more often?
- Provide community bus service i.e. 'dial a bus scheme'
- Pedestrians could walk with pleasure on footpath if by-pass is built x
- Electric cars and driverless cars are coming in the next 10 years
- We need a by-pass ooxxx
- The public right of way must be kept free of obstruction either by over-grown or buildings. In particular, with the co-operation of adjacent parishes the St Michael's Way must be kept clear. Access to sites of interest such as roger's Tower, Baker's Pit enhanced with information maps/boards encourage visitors who will spend money in Parish and support economy
- I support this in respect of walking but not cycling ooxx
- This is a built-up area, with homes on each side ad a crossing at which some vehicles do not always stop
- 30,000 vehicles per day blighting the villages. We need a by-pass ox
- We definitely need a by-pass. There's too much traffic and holiday traffic going along the A30. Along with lots of accidents oooo
- A by-pass is not great for everyone xx
- The A30 traffic is nothing compared to other a roads up-country. Spend the money on something else oo

- Why are people anti-cycling?
- Cycling should be supported with better cycle-paths. Cars, trucks and pedestrians and horses also need to get around. Tolerance and good manners from everyone would be wonderful o
- Long Rock – by-passes are built then traffic comes back through village because the Range has been built in Long Rock causing more congestion for pedestrians
- No parking on Castle Road in lay-by. Should be free for lorries etc near Bowglas Close o
- No parking on public footpaths
- Close the Quarry and stop lorries ooo
- We need a by-pass oooxxxx
- By-pass will lessen weight of traffic through Crowlas we need it soon as ox
- By-pass would solve a lot of transport travel objectives oooooxx
- A solution to the lorry problem in Ludgvan Churchtown is imperative
- With driverless (electric) cars and car-sharing we won't need a by-pass oxxx
- Why can't there be a pilot scheme and make the speed limit 40 and 30 mph through Canonstown and Crowlas?
- Remove cars for sale on verges by Newtown roundabout oooo
- Are traffic lights planned for crossroads? If not, it would be very helpful oo
- Enforce speed limits ooooo
- Too much parking, mostly from Crossroads Garage, between Ludgvan CP School and A30 crossroads oooooo
- Enforce double yellow lines outside Ludgvan School and garage oooooo
- The system outside Penzance primary school is excellent
- Police parking that blocks pavements off (by garage just off A30)
- Improve the roundabout at Tempest's entrance
- Exhaust emissions and noise is absolutely horrendous on main road through the villages of Canonstown and Crowlas. Children at local primary school subject to this. By-pass essential. Top priority o
- Ban lorries (esp. big Harts ones) down from the quarry to A30 by building a designated route using existing lanes to Newtown roundabout ooo
- Enforce double yellow lines o
- Traffic lights asap oooooox
- So need our by-pass. Cycle-ways could be introduced to provide attractive, safe way down to Marazion Beach if by-pass is in place. Benefit locals and tourists alike
- Use St Erth hub to effectively reduce traffic where will all the cars go in Penzance? oo
- By-pass Canonstown oooooooooooxxxxxx

Business and Jobs

- Yes, but not to the cost of villages/pedestrians
- There are many small business units within the parish boundary. Maybe these should be better organised and signposted. Craft workshops lend themselves to a more rural aspect, e.g. surplus farm buildings
- There are lots already at Long Rock and St Erth o
- With real jobs, properly paid, not zero hours contracts o
- We depend on it and other places in the country have got the balance right
- Object to multi-nationals coming e.g. Travel Lodge on outskirts of Penzance which just destroy small businesses oooooox
- The farms are failing. What will happen to the land?
- Solar panels, parking, glamping. Golden Mile? Gone oo
- I agree on true farm diversification, but not selling off farmland for housing development ooo
- Farmers should not be allowed to 'dodge' planning reg's under the diversity banner. They get enough grants already oox

Any other Comments?

- Allow wildlife to survive as they should be enhanced not destroyed oo
- The Plan should be a vision of the future. no vision here xxxx
- Need traffic calming through Long Rock or speed cameras ooooox
- No more supermarkets needed. More leisure facilities oooooooooooooo
- Investigate the provision of a renewable energy site for the local community to be able to 'buy in' to the project and receive cheaper energy oo
- Ban lorries down Church Hill – someone is going to get killed oooooooooooooo
- Lived top of Canonstown. Very, very dangerous crossing the road, driving out of the driveway. Seen or known of some very bad accidents near
- Slow traffic. Correct bad lighting. Plant trees in work areas' entrance
- Crossing the road outside Wyevale is dangerous on foot or with cycle due to traffic on hill to roundabout. We need something safer now
- We need to identify benefits and opportunities which will flow from the construction of the new by-pass Disadvantages as well o
- Restrict parking in Darlington Rd from Trescoe. It works both ways – we all have this problem
- The aims and objectives are consultant speak – disappointing oxx
- Traffic calming measures through Long Rock need improving o
- The volume of traffic has increased dramatically in the last couple of years. All year round is dangerous
- We already have strategic local policy that supposed to protect buildings, people and locations alongside the NPPF, which asks for robust use of local policy. Cornwall Council over-rides local opinion and objection. It affects them not oo
- Most house on the main road Crowlas were built long before the current volume of traffic existed. We need a by-pass not just for road safety but also for air quality/pollution oooooxxxx
- Most questions are worded in way difficult not to agree with
- Replace the village hall with a centre comparable to all other local villages oooooox
- Enforce speed limits especially through Rose and Grouse and Canonstown o
- A by-pass is long over-due to improve the quality of life for those living on the current road oooooooooxxxxx
- No more development on green field sites ooooooooooooox
- Non-thinking of environment/neighbours when building intrusive extensions. Selfish people doing this with no thought other than for themselves. Tregarthen again
- OK to provide housing but it should be for local people and more consideration given to provision of schools, hospitals etc oo
- Stop through traffic on Jelbert Way or introduce average speed cameras
- Protect the Golden Mile oooooo
- Better use of the community centre oo
- Don't forget that Canonstown is a part of Ludgvan parish
- Reduce to 30mph oox
- Make sure that there is not too much housing development
- Ensure that infrastructure is appropriate: no increase in traffic on Long Lane – no more development off Jelbert's Way
- Consider implications of flooding in any development
- Need traffic lights to cross road at Canonstown o
- A by-pass would enable much of the development opportunities in the area oo
- No more traffic. Need a by-pass ooxxxx
- More affordable housing for local people ooooox
- Be aware a by-pass will create a massive corridor for housing, industrial etc ooxxxx
- We need an off-road car park o
- All holiday lettings i.e. caravans, yurts, glamping pods Airbnb owners should pay council tax such as a statutory tourism tax
- A number of aims and objectives plus comments suggest a by-pass will solve many problems. I quite understand why people who live on the A30 want a by-pass but: it won't solve traffic problems as there will be pinch points at roundabouts at either end; local traffic will continue to use old A30; be careful what you wish for – land between A30 and by-pass will be developed – creating even more traffic oo
- A by-pass will render the farms it crosses unusable as the fields it crosses will make the land so small that they will be useless to farmers so that will be an excuse to build houses and industrial units which will cause more pollution with the traffic oo
- Traffic lights at Crowlas crossroads will not improve flow. Will cause more pollution by stop/start and queues will go back to St Erth roundabout one way, and back to Penzance especially during the summer months. A by-pass is the solution
- Renewable energy is heavily subsidised. All energy users pay for these schemes including those on or below the poverty line and threshold

- Traffic along A30 particularly in holiday season is becoming a huge problem with idling engines leading to high pollution levels and injurious to health. Proliferation of retail outlets in long rock Eastern Green has led to huge increase in diesel guzzling delivery lorries at unsociable hours in a morning thundering past our houses
- Crowlas crossroads – mini roundabout not lights oo
- More parking for residents may be a free windscreen sticker for people on electoral register
- Review implications of flooding in any developments oooo
- A by-pass for Crowlas is long overdue. The noise and air pollution for Crowlas residents is a big problem
Congestion on the approach to Penzance deters people using the facilities offered by the town and must have an adverse effect on trade
- By-pas is essential ooooxxxxxx
- Alternative route for lorries from quarry to A30 ooooooo
- Planning application and enforcement actions should be speeded up
- Stop garage before crossroads parking their cars in the road
- Why can't we have a by-pass but not a dual-carriageway xx
- Top priority by-pass ooooxxxxxx

Appendix B

The following suggestions were made by attendees to the event and attracted significant reaction (in terms of the number of dots). To accommodate all the dots, they were 'elevated' and added to the consultation panels. Thereby attracting even more reaction.

	Agree o	Disagree x
Natural Environment		
<i>By providing a by-pass</i>	58	21
<i>Create bio-diversity corridor and green bridges along proposed by-pass/railway</i>	57	3
Built Environment and Heritage		
<i>Require wildlife friendly building methods</i>	52	2
<i>Promote village square and village green in Crowlas and Canonstown</i>	50	0
Housing		
<i>Encourage construction by local companies</i>	52	0
Community Facilities		
<i>Provide free parking for local people</i>	48	0
Transport and Travel		
<i>Support St Erth to Newtown by-pass</i>	106	29
<i>Review on-road parking in settlements</i>	7	0

Appendix C – Publicity

Double-sided Flyer

LUDGVAN NEIGHBOURHOOD DEVELOPMENT PLAN AIMS & OBJECTIVES EXHIBITIONS

A Neighbourhood Plan is a community-led statutory development plan which has legal weight and 'teeth' when it's adopted.

It will put the community in the driving seat when it comes to local planning decisions. We can draw up our own neighbourhood planning policies as long as they meet certain criteria such as not contradicting certain National and Cornwall Council Local Plan policies.

We are holding more consultation events to help us draft the necessary policies, please see overleaf for details.

THE OCCUPIER
LOWER MENWIDDEN
ANGWINACK
LUDGVAN
PENZANCE TR20 8BN



E Mail: clerk@ludgvan.org.uk Website: www.ludgvan.org.uk

LUDGVAN NEIGHBOURHOOD DEVELOPMENT PLAN AIMS & OBJECTIVES EXHIBITIONS

You have previously helped us identify issues and have provided a steer as to what policies should be included we now need your help to produce the aims and objectives that will form the framework for the policy development phase of the Plan.

These Exhibitions gives you the chance to make your input our proposals and we hope to consult on the results in March/April of this year. Please join us at either:

Long Rock Memorial Hall - Friday 26th January 3-7pm

Oasis Centre, Ludgvan - Saturday 27th January 10am - 4pm

Wyevale Garden Centre - Sunday 28th January 12 - 4pm

E Mail: clerk@ludgvan.org.uk Website: www.ludgvan.org.uk

PLANNING & HIGHWAYS ITEMS FOR INFORMATION

Cornwall Council – Planning Decisions

- (a) PA17/10394 - Treas Lew Gilly Lane Whitecross Cornwall TR20 8BZ - Seasonal roundhouse, self contained, with septic tank for holiday use - Mr Nick Clift - **Refused**
- (b) PA17/08989 - Rosemerryn Rose An Grouse Canonstow Hayle - The demolition of existing dormer bungalow and the construction of two semidetached dormer bungalows - Mr Tony Lee - **Approved**
- (c) 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 - **Approved**
- (d) PA17/11523 - La Mouette Castle Road Ludgvan Penzance - Replacement Low-Energy Dwelling. (revision in relation to Approval PA16/10365: additional built element on West Elevation to form Dining Room area. - Mr And Mrs Jim And Dani Battle - **Approved**

Highways

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Tyringham Road, Fore St, Abbey Hill, Lower Lelant and Nut Lane, Lelant

Timing: 5th March 2018 to 16th March 2018 (1900 to 0700 hours)