

LUDGVAN PARISH COUNCIL

All members of the Council are hereby summoned to attend the Monthly Meeting of Ludgvan Parish Council to be held on Wednesday 11th December, 2019 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge
Parish Clerk
06/12/2019

AGENDA:

Page No.

1. **Apologies for absence** – to receive and approve apologies for absence and note apologies not received.
2. **Declarations of Interest in Items on the Agenda** – to receive Declarations of Pecuniary Interests as declared on the Register of Interests and/or Declarations of Non-registerable Interests.
3. **Dispensations** – the Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
4. **Presentation on PA19/09309** – to last no longer than 10 minutes with 5 minutes for questions.
5. **Public Participation Period** – to last no longer than 15 minutes unless agreed by the Chairman.
6. **Parish Council Meeting Minutes** – to receive and approve the minutes of the meeting held on Wednesday 13th November, 2019. 4 - 7
7. **Matters to Note** – to receive a verbal report on any matters arising from previous minutes, not on the agenda. For information only.
8. **Cornwall Councillor Report** – to receive report from Cllr. Elliott – to last no longer than 5 minutes unless agreed by the Chairman. For information only.
9. **Cornwall Council – Planning Applications** – for consideration.
 - (a) **PA19/09309** – Construction of 5 Bungalows with Garages on Vacant Field – Land South West Of Evergreen Lodge Back Lane Canonstown TR27 6NF – Mr R Budrikis
 - (b) **PA19/06874** – Erection of a dwelling (amended design) – Land South East Of Glen Cairn Ludgvan TR20 8AJ – Mr G Penrose
 - (c) **PA19/09766** – Change of use of agricultural land to form horse riding sand school + associated works – Cucurrian Farm Cucurrian Ludgvan TR20 8AP – Mr P Ramsey
 - (d) **PA19/09833** – Creation of First Floor Amenity Area & Installation of Frosted Privacy Screen – 10 Trescoe Road Long Rock TR20 8JZ – Mr & Mrs D Roskilly
 - (e) **PA19/10164** – Retention of extension to dwelling – Gwel-An-Margh Ludgvan Penzance TR20 8BL - Mr And Mrs Higgins
 - (f) **PA19/09988** – Erection of two detached houses and associated siteworks – Omeagayne Canonstown Hayle TR27 6LU – Mr K Freer
- Appeals** – for consideration.
 - (i) **PA18/11590** – Tremenheere Sculpture Garden – for comment by 17 December.
 - (ii) **PA19/04524** – Blowing House Hill – for comment by 17 December.
 - (iii) **PA19/00814** – Trink Bungalow – for comment by 18 December.
- Street Trading Licensing** – for consideration.
 - (iv) **LI19/007583** – Street Trading Renewal Application – Mr K GG Davies – to continue trading in a layby on the A30 near Newtown roundabout/Crowlas

- 10. Finance Report**
- (a) Payment Schedule – *for approval.*
 - (b) Receipts – *for information.*
 - (c) Bank Reconciliation – *to note that the latest bank reconciliation has been signed.*
 - (d) Budget Monitoring Report – *for information.*
- 11. Recruitment Panel**
Panel members to be appointed to shortlist on Thursday, 2nd January at 6pm and interview all day Saturday, 11th January. Venue: The Oasis.
- 12. Allotments** – *to discuss and approve.*
- (a) Working Party Recommendations on fees for next year.
 - (b) Working Party Recommendations on other matters.
 - (c) Monthly inspection re LR #7A.
- 13. Budget 20/21** – *to discuss.*
Accounts & Audit Committee’s recommendations.
- 14. Parish Council Promotional Leaflet** – *to consider.*
Cllr. Elliott’s model layout and content examples. 8-11
- 15. Auto Speed Watch Roadside Units** – *to consider.*
Cllr. Price-Jones’ findings re safe/permitted sites, prior to purchase.
- 16. Climate Emergency** – *to consider.*
- (a) Cornwall Council’s Climate Emergency Plan 12-19
 - (b) Climate Change – What Can Your Council Do? 20-22
 - (c) Cornwall Council – Grow Nature Toolkit – Alternatives to pesticides
<https://www.cornwall.gov.uk/environment-and-planning/grow-nature/about/alternatives-to-pesticides/>
- 17. Clerk’s Report** – *updates, for information.*
- (a) Community Governance Review – Draft recommendations.
 - (b) Quote for Tolverth Field repairs.
 - (c) Recruitment – update.
 - (d) Crowlas Cemetery – Structural Surveyor’s Report.
- 18. Website** – *update on progress and approval:*
- (a) Candidate Privacy Notice 23-25
 - (b) Data Protection Policy 26-30
 - (c) Terms of Use Notice 31-32
 - (d) Training
- 19. Community Emergency Plans** – *to receive an update on progress.*
- 20. Neighbourhood Development Plan** – *to receive an update on progress.*
- 21. Design Statement** – *to receive an update on progress.*
- 22. Affordable Housing Plan** – *to receive an update on progress.*
- 23. Training** – *to appoint Members and the Clerk to attend various courses.*
- 24. Highways, Bridleways and Footpaths** – *to receive reports and agree actions.*
- 25. For Information** – *to receive updates on any meetings attended by Members or the Clerk as representatives of the Parish Council; future dates for the diary; and any matters of interest from Members or the Clerk.*

- 26. Correspondence – to receive and agree actions.**
- (a)** Strengthening police powers to tackle unauthorised encampments – Government Consultation. Open to public. Consultation ends: 05/03/2020. Responses to: www.gov.uk/government/consultations/strengthening-policepowers-to-tackle-unauthorised-encampments
- (b)** NALC request for Councils to let them know their views on the Consultation in (a) above, by 19th February, 2020.
- 27. Agenda Items – to receive items for next meeting.**
- 28. Planning & Highways – For information (see attached) **33****
- 29. Correspondence – For information**
- (a)** Planning News for Local Councils and Agents, Autumn 2019. **34-41**
- (b)** Police Volunteer Vacancies. **42**
- (c)** Business Rates relief on Public Conveniences.
- (d)** New NALC Guide to tackling loneliness. **43-44**
- (e)** New NALC Good Councillors Guide to Transport Planning. **45**
- (f)** Highways Factsheet – Winter maintenance. **46-47**
- (g)** Devon & Cornwall Police – Latest Alert and Scams

LUDGVAN PARISH COUNCIL

Chairman:
Councillor Roy Mann

The Old Mill,
Nancledra,
Penzance,
Cornwall TR20 8NA
(01736) 740922
clerk@ludgvan.org
www.ludgvan.org

Clerk to the Council:
Joan Beveridge

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 13TH NOVEMBER 2019, IN THE OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors: R Mann (Chair); S Elliott; S Miucci; J Munday; M Parker; C Price-Jones; M Taylor; L Trudgeon

IN ATTENDANCE: Joan Beveridge (Clerk)

- LPC 1017 Apologies for absence**
An apology was received from Cllr Squire; Cllr Cartwright absent without apology.
- LPC 1018 Declarations of interest in Items on the Agenda**
None.
- LPC 1019 Dispensations**
None.
- LPC 1020 Public Participation Period**
None present.
- LPC 1021 Minutes of the Parish Council Meeting on Wednesday 9th October 2019**
The minutes were **approved as a true and correct record of the meeting and duly signed by the Chairman.**
- LPC 1022 Matters to Note**
Church Hill's overgrown gutters reported via Cornwall Council's Report It on-line form.
- LPC 1023 Cornwall Councillor Report**
- (i) Bowls Farm, old notice cancelled, new notice issued. Appealing again.
 - (ii) Recycling being removed from CC car parks, supermarkets may follow suit.
 - (iii) CC changes to waste collection.
 - (iv) Integrated bus scheme – Community Bus Networks could transport patients when not used by schools.
- LPC 1024 Cornwall Council – Planning Applications - For decision;**
The Council's resolutions are shown in **BOLD** below:
- (a) PA19/08511 – Alterations to existing building including window openings and internal alterations to create first floor to be used as storage (revised application to approval PA18/11284) – Rosevidney Manor Road Between Lane To Tregilliowe Farm And Gitchell Lane Rosevidney Crowlas TR20 9BX – Mr & Mrs K Whittam – **Council objects to this application on the grounds of overlooking, the loss of privacy to neighbours and particularly to the breach of condition 7 of the previously approved application, requiring the applicant to block up overlooking windows. Council strongly supports the enforcement of condition 7.**

- (b) PA19/08282 – Outline planning permission with all matters reserved: Two dwellings – Whitecroft Gilly Lane Whitecross TR20 8BZ – Mr & Mrs Veal – **No objections – (3 in favour, 1 against, 5 abstentions) but Council considers the application not to be in the spirit of the “emerging” Ludgvan Neighbourhood Development Plan.**
- (c) PA19/09139 – Certificate of lawfulness for existing use of land for residential curtilage – Eglos Cottage Access Track To Meadowvale Ludgvan TR20 8HQ – Mr Ben Matthews – **No comment.**
- (d) PA19/09306 – Extension and alterations – Lower Trenowin Farm Road From B3311 To Angwinack Ludgvan TR20 8BL – Mr & Mrs William – **No objections.**
- (e) PA19/09307 – Listed Building Consent for above alterations – Lower Trenowin Farm Road From B3311 To Angwinack Ludgvan TR20 8BL – Mr & Mrs Williams – **No objections.**
- (f) PA19/09228 – Construction of first floor extension and associated works – 43 Godolphin Road Long Rock TR20 8JW – Ms C Page & Mr S Edwards – **No objections.**
- (g) Appeal re PA19/01725 – noted.

LPC 1025 Finance Report

It was **RESOLVED** that:

- (a) **the Payment Schedule totalling £12,884.14 (appended) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £250 be noted;**
- (c) **the bank reconciliation be noted;**
- (d) **the budget monitoring report be noted.**

LPC 1026 Allotments

It was **RESOLVED** to hold a meeting of the Allotments Working Party on 10th December to discuss next year’s fees.

LPC 1027 Cemeteries

It was **RESOLVED** to invite quotes re remedial drainage work required adjacent to Crowlas chapel.

LPC 1028 Tolverth Field, Long Rock

It was **RESOLVED** to provide a maximum of £500 towards the costs of replacement of the gate post, gravel and adjacent fencing damaged by trespassers.

LPC 1029 Councillor Roles

Following discussion, it was **RESOLVED** to allocate lead responsibility to individual Councillors on an issue by issue basis.

LPC 1030 Tackling Littering

Following discussion, it was **RESOLVED** to promote local litter picks on similar basis to beach cleans.

LPC 1031 Parish Council Promotional Leaflet

Cllr Elliott agreed to bring a draft of the leaflet to the December meeting for discussion.

LPC 1032 Auto Speed Watch Roadside Units

Cllr. Price-Jones presented findings on costings, with a view to providing two units for Long Rock and two units for Ludgvan Lower Quarter, of approx. £1,280. Cllr. Price-Jones agreed to contact Highways re safe/permitted sites to locate the units. It was **RESOLVED** to purchase four units.

LPC 1033 Budget 2020/21

It was **RESOLVED** to hold a meeting of the Accounts & Audit Committee to discuss a draft budget on Monday, 25th November at the Oasis.

- LPC 1034 Clerk's Report**
- (i) Parish Logo – Pupils at Ludgvan School are participating in a competition to define what Ludgvan means to them.
 - (ii) Ludgvan Square Telephone box – It was decided not to take it on.
 - (iii) Christmas Trees – It was **RESOLVED to approve the provision of 3 trees.**
 - (iv) It was **RESOLVED to approve the Calendar of Meetings, 2020.**
 - (v) Aggregates Fund – It was **RESOLVED to submit an application for funding towards the costs of repair work required on Crowlas Cemetery walls.**
- LPC 1035 Website**
It was **RESOLVED to approve the Privacy Notice.**
- LPC 1036 Community Emergency Plans**
Advisory booklets are being circulated between the four areas. Leaders of each area Steering Group agreed to meet, within their pairs, to draw up schedules/timetables.
- LPC 1037 Neighbourhood Development Plan**
Responses to the Examiner's comments on the Plan were drawn up by the NDP Committee and posted to the website, alongside the responses by Cornwall Council.
- LPC 1038 Affordable Housing Plan**
Progressing well.
- LPC 1039 Design Statement**
Cllr. Price-Jones agreed to circulate a new draft, incorporating feedback and including photographs, prior to the December meeting.
- LPC 1040 Training**
None.
- LPC 1041 Highways, Bridleways and Footpaths**
Cllr. Taylor gave a report of additional signage required on St. Michael's Way, following inspection of the stretch between Bowl Rock and bridleway 52/2.
- LPC 1042 For Information**
Cllr. Parker laid the poppy wreath on Remembrance Day on behalf of Council.
Cllr. Parker reported that the Marazion Marsh tidal flap had been repaired but that instead of installing a silt trap as originally proposed, deep pools and channels were being dug – however it will take at least a year for invertebrates to return due to the unimpeded ingress of sea water to the marsh.
Cllr. Elliott reported ongoing complaint of water flooding onto the railway line at Rosevidney due to grips dug last year having filled up. Network Rail threatening to sue Cornwall Council. He intends to call a site meeting.
- LPC 1043 Correspondence**
- (i) CALC AGM – Cllr. Mann to attend.
 - (ii) Power for People – noted.
 - (iii) Street Trading Sub Committee – Cllr. Mann to attend re LI19/05916.
- LPC 1044 Agenda Items for Next Meeting**
None.
- LPC 1045 Exclusion of the Press & Public**
It was **RESOLVED that: under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, 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.**
- (i) The Clerk gave verbal notice of her decision to resign.
 - (ii) It was **RESOLVED to hold a meeting of the Employment Committee to approve a recruitment process and schedule on 18th November at the Oasis.**

Treasurers Account

Payments made between 10/10/2019 and 13/11/2019

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
18/10/2019	NEST Pension	DD16	76.91			4030	100	32.96	Employer's contribution
						4000	100	43.95	Employee's contribution
13/11/2019	Ludgvan School	3284	50.00			4150	100	50.00	Logo Prizes
13/11/2019	Viking Direct	3285	187.12		12.19	4070	100	60.93	Stationery+p+p
						4070	100	114.00	Stamps
13/11/2019	E.R. Jenkin & Sons Ltd	3286	8,703.95		1,450.66	4420	140	4,500.00	Aggregates Fund payment
						4120	120	2,753.29	LR Allots Cement Fence
13/11/2019	E H Rich	3287	1,660.43			4430	140	1,575.64	LMP
						4120	140	30.00	Whitecross Paint
						4120	130	54.79	CH Allotments - Post maint
13/11/2019	Simon Rhodes	3288	414.00			4120	130	414.00	Plot #34 fire damage maint
13/11/2019	M Joan Beveridge	3289	1,448.12			4000	100	1,346.01	Clerk's Salary
						4070	100	18.00	Office costs
						4070	100	1.36	Tel Calls
						4070	100	6.70	PC/Stationery
						4060	100	76.05	Mileage
13/11/2019	HM Revenue & Customs	3290	343.61			4000	100	220.58	PAYE
						4010	100	123.03	NI
Total Payments:			12,884.14	0.00	1,462.85			11,421.29	

Signed by:
(Chair)

Dated: 13th November, 2019



Your Community - Let's Hear Your Voice!

Madron Parish Neighbourhood Development Plan

CONTACT DETAILS FOR FURTHER INFORMATION

Madron Parish Clerk
07855774357
madronpcclerk@hotmail.com

Madron Parish Council
www.madron.org

WHAT IS A NEIGHBOURHOOD DEVELOPMENT PLAN

Neighbourhood planning was introduced by the Government to give communities more control over the ways in which their neighbourhoods developed.

This would be achieved by communities creating their own neighbourhood development plans.

These neighbourhood development plans, or neighbourhood plans for short, are a community-led framework for guiding the future development, growth and conservation of an area.

They are written by the community and, while they must conform to National Policies and the Local Authority plans, they must reflect the wishes of the community. A completed plan must pass an independent examination and gain community support through a referendum of residents.

Once we have achieved this, our plan would then be adopted as a formal planning policy by Cornwall Council. This statutory status will give our Neighbourhood Plan far more weight in planning decisions.

It can set out local level planning policies for the area, shaping the



future development of Madron Parish. Our neighbouring parishes of Ludgvan and Penzance Town are already well down the road to completing their plans and if we want to have the same statutory status as them in any planning discussions, we need to create our own plan. ■



YOUR NEIGHBOURHOOD PLAN

Your Parish Council has started the creation of your own neighbourhood plan. This will cover the whole of Madron civil parish and is being put together to protect the things that we all love about our community. This plan should see that future



development enhances rather than damages our environment, but it needs your support for it to be accepted as representing the community's wishes.

Your Parish Council has started the project but most of the hard work is being done by volunteers and they would really appreciate more help. They need to know what the community values in our parish, and what it sees as important in subjects such as housing, the natural environment, our built environment and heritage assets, transport, jobs, businesses, and local facilities and services.

To find this out, they will need to conduct surveys, hold consultations and events, and share their reports and findings with you for the community to comment on. This work has only just started and will go on over the remainder of this year and into 2020. ■

YOUR PARISH

Madron civil parish is probably bigger than you may realise, and you may not know for sure whether you are living in Madron parish or in one of our neighbouring parishes.

Madron parish stretches from Buryas Bridge in the south up to the Tinner's Way in the north, and from Great Bosulow in the west to Badger's Cross in the east. The full extent is shown on a map of the parish on the reverse of this leaflet so you should be able to spot if you are "in" or "out".

Although we are a large rural parish, the population is small, only 1,569 at the last count. However, we are distinctive in that:

- Approximately 80% of the parish is an Area of Outstanding Natural Beauty (AONB).
- There are at least 7 County Wildlife Sites.
- We have areas of Ancient Woodland.
- The southern part of the parish is an Area of Great Landscape Value (AGLV).
- We have 166 Historic England listed features across the parish, from the very small (the spout in



the wall outside Landithy Hall) to the large (complete buildings such as St Maddern Church).

We have a lot to cherish in our environment and having a neighbourhood plan would go a long way towards recognising this in the future. ■



THE FIRST SURVEY

Enclosed with this informative leaflet is the first of these surveys. This is aimed at collecting a high level view of the community's initial thoughts on topics within the remit of a neighbourhood plan.

All the information you need to complete it should be on the survey form itself, including contact addresses of the project team members in case you have a query, or even wish to volunteer your services to the project.

This survey is just the starting point for gathering information, and there will be follow up consultations to build on these first responses, all leading to the putting together of policies for the plan.



So may we request your support towards helping your parish and all the hard working volunteers by you giving a positive response to our first survey. ■



ENDORSEMENT

Colonel Bolitho OBE,
Lord Lieutenant of the County

"I am sure we all feel that Madron Parish is a special place in which to live, and on our behalf a team of volunteers are working hard with our parish council to enhance the protection of our environment.

I believe strongly in the value of having an effective neighbourhood development plan and I encourage you all to respond positively by completing and returning survey forms or attending future neighbourhood planning community events.

We can shape our future and make our voices heard." ■



ENDORSEMENT

Vic Peake, Chairman
Madron Parish Council

"For some years your Parish Council has wanted to protect the parish by making a neighbourhood plan and now with the support of the community we have the chance to do this.

We need to seize this opportunity and help to drive this project through to completion.

In doing so, we will not only be putting your responses to managing development into a statutory document but also creating a stronger community spirit through the very act of working together." ■



Madron Parish


1 CHUN CASTLE
 Chun Castle is a large Iron Age hillfort on the summit of Chun Downs near Morvah. It was built about 2,500 years ago and its name means 'the house on the downs'.




2 MEN-AN-TOL
 Men-an-Tol or the Holed Stone is believed to belong to the Bronze Age, making it around 3,500 years old. It is also known locally as the "crick stone".



3 MEN SCRYFA
 A solitary standing stone or menhir between Men-an-Tol and the Nine Maidens, the name means 'stone of writing'. On it is inscribed RIALOBRANI CUNOVALI FILI.



4 LANYON QUOIT
 A dolmen southeast of Morvah. It collapsed in a storm in 1815 and was re-erected nine years later, and is now very different from its original appearance.



5 DING DONG
 The Ding Dong mines lie in an old and extensive mining area. Since 2006 the site has been a UNESCO World Heritage Site, part of Cornwall and West Devon Mining Landscape.




6 MADRON CHAPEL
 The ruin of a 12th century chapel dedicated to St Maddern occupies the site of a much older Celtic structure. Madron Well is a spring nearby decorated with 'clouties' or offerings.




7 MADRON
 A civil parish and village in west Cornwall, named after Saint Maddern's Church, a Grade I listed building built in the 14th and 15th centuries.




8 TRENGWAINTON
 Trengwainton, meaning 'farm of eternal springtime' in Cornish, is a country house and garden which has been in the ownership of the National Trust since 1961.



9 MULFRA QUOIT
 Mulfra Quoit is a Neolithic dolmen, or single-chamber megalithic tomb. It stands on Mulfra Hill to the north of the hamlet of Mulfra.



12 BISHOPS HEAD & FOOT STONE
 A stone set in the ground, marking the old boundary between what were then Gulval and Zennor parishes.




13 CASTLE AN DINAS
 A granite quarry straddling the border between Madron and Ludgvan parishes. It is overlooked by an ancient hill fort and the Roger's Tower folly, built in 1798.



10 NEW MILL
 A settlement that includes the hamlets of Boskednan and Bodrifty. Nearby is Trythall School and the former mission church of All Saints, built in 1885 for the mining community.




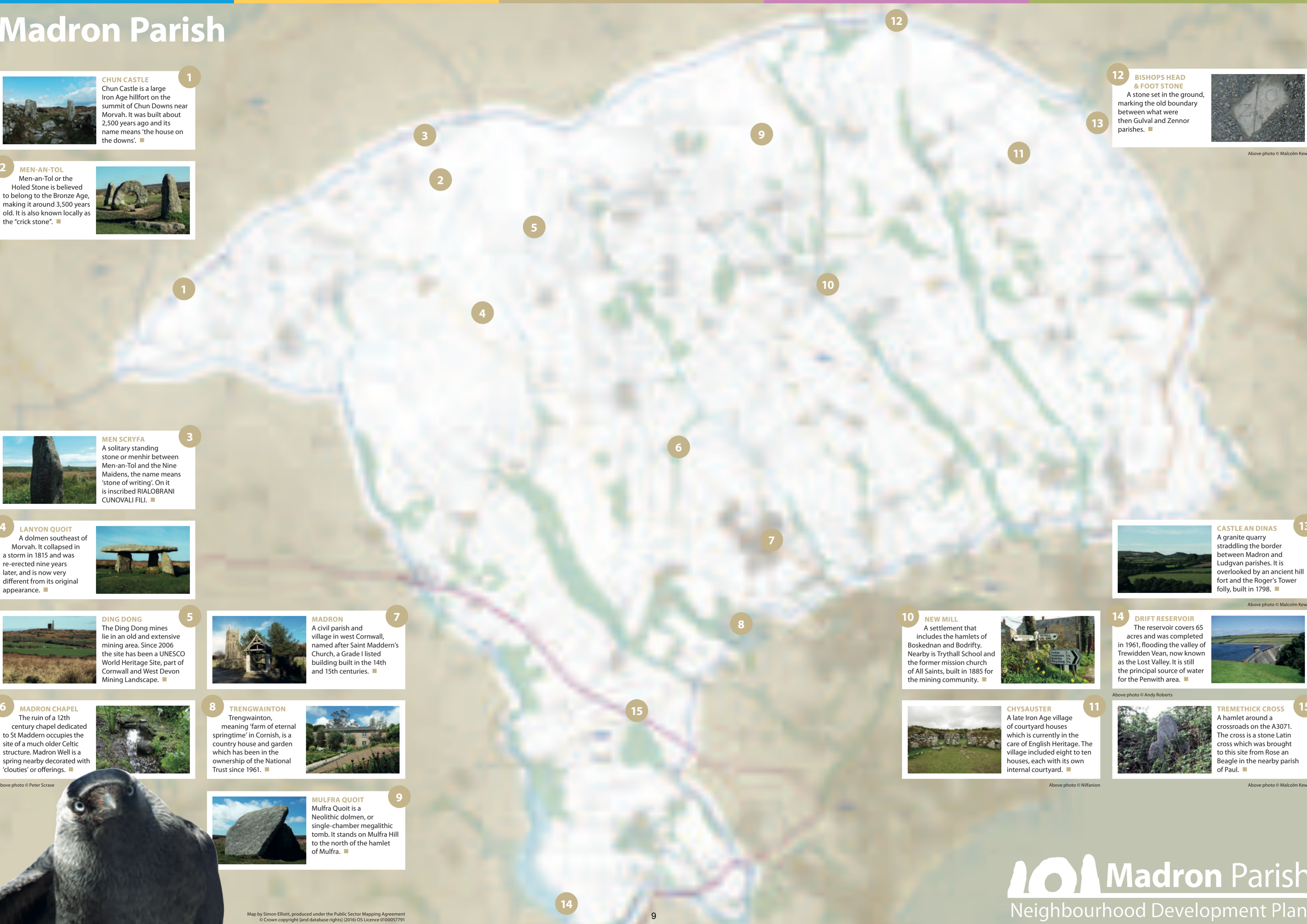
11 CHYSAUSTER
 A late Iron Age village of courtyard houses which is currently in the care of English Heritage. The village included eight to ten houses, each with its own internal courtyard.



14 DRIFT RESERVOIR
 The reservoir covers 65 acres and was completed in 1961, flooding the valley of Trewidden Vean, now known as the Lost Valley. It is still the principal source of water for the Penwith area.



15 TREMETHICK CROSS
 A hamlet around a crossroads on the A3071. The cross is a stone Latin cross which was brought to this site from Rose an Beagle in the nearby parish of Paul.

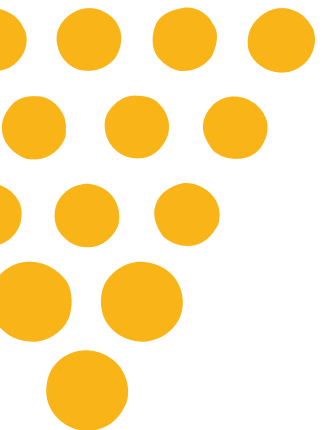





Your Ludgvan







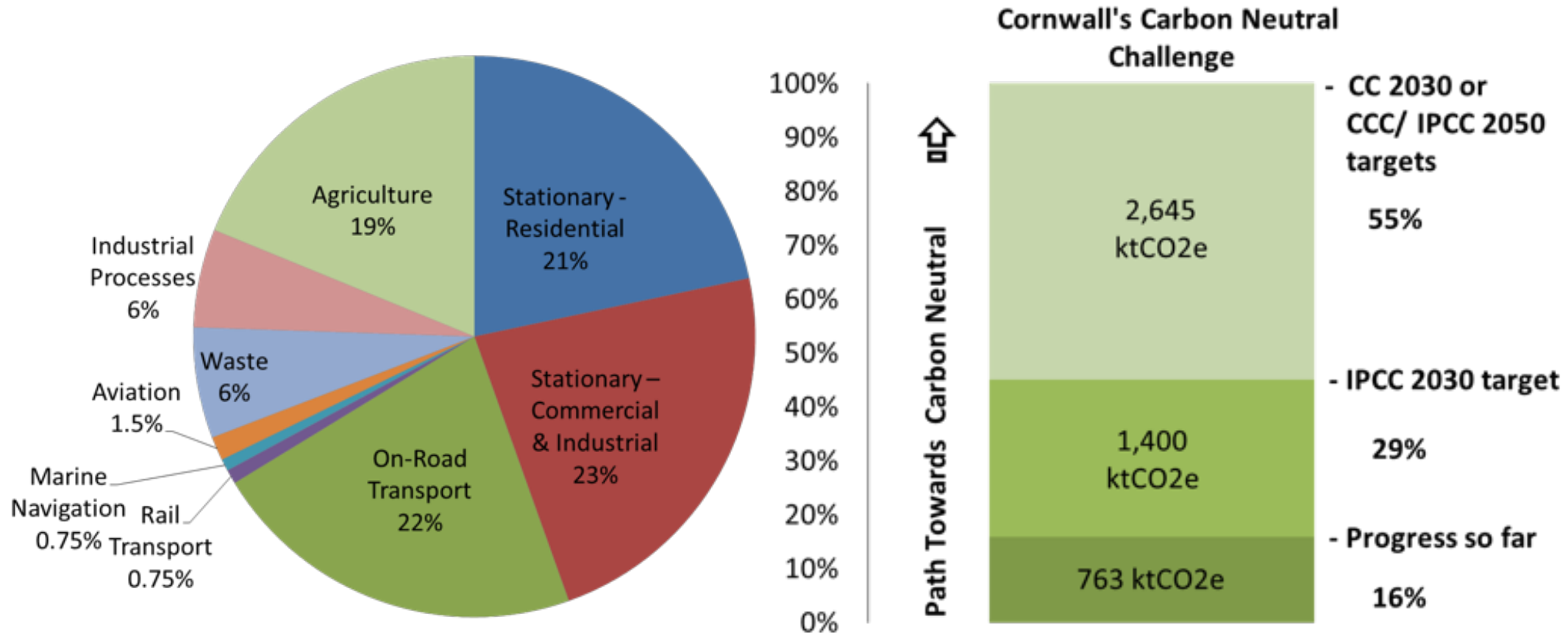
Climate Emergency

Striving towards a Carbon Neutral Cornwall

 www.cornwall.gov.uk

Cornwall's current carbon footprint

Based on Cornwall's current Green House Gas inventory (2016 data year) Cornwall's current carbon footprint is 4.05 million tonnes Co₂e (c28% were non-Co₂ GHGs)



Since the last Greenhouse Gas inventory produced in 2011 (2008 data year) Cornwall's Co₂e footprint* **has reduced by c19%** and at the latest estimate **37% of our electricity now comes from renewables.**

*Based on preliminary figures . Final 2008-2017 figures¹³ expected by September 2019

Our focus

The Council is now working towards developing programmes of work which will achieve the following aims:

- Reduce carbon emissions from commercial, industrial & public sector organisations and promote a circular economy
- Cornish households reduce their carbon footprint and make more sustainable choices
- Reduced emissions from transportation including people and goods
- Expansion of renewable energy
- Climate resilient communities, landscapes and infrastructure
- Increased carbon drawdown through natural and engineered climate solutions



First Things First – Deliver on Cabinets priorities



Whole House Retrofit



Climate Change
Delivery Plan Document (DPD)



Forest For Cornwall

Cornwall Council's role in the system

Decision making wheel
 Transition of fleet
 Budget challenge
 Behavioural change



Whole House Retrofit Pilot
 Investment in Deep Geothermal
 Forest for Cornwall



Climate Change Development Planning Document
 50:50 Future Cornwall

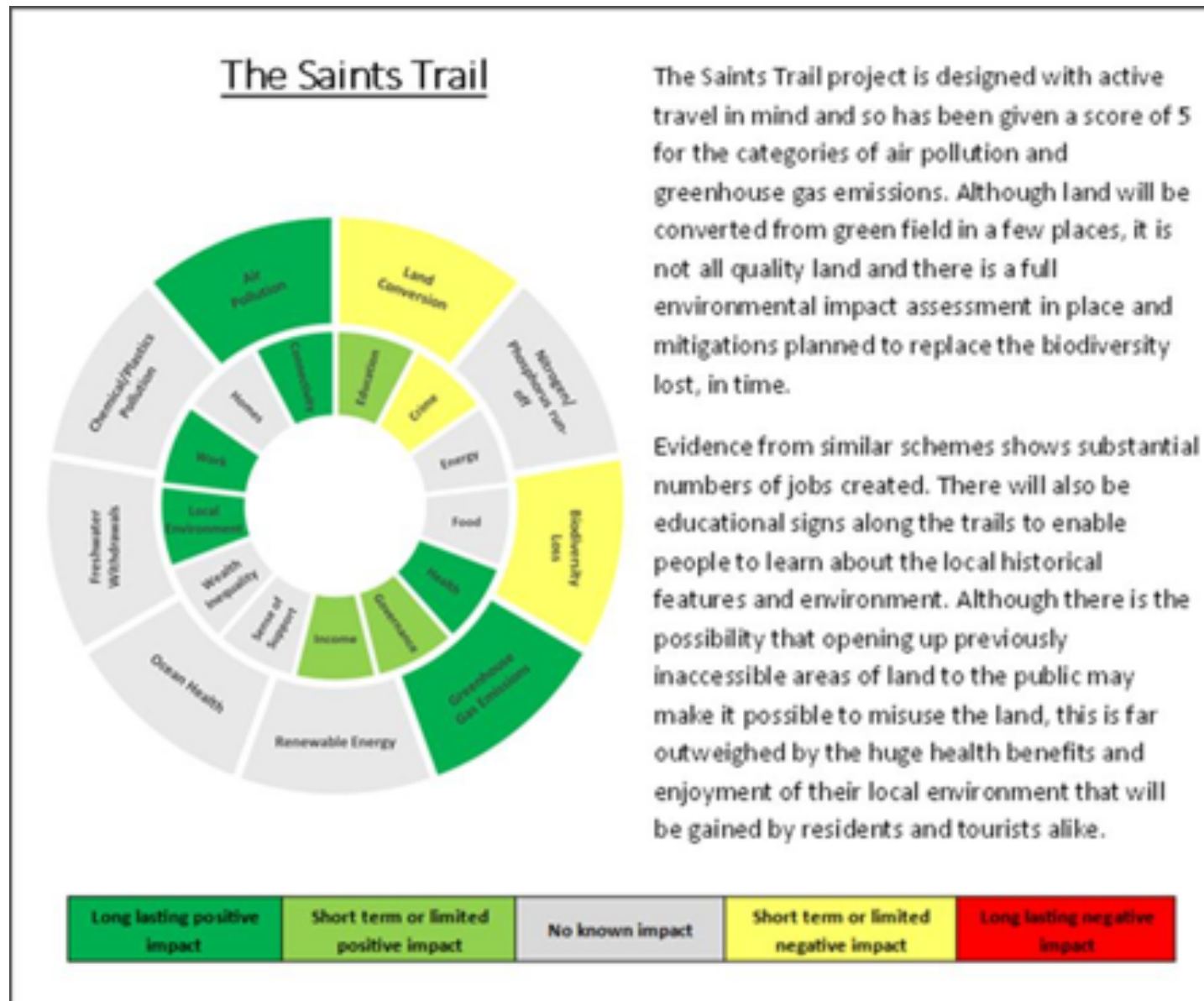


Local Industrial Strategy – Clean Growth Focus
 Cornwall Isles of Scilly Leadership Board declare Climate Emergency
 Localism Summit and Cornwall Schools Eco-conferences



Partnering with West Midlands Combined Authority to pilot Energy Innovation Zones
 Lobbying Government about energy infrastructure
 £23.5m for secured from Department of Transport to reduce bus fares

Decision making



Working in partnership

- Consider both mitigation and adaptation strategies
- Consider alternative finance models
- Align with existing activity and initiatives
- Embed climate change considerations within decision making processes
- Sharing of good practice and co-designing solutions
 - Understanding your baseline
 - Working with other town & parish council's
 - Engaging the voluntary and business sectors
 - Public engagement and education activities



Thank you / Meur ras

If you have any questions or comments

Climatechange@cornwall.gov.uk

CLIMATE CHANGE!

WHAT CAN YOUR COUNCIL DO?

This document is intended to help Town and Parish Councils address the massive environmental challenges facing all of us. This is not an exhaustive list of actions but is intended to help councils put carbon reduction, carbon sequestration and the environment at the heart of all policy and decision making. This climate emergency is providing all of us with an opportunity to look at exciting, new policies and actions that may save money and build stronger, more resilient communities.

THE BIG 5 OBJECTIVES

Declare a Climate Emergency

A hugely powerful statement to make to parishioners showing commitment to support other local councils and adding to the wave of communities demanding that Westminster takes a meaningful lead on addressing climate change.

Form a Climate / Environment Action Group

Form an climate action group including councillors, local experts and representatives of local groups, to focus on addressing the environmental crisis, explore ideas & prioritise actions, and feedback to regular full council meetings.

Inform and educate

It is really important to inform our local community of the environmental crisis we are facing. Many of the changes needed to avoid runaway climate change have the potential to be transformative for our community bringing people together and empowering them to envisage a safer and better future.

Short-term actions

Actions that can be taken almost immediately for little or no cost, and that will have an immediate impact

Longer-term goals

Projects that may take more resources to achieve (primarily time & money) or need planning ahead.

SHORT TERM ACTIONS

- Agree to produce a climate action plan to reduce CO2 emissions. Use a carbon footprinting guide to measure your council's current carbon usage and set annual targets to become carbon neutral by 2030. <https://www.carbontrust.com/resources/guides/carbon-footprinting-and-reporting/carbon-footprinting/>
- Switch to a **renewable energy supplier** for all council run buildings / street lighting etc.
- Install **LED / low energy bulbs** in all council run buildings / street lights
- Become a '**dark sky town**' and turn off street lights after 12pm
- Actively work to **reduce consumption**, reduce waste and recycle. Use recycled paper & environmentally friendly cleaning products in all council facilities.
- Commit to using **LOAF ingredients** (Local, Organic, Animal friendly, Fairly traded) at council functions. Make it a policy not to use disposable cups, plates or bottled water.
- When awarding **contracts for goods or services**, recognise potential carbon emissions as another element to be considered alongside price. Source locally wherever possible.

Medium to Longer Term Actions

Communication

- Create reliable and regular communication via a council web site, social media and the local press to **share & exchange information** with your local community, on how they can take positive action, where they can source environmentally friendly products and be involved with assisting their community to reduce its carbon emissions.
- Act as a voice for the community to **lobby for action on climate change**, raise the profile & share lessons with higher levels of government. Lobby your MP, and Westminster for all initiatives that will support your community to reduce carbon emissions.

Policy and Planning

- Develop a ten year **Climate / Environment Action Plan**, in consultation with local community.
- Create and regularly review a legally binding **Neighbourhood Development Plan**.
Consider including policies which promote **high standards of energy efficiency and include renewable energy provision for all homes and businesses** e.g. all new homes to be certified to Passivhaus (http://passivhaus.org.uk/what_is_passivhaus.php) or Net Zero Carbon Building (<https://www.ukgbc.org/ukgbc-work/advancing-net-zero/>) standards.
Include provision for Clean Energy Schemes (wind turbines, solar arrays), and electric car charging points.
Ensure that the neighbourhood plan includes policies to prevent installation of oil or gas heating systems in new homes or businesses as per government strategies.
- Press for **planning policy changes** at the county and national level, to promote zero carbon development.

Energy / Water

- Commission a thermal imaging study to highlight poor **insulation in local homes and businesses**. Research and promote grant schemes / other funding to enable people in the community to retro fit their homes with better insulation.
- Install **renewable energy sources** on community buildings including community solar panels, passive solar water heating.
- Identify and liaise with organisations working with **vulnerable people** in your area, who may be able to help them access support, e.g. grant funding for insulation, renewable energy.
- Work with your unitary or County Council and the Environment Agency to **reduce water use** and take **flood prevention** measures

Management of parks, green spaces, roadsides & pathways

- A Climate Action Plan** should include a plan for the maintenance of all council managed parks, green spaces, roadsides & pathways, and how they can be used for **carbon sequestration, to promote biodiversity, and support local food production**.
- Climate Action Plan** should include a **pollinator action plan**.
- Cut less grass & verges – re-wild areas instead. Plant wild flowers & meadows. This will reduce the need to mow (thereby reducing carbon emissions and cost) and will help support biodiversity, carbon sequestration, and our struggling insect populations.
- Plant trees** for carbon capture & food.
- Use parks and green spaces for **community growing** projects. Education is key. Involve local schools in this.
- Install bird & insect boxes. Another ideal project to involve local schools.
- Stop using weedkillers** and other chemicals in parks, green spaces, roadsides and pathways. Explore natural methods of weed suppression or allow the weeds to thrive and enjoy them – many are beautiful and important food for wildlife. Hot water weed suppression systems could be purchased and shared between councils.
- Employ or train gardeners, linesmen or groundsmen in **regenerative gardening** techniques. Also ensure contractors understand and practice regenerative gardening.
- Make **play areas more natural** needing less maintenance – encourage children to use their imagination instead and allow for risk taking. Children need to learn these skills.
- Consider creating wild life areas in closed cemeteries

Business / local producers

- When awarding **contracts for goods or services**, recognise potential carbon emissions as another element to be considered alongside price. Source locally wherever possible.
- Encourage local businesses & producers to declare a climate emergency and work towards becoming carbon neutral. Develop a council '**kite mark**' or award scheme to reward local businesses / producers who are committed to working on this and celebrate progress.
- Promote local businesses that offer **refill** options and support **repair café & skills share** projects
- Encourage use of locally grown produce and **actively support local producers** who have adopted organic practices.

Tourism / Recreation

- Find ways to reward tourists that arrive by **bus / train / bike**.
- Encourage responsible tourism.
- Install **water bottle refilling stations** in village or town centres.

Transport

- Install **bike racks especially at bus stops** & display a map with safe walking / cycling routes within the local area.
- Promote **public transport**. Encourage and lobby for better and cheaper bus links to train stations and surrounding area.
- Promote **car-sharing**.
- Encourage electric vehicles** in town and village centres with charging points – perhaps free parking for electric cars?
- Install community **electric vehicle charging points** for households that have no off-road parking.

Thank you to the many groups and individuals that have contributed to the ideas in this document especially Transition Helston. Everyone is agreed that making changes to reduce carbon emissions is challenging though the possibilities for meaningful action are unlimited, and only bound by your creativity and effort! We wish you and your council well in taking the first steps to a safer and healthier future for us and especially our children.

General Data Protection Regulations and Data Protection Act 2018

Candidate Privacy Notice

What is the purpose of this document?

We take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. It provides you with certain information that must be provided under the General Data Protection Regulations and the Data Protection Act 2018.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, unpaid work, outside interests
- Any information you provide to us during an interview.
- Any test results arising from the recruitment and selection process.
- We may also collect, store and use the following types of more sensitive personal information:
 - Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
 - Information about your health, including any medical condition, health and sickness records.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate
- Your named referees
- Cornwall Council Occupational Health Department (where appropriate)

How we will use information about you

We will use the personal information we collect about you to

- Assess your skills, qualifications, and suitability for the work
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

General Data Protection Regulations and Data Protection Act 2018

Lawful basis for collection and processing

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We also need to process data to ensure that we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability, for example whether adjustments need to be made during a test or interview.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicants and we have concluded that they are not.

Having received your application form we will process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the post. If we decide to offer you the post, we will then take up references.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We do not anticipate processing information about criminal convictions in relation to this post.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

How is data protected?

We take the security of your data seriously. We have put internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

General Data Protection Regulations and Data Protection Act 2018

Data retention

How long will you use my information for?

The successful candidate's data will be held under our General Data Protection Policy, details of which will be made available on confirming the offer of employment.

Unsuccessful candidates' data will be retained for a period of six months after we have communicated our decision to you. We retain your personal information for that period so that we can demonstrate, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with current laws and regulations.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Chairman in writing.

Right to withdraw consent

When you apply for this role, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Chairman. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Compliance

The Chairman has the responsibility to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Chairman. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

LUDGVAN PARISH COUNCIL

DATA PROTECTION POLICY

To be Adopted by Council: 11th December 2019

Introduction

Ludgvan Parish Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Parish Council does to ensure its compliance with the Act.

This Data Protection Policy applies to all Parish Council employees, Councillors, volunteers, and contractors. The Policy provides a framework within which the Parish Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

Ludgvan Parish Council is registered with the Information Commissioner's Office (ICO) under Register Entry No A1010401.

Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the "data subjects") can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles. They are as follows:
 - o **First Principle** "processed lawfully, fairly and in a transparent manner in relation to individuals";
 - o **Second Principle** "collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes";
 - o **Third Principle** "adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed";
 - o **Fourth Principle** "accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay";
 - o **Fifth Principle** "kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals"; and
 - o **Sixth Principle** "processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures".

LUDGVAN PARISH COUNCIL

- The person about whom the information is held (the “data subject”) has various rights under the Act, including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies, or incomplete data, are rectified, and the right to have personal data erased and to prevent, or restrict, processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act 2018 deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide ‘sufficient guarantees’ that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner’s Office within 72 hours of the Controller becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. The Information Commissioner also has the ability to prosecute those who commit offences under the Act, and to issue fines.

Roles and Responsibilities:

Data Protection Officer:

The Data Protection Officer is the Clerk who is responsible for the following tasks -

- Informing and advising the Parish Council, as data controller, and any employee of the Council who carries out processing of personal data, of that person’s obligations under the legislation;
- Providing advice and monitoring for the carrying out of a data protection impact assessments; and
- Co-operating with the Information Commissioner’s Office and acting as the contact point for the Information Commissioner’s Office.

LUDGVAN PARISH COUNCIL

The Parish Council is committed to providing the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above, and to maintain their expert knowledge of data protection law and practice.

Data Controller – Ludgvan Parish Council:

Ludgvan Parish Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act 2018 through monitoring of activities and incidents via reporting by the Data Protection Officer.

All Staff and Councillors:

All Staff and Councillors will ensure that -

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

Contractors:

Where contractors are used, the contracts between the Parish Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Parish Council members of staff and Councillors in relation to the Data Protection Act 2018.

Volunteers:

All volunteers are bound by the same code of behaviour as Parish Council members of staff and Councillors in relation to the Data Protection Act 2018.

Records Management:

Good records management practice plays a pivotal role in ensuring that the Parish Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Retention of Documents policy.

LUDGVAN PARISH COUNCIL

Consent:

The Parish Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Parish Council requires information from them, how that information will be used, and who it will be shared with. This will enable the data subject to give explicit informed consent to the Parish Council handling their data where the legal basis for processing is consent.

Should the Parish Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way, unless exceptionally such use is in accordance with other provisions of the Act.

Should the Parish Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

Accuracy and Data Quality:

The Parish Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

Data Protection Impact Assessments:

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Parish Council's decision making process.

Providers:

The Parish Council must have written contracts in place with all suppliers who process personal data on behalf of the Parish Council as "data processors". The Parish Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

Complaints:

Any expression of dissatisfaction from an applicant with reference to the Parish Council's handling of personal information will be treated as a complaint and handled under the complaint policy.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office which will then investigate the complaint and take action where necessary.

Security and Confidentiality:

All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Parish Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

LUDGVAN PARISH COUNCIL

The Parish Council will ensure that information is not transferred to countries outside the European Economic Area (EEA), unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner. Please note that the Parish Council website is accessible from overseas so on occasion some personal data (for example in a notice) may be accessed from overseas.

Rights of Data Subjects:

Individuals wishing to request their information as a subject access request should refer to the Subject Access Requests Policy.

Review:

This policy will be reviewed on a 2-yearly basis.

DRAFT