

Kenwyn Parish Council

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MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 13th MARCH 2019 AT SHORTLANESEND VILLAGE HALL AT 7PM

**308/2019 PRESENT: CLLRS. I HOLROYD (CHAIRMAN), J SHENTON (VICE CHAIRMAN), W ROBINSON,
B HILTON, K HART, A GAMMON, T BROWN, F J DYER MBE, M HARRY, D GREEN**

MRS K J HARDING – CLERK TO THE COUNCIL

Also present: 1 member of the public, 2 speakers for part of the meeting

309/2019 APOLOGIES:

No apologies

310/2019 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

**MEMBERS ARE INVITED TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS
IN ITEMS ON THE AGENDA AS REQUIRED BY THE KENWYN PARISH COUNCIL CODE OF CONDUCT FOR
MEMBERS AND BY THE LOCALISM ACT 2011.**

No declarations of interest.

311/2019 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)

Cllr. Hilton – the new real time signs were now up at the bus shelter at Shortlanesend. Cllr. Hilton asked the Clerk if the window would still be installed in the shelter. The Clerk advised it had been ordered and would be fitted very soon.

312/2019 CHAIRMAN'S ANNOUNCEMENTS

No Chairman's Announcements.

313/2019 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

The minutes of an Ordinary Parish Council Meeting held on 13th February 2019 were agreed and signed.

The minutes of an Ordinary Parish Council Meeting held on 27th February 2019 were agreed and signed.

314/2019 REPORTS OF MEETINGS

Cllr. Robinson – reported on a meeting he had attended at the Knowledge Spa where the new cycle provision for the county was discussed. This was part of the work involved in the dualling of the A30. The Clerk had sent out the power point presentation from that meeting to all members.

Chairman – reported on a meeting he had attended with Truro City Council to discuss the redevelopment of the Pydar Street area and also the progress on the revision to the Neighbourhood Plan. Several Kenwyn members had attended which was pleasing.

Cllr. Shenton advised the next meeting of the Neighbourhood Plan group would be on 27th March but as it was during the day her work commitments meant she was unable attend. Truro City Council had advised they would try to facilitate some evening meetings to help those that worked during the day.

315/2019 TO RECEIVE A PRESENTATION FROM A DEVELOPER – SELF BUILD PROJECT IN SHORTLANESSEND

The power point presentation is attached to these minutes.

316/2019 TO CONSIDER AND APPROVE QUOTE FOR REMOVAL AND DISPOSAL OF MOUND OF EARTH AT SHORTLANESSEND PLAYING FIELD TO PREVENT FURTHER USE FOR DENS, DAMAGE TO FENCES AND ACCESS INTO NEIGHBOURING PROPERTIES

RESOLVED: TO APPROVE THE QUOTE FOR THE REMOVAL AND DISPOSAL OF THE MOUND OF EARTH AT SHORTLANESSEND PLAYING FIELD TO PREVENT FURTHER USE FOR DENS, DAMAGE TO FENCES AND ACCESS INTO NEIGHBOURING PROPERTIES.

Proposed by: Cllr. Robinson

Seconded by: Cllr. Gammon

Vote: unanimous

It was agreed that the fencing along this hedge and the bottom hedge needed replacing, this would be looked at when the next Precept was set.

317/2019 TO APPOINT A COUNCILLOR TO CHECK THE MONTHLY ACCOUNTS FOR APRIL 2019

Cllr. Harry was appointed to check the monthly accounts for April 2019

318/2019 TO APPROVE THE SPECIFICATION TO BE USED TO GO TO TENDER FOR CONSULTANCY WORK IN CONNECTION WITH THE S106 FUNDED PROJECTS AT THREEMILESTONE AND GLOWETH AND TO AGREE METHOD TO BE USED TO INVITE COMPANIES TO TENDER FOR THE WORK (IF AVAILABLE FROM CORNWALL COUNCIL AND CLLR. TUDOR BY THE DATE OF THE MEETING)

The Chairman read out recent emails between himself and Cllr. Tudor. He also outlined the history to this where he and Cllr. Gammon had attended a meeting with Cllr. Tudor and the S106 officer at County Hall just before Christmas where the S106 monies and the projects to improve the parish council owned playing fields were discussed. Cllr. Gammon confirmed Cllr. Tudor and the S106 officer were asked to assist the parish council to access this money and deliver the new play equipment.

The Chairman advised the first step in this would be to engage a company to carry out the necessary consultancy work on behalf of the parish council to ascertain what parishioners, park users and local organisations wished to see the money spent on. Cllr. Tudor had tried to persuade the parish council to use Cormac for this work and she did not feel that more than one quote would be required. However, the Clerk had investigated this further with the S106 officer who had confirmed that as the project would be parish led, delivered on parish land, the parish council would be given a grant from the S106 monies to pay the invoices throughout the project with the play equipment eventually being owned and maintained by the parish council this meant the Clerk was correct in her thinking that the parish council would need to comply with its own Financial Regulations and Standing Orders throughout the whole project.

The Clerk had advised Cllr. Tudor that Cormac therefore could not be engaged and that three quotes would need to be sought via the parish council's tendering process as laid down in its Financial Regulations.

The Clerk then asked the S106 officer to provide a suitable specification that could be used by the parish council to seek tenders from at least three companies. She put an item on the agenda for 27th February for the parish council to approve the specification and advise how they wished to advertise the tender. However, no specification was received and there had been no reply to the Clerk's emails.

The item was rolled over to the meeting on 13th March. In the meantime Cllr. Tudor sent an email to the Clerk advising she had written a brief on an email and sent it to three companies selected by her and the S106 Officer asking these companies to respond to her, copying in the Clerk, with a price for the consultancy work. The Chairman and members felt this was not a tender document, it was just an email to companies inviting them to quote for the work. There was no deadline on the document and it did not satisfy the parish council's Financial Regulations. It had also not gone out in the parish council's name.

The Chairman began email correspondence with Cllr. Tudor on this and he read both sides of that correspondence to the meeting. Members were concerned the tone of the responses from Cllr. Tudor.

The S106 Officer had sent a copy of a tender document used at Newquay to the Clerk two days before the meeting. He suggested this could be adapted and used by Kenwyn Parish Council.

Cllr. Shenton suggested this could be a way forward to ensure the parish council stayed in line with its regulations. The Chairman advised this would hold up the project considerably and some of the pots of money may be in jeopardy. A lot of time had already been wasted for various reasons as had the last two weeks waiting for the specification that had never arrived.

Mindful of the timescales and deadlines members felt they had to accept what had been done but they also had to accept that Cllr. Tudor 's actions had led to the parish council not complying with its own Financial Regulations and Standing Orders. Reluctantly, given the situation, they agreed to go ahead with the email brief that had gone out despite the situation they had found themselves in because they did not want the money to be lost and the projects to not go ahead.

However, Cllr. Tudor was to be advised that this could not happen again and that every decision must be brought to the parish council. The parish council needed to lead the project and everything that went out must be approved by the parish council and done so in its name. No further breaches of the parish council's Financial Regulations and Standing Orders could be accepted.

Cllr. Tudor would also be advised that the three companies she had approached would need to be told that they should send their quotes in sealed envelopes to the Clerk. The tenders would then be opened in the proper way and considered by the parish council in line with its Financial Regulations. Cllr. Tudor would also be advised that a deadline needed to be set for the return of the quotes in order for the parish council to agenda the approval of a particular quote and the engagement of a particular company. Members also wanted Shortlanesend to be included in the consultancy work and this needed to be added to the brief she had sent out.

Cllr. Gammon thanked the Chairman for his positive approach to dealing with this matter and felt this was the only way forward but regretted the situation the council now found itself in.

It was agreed to reluctantly accept the situation the council now found itself in and accept that despite the Clerk's advice the Financial Regulations and Standing Orders had not been complied with in this instance but due to the tight timescales around the funding pots and the circumstances that had meant so much time had been wasted in accessing this money, the parish would have to accept the brief that had been sent out by Cllr. Tudor. Cllr. Tudor would be asked to include deadlines for the quotes to be received. The companies to be told that the quotes needed to be returned to the Clerk in sealed envelopes marked 'Tender'. Shortlanesend to be included in the consultancy work and Cllr. Tudor asked to add that to the brief she had already sent out. All decisions and actions going forward to be agreed through the parish council and no other action taken unilaterally away from the parish council.

Proposed by: Cllr. Gammon

Seconded by: Cllr. Harry

Vote: 9 in favour, Cllr. Dyer wished it to be minuted he abstained from the discussion and the voting.

The Chairman advised Cllr. Dyer that he was a parish councillor and he attended meetings of the parish council in that role and he therefore should take part and vote as a parish councillor and not with his Cornwall Council role in mind.

319/2019 TO CONSIDER THE CORNWALL COUNCILLOR'S REPORTS – (PREVIOUSLY CIRCULATED TO THE PARISH COUNCIL) AND ASK QUESTIONS IF REQUIRED

Councillor update Councillor Tudor Threemilestone/Gloweth February 2019

- As I write this update the new bus shelter is being erected on Chyvelah Rd. Hurrah! I don't need to tell members of KPC the history of this, so let's just enjoy a small but significant victory.
- Cormac have now recommenced their work in fixing the flooding issue at the bottom of College Way. It turns out that this was a much bigger job than first envisaged, and will cost something in the region of £20, 000 to £30,000 to fix. Jon Mtichell at CC has alerted me to the fact that the Environment dept at CC are looking to plunder 106 funds to cover the cost and ongoing maintenance. So I will be looking to make sure that doesn't happen.
- Staying with College Way, I have secured money from my Councillor Community Chest to pay for the planting up of the mini roundabout at the bottom of the estate. College Way Community Group are happy to carry out the work and maintain the roundabout in the future. A fantastic example of residents doing it for themselves.
- I have met with the residents of Pendeen Rd and advised them to appeal the decision not to out any parking restrictions on their road as part of the outcome of the Parking Consultation. Geoff Brown (Highways Portfolio Holder) is backing their argument and the latest information I have is that the Council's legal team is deciding if it's possible to carry out another 'mini consultation' on Pendeen Road and maybe the immediate surround roads to justify a parking restrictions there. I'm hopeful that this will happen and the residents of Pendeen road will get the outcome they desire.
- There is no new news on the Stadium and I am still waiting to hear of Innox have agreed to transfer the land to the Council without making unreasonable demands which is where the situation was left at the end of January.
- I was contacted by some older residents of Wheal Sperries Way in Gloweth about an issue with your number 494 Bus Route. Summercourt Travel had altered the 494 route, leaving out Wheal Sperries way because of people inconsiderately parking and making it hard for their buses to get through. Some residents were finding it hard to make the journey on foot to the next nearest bus stop.

I contacted the boss of Summercourt Travel, Rob Ryder to let him know the parking situation would ease up considerably on Wheal Sperries Way once the Residents Parking Zone is instigated in April and he has promised to review the bus route again once the RPZ has had time to settle in.

- The Council are going to introduce new rules for established and about to be established Residents Parking Zones. In Threemilestone Gloweth this effects one TZ7 (which is just Mount Pleasant Rd) and Zone TZ13 which covers a fair few road in Gloweth. (map attached).

The main changes which will impact people are :-
Each household will only be allowed a **maximum** of 2 permits.
The first permit will cost £50 as opposed to £25 previously.
The second permit will cost £75 as opposed to £31.25 previously.
Permits will be linked to registration numbers and therefore not transferable.
Residents with a blue badge can apply for a free permit.
Non residents with a blue badge can park in a zone for up to 3 hours.
Professional Care companies can apply for a permit when visiting a resident within a zone.
Informal Carers (friends and family) can apply for a permit when visiting a residents within a zone.

No questions raised.

Cllr. Dyer – had not submitted a report.

320/2019 CORRESPONDENCE

Nothing raised.

321/2019 TO NOTE THE DATE OF THE ANNUAL PARISH MEETING IN APRIL

Wednesday 24th April 2019 7.30pm at Shortlanesend Village Hall – noted.

322/2019 TO RESPOND TO THE CORNWALL COUNCIL CONSULTATION - POLLING DISTRICTS AND POLLING PLACES REVIEW

Noted.

323/2019 UPDATE ON WORK TO REVISE NEIGHBOURHOOD PLAN

This had been covered under 'Reports of Meetings'

324/2019 TO APPROVE THE MONTHLY ACCOUNTS FOR PAYMENT

**THE MONTHLY ACCOUNTS HAD BEEN CHECKED BY CLLR. GAMMON AND CLLR. BROWN AND FOUND TO BE IN ORDER. CLLR. BROWN RECOMMENDED THEM FOR PAYMENT.
RESOLVED: TO PAY THE MONTHLY ACCOUNTS FOR MARCH 2019.**

Proposed by: Cllr. Gammon

Seconded by: Cllr. Hart

Vote: unanimous

The meeting closed at 7.58pm.

KENWYN PARISH COUNCIL
MONTHLY ACCOUNTS MARCH 2019

Amounts since last meeting

	<u>Amount</u>	<u>ex vat</u>	<u>VAT</u>	<u>Chq. No.</u>
Utility Warehouse – electricity charges	192.32	180.88	9.44	DD

March 2019 Payments

Payments

	<u>Amount</u>	<u>ex vat</u>	<u>VAT</u>	<u>Chq. No.</u>
Wages, Expenses and HMRC	4416.60			BACS
All Staff				
NEST – pension contribution	385.63			DD
SAGE – monthly accounting software Charge	26.40	22.00	4.40	DD
Graham Harding – 2no. safety cheques of play equipment at Threemilestone Playing Field during February	40.00			003999
UK Office Direct Ltd – Cleaning materials	68.44	57.03	11.41	004000
Zoe Heywood – refund Shortlanesend Village Hall deposit plus overpayment of Hall hire	55.00			004001
British Telecom – telephone/broadband Costs to run CCTV at Shortlanesend Village Hall/playing field	242.10	201.75	40.35	DD
Cornwall Council – interim legal fees for Work in connection with transfer of	115.20	96.00	19.20	004002

Chyvelah Ope Play Area				
Mrs K J Harding – refund cost of Renewing Kaspersky Internet Security Software	54.99			004003
Vision ICT Ltd. Website – data back up May 2019 – April 2020 and SSL Certificate For May 2019 – April 2020	294.00	245.00	49.00	004004
Vision ICT Ltd. Website – 2no. hosted Email accounts March 2019 – February 2020	43.20	36.00	7.20	004005
Vision ICT Ltd. Website – maintaining Website data base May 2019 – April 2020	180.00	150.00	30.00	004006
UK Office Direct Ltd. – stationery	97.64	81.36	16.28	004007
Acland Plant Hire Ltd. – Threemilestone Playing Field, hire of operated lorry Mounted vacuum sweeper, load muck and Take off site	216.00	180.00	36.00	004008
Mrs K J Harding – refund cost of postage	33.35			004009
Graham Harding – Threemilestone Playing Field – supply and lay 2 cubic metres of play Bark under Nest Swing	229.72			004010
Graham Harding – Threemilestone Playing Field – organise and assist with clearing Blocked gully drain	45.00			004011
Graham Harding – Shortlanesend Playing Field – Works to Motorbike Rocker as Per Rospa Report	90.00			004012
Graham Harding – Shortlanesend Playing Field – supply and lay 2 cubic metres of play Bark under swings	229.72			004013
Graham Harding – Shortlanesend Playing Field – gate to infant/junior play area	50.00			004014

Remove gate to allow renovation/repair
Cut out every other vertical plank, paint
Gate, hang gate and fit new spring and catch
stop

Graham Harding – Shortlanesend Playing
Field, repairs and renovations to

95.00

004015

Picnic bench

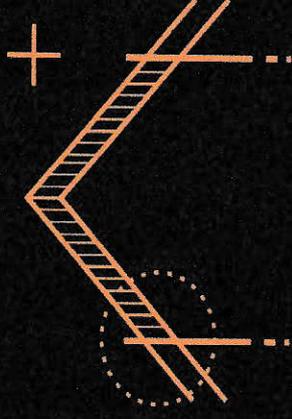
Graham Harding – 2no visits to Penstraze
Bus Shelter to clean up human excrement

60.00

004016

And soiled toilet paper, disinfect shelter
Afterwards

Total £7260.31

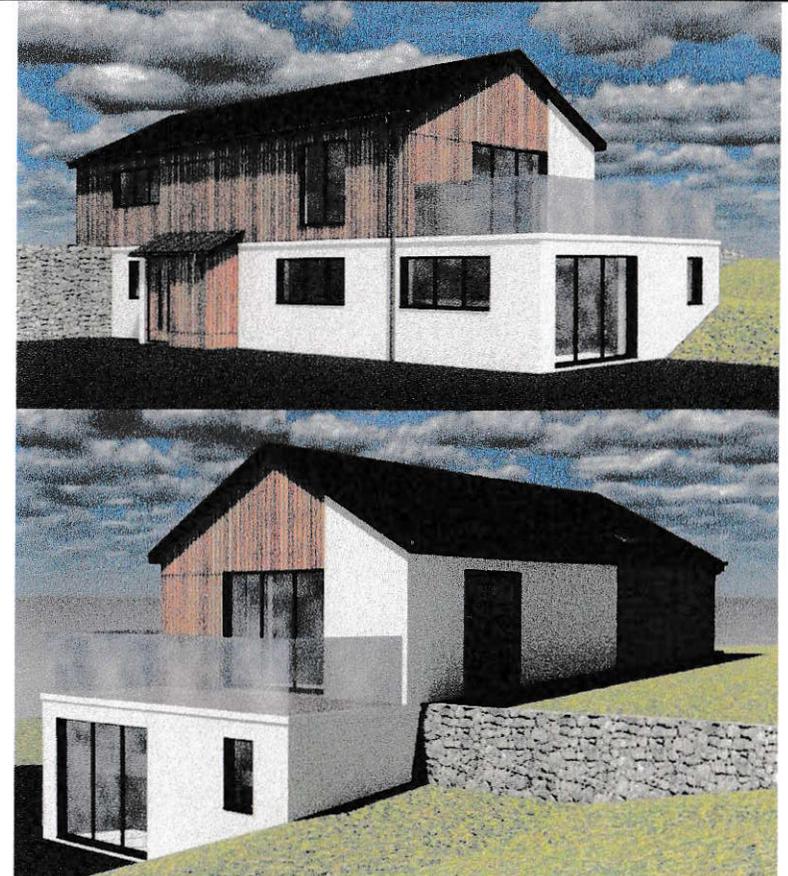


CORNWALL
CUSTOM
BUILD

**Custom / Self Build Homes
Provision in Shortlanesend**

The Housing Model

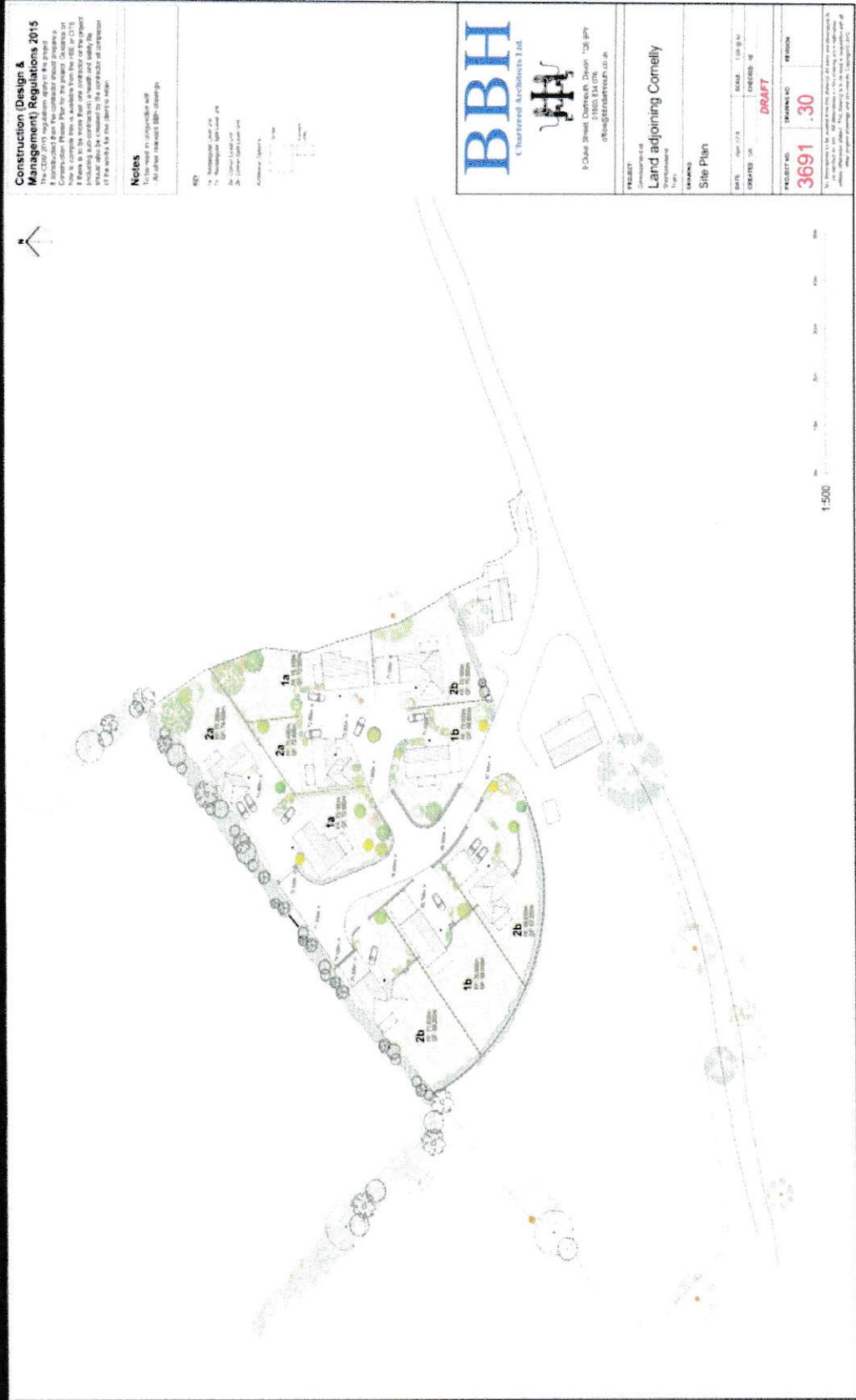
- Custom / Self Build Homes for local people
- High quality & architect designed
- 100-120sq m detached 3 bedroom houses
- High environmental standards
- “Pick’n’Mix” construction approach
- Optionable suppliers - cost effectiveness
- Enabling the “Sweat Pound”



The Site – Cornelly, School Hill, Shortlanesend



The Site – Cornelly, School Hill, Shortlanesend



Construction (Design & Management) Regulations 2015
 Approved by the contractor. All work to be carried out in accordance with the Construction Phase Plan for the project. Guidance to be followed by the contractor and the contractor's sub-contractors. It is the responsibility of the contractor to ensure that all work is carried out in accordance with the Construction Phase Plan and that all work is carried out in accordance with the Construction Phase Plan and that all work is carried out in accordance with the Construction Phase Plan.

Notes
 1. To be read in conjunction with the other relevant BBH drawings.

- 1. All work to be carried out in accordance with the Construction Phase Plan for the project.
- 2. All work to be carried out in accordance with the Construction Phase Plan for the project.
- 3. All work to be carried out in accordance with the Construction Phase Plan for the project.
- 4. All work to be carried out in accordance with the Construction Phase Plan for the project.



BBH
 Chartered Architects Ltd
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Project
 Cornelly
Land adjoining Cornelly
 Shortlanesend
 Glasgow

Drawings
 Site Plan
 Date: 17/11/23
 Scale: 1:500
 Status: DRAFT

Project No. 3691
Revision .30
 Projected to be submitted to the Council for planning consent.

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Planning Position

- Completed Surveys
 - Flood Risk Assessment
 - Mining study
 - Wildlife Surveys
 - Agricultural Assessment (Grade 3b)
 - Contamination
 - Site specific design
- Exception Site
- Pre-application discussion with Cornwall Council
 - Policy context
 - Site specific issues
- Presentation to Kenwyn Parish Council in 2017
- Informal discussion with Chairman & Planning Chairman – February 2019
- Preliminary market testing

Target Market

- Local people (7 plots) Open market (2 plots)
- Attractive to first time buyers, second-movers, upsizers, downsizers
- Locals means;
 - Existing residents of Shortlanesend
 - Existing residents of the Parish
 - Or those with strong links to Shortlanesend
 - On the Cornwall Council Custom Build Register
- Must live in the property for 5 years or will pay a retention to Cornwall Council

Sums (to be confirmed)

- Locals plots c. £80,000
- Can self-build to a Pattern Book
- Can custom build through CCBH Ltd.
 - Estimated cost standard 3 bed house c. £150,000
 - Fees and finance say £30,000
 - Total cost c. £260,000
 - Estimated finished value > £300,000
- Council retention c. £40,000.