

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerks Department
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June 2024

To: The Mayor (Councillor Mrs C Swain)
Deputy Mayor (Councillor S Rabey)
Chairman and members of the
Members of the **PLANNING COMMITTEE**

Dear Councillor

NOTICE IS HEREBY GIVEN that the meeting of the **PLANNING COMMITTEE** will be held at the **TRURO COMMUNITY LIBRARY (LARGE COMMUNITY ROOM, TOP FLOOR), UNION PLACE** on **WEDNESDAY 5 JUNE 2024** at **7.00pm** for the transaction of the under mentioned business: -

A G E N D A

Members of the public have the right to speak at meetings of Truro City Council's Planning/Committee during consideration of planning applications on Schedule 2 only, under the following conditions:

Registration to speak must be made in writing, complete with your full name and contact details, either via email to info@truro.gov.uk or letter to the Municipal Buildings, no later than 5pm on the Monday before the Wednesday meeting. One of the Planning Clerks will confirm your request as soon as possible. This confirmation does not constitute that you will be able to speak – should there be more than one person requesting to speak this will be decided amongst the speakers themselves at the meeting. If this cannot be agreed, then the first to register will be permitted to speak. Any other member of the public is welcome to come to the meeting to listen. Please be aware that Truro City Council is only a consultee, and that Cornwall Council determines the outcome of all planning applications.

Evacuation procedures to be read out by the Chairman at the start of the meeting.

1. **APOLOGIES**
2. **DISCLOSURE OR DECLARATIONS OF INTEREST**
3. **PLANNING MINUTES**
 - (i) To consider the minutes of the Planning Committee meeting held on 2 May 2024. (Appendix 1)
 - (ii) To consider the minutes of the Special Planning Committee meeting held on 20 May 2024. (Appendix 2)
4. **TERMS OF REFERENCE** (Appendix 3)

To discuss and recommend the draft terms of reference.

5. **PLANNING CONSULTATION**
 To consider plans submitted in accordance with planning consultation procedure: -
 (i) Schedule 1A – Recommendation “en bloc”, except for individual applications a Councillor may request to consider in greater detail at this meeting. (Appendix 4)
 (ii) Schedule 1B - Conservation Area and Listed Building Applications.
 Recommendation “en bloc,” except for individual applications a Councillor may request to consider in greater detail at this meeting. (Appendix 5)
 (iii) Schedule 2 – Applications to be considered at this meeting (Appendix 6)
6. **LICENSING**
7. **DECISIONS** (Appendix 7)
 To note the decisions on applications by the Local Planning Authority since the last meeting of the Planning Committee.
8. **TRURO TRANSPORT STRATEGY WORKING GROUP**
 Standing Item for updates/discussion
9. **LANGARTH CROSS COUNCIL MEETING**
 Agree to invite all members to the meeting with a focus on transport being held 17TH June and recommend to Full Council that all councillors are invited to attend these meetings.
10. **CORRESPONDENCE** (Appendix 8)
 (i) Letter asking if the Council wishes to work with a housing partnership to deliver an affordable housing scheme which will require the Council identifying a site suitable for a minimum of 40 dwellings.
 (ii) PA24/03173 Notification of works to trees in a Conservation Area.
 (iii) Results from Newbridge Bus Lane Extension consultation.
 (iv) PA24/03942 Notification of works to a Tree in a Conservation Area namely fell one Ash tree. Replace with Silver Birch.
 (v) PA24/04186 Notification of works to a Trees in a Conservation Area namely removal of one Silver Birch (T1)
11. **DELEGATION OF POWERS** (Appendix 9)
 To note the decisions made under powers delegated.
- Standing Order 17. b Matters of Urgency*
When decisions of an urgent nature have to be made between meetings of Committees, the Town Clerk shall be given delegated powers to act in consultation with the appropriate Chairman or Vice-Chairman and Mayor or Deputy Mayor, the decision to be reported back to the next Committee meeting.
- (i) PA24/03156 4 Eliot Road Truro Cornwall TR1 3TQ
 Application for Non-Material Amendment to PA22/03294 for 'Replacement garage/store and garden room.', namely revision to the layout to accommodate an off-street parking space.
 Decision - Approval recommended.
- (ii) PA23/10342 45 Daniell Street Truro Cornwall TR1 2DN
 Decision - Agree with planning officer.
- (iii) LI24_001430 Truro Cricket Club Boscawen Park Malpas Road Truro Cornwall TR1 1SG
 Grant Sale by Retail of Alcohol.
 Decision - No objections.
- (iv) LI24_001430 The Farmyard Market St Clement Truro Cornwall TR1 1TD
 Grant Sale by Retail of Alcohol
 Decision - No objections.
12. **TRAINING**
 Discuss a training plan for members of the committee.

(i) Cornwall Council - Thursday 13 June 2024, Short term lets and Article 4s; Community led projects in planning.

(ii) CALC - Wednesday 25 Sep 2024, The future of Neighbourhood plans.

13. **CHAIRMAN'S REPORT**

14. **DATE OF NEXT MEETING**

Thursday 4th July 2024. The agenda for the next Planning Committee to be held on 4 July 2024 will be prepared on Thursday 27th June 2024. In accordance with Minute 302 (03.12.12), should a member wish an item to be included on this agenda please inform the Town Clerk's office by Wednesday 26th June 2024 as no items other than those on the agenda can be considered at the meeting.

A handwritten signature in black ink, appearing to read 'D Rodda', written in a cursive style.

David Rodda MBE
Town Clerk

**MEETING OF THE PLANNING COMMITTEE HELD 2 MAY 2024
at 7.15 pm**

PRESENT: Councillors Pascoe (Chairman), Mrs Carlyon, Hall, La Borde (Vice-Chairman), Webb, Wells and Wetherill.

APOLOGIES: Apologies of absence were received from Councillors Rabey, Sealy, Sunderhauf and Mrs Swain (Mayor).

526 DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest.

527 PLANNING MINUTES

The Minutes of the Planning Committee meeting held on 4 April 2024 were considered for accuracy.

It was proposed by the Councillor Wells, seconded by Councillor Wetherill, and

RESOLVED that the Minutes of the Planning Committee meeting held on 4 April 2024 were considered a correct record.

528 PLANNING CONSULTATION

(a) Schedule 1A

Further to all Councillors of Truro City Council being given the opportunity to submit comments to applications in their Ward (by an agreed deadline), and for Members of the Planning Committee to comment on this Schedule prior to publication of the agenda for this meeting, it was proposed by Councillor Mrs Carlyon, seconded by Councillor Webb, and

RESOLVED that the recommendations contained within Schedule 1A, as proposed by the Chairman, be adopted by the Planning Committee.

(b) Schedule 1B

The TCAAC recommendations for the May meeting cycle were as follows:

- i. PA23/09230 Castle Villa 53 Castle Street Truro Cornwall – Approval – No objections in principle. Subject to comments and/or conditions.*
- ii. PA24/02277 26 Carclew Street Truro Cornwall TR1 2DZ – Refusal – objections. Subject to comments and/or conditions.*
- iii. PA24/02138 Elizabeth House Castle Street Truro Cornwall - Deferral – with request to see again. See comments.*
- iv. PA24/02827 98 Kenwyn Street Truro Cornwall TR1 3BX - Approval – No objections in principle. Subject to comments and/or conditions.*
- v. PA23/09955 The Old Store St Clements Hill Truro TR1 1GW – Refusal – objections. See comments.*
- vi. PA24/02476 - Truro School Trennick Lane Truro Cornwall TR1 1TH - No formal input applicable from TCAAC. However, see comments.*

Further to comment on this Schedule prior to publication of the agenda and at the meeting having heard the comments of the TCAAC, it was proposed by Councillor Webb, seconded by Councillor Mrs Carlyon, and

RESOLVED that the recommendations contained within Schedule 1B, with the exception of (ii) PA24/02138 (moved to Schedule 2), as proposed by the Chairman, be adopted by the Planning Committee.

[Councillor La Borde entered the meeting at 7.25pm.]

(c) Schedule 2

The Chairman struck the following item from the agenda:

(ii) PA24/08884 1 Harmony Terrace Trevelva Road Malpas Truro -this application is no longer on CC planning portal.

The Committee considered plans submitted in accordance with the planning consultation procedure, details of which are attached (Schedule 2), and, it was proposed by Councillor the Chairman, seconded by Councillor Vice-Chairman, and

RESOLVED that Cornwall Council be informed of the following recommendations as voted upon by Truro City Council's Planning Committee:

(i) The Old Store St Clements Hill Truro TR1 1GW

(PA23/09955)

Approval.

Proposer: Councillor Webb

Seconder: Councillor Wells

(Councillor Mrs Carlyon voted against the motion)

(ii) Land At Trevithick Road Trevithick Road Truro Cornwall

(PA24/01864)

Chairman to approve the application under delegated powers, unless the application had already been determined by Cornwall Council.

(iii) Moresk Cottage Moresk Road Truro Cornwall

(PA24/01606)

Refusal on the grounds of overdevelopment and highways issues including lack of sufficient parking & pressure on the local highways network.

Proposer: Councillor Webb

Seconder: Councillor Wetherill

(iv) 57 Gwarak An Warak Truro Cornwall TR1 2FP

(PA24/02233)

Approval.

Proposer: Councillor Webb

Seconder: Vice-Chairman

(v) 26 Carclew Street Truro Cornwall TR1 2DZ

(PA24/02277)

Refusal on the grounds of overdevelopment. Members also were deeply concerned about this application which seeks to provide new but clearly substandard.

accommodation (potentially as HMO) within a 'backland' plot in an established residential street, and offering:

- no provision for daylight to the kitchen or bathroom;
- bathroom being accessed directly from the kitchen;
- no storage for bicycles, rubbish, etc;
- loss of residential amenity, overcrowding and highways issues (location in residential parking area).

Members considered that such development proposals should be deemed unacceptable in this era.

Proposer: Chairman

Seconder: Councillor Webb

(vi) 8 Chainwalk Drive Kenwyn Truro Cornwall TR1 3ST

(PA24/02937)

Approval subject to (a) the report of the Tree Officer, (b) confirmation from the Tree Officer that the tree has *hymenoscyphus fraxineus* and (c) the tree will be replaced with a suitable replacement tree.

Proposer: Chairman

Seconder: Councillor Webb

(vii) 19 Treworder Road Truro Cornwall TR1 2JZ

(PA24/02540)

Approval

Proposer: Councillor Webb

Seconder: Vice-Chairman

(viii) 98 Kenwyn Street Truro Cornwall TR1 3BX

(PA24/02827)

Approval.

Proposer: Vice-Chairman

Seconder: Councillor Webb

(ix) Truro School Trennick Lane Truro Cornwall TR1 1TH

(PA24/02476)

Deferral. Chairman to approve application under his delegated powers subject to seeking assurances from the developer regarding the materials to be used & the potential glare created by the proposed development.

Proposer: Mrs Carlyon

Seconder: Vice-Chairman

(x) Elizabeth House Castle Street Truro Cornwall

(PA24/02128)

Approval subject to the windows on the southern elevation next to the vacant plot having obscured glass due to concerns about privacy.

Proposer: Chairman

Seconder: Councillor Wetherill

529 PROPOSED BASE STATION - HIGHWAYS LAND AT STATION ROAD, STATION ROAD TRURO TR1 2NS

The Committee considered a request for comments on the above proposal and decided not to make any formal comment at this point in time.

530 TRURO TRANSPORT STRATEGY WORKING GROUP

The Chairman reported that he had been informed by the Interim Town Clerk that the reconstituted working group would be meeting again in due course.

531 CORRESPONDENCE

The Chairman reported on the following correspondence:

(i) Letter from Cornwall Council dated 25.04.24

A letter had been received regarding works to a tree at 6 The Parade.

(ii) Letter from Cornwall Council dated 25.04.24

A further letter had been received regarding works to a tree at 43 Lemon Street.

(iii) E-mail from Cornwall Council

An email had been received including link to latest quarterly newsletter.

532 CHAIRMAN'S REPORT

Earlier in the meeting the Chairman requested that in future, responses to Cornwall Council's 5-day notices would be sent to the Committee for their information. The Chairman also introduced William Thorpe-Stanley to the meeting as a new Administrator/ Committee Clerk.

533 DATE OF NEXT MEETING

The next meeting was scheduled for Wednesday 5 June 2024.

The meeting closed at 8.44pm

Chairman

**SPECIAL MEETING OF THE PLANNING COMMITTEE
HELD ON MONDAY 20 MAY 2024 at 8:25 pm**

PRESENT: The Mayor (Councillor Mrs C Swain)
Councillors Mrs Carlyon, Green, Griffiths, Nolan, Mrs Nolan, Pascoe,
Rabey, Wetherill and Webb.

APOLOGIES: Apologies for absence were received from Councillors Hall and Unwin

Also in attendance: David Rodda MBE, Town Clerk

46 MEMBERSHIP

The new Committee membership was noted.

47 DISCLOSURE OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest reported.

48 ELECTION OF CHAIRMAN

It was proposed by Councillor Webb and seconded by Councillor Nolan that Councillor Pascoe be re-elected Chairman of the Committee for the Municipal Year 2024-2025.

There being no other nominations it was:

RESOLVED that Councillor Pascoe be re-elected Chairman of the Planning Committee for the Municipal Year 2024-2025.

Councillor Pascoe in the Chair.

Councillor Pascoe welcomed members to the Committee and thanked everyone for their confidence in electing him.

49 ELECTION OF VICE-CHAIRMAN

It was proposed by Councillor Mrs Carlyon and seconded by Councillor Green that Councillor Wetherill be elected as Vice-Chairman of the Committee for the Municipal Year 2024-2025.

There being no other nominations it was:

RESOLVED that Councillor Wetherill be elected Vice-Chairman of the Planning Committee for the Municipal Year 2023-2024.

50 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

(a) Truro Conservation Area Advisory Committee

Proposed by Councillor Webb, seconded by Councillor Green, and

RESOLVED that Councillor Mrs Carlyon be re-elected to sit on the Truro Conservation Area Advisory Committee, along with the Chairman and Vice-Chairman (ex-officio).

(b) Cornwall Buildings Preservation Trust

Proposed by Councillor Pascoe, seconded by Councillor Wetherill

RESOLVED that the Mayor continue in an ex officio capacity on the Trust.

The meeting closed at 8:35pm.

CHAIRMAN



| | | |
|--|---|--|
| Report to: | Planning Committee | |
| Date: | 05 June 2024 | |
| Title: | Decision Making within Planning | |
| Authors, Roles and Contact Details: | William Thorpe-Stanley, Committee Clerk william@truro.gov.uk | |
| Approval and clearance obtained from chair of committee: | Y / N | |
| Urgency Procedure(s) used? If yes include rationale. | N | |

Recommendation(s):

1. That the committee meet every three weeks

Recommendation(s) to Full Council:

1. That the included terms of reference be adopted

1 Executive Summary

- 1.1 Truro City Council is a statutory consultee on planning applications within the parish. The standard time to make any recommendation is 21 days, at present the majority of notices received require an extension to be asked for and without this the council would not be able to use its right.
- 1.2 The Local Planning Authority has said that due to their own workload and the number of applicant fees it is having hand back, which it needs as income, that this tolerance for granting extensions to parish, town and city councils will in future only be granted in exceptional circumstances.

2 Purpose of Report and key information

- 2.1 This report outlines what can be done to the decision-making process so that it is both robust and ensures full usage of the council's statutory power to consult.

3 Benefits for Customers/Residents

- 3.1 The electors and residents of Truro will be able to continue to see the work being done by the council where planning and licensing is concerned. Protecting Truro's historic environment and guiding developments in a way that best serves Truro.



4 Relevant Previous Decisions

4.1 N/A

5 Consultation and Engagement

5.1 I have attended the committee meetings of similar sized councils they were, Falmouth Town Council and Newquay Town Council, and they meet every three or two weeks respectively. In conversation with their clerks, it was clear that they struggled to make the recommendations on all the matters they wished to before moving to a more regular meeting schedule.

5.2 On a teams call with two members of Cornwall Councils planning department among other items discussed was the concern of giving comments after the 21 days allowed and the future tightening up on granting of extensions to councils for submitting comments.

6 Legal/Governance Implications of the proposed course of action/decision

6.1 *Standing Orders 16. Proper Officer*

b. xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

6.2 *Standing Orders 17. Delegation of Powers*

a. Approval of Planning and Licensing Applications

The consideration of all applications submitted to the Council in accordance with Planning consultation procedure under Section 20 of Schedule 16 of the Local Government Act 1972, or any subsequent enactment, or under the Licensing act 1964 and which require the submission of observations for or against the desirability of the development or license to which such applications relate within a period of time specified by such legislation which may for the time being be in force, by the Council, shall stand referred without motion or debate to the Planning Committee, and it shall be the duty of that Committee to consider them accordingly and to meet so often as will ensure exercising the said power within the period prescribed by law.

b. Matters of Urgency

When decisions of an urgent nature have to be made between meetings of Committees, the Town Clerk shall be given delegated powers to act in consultation with the appropriate Chairman or Vice-Chairman and Mayor or Deputy Mayor, the decision to be reported back to the next Committee meeting.

6.3 *NALC Roles and Responsibilities*

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as



'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

6.4 *Local Government Act 1972 Part VI 101 Arrangements for discharge of functions by local authorities.*

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions—

(a) by a committee, a sub-committee or an officer of the authority; or

(b) by any other local authority.

6.5 *Local Government Act 1972 Sch 12 Paras 39*

(1) Subject to the provisions of any enactment (including any enactment in this Act) all questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority.

7 Risk Implications of the proposed course of action/decision

7.1 Allowing an individual Councillor to decide on the position of the council, without consulting with the Town Clerk is in conflict with Standing Orders, is not legal and risks the validity of the decision. The move to a 3 weekly meeting schedule will reduce this risk.

7.2 Making decisions outside of formal committee meetings increases the potential for disagreements between members and the officer and this puts the officer at risk of being seen to favour certain councillors over others, certain parties or allow their decision to be informed by a personal view. The move to a 3 weekly meeting schedule will reduce this risk.

7.3 Decisions not made at committee meetings in essence exclude the public from seeing the process and discussions that led to that particular position being taken which reduces the transparency of the decision-making process. The move to a 3 weekly meeting schedule will reduce this risk.

8 Options available

8.1 **Do nothing** – This option should be discounted as it could harm the reputation of Truro City Council to make decisions on planning and licensing as it would not be able to respond within the 21-day consultation process. In addition it is important to note that a single Councillor cannot make a decision on a planning application without reference to the Town Clerk (for urgency proceedings) or the wider committee.

8.2 **Ensure that extra ordinary meetings are called** – This option whilst it seems suitable would lead to more frequent ad hoc meetings than the other options, potentially meaning no quorum is met.



8.3 Delegate powers to Town Clerk – While appropriate for certain decisions this should be a last resort and not used regularly as the risks outweigh any benefits except in the case of certain requirements to respond e.g. '5-day protocol'.

8.4 Chosen option – Adopt the proposed terms of reference and meet every three weeks with pre agreed reply to possible asks for further comment.

9 Supporting Information (Appendices)

9.1 Recommended Terms of Reference

9.2 NALC Roles and Responsibilities

10 Approval and clearance

10.1 .

All reports:

| Final report sign offs | This report has been cleared by (or mark not required if appropriate) | Date |
|---|--|-------------|
| Town Clerk (Required for all reports) | | |
| Mayor or chair of relevant Committee (Required for all reports) | | |
| Deputy Town Clerk (Finance and HR) (Required for all reports) | | |
| Responsible Officer (If required) | | |

PLANNING AND LICENSING COMMITTEE TERMS OF REFERENCE

This committee provides consultation responses to the local planning authority, Cornwall Council, on planning and licensing applications which are either in the city or have a significant impact on the city.

1. Membership

- 1.1. The committee shall have twelve members including the Mayor, Deputy Mayor, and ten members elected in accordance with standing orders.
- 1.2. Membership of the Committee is established at the annual meeting of the Council.
- 1.3. The Committee shall elect a Chair and Vice Chair for each civic year.
- 1.4. Co-opted members may join the committee during the year if authorised by the Council.
- 1.5. Five members of the committee shall constitute a quorum for meetings.
- 1.6. Attending Officers: Committee Clerk

2. Meetings

- 2.1. The frequency should be at least once every three weeks.
- 2.2. If required a site visit can be conducted with at least two members of the committee present.

3. Powers

The committee will have full delegated powers in respect of:

3.1. Planning

- 3.1.1. Consider and respond to all planning applications notified to us by Cornwall Council in accordance with the Council's Policies and National & Local Planning Development Framework Guidance.
- 3.1.2. Authorise the Chairman (or appointed deputy) to attend and represent the Council at relevant meetings of the Planning Authority, Inquiries and Appeals.
- 3.1.3. Allow the attendance and participation of public at meetings subject to the Council's Public Speaking Protocols.
- 3.1.4. Make recommendations in regard to street naming proposals within the parish.
- 3.1.5. Consider all matters relating to public paths, highways and traffic management including carparking.
- 3.1.6. Determination of responses in respect of all applications relating to the preservation, felling or other works with respect to trees and Tree Preservation Orders within the parish.
- 3.1.7. Unless considered by Full Council, respond to strategic and policy consultation by Cornwall Council in regard to planning and land use matters.
- 3.1.8. Review the neighbourhood plan every two years.
- 3.1.9. On resolution consider the possibility of a five-day protocol¹ and the preferred response. If no preferred response can be agreed or it was not

considered the Town Clerk shall reply in consultation, via email, with the Chairman, Vice-chairman and all members of this committee.

3.2. Licensing

- 3.2.1. Consider all licensing matters and applications in Truro and make representations, when necessary, to the Licensing Authority.
- 3.2.2. To work with the Police Licensing Officer in determining local responses on licensing applications and matters, to ensure nuisance and anti-social behaviour are not created or exacerbated by licensing applications.
- 3.2.3. Be cognisant of local directions including the Cumulative Impact Zone
- 3.2.4. Allow licensing applicants, supporters and objectors to attend and/or make representations to the Committee.
- 3.2.5. Authorise the Chair (or appointed deputy) to represent the Council at Licensing Hearings and Appeals.

3.3. Delegation to the Town Clerk

3.4. As set out in;

Standing Orders 17. Delegation of Powers

a. Approval of Planning and Licensing Applications

The consideration of all applications submitted to the Council in accordance with Planning consultation procedure under Section 20 of Schedule 16 of the Local Government Act 1972, or any subsequent enactment, or under the Licensing act 1964 and which require the submission of observations for or against the desirability of the development or license to which such applications relate within a period of time specified by such legislation which may for the time being be in force, by the Council, shall stand referred without motion or debate to the Planning Committee, and it shall be the duty of that Committee to consider them accordingly and to meet so often as will ensure exercising the said power within the period prescribed by law.

b. Matters of Urgency

When decisions of an urgent nature have to be made between meetings of Committees, the Town Clerk shall be given delegated powers to act in consultation with the appropriate Chairman or Vice-Chairman and Mayor or Deputy Mayor, the decision to be reported back to the next Committee meeting.

Adopted by full council 20 MAY 2024 minute NOS 24.

1. Should the planning officer disagree with the comments made by the committee they will issue a 5-day protocol asking the council to respond within five working days choosing one of three options, accept the planning officers decisions, agree to disagree or ask that it be taken to planning committee.

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

Schedule 1A⁴

PLANNING APPLICATIONS – FOR THE MEETING OF 4 JUNE 2024

SCHEDULE 1A – To Receive a Single Recommendation for the Entire Schedule at the Meeting.

If Members of the Planning Committee wish for an application to be transferred to Schedule 2, please inform the Chairman and Clerk by Wednesday 29 05 24 at 5pm for it to be included on the agenda. Please use material planning considerations only.

If the recommendation already states “transfer to schedule 2” there is no need to comment further on this application until the meeting.

| Application Details | Proposal | Ward | Recommendation from Chairman/ Vice-Chairman & Councillors |
|---|--|------------------------|--|
| (i) PA24/03100 Newham Industrial Estate Newham Truro Cornwall | Works to trees subject to a Tree Preservation Order - felling of T2 (Ash) due to Ash Dieback and works to T5 (Sycamore) to maintain height clearance over Gas Hill to 5.2m | Boscawen And Redannick | Approval |
| (ii) PA24/02358 Grass Vale Barrack Lane Truro Cornwall TR1 2DS | Proposed Replacement Garage | Boscawen And Redannick | Approval |
| (iii) PA24/03210 24 Chainwalk Drive Kenwyn Truro Cornwall TR1 3ST | Proposed rear extension and formation of wider vehicular access and enlarged parking area | Moresk And Trehaverne | Approval |
| (iv) PA24/03318 19 Tinney Drive Truro Cornwall TR1 1AT | Works to trees subject to a Tree Preservation Order (TPO), works include Mixed trees - None to be removed. All trees require trimming (please see pictures provided) | Tregolls | Approval |
| (v) PA24/03603 Chy Eglos Kenwyn Truro Cornwall TR1 3DR | Works to trees subject to a Tree Preservation Order (TPO), works include Pinus nigra- removal of lateral limb to help rebalance tree and promote longevity. Limb is disproportionate to rest of tree and is encroaching on house/drive | Moresk And Trehaverne | Approval |
| (vi) PA24/02986 4 Arundell Place Truro Cornwall TR1 2BQ | Works to trees subject to a Tree Preservation Order (TPO), works include T16 Monterey Pine - deadwooding, if applicable - removal of drooping branch damaged by storm which is overhanging 5 Arundell Place garden and conservatory. | Boscawen And Redannick | Approval |
| (vii) PA24/03680 141 Bodmin Road Truro Cornwall TR1 1RA | Ground and first floor extensions and alterations. | Moresk And Trehaverne | Approval |

Schedule 1B 5

PLANNING APPLICATIONS – FOR THE MEETING 4 JUNE 2024

SCHEDULE 1B – APPLICATIONS WITHIN THE CONSERVATION AREA/LISTED BUILDING APPLICATIONS

These applications have been seen by ward members/Planning Committee within the month and therefore have recommendations (far right column). However, following recommendations from the Truro Conservation Area Advisory Committee, these applications may be revisited, upon request, at the Planning Committee meeting.

This schedule (minus any applications revisited at the meeting) will then receive a single ‘en-bloc’ recommendation as per Schedule 1A. If Members of the Planning Committee wish for an application to be transferred to Schedule 2, please inform the Chairman and Clerk by Thursday 29.05.24 at 5pm

for it to be included on the agenda. Please use material planning considerations only.

If the recommendation already states “transfer to schedule 2” there is no need to comment further on this application until the meeting.

| Application Details | Proposal | Ward | Recommendation from Chairman/Vice-Chairman & Councillors |
|---|---|------------------------|--|
| (i) PA24/02716 Kent House St Clement Street Truro Cornwall TR1 1EQ | Convert First Floor premises to 2-bedroom flat. | Moresk And Trehaverne | Approval |
| (ii) PA24/02010 2 Daniell Street Truro Cornwall TR1 2DN | Listed Building Consent for: Removal of old cracked and damaged render from east external wall (not street facing) and replace with Lime and sand mix render | Boscawen And Redannick | Approval |
| (iii) PA24/03122 14 Prospect Place Truro Cornwall TR1 1HW | Replacement of southern boundary wall following collapse of existing (part retrospective) | Moresk And Trehaverne | Approval |
| (iv) PA24/02007 Sabzi Ltd 16A And 16B Walsingham Place Truro Cornwall TR1 2RP | Application for Listed Building Consent to paint the facade in 'Hopper' green a Little Greene National Trust colour. Installation of awnings above front and side windows | Moresk And Trehaverne | Approval |
| (v) PA24/03344 15 New Bridge Street Truro Cornwall TR1 2AA | Conversion of first and second floors into two flats. | Moresk And Trehaverne | Approval |
| (vi) PA23/09331 18 Lemon Street Truro Cornwall TR1 2LS | Listed building consent for replacement of roof covering and associated detailing to include the replacement of 2 no rooflights. | Moresk And Trehaverne | Approval |
| (vii) PA24/03572 FatFace 1 - 2 Victoria Square Truro Cornwall TR1 2RS | Advertising consent for replacement fascia sign and replacement projecting sign | Moresk And Trehaverne | Approval |

Schedule 1B

| | | | |
|--|--|-----------------------|----------|
| | | | |
| (viii) PA24/03552 FatFace 1 - 2 Victoria Square Truro Cornwall TR1 2RS | Shopfront Maintenance/repair/repaint. New signage - separate adverts consent application submitted | Moresk And Trehaverne | Approval |

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Schedule 2⁶

**PLANNING APPLICATIONS – FOR THE MEETING OF 4 JUNE 2024
SCHEDULE 2 – Applications to be considered at the Meeting.**

| Application Details | Proposal | Ward | Recommendation from Chairman/ Vice-Chairman & Councillors |
|--|---|------------------------|--|
| (i) PA24/03218 60 Tregolls Road Truro Cornwall TR1 1LD | Construction of double garage with home office above | Tregolls | |
| (ii) PA22/05032 Land At Dudman Farm Truro Cornwall TR1 3QF | Reserved Matters application for approval of access, layout, scale, appearance and landscaping for 275 dwellings, internal access roads, public open space, landscaping and SUDs features pursuant to outline application PA14/04970, dated 02.06.2016 | Boscawen and Redannick | |
| (iii) PA24/02726 Land South Of Lamorran Old Falmouth Road Truro Cornwall TR1 2HN | Reserved matters application for access, appearance, landscaping, layout and scale (details following outline consent PA23/06605 dated 18.12.2023 for the construction of three dwellings) | Boscawen And Redannick | |
| (iv) PA24/03136 1 Tinneyside Close Calenick Truro Cornwall TR3 6GY | Residential Development for construction of 5 dwellings to include formation of new vehicular access to highway without compliance of Condition 2 of Decision Notice PA18/09066 dated 10.12.18. | Feock And Kea | |
| (v) PA24/03647 19 Chainwalk Drive Kenwyn Truro Cornwall TR1 3ST | Raising of existing garage roof to form storeroom/gym. | Moresk And Trehaverne | |
| (vi) PA24/03169 6 Trefusis Close Truro Cornwall TR1 1LJ | Proposed conversion and extension of garage to form ancillary accommodation | Tregolls | |
| (vii) PA24/03358 10 Frances Street Truro Cornwall TR1 3DN | Submission of details to discharge condition 2 in relation to decision notice PA20/07344 dated 29.03.2021 | Moresk And Trehaverne | |
| (viii) PA24/03772 Arisaig Kenwyn Close Truro Cornwall TR1 3DX | Works to Trees covered by a Tree Preservation Order (TPO) - T1: Gingko - Complete removal. T2: Beech (copper) - crown reduction of approximately 1.5 metres; crown thinning of approximately 20% T3: Conifer hedge - remove and replant hedge line, likely typical Cornish hedging species. | Moresk And Trehaverne | |

Schedule 2

| | | | |
|---|---|---------------------------|--|
| (ix) PA24/03901 Lighterage Quay Newham Road Newham Truro Cornwall TR1 2SU | EIA Scoping Opinion request for consultation of a new footbridge | Boscawen And Redannick | |
|---|---|---------------------------|--|

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| Application | Decision | Truro City Council Recommendation |
|--|---|-----------------------------------|
| PA24/01400 Location: 28 Trevithick Road Truro Cornwall TR1 1RY Proposal: Works to a tree with a Tree Preservation Order (TPO) Pruning T1 Lime tree raise and reduce crown | Approved (Statutory/one condition only) | Approval. |
| PA24/01661 Location: Lowarth Morbies Malpas Road Truro Cornwall Proposal: Nonmaterial amendment in relation to Decision Notice PA18/09198 dated 01/11/19 - Installation of photovoltaic matching slates onto the principal SW facing roof and onto the end of building minor roof facing SE | Approved unconditional | None Made. |
| PA24/01428 Location: 16 King Street Truro Cornwall TR1 2RQ Proposal: Listed building consent for proposed internal and external alterations/remodelling of shopfront of existing retail premises. | Approved with conditions | Approval. |
| PA24/01427 Location: 16 King Street Truro Cornwall TR1 2RQ Proposal: Proposed internal and external alterations/remodelling of shopfront of existing retail premises | Approved with conditions | Approval. |
| PA23/09230 Location: Castle Villa 53 Castle Street Truro Cornwall TR1 3AF Proposal: Listed building consent to paint the exterior of house. The stucco on masonry, plinths, eaves, pillars etc to be repainted white (as currently) with new proposed colour for the main masonry. | Approved with conditions | None Made. |
| PA23/07161 Location: 44 Lemon Street Truro Cornwall TR1 2NS Proposal: Listed building consent: Proposed change of use from office to residential and associated works | Approved with conditions | Approval recommended. |
| PA24/01232 Location: St Marys Chapel Kenwyn Road Truro Cornwall TR1 3SQ Proposal: Listed building consent for the repair of the retaining wall boundaries to the North and East sides of the property known as St Marys Chape | Approved with conditions | Approval. |
| PA23/07160 Location: 44 Lemon Street Truro Cornwall TR1 2NS Proposal: Proposed change of use from office to residential and associated works | Approved with conditions | Approval recommended. |
| PA23/08980 Location: Goundry Pearce Ground Floor Front 19 Lemon Street Truro Cornwall TR1 2LS Proposal: Proposed change of use from office use to residential with self contained basement flat and associated works | Approved with conditions | None made. |

| | | |
|---|--------------------------------------|---------------------|
| <p>PA23/08981 Location: Goundry Pearce Ground Floor Front 19 Lemon Street Truro Cornwall TR1 2LS Proposal: Listed Building Consent for the proposed change of use from office use to residential with self-contained basement flat and associated works</p> | Approved with conditions | Approved. |
| <p>PA24/01414 Location: Truro Flood Tidal Gates Land At Newham Road Newham Truro Cornwall TR1 2SU Proposal: Installation of 2no HPU units for the Truro tide gates.</p> | Approved with conditions | Approval. |
| <p>PA24/01638 Location: Chelley Road Truro Cornwall Proposal: Application for works to trees subject to Tree Preservation Order namely to Hazel, Ash - Pruning works including removal of lateral limb extending over highway at 3.5m to union. To attain statutory height clearance (W1)</p> | Approved with conditions | Approval. |
| <p>PA24/01030 Location: The Wig & Pen Frances Street Truro Cornwall TR1 3DP Proposal: Listed building consent for basement restaurant internal refurbishment and construction of new bin store enclosure</p> | Approved with conditions | Approval. |
| <p>PA24/02827 Location: 98 Kenwyn Street Truro Cornwall TR1 3BX Proposal: Works to trees within a Conservation Area - crown reduction and pruning to Oak, Holly and Elder tree</p> | Decided not to make a TPO (TCA apps) | Approval. |
| <p>PA24/02235 Location: 8 Trewinnard Grove Truro Cornwall TR1 3RQ Proposal: Works to Tree(s) covered by a Tree Preservation Order (TPO) - T1 - Sycamore - Remove bough heavily weighted over garden also a crown clean, removing deadwood and any rubbing or damaged branches to a cut size no greater than 5cm diameter. T2 - Horn Beam - Fell tree due to decay. This will be replaced with a beech tree. T3 - Horn Beam - Crown clean and side reduction removing deadwood and any rubbing or damaged branched to a cut size no greater than 5cm diameter. T4 - Sycamore - All over reduction approximately 150cm to a cut no greater than 10cm</p> | Part Approved/Part Refused | Approval. |
| <p>PA24/01267 Location: Chytodden 16 Kenwyn Road Kenwyn Truro Cornwall TR1 3SZ Proposal: Works to trees subject to a Tree Preservation Order - removal of 4 low branches of a mature Copper Beech tree</p> | Part Approved/Part Refused | Recommend approval. |
| <p>PA24/02233 Location: 57 Gwarak An Warak Truro Cornwall TR1 2FP Proposal: Proposed two-storey extension and addition of a first floor window to North elevation</p> | Approved with conditions | Approval. |
| <p>PA23/10295 Location: 59 Rosedale Road Kenwyn Truro Cornwall TR1 3SA Proposal: Retrospective ancillary building</p> | Approved with conditions | Approved. |

| | | |
|---|---|-------------------|
| <p>PA24/02540 Location: 19 Treworder Road Truro Cornwall TR1 2JZ Proposal: Removal of rear porch and the construction of a two-storey side extension, with the conversion of the existing garage and localised landscaping</p> | <p>Approved with conditions</p> | <p>Approval.</p> |
| <p>PA24/03173 Location: 3 The Parade Malpas Road Truro Cornwall TR1 1QE Proposal: Notification of works to a Trees in a Conservation Area namely fell one small copper beech</p> | <p>Decided not to make a TPO (TCA apps)</p> | <p>None Made.</p> |
| <p>PA24/02476 Location: Truro School Trennick Lane Truro Cornwall TR1 1TH Proposal: Prior Approval for the installation of a 236Kw photovoltaic system to the roof of the Sir Ben Ainslie Sports Centre</p> | <p>Prior approval not req'd(PA/AF/TEL/DEM/)</p> | <p>None Made.</p> |
| <p>PA24/02467 Location: 19 Treyew Road Truro Cornwall TR1 2BY Proposal: Submission of details to discharge Conditions 5, 7, 8 and 9 in respect of Decision Notice PA23/08965 dated 19.01.24.</p> | <p>S52/S106 and discharge of condition apps</p> | <p>None Made.</p> |
| <p>Location: Proposal:</p> | | |



Dean M R Rodda,

I am writing to you to acquaint you with an opportunity to address the current Housing crisis.

A Partnership has been formed between Housing Matters Ltd. A small development Company based in St Ives with a good record of developing genuinely Affordable Homes managed by Barry Lewis. Vistry Partnership Homes probably the biggest Developer in the U.K. and Coastline Housing Association well known for its commitment to producing Homes for local people which are affordable. The Partnership will offer to Parish and Town Councils the opportunity for local people to rent a Home as near affordable as is possible in these times of dramatic building materials price increases. This is best illustrated by realising that we used to be able to build 8 good quality homes for every £1 million of capital employed. Currently we struggle to build 4 Homes with £1 Million.

The Partnership will fund the project in its entirety and ensure through a S.106 agreement that the Homes are available only to genuinely local people. In order to short cut the Planning process and discourage the often selfish objectors inherent in most applications we propose to invite Councils to identify the most suitable sites following which we will instruct Solicitors, at our expense, to prepare an option on the land which we will negotiate with the land owner giving us the security to instruct the Architects to design a scheme acceptable to the Council and the Parish. With the Council supporting the application it should reduce the unacceptable length of the planning process?. Our definition of Affordable is to enable a 3 bed semi to be let at no more than 50% of market rents for a comparable properties.

The Partnership aims to undertake 10 schemes per annum each of a minimum of 40 Homes. That being the minimum number we are advised will lead to affordability through the economies of scale calculation. We will also promote shared Ownership arrangements to encourage Affordable Home Ownership.

We appreciate that we have probably engendered more questions than we have answered but we are anxious to meet Councils and discuss our proposals in detail and invite Councils to let us know when this is possible. There are 213 Parish and Town Councils in Cornwall and we can't provide Homes for them all. We will therefore operate a strictly first come first served policy. We have written to just 10 Councils initially and will look to increase this when we know the likely response. I very much look forward to meeting you.

Kind regards. [REDACTED] M.D, Housing Matters Ltd
Member of the Chartered Institute Of Housing.

[REDACTED]

Housing Matters is a trading name of Housing Matters Limited

Requirements from both Councils and The Partnership to bring the Housing Model to a successful conclusion.

The Council will be asked to:-

1. Identify a site which is suitable for a minimum of 40 Homes which they the Council will support through the planning process and which fulfills the Exception Policy requirements. The Partnership will undertake the negotiations if required to put in place an acceptable option subject to Planning Approval.
2. Advertise the proposed development inviting those interested and who qualify to apply to the Council who will approve the applicants as genuinely local people and establish a list of both potential Tenants and Purchasers before the Construction begins. Successful Applicants will be allocated their plot enabling them to follow the building of their future home and to get to know their neighbours whilst the build stage progresses. This, from experience, goes a long way to helping the community to become established.
3. Be prepared to involve the Parishioners in deciding exactly what the proposed development should include. ie. Flats, Bungalows, semis, 2,3 beds, live work units etc. The Partnership is anxious to ensure that the development is Community-led from the beginning, hopefully discouraging the Nimbyism inherent in most developments. The proposals will contain unique elements to ensure affordability and opportunity not available elsewhere which can be openly discussed at our meeting. The Partnership will:- Be responsible for all financial matters from the site acquisition, Planning and Construction including the various reports required from the Consultants indicated by the Planners. Legal costs will be paid by the parties separately as appropriate. We seek to operate as a genuine Partnership in every respect. It should be stressed that we, the Partnership, do not seek any financial input from the Council of any description.

[REDACTED]

Reference [REDACTED]

To whom it may Concern.

I have known [REDACTED] for some 26 years, during this time he was involved in building two large estates in St Ives.

Rather than build and put them on the market to the highest bidder, [REDACTED] decided to build affordable housing.

These properties were finished on time to a high standard to this day they are full of many happy families.

Additionally as a very kind act, at no cost to the owners he provided much needed parking spaces for 8 houses on the adjoining properties.

At the time I was a Town and District Councillor and in 1993/94 was Town Mayor.

I know that [REDACTED] would be an excellent, honest and reliable choice for any building or negotiations for housing in any area.

He is an active member of our local Church.

He is honest but forthright in all his negotiations.

If the Diocese are thinking of involving [REDACTED] in any forward planning, they will find a good, honest and reliable man.

Yours truly,
[REDACTED]

By email

Mr R Gazzard
Clerk To Truro City Council
Municipal Buildings
Boscawen Street
Truro
TR1 2NE

Your ref:
My ref: PA24/03173
Date: 2 May 2024

Dear Mr Gazzard

Application PA24/03173
Proposal Notification of works to a Trees in a Conservation Area namely fell one small copper beech
Location 3 The Parade Malpas Road Truro Cornwall TR1 1QE
Applicant Thomas Rogers

The above-mentioned application has been received by the Team of Cornwall Council's Development Management Service and is available for you to view online at <https://planning.cornwall.gov.uk/online-applications>.

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for you to submit any comments to the local planning authority as this communication is merely to notify you that an application has been received.

If you have any questions or concerns please contact me on 01872 322222

Yours sincerely

Janice Taylor


Development Officer
Development Management Service
Tel: 01872 322222

Truro, Tresawls Road, Newbridge Bus Lane Extension Infra23-198

Results Published 

Start : Mar 21, 2024

End : Apr 12, 2024

Results Published : Jul 12, 2024 

Subject : Roads transport and parking

Consultation Reference Number : 2257

Scheme Reference Number :

[Details](#)

[Documents](#)

[Results](#)

What we found out

Cornwall Council's bus operations Officer was supportive of the scheme. The points raised in objection are unlikely to cause issues and the scheme has been assessed by the safety team, via safety review, and no issues regarding the central hatching were raised.

How will the findings be used?

Scheme to be implemented with no amendments.

[Return to Homepage](#)

By email

Mr D Rodda
Clerk To Truro City Council
Municipal Buildings
Boscawen Street
Truro
TR1 2NE

Your ref:
My ref: PA24/03942
Date: 28 May 2024

Dear Mr Rodda

Application PA24/03942
Proposal Notification of works to a Tree in a Conservation Area namely fell one Ash tree. Replace with Silver Birch
Location Arundell The Avenue Truro Cornwall TR1 1HT
Applicant Tony Bane

The above-mentioned application has been received by the Area 4 Team of Cornwall Council's Development Management Service and is available for you to view online at <https://planning.cornwall.gov.uk/online-applications>.

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for you to submit any comments to the local planning authority as this communication is merely to notify you that an application has been received.

If you have any questions or concerns please contact me on 01872322222

Yours sincerely

Julia Preece

Graduate Development Officer
Development Management Service
Tel: 01872322222



Mr Roger Gazzard
Clerk To Truro City Council
Municipal Buildings
Boscawen Street
Truro
Cornwall
TR1 2NE

My ref: PA23/10342
Date: 9 May 2024

Dear Sir/Madam

Application number: PA23/10342
Proposal: Listed Building Consent for loft conversion and minor internal alterations.
Location: 45 Daniell Street Truro Cornwall TR1 2DN
Applicant: Mr Dominic Wright

Thank you for the City Council response to the above proposal which I have set out below:

Truro City Council *'Refusal due to a floor plan showing inconsistencies regarding the rooflight positions and the comments of the HEP Conservation Officer.'*

In response to the above,

Following comment the floor plan has now been revised accordingly (only one proposed roof light now shown to the rear).

Following discussions with the Conservation officer they are satisfied with the submitted details with the most recent consultation (30.04.24) as follows –

'The information provided is considered acceptable. No further comments.'

Agreed details in relation to the staircase and window will be conditioned accordingly in the interest of protecting the Listed Building.

In light of the above, I intend to recommend the application for approval.

Development Management Service

Cornwall Council

PROTLC

Correspondence Address: Cornwall Council Planning Dept, New County Hall, Treyew Rd, Truro,
TR1 3AY

planning@cornwall.gov.uk

Page 2

Mr Roger Gazzard

9 May 2024

I would respectfully request that your Council consider the following options as set out within the Protocol for Local Councils:

1. Agree with my recommendation
2. Agree to disagree
3. It is requested the LPA consider referring the matter to planning committee

Please tell me which option you wish to choose within 5 working days from the date of this communication.

If I do not hear from you within 5 working days, a delegated decision may be issued in accordance with my recommendation following discussion with the Divisional Member. If our recommendation changes for any reason we will notify you so that you may reconsider your own position.

**Planning committees can be viewed and accessed remotely. Further information can be found on our website at [Webcasts - Cornwall Council](#).*

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