

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD  
ON WEDNESDAY 21<sup>st</sup> November 2024 AT 19.30 IN THE  
MAWNAN MEMORIAL HALL.



PRESENT Cllrs Reid, Moyle, Morris, Biggin, Whibley, Stabbins,  
Sadler, Clerk.

1) TO RECEIVE APOLOGIES

Cllr Bates, Cllr Potter

2) MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR  
REQUEST DISPENSATIONS

None

3) PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY

a. MUGA

- i. Leon mentioned timeline of events sent in by Kevin Bates earlier that evening
- ii. Cllr Biggin comments that this is helpful, because most Cllrs are new from when the MUGA project was initially proposed. For future applications for grants etc it is very useful to know what's happened up until now.
- iii. Cllr Sadler asks for the timeline from Kevin Bates to be put on next months agenda under correspondence so they have time to read it.

ACTION: Clerk to put K Bates timeline on Decembers agenda under  
'Correspondence'

b. Pavement on Sampys Hill

- i. Mike Carlton absent but Simon Hughes is here to speak about the pavement and letters that have been received from 9 school children who are desperate for a pavement on Sampys Hill.
- ii. Mike Harvey has also posted a video showing what it looks like for a car to drive towards people walking down the hill. It shows several cars going past, and even though they appear to be sticking to the 20 mile an hour speed limit, they're very close to him. Despite most parents always making sure they're on the road side of the children, there's very little gap for any car to pass

- iii. Cllr Reid agrees something needs to be done quickly as he had witnessed the situation first hand.
  - iv. Mike H mentions preference has been given in the past to parking for the MMH over and above the safety of the child.
  - v. Cllr Whibley states it is not just a PC project but a community project and a working group must be set up.
- 4) TO RECEIVE AND APPROVE THE MINUTES OF THE 17<sup>th</sup> OCTOBER 2024 FULL COUNCIL MEETING

Proposed Cllr Whibley, Seconded Cllr Moyle resolved to accept minutes, all Cllrs in favour.

- 5) ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA- inc Beech Tree at Lychgate in Church car park.
- a. Cllr Whibley stated the Historic Environment planning department/officer has said that there needs to be a solution, which works to both repair the lich gate and the wall and to preserve the tree, but the tree is not to be taken down.
  - b. Subsequent to that, the application from last months agenda PA24/06856 has been withdrawn.
  - c. Cllr Reid stated the PC don't have jurisdiction over the car park
  - d. Cllr Moyle argued that 8 years ago the PC took on the management of maintenance of the old graveyard, post new graveyard, and part of the remit was to deal with the trees within the graveyard. It's not National Trust. Cllr Moyle is worried it may cause large amounts of damage should it come down.
  - e. Cllr Reid stated the builder refused to put Lychgate back together because he believes it will need to be re done when the beech tree comes down.
  - f. With the stalemate Cllr Reid and Moyle discussed getting diocese down to meet with the PC to discuss the future of the Beech tree.

Proposed Cllr Moyle, Seconded Cllr Sadler resolved that the PC gets a representative of Diocese down for a private meeting with the PC on site. All Cllrs in favour except Cllr Morris who abstained.

ACTION: Clerk to set up meeting between diocese and PC at church car park.

- 6) CONFIRM APPOINTMENT OF NEW CLERK TO MAWNAN PARISH COUNCIL

Proposed Cllr Reid, Seconded Cllr Moyle resolved the PC appoint Melissa Mercer as the new Parish Clerk. All Cllrs in favour.

7) TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING

PA24/07913 Carwinion Vean, Grove Hill, Mawnan Smith, Falmouth  
Proposal Application of a Lawful Development Certificate for an existing use. The Coach House (formerly known as The Lodge).

- a) Applicant was present. There are three individual dwellings in one curtilage, with shared drives, each with its own garden. They have been there since the 70s and planning had never been obtained.
- b) Have been used as both residential and holiday lets in the past and this will continue.
- c) Approval would result in three individual additions to the council tax base.

Proposed Cllr Whibley, Seconded Cllr Stabbins resolved to support the application. All Cllrs in favour except Cllr Moyle who abstained.

PA24/08518 The Old Rectory Old, Church Road, Mawnan, Falmouth  
Proposed partial raising of roof to form first floor accommodation including replacement single-storey roofs, formation of first floor terrace and general alterations.

- a) Applicant was present. Has lived in the village for years and raised all four of their children in the parish. Need more space.
- b) Going to maintain the trees on the boundary between the old rectory and the church. We don't want it to appear dominant for the church.
- c) Scheme seems sensible and in keeping with good design and cladding style

Proposed Cllr Whibley, Seconded Cllr Moyle resolved to support the application. All Cllrs in favour.

Cllr Whibley introduced a new item on the agenda.

PA24/08681 Chylowen The Fairway Mawnan Smith

Non-material amendment to decision PA22/02710 dated 18.05.2022 to change the windows and doors from the approved grey aluminium to grey uPVC.

- a. Such a small change can be quickly looked at in this meeting despite only coming in 24hrs beforehand.

Proposed Cllr Moyle, Seconded Cllr Whibley to support the application. All Cllrs in favour.

**ACTION:** Clerk to upload all comments to relevant planning applications on the CC website

- 8) TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL – including any information in relation to outstanding inspectorate appeals.

PA24/01075/PRE 14 Lowenna Fields, Mawnan Smith, Falmouth, Cornwall TR11 5GW  
PA24/01294/PRE Tide End, Budock Vean, Mawnan Smith, Falmouth, Cornwall, TR11 5LJ

A. The tree officer said, proceed without delay. PC absolutely agreed.

PA24/05240 2 Field Place, Mawnan Smith, Falmouth, Cornwall, TR11 5JE

b. Approved with usual conditions, which was simply do it within three years, and to do what you say on the panel

PA24/05033 Listed building consent for the conversion of the redundant church building into a residential dwelling and adjoining Sunday School room into a commercial office.

c. This application has been approved with conditions:

i. The Sunday school which is being converted to office space must specifically be used only for Category D which allows for a small operations only.

ii. The applicant must stick to the transport the construction management plan, given the tightness of the air traffic coming and going to demolition aspects and the delivery of materials

D. All Cllrs have concerns about increased parking, traffic coming and going if its an office space plus it could be used for holiday lets

E. Highways say the see no issue with the parking spaces provided. Cllrs believe them to be unworkable.

F. Cllrs agree that despite raising these issues with CC they have done all they can. If there are issues during the construction Cllrs will complain to council.

- 9) UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR OCTOBER

a. Clerk is slowly getting on top of finances but taking time due to gap in clerks. Will have something to give Cllrs to show financial position by end of the following day.

b. Cllr Sadler recommends talking to Sarah Mason should clerk have any questions.

c. Cllr Reid confirms the PC still don't have access to the Trust accounts.

d. Clerk to make sure her name is on website pages, answer machine etc.

e. Clerk acknowledged there are still a lot of addresses to change with suppliers to let them know the PC has moved to a new office.

- f. Cllr Reid pointed out the need to have a finance meeting a week before the next PC meeting to determine next years budget so PC can submit precept.
- g. Cllrs agree to set a date asap.

ACTIONS: Clerk to:

- 1. Change name on website
  - 2. Change answer machine message
  - 3. Change PC address with suppliers to MMH
  - 4. Contact Lloyds to get access to both trust accounts.
  - 5. Arrange finance meeting in mid December with finance committee.
- 10) JUNIOR PLAYING FIELD UPDATE- inc agreement of short-term funding plan.
- a. Following on from the presentation of Earth Wrights design of the new JPF playground, Cllr Biggin provided an update on the junior playing field project, including budget and planning requirements. See Appendix for more details.
  - b. CCF project team have contacted her to inform her that after the last budget, they've announced that there'll be a transition year. This is for the UK shared prosperity fund. That's where the JPF CCF grant came from- the Good Growth funding. If Cornwall Council get a proportion of that money, they are looking for shovel ready projects that would be able to put forward. They've asked, do we want our JPF plans to be put forward? And I'm hoping that yes, we should be able to put that one forward. Also the CIL will open up again in spring, and PC might be eligible for that depending on the fee.
  - c. With this in mind, Cllr Biggin asked that PC take appropriate steps to seek guidance on planning, leases and finance to ensure PC are ready to apply for large capital grants in the spring.
  - d. The PC also needs to agree with the JPF trust that they would lease it to the PC, so the PC could then build and be responsible for any equipment.
  - e. Cllrs raise questions about enquiring whether planning is required. It is vital to get this in writing from a planning officer so PC all ready to go for grant funding.
  - f. Development may have to be phased in depending on finances available- grants etc. Plus some equipment i.e the slide is only 4-5 years old so not all equipment needs to be replaced immediately.
  - g. Cllr Reid pointed out there will be a need for a budget to cover any legal fees or planning fees or any costs associated with the grant app.

- h. Cllr Reid emphasized the need for a financed plan for maintenance plus putting money aside to buy new one in X years time or whenever the need arises. Future planning is essential. Cllr Biggin quoted £2000 Mawnan School puts aside a year for maintenance. This is a good guide.
- i. Cllr Biggin informed the Cllrs that any funding may be retrospective so the initial works will need to be paid for by the PC. This may require a public works loan board loan. She will be seeking advice to how this can happen.

Proposed Cllr Moyle, Seconded Cllr Sadler resolved to take appropriate steps to seek guidance on planning leases and finance to ensure we are ready to apply for large capital grants in the spring. All Cllrs in favour.

**ACTIONS:**

1. Cllr Biggin to look into works loan board loans and grant funding. Contact Sarah Mason.
  2. Cllr Reid to continue his research into whether planning permission is necessary
  3. Clerk and Cllr Reid and Biggin to look at obtaining a lease on JPF
  4. Clerk and finance committee to make sure that plan for finance is put in budget
- 11) MUGA- CARWINION PLAYING FIELD – discuss how best to proceed with public consultation in line with Sports England guidance and specialist advice to secure a MUGA for the benefit of the community.
- a. Clerk circulated a methodology for moving forward with a public consultation.
  - b. Cllr Biggin acknowledged the hard work done looking for grant by Leon etc.
  - c. Cllr Biggin suggested setting up a working group to involve the community and stakeholders.

Proposed Cllr Moyle, Seconded Cllr Whibley resolved to establish a working group.

**ACTIONS:** Clerk to include MUGA WG item on January Agenda.

- 12) HEDGE CUTTING IN JUNIOR PLAYING FIELD- determine method and arrangements for cutting.
- a. All done but still needs a bit more work at a later stage- before birds nest in March.
  - b. Cllrs Moyle and Sadler recommend PC meet in January to discuss and organise work to be done.

- c. Cllr Reid states that any hedge work should be part of a funding application for the JPF project.
- d. Cllr Biggin states there has been a similar request at the Carwinnion field. The preschool have asked PC to make sure the hedges are cut there at the right time.
- e. Cllr Moyle states gates need fixing now to stop them swinging open. None have springs on and are a health and safety issue. Will come in and brief clerk to get work done and see if can work out how to fix it to make it safe.
- f. Cllr Biggins mentioned the JPF plan is to get rid of the gates and have just one. However they need a small fix now. She mentioned that the contractor doing the monthly inspections could potentially take this on.

**ACTIONS:**

- 1. Clerk to look at contacting contractor to make sure hedges in both JPF and CPF are in their remit and done at right time of year.
  - 2. Cllr Moyle to check gates in JPF and let Clerk know what actions need to be taken.
- 13) TO RECEIVE ANY GRANT APPLICATIONS- including Bell Ringers and Plastic Free Helford.
- a. Bell Ringers
    - i. Representative from the bell ringers clarifying the amount requested is £441.60. The bells ropes are on order but can't be delivered until March.

Proposed Cllr Reid, Seconded Cllr Moyle resolved to accept grant proposal. All Cllrs in favour.

**ACTION:** Clerk to make payment to Bell Ringers asap.

- b. Plastic Free Helford
  - i. Cllr Morris read out proposal in May meeting
  - ii. £119 in total for five dinosaur patterned child litter pickers @ £65 and 10 Hi vis tabbard in three sizes @ £54.

Proposed Cllr Reid, Seconded Cllr Moyle resolved to accept grant. All Cllrs in favour.

**ACTION:** Clerk to make payment to Plastic Free Helford asap.

Proposed Cllr Moyle, Seconded Cllr Sadler that grant applications should come in at a specific time of year. Applications in March up to July and financial planning

wise grants are taken into account when budget set and PC puts aside a certain amount.

**ACTIONS:**

1. Clerk to look at publication of grants scheme on website
  2. Clerk to make sure grant is included in budget
- 14) HIGHWAYS WORKING GROUP- discuss how best to proceed with public consultation in line with highways guidance to create a plan and secure road layout and best signage for the safety and benefit of the community.
- a. PC needs to establish a highways working group.
  - b. Should deal with Sampys Hill pavement and Grove Hill crossing.
  - c. Cllr Biggin requested to know if there are any deadlines PC should be working to.
  - d. Cllr Reid reiterated the speed cars drive down Sampys Hill and how potentially dangerous it is. PC should be looking at a calming measure at top that slows people down and a pavement. Speed sign that will be erected soon will go some way to slowing traffic down.
  - e. Cllr Sadler stated the need for a zebra crossing if a pavement is constructed.
  - f. Cllr Reid stated the original highways scheme was to put a scheme on the other side of the road to the hall. After this, David Morgan produced a sketch of a pavement on the hall side of the road and that is preferable.
  - g. Cllr Biggins states the need for an open process with the public for this because of the public interest.
  - h. Clerk states the speed sign already bought and in the office is in the process of being signed off.

Proposed Cllr Whibley, Seconded Cllr Sadler resolved to set up meeting in Jan. All Cllrs in favour.

**ACTION: Clerk to:**

1. Find PC members who want to be in the working group at December PC meeting.
  2. Arrange Highways WG meeting in January.
- 15) TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE- including nine letters from school children re a pavement on Sampys Hill. See attached. Email from Abbeyfield- see attached.



- a. Abbeyfield House letter- tree in JPF behind them they think could be dead. Cllr Moyle will go and have a look and let PC know his findings.
- b. The ABFH letter also mentioned that the path adjacent to JPF is apparently full of leaves and has some dog fouling on. Cllr Moyle stated he has raked them recently because of the mess the tree trimming they did. The maintenance for this path should be put in the maintenance contract.
  - i. Cllr Biggins mentioned there are also tree roots coming out of the path which could be a potential Health and safety issue.
  - ii. Cllr Moyle queried that because the tarmac was put there by CC it is it CC's responsibility?
  - iii. The path was put there as a shortcut, it's not a public footpath but a desire path. Should it be fenced off?
  - iv. Cllr Whibley responded that fencing it off would be giving away land that belongs to the JPF trust.
  - v. Cllr Moyle stated the need to either put up a fence or take the gate away.
  - vi. Cllr Biggin stated it could be the area of the JPF that dogs are allowed on.
  - vii. Cllr Whibley to have a look.
- c. Cllr Sadler mentioned the affordable housing documentation received from Fowey PC this week. It brings up the issue of affordable housing and the challenges faced by locals in getting rented properties- citing a situation in Fowey when there were ten houses to rent and only one went to a local person.

Proposed Cllr Sadler, Seconded Cllr ? resolved that the PC include the housing policy discussion in the next month's meeting for a more in-depth discussion because it is a problem that this parish will face.

Items not on agenda:

- d) Cllr Moyle mentioned the tree on the corner of Carwinion Road on the turning to Old Church that belongs to the Catholic church.
- e) Cllr Reid suggested that this is a highways issue
- f) Clerk to write to Highways to ask for it to be dealt with.

ACTIONS:

1. Cllr Moyle to look at trees on Abbeyfield House end of JPF and assess state of them, whether dead or diseased.

2. Clerk to look into who is responsible for the path
  3. Cllr Whibley to have a look at path and report her findings. Clerk to arrange any work as an outcome.
  4. Clerk to put affordable housing discussion on December agenda.
- 16) TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE – Durgan footpath issue, trees overhanging road at old church turning, speed sign.
- a. Durgan Footpath issue- recently caught on camera by Cllr Potter
    - i. Cllr Potter was able to film on the beach when two people scrambled down the cliff and there was rock fall. It was clearly very dangerous.
    - ii. Cllr Whibley informed the Cllrs that South West Coast path is diverted up the right way towards Trebah, round through the trees back down to the path to Helford passage. This is all clearly marked, apart from the finger post in Durgan has rotted and fallen off.
    - iii. Cllr Whibley made the point that people are not sticking to the marked route but choosing desire paths and coming through the woods.
    - iv. Cllr Whibley sent the video to CC and on Monday, the National Trust's Charlie Watts met with Penny Hodson from Cormac. They will replace the finger post. "Diversion is well signed throughout and the fencing blocking off the old road where the cliff has collapsed is intact and is very obvious to users."
      1. Cornwall Council mapping data, the definitive footpath map, clearly shows the diverted Coast path routes, and CC are assured that Ordnance Survey maps will be updated if they haven't been already. What might not be updated is Google Maps so they are taking it up with Google Maps.
      2. Cllr Whibley showed them photos of the desire path through the woods and they're going to block those off with brush.
      3. Every post that indicates where the SWCP is going will also carry the message of stick to waymarked routes plus there will be two new posts in Durgan stating the same.
  - b. Lowenna fields down to Carlidnack Road

- i. Cllr Whibley had a meeting with the farmer and Cormac that week and Cormac agreed to fill up the gully and has already done it. The style has also been done by farmer Tomlinson.
- c. Path 21 to 22
  - i. Cllr Whibley mentioned another footpath query that came in about path 22 which arrives at Rosemullion Farm, and the person querying it had expected it to go through to footpath 21 which joins the SWCP from Old Church Road. However it does not- there is no path connected to path 22 and people cannot go on from there. It would be trespassing on RM farm.
- d. Tank Road
  - i. Tomorrow is deadline for the 'tank Road'. A DMMO application has been agreed to be made an order by Cornwall Council. Ramblers amongst others are trying to get the path established. Tomorrow is the deadline for any further comments or objections, and Cllr Whibley has been led to understand that the landowner is intending to comment by tomorrow, and he's taken legal advice. Cllr Whibley has given CC everything she can in terms of information
  - ii. Cllr Moyle stated it has been used for the last 40 odd years.
  - iii. Cllr Sadler stated it has been used a shortcut to the South West Coastal Path (SWCP) below.
  - iv. Cllr Whibley finished by saying 'watch this space' as to what CC decides and solutions put forward.

17) REPORT FROM CORNWALL COUNCIL WARD MEMBER

- a. John Bastin was present
- b. As part of the Forest of Cornwall scheme, CC is providing free tress for people on the 26<sup>th</sup> November at Falmouth library.
- c. Cllr Bastin enquired whether the clerk has received the Wellbeing guide from CC? Details how to survive winter etc. Clerk to check. Cllr Bastin to send and PC should put around PC public noticeboards.
- d. Informed Cllrs of changes in street lighting schedules and the need for the community to be aware of these changes. Various villages are moving to streetlights going off at midnight until 5am. Budock is in the most recent one and Mawnan will be soon.

- e. Falmouth Fire station are desperate for on call firemen. Clerk to put a notice on noticeboard.
- f. With regards to the Fowey affordable housing issue discussed earlier, Cllr Bastin recounted he has recently had a problem with a local developer at Budock where lots of 106 agreement are not being stuck and emphasized the need for enforcement of these conditions.
- g. Cllr Whibley asked about the fire at Greenspot which Cllr Bastin confirmed has been put out. The EA are debating whether to re issue a certificate.
  - i. Cllr Bastin admits he had no idea of size of mound.
  - ii. Cllr Whibley states it was 200m x 100m and 2 storeys high. If one is to look on Google Maps it shows a lot of little piles which have since joined together. Cllr Whibley asked about what people are doing with green waste- gardeners, contractors etc. Cllr Bastin not sure.

**ACTIONS:**

1. Clerk to check for Wellbeing guide and place in any public places
2. Clerk to put poster up in noticeboards regarding Falmouth fire station
3. Clerk to publish streetlight changes- Mawnan will be next on the list after Budock
4. Cllr Bastin to send Wellbeing guide if clerk has not received

**18) ITEMS FOR INCLUSION AT THE NEXT MEETING**

- a. PC budget for 25/26
- b. Junior Playing Field progress report and further actions required.
- c. Highways Issues- set up WG to meet in January.
- d. Correspondance- inc Kevin Bate's letter.
- e. Affordable housing/ housing for locals issue
- f. Report form Graveyard/ Burials working group
- g. Email addresses- suggested new arrangement
- h. Outstanding items

**ACTIONS: Clerk to:**

Look into email addresses and move to a .gov domain

19) MATTERS OF COMMUNITY CONCERN

a. none

20) DATE & TIME OF NEXT MEETING: 19<sup>TH</sup> DECEMBER 2024

a. Changed to 7pm on 17<sup>th</sup> to bring it forward because of Xmas

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**X**

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Guy Potter  
Chair

Date

DRAFT

**Update from Cllr Shiona Biggin on Mawnan Junior Playing Field**  
(Agenda Item 10, for Parish Council Meeting on 21 November 2024)

**CCF Project Update**

- **Design Concept Unveiling:** The design concept plans will be unveiled at the Memorial Hall on **Thursday 21 November**. Earth Wrights will give a presentation at 6:30 PM.
- **School Display:** The design concepts will be displayed at Mawnan Primary School on **Friday 22 November**, so children and their families/carers can provide feedback. **Councillors are invited to inform Shiona if they wish to attend.**
- **Feedback Collection:** Shiona will collate community feedback and send instructions for any changes to Earth Wrights by **Friday 29 November**.
- **Final Design Presentation:** Earth Wrights will present the final design to Parish Council members via Zoom on **Friday 13 December** (time TBC). **Councillors are requested to inform Shiona if they wish to attend.**
- **Final Design Approval and Payment:** Shiona will sign off on the final design by **Monday, 16 December**. Earth Wrights will issue the final bill of £2,863 excluding VAT, which must be paid by **31 December 2024** (the CCF project completion deadline).
- **Project Monitoring Visit:** Shiona and Mel will attend a CCF project monitoring visit with Naomi Belert at 11:00 AM on **Friday 10 January 2025**.
- **CCF Event:** Shiona has booked a stand and reserved a place at the CCF event on **Friday 28 February 2025** (11:00 AM – 3:00 PM in the Gallery and Council Chamber at New County Hall, Truro). **Councillors should let Shiona know if they also wish to attend.**

**Other Updates**

- **CLUP/Good Growth Applications:** The CCF team is considering projects for CLUP/Good Growth applications if additional UK Shared Prosperity Fund (SPF) funding is awarded for the announced transition year. To ensure the Mawnan Park project is eligible and deliverable within 12 months, we need confirmation that no planning permission is required and must finalise a lease agreement with the Trust. Applications are expected to open around **March 2025**.

- **CIL Funding:** The next round of CIL funding will open in **spring**. Eligibility and themes for projects will be confirmed once the application window goes live.
- **Match Funding:** If the Parish Council decides to apply for funding, we must aim to secure **10% match funding** and ensure we have the **financial capacity to bankroll the project** if successful in securing large capital funding grants.
- **Lottery Grant:** Shiona plans to apply for a National Lottery Awards for All grant in **December 2024 or January 2025**.
- **Charity Commission Compliance:** Reminder: The annual accounts and Trustees' Annual Reports (for both fields) must be uploaded to the Charity Commission website by **31 January 2025**.

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