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2/042

Application for Planning Permission. Town and Country Planning Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



Planning and Sustainable Development

Correspondence address Cornwall Council - Planning, PO Box 676, Threemilestone, Truro, TR1 9EQ
Telephone 0300 1234 151 | Email planning@cornwall.gov.uk

www.cornwall.gov.uk

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text" value="MR."/> First name: <input type="text" value="R."/>
Last name: <input type="text"/>	Last name: <input type="text" value="HART."/>
Company (optional): <input type="text" value="HENNING'S BUILDERS."/>	Company (optional): <input type="text" value="4TH DIMENSION ARCHITECTURE"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text" value="3."/> House suffix: <input type="text"/>
House name: <input type="text" value="WHITE CABIES."/>	House name: <input type="text"/>
Address 1: <input type="text" value="TRENAVE LANE"/>	Address 1: <input type="text" value="TREVIA LANE"/>
Address 2: <input type="text" value="TRENAVE"/>	Address 2: <input type="text" value="TREVIA"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="TINSTAGEL"/>	Town: <input type="text" value="CAMELFORD."/>

3. Description of the Proposal

Please describe the proposed development, including any change of use:

ERECT 2ND 3 BED SEMI DETACHED HOUSES.

Has the building, work or change of use already started?

Yes No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

(date must be pre-application submission)

Has the building, work or change of use been completed?

Yes No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY):

01/01/2021

(date must be pre-application submission)

Reference no. of permission in principle being relied on (technical details consent applications only):

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name: LAND EAST OF.

Address 1: 81 PENCELLY

Address 2:

Address 3:

Town: DEUABOU

County: CORNWALL.

Postcode (optional): PL33 9AS

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? Yes No

Is a new or altered pedestrian access proposed to or from the public highway? Yes No

Are there any new public roads to be provided within the site? Yes No

Are there any new public rights of way to be provided within or adjacent to the site? Yes No

Do the proposals require any diversions /extinguishments and/or creation of rights of way? Yes No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawing(s)

5987/02A.

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? Yes No

If Yes, please provide details:

Bin STORAGE TO FRONT OF HOUSES.

Have arrangements been made for the separate storage and collection of recyclable waste? Yes No

If Yes, please provide details:

STORAGE TO FRONT OF HOUSES.

8. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? Yes No With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

9. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls		CREAM RENDER BROWN BOARDING.	<input type="checkbox"/>	<input type="checkbox"/>
Roof		NATURAL SLATE	<input type="checkbox"/>	<input type="checkbox"/>
Windows		WHITE UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Doors		WHITE UPVC	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)		EXTG. WALLS + FENCES.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing		BLACK TARMAC.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

Yes No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

DRG NO. 5987 / 02A / 03A + 04. LOCATION PLAN. 1:1250
 MINING REPORT
 PHASE 1, 2 + 3 CONTAMINATION REPORT.

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	0	4	4
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

11. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer Cess pit
 Septic tank Other
 Package treatment plant

Are you proposing to connect to the existing drainage system? Yes No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

5987/02A.

12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? Yes No

Will the proposal increase the flood risk elsewhere? Yes No

How will surface water be disposed of?

- Sustainable drainage system Existing watercourse
 Soakaway Pond/lake
 Main sewer **COMBINED**.

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

14. Existing Use

Please describe the current use of the site:

RESIDENTIAL.

Is the site currently vacant? Yes No

If Yes, please describe the last use of the site:

When did this use end (if known)?
DD/MM/YYYY

Does the proposal involve any of the following?
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? Yes No

Land where contamination is suspected for all or part of the site? Yes No

A proposed use that would be particularly vulnerable to the presence of contamination? Yes No

SEE REPORTS ENCLOSED

15. Trees and Hedges

Are there trees or hedges on the proposed development site? Yes No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? Yes No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? Yes No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
If Yes, please complete details of the changes in the tables below:

 Yes

 No

Proposed Housing							Existing Housing								
Market Housing	Not known	Number of Bedrooms					Total	Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>			2			2	Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>							Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>							Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>							Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>							Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>							Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							2	Totals (a+b+c+d+e+f) =							
Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total	Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>							Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>							Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>							Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>							Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>							Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>							Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =								Totals (a+b+c+d+e+f) =							
Affordable Home Ownership	Not known	Number of Bedrooms					Total	Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>							Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>							Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>							Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>							Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>							Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>							Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =								Totals (a+b+c+d+e+f) =							
Starter Homes	Not known	Number of Bedrooms					Total	Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>							Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>							Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>							Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>							Other	<input type="checkbox"/>						
Totals (a+b+c+d) =								Totals (a+b+c+d) =							
Self Build and Custom Build	Not known	Number of Bedrooms					Total	Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown				1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>							Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>							Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>							Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>							Other	<input type="checkbox"/>						
Totals (a+b+c+d) =								Totals (a+b+c+d) =							
Total proposed residential units (A+B+C+D+E) =								Total existing residential units (F+G+H+I+J) =							

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total): Two

18. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? Yes No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	<input type="checkbox"/>				
Shops	<input type="checkbox"/>				
Net tradable area:	<input type="checkbox"/>				
A2	<input type="checkbox"/>				
Financial and professional services	<input type="checkbox"/>				
A3	<input type="checkbox"/>				
Restaurants and cafes	<input type="checkbox"/>				
A4	<input type="checkbox"/>				
Drinking establishments	<input type="checkbox"/>				
A5	<input type="checkbox"/>				
Hot food takeaways	<input type="checkbox"/>				
B1 (a)	<input type="checkbox"/>				
Office (other than A2)	<input type="checkbox"/>				
B1 (b)	<input type="checkbox"/>				
Research and development	<input type="checkbox"/>				
B1 (c)	<input type="checkbox"/>				
Light industrial	<input type="checkbox"/>				
B2	<input type="checkbox"/>				
General industrial	<input type="checkbox"/>				
B8	<input type="checkbox"/>				
Storage or distribution	<input type="checkbox"/>				
C1	<input type="checkbox"/>				
Hotels and halls of residence	<input type="checkbox"/>				
C2	<input type="checkbox"/>				
Residential institutions	<input type="checkbox"/>				
D1	<input type="checkbox"/>				
Non-residential institutions	<input type="checkbox"/>				
D2	<input type="checkbox"/>				
Assembly and leisure	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>				
Please Specify	<input type="checkbox"/>				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	<input type="checkbox"/>			
C2	Residential Institutions	<input type="checkbox"/>			
OTHER		<input type="checkbox"/>			
Please Specify		<input type="checkbox"/>			

19. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

20. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

21. Site Area

Please state the site area in hectares (ha)

0.036

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? Yes No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? Yes No Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes) <input type="text"/>	Ethylene oxide (tonnes) <input type="text"/>	Phosgene (tonnes) <input type="text"/>
Ammonia (tonnes) <input type="text"/>	Hydrogen cyanide (tonnes) <input type="text"/>	Sulphur dioxide (tonnes) <input type="text"/>
Bromine (tonnes) <input type="text"/>	Liquid oxygen (tonnes) <input type="text"/>	Flour (tonnes) <input type="text"/>
Chlorine (tonnes) <input type="text"/>	Liquid petroleum gas (tonnes) <input type="text"/>	Refined white sugar (tonnes) <input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):

24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Date (DD/MM/YYYY):

13/04/2021

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

24. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--	--	--

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--	--	--

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

25. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:

The correct fee:

The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D - as applicable) and Article 14 Certificate (Agricultural Holdings):

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

[Redacted Signature]

Date (DD/MM/YYYY):

15/04/2021

(date cannot be pre-application)

27. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

[] [] []

Country code: Mobile number (optional):

[] []

Country code: Fax number (optional):

[] []

Email address (optional):

[]

Details

Telephone numbers

Country code: National number: Extension number:

01840 211713 []

Country code: Mobile number (optional):

[] []

Country code: Fax number (optional):

[] []

29. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

[]

Telephone number:

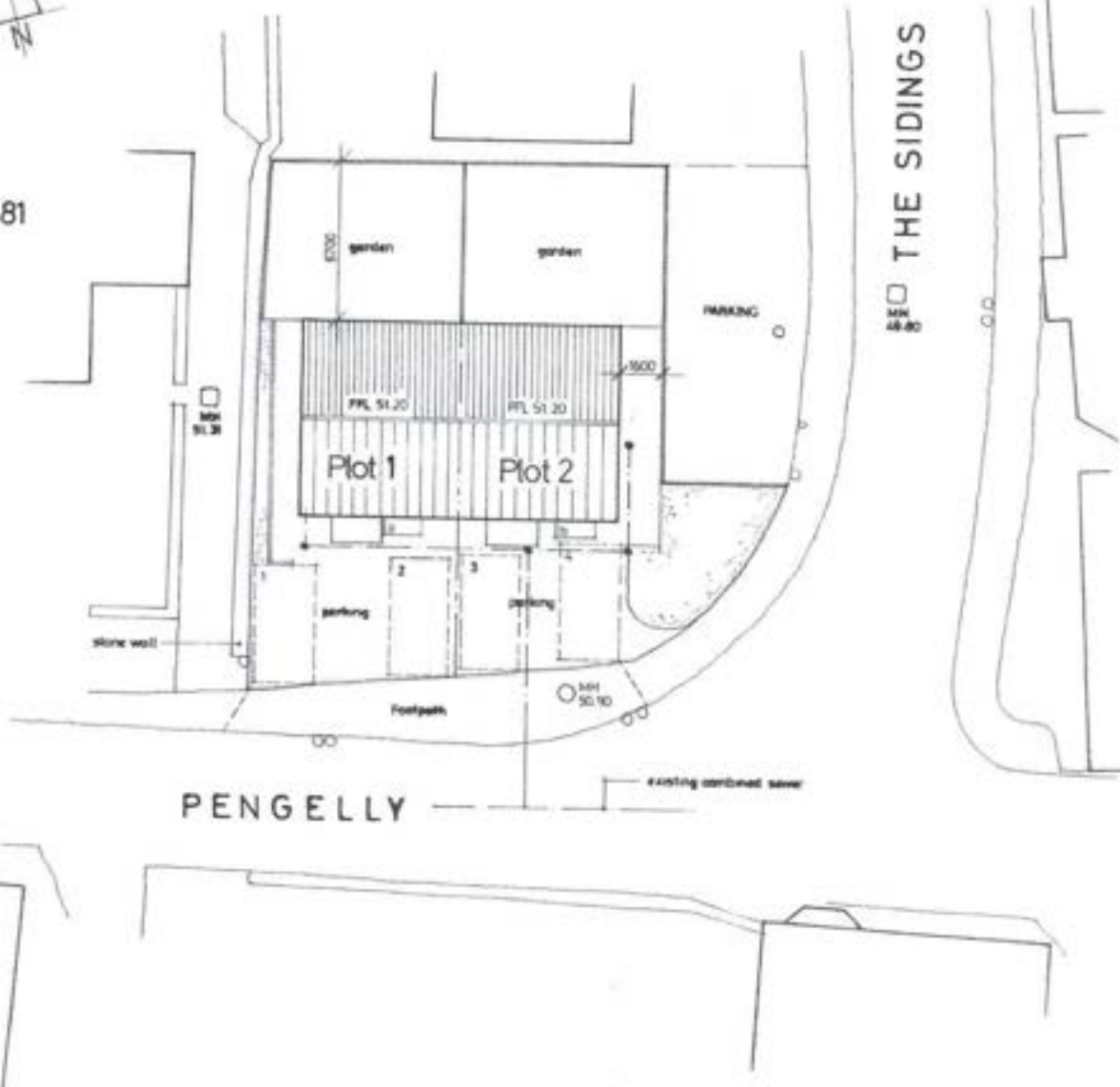
[]

Email address:

[]



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Site plan 1:200 TAKEN FROM 2008/1028



1:200 at A3

NOT A - FINISHES SHOWN AT VARY.

1:15 24/11

5987/02A

Drp No.

Project: 2 No houses – Pengelly, Delabole, Cornwall.

Client: Hemmings Developments.

Description: Site plan Date: January 2018 Scale: 1:200 Drawn: RTH

NOTE: ALL projects are subject to CDM 2015 – Health & Safety Regulations.

4th Dimension Architectural Design
 'Trelake Cottage',
 Trelake Lane,
 Treknow
 Tintagel,
 Cornwall,
 PL34 6BW
 Tele: 01840 778230

Cemetery Rules & Regulations

In accordance with the Local Government Act 1972, Schedule 26 and the Local Authorities Cemeteries Order 1977, Delabole Parish Council being the Burial Authority for the Delabole Cemetery has adopted the following regulations regarding the erection of monuments, headstones and the provision of flower vases in the Parish Council cemetery situated at Vale.

General Information

Lawn cemetery's require regular grass cutting which may spread on memorials, this is unavoidable, however these cuttings will not affect memorials. Sinkage is common and suitable filling may be required to keep a level surface.

- 1.1. No headstone shall exceed the erected height above ground level of 76 centimetres (2' 6") and the width shall not be greater than 61 centimetres (2')
- 1.2. No headstone shall exceed 15 centimetres (6") in thickness and the base 7.5 x 30 centimetres. (3"x 2'6")
- 1.3. The plinth of the headstone shall not exceed 92 centimetres (3') in length and 38 centimetres (15"0in width).
- 1.4. To permit the Cemetery to be laid out and maintained on the lawn-type principles, there shall be no curbstones or ornamentation in front of the plinth on graves. The burial location as per map shall be engraved on the bottom right corner or the back of a gravestone. Letters to be no higher than 30mm. Horizontal plaques should be similarly marked as should cremation plaques to avoid any location confusion.
- 1.5. No planting of flowers or shrubs shall be carried out.
- 1.6. No receptacles other than flower vases (non glass for safety reason) specially designed for the purpose may be placed on grave spaces and then only between the headstone and within the limits of the width of the headstone plinths.
- 1.7. No monuments, headstone or flower vase shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus detailed sketches of the memorial (which includes all measurements above and below ground, width and depth of plinth etc.).
- 1.8. All monuments, headstones and flower vases shall remain at the sole

risk of the owners of the graves and the Council shall not be responsible for any damage or breakage which may occur to the same. No memorials of any description will be allowed to be taken from the Lawn Cemetery except by a permit issued by the Council

- 1.9. Wooden crosses are permitted as temporary grave markers until such time as you decide to place a permanent memorial, then the temporary grave marker should be removed.
- 1.10. Only one headstone / memorial per grave space is allowed and must be in accordance with the Council's Memorial Regulations.
- 1.11. All permanent memorials are to be constructed and installed by a competent stonemason in accordance with the current National Association of Memorial Mason's Code of Practice (copy available on request), and to the satisfaction of the PC.
- 1.12. No work is to take place in the cemetery before 8.30 a.m. and after 5.00 p.m. or sunset (whichever is sooner) unless agreed otherwise by the Sexton. No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.
- 1.13. Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.
- 1.14. All memorials must be installed in compliance with the NAMM Code of Practice, except by agreement with the Council.
- 1.15. The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.
- 1.16. The Council will make regular checks of memorials. Any memorial found to be unstable will be either laid flat or made temporarily stable. The Council reserves the right to lay flat unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

2 Erection of a Headstone / Memorial

- 2.1. An application form for all proposed memorials and inscriptions must be submitted to Delabole Parish Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include detailed sketches and measurements of the

memorial.

- 2.2. The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title and the Council recommends that grave owners obtain a guarantee from the Memorial Mason for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.
- 2.3. The Council carries out regular inspections of memorials and reserves the right under current Health and Safety legislation to 'make safe' any defective memorials found.
- 2.4. All memorials are to be constructed and erected in accordance with the current code of practice as prepared by the National Association of Memorial Masons.
- 2.5. If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council as per 2.1 above.
- 2.6. Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.

3 Exclusive Rights of Burial

- 3.1. By Article 10(6) of the Local Authorities Cemeteries order 1977, no body must be buried, or cremated remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner(s) of the right.
- 3.2. The lease period for granting of Exclusive Rights of Burial is 100 years and the grant can be issued in single or joint ownership (up to a maximum of three individuals)
- 3.3. The Exclusive Rights of Burial must be purchased before a memorial can be placed on a grave space.
- 3.4. Written consent for any memorial works is required from the owner(s) of the Exclusive Rights of Burial to be submitted to the Council. In the case of multiple ownership all signatures will be required to erect a memorial.
- 3.5. Transferring of Exclusive Rights of Burial may be assigned by Deed or bequeathed by Will for which sight of a legal document is required by the Council. A Form of Assignment is issued by the Council at the time of purchase of the Exclusive Rights of Burial. Further information

regarding the procedure for the transfer of ownership during the life of the registered owner can be obtained from the Parish Clerk

4 Vandalism

- 4.1. The Council does not accept any liability in the event of the memorial being vandalised

5 Safety of Memorials

- 5.1. Under the provisions of the Health and Safety at Work Etc Act 1974 and associated legislation and in accordance with the Local Authorities' Cemeteries Order, 1977, the Council is obliged to assure safety within the Cemetery and to have a documented memorial inspection programme in place. The inspection programme will identify unsafe memorials and ensure that they are made safe by whichever method is appropriate. There is also a requirement for the Authority to ensure that new memorials are properly and securely erected to ensure long-term safety of visitors to the cemetery.
- 5.2. The Council will carry out a programme of regular checks of memorials. When a memorial has been identified as unsafe and is unable to be made safe it will be laid flat, every effort will be made to contact the Exclusive Right holder, requesting them to carry out the necessary repair. Further information on this programme of memorial safety testing is available from the Parish Council Clerk.
- 5.3. The Council reserves the right to lay flat or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

6 Review and Amendment of Regulations

- 6.1. These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Delabole Cemetery under the jurisdiction of Delabole Parish Council who reserve the right to alter or vary the foregoing Regulations or to deviate therefrom in any particular instance if it shall appear to the Council desirable so to do.

DELABOLE PARISH COUNCIL

Enquiries to – Holly Hutchins (Parish Clerk)

Tel. 07869725450

E-mail – clerk@delaboleparishcouncil.gov.uk

9 The Sidings, Delabole, Cornwall, PL33 9AX

Notice of Interment (Burial)

This NOTICE together with a CERTIFICATE FOR BURIAL must be delivered to the Clerk of the Council at least 2 Days before interment may take place. Please use capital letters on this form.

Details of the Deceased

Title Mr. Mrs Miss. Ms _____ Forenames(s) _____

Surname _____

Permanent Address _____

Occupation _____

Place where Death occurred _____

Date of Death _____ Male / Female _____ Age at last birthday _____

Funeral Arrangements

Date of Funeral _____ Approx. time of arrival at cemetery _____

Minister Attending _____

Has the space been purchased in advance _____

Allocated or pre-purchased grave space _____ External Dimensions of coffin _____

Depth of grave Single 4'3" or Double 6' _____

Name of Funeral Director _____

Address & Contact details _____

Details for the Purchase of a New Grave

Surname of Purchaser _____ Forenames _____

Address _____

Relation to Deceased _____

Details for the Re-Opening of Grave

Grave Location Reference _____ Grant No _____

Names & Dates of previous interments _____

other information _____

Person making this application

Signed _____ Date _____

Address _____

Telephone _____ Email _____

.....
Please leave blank :- Burial Fee £ _____ Recd. Yes/no _____ Date _____

Entered in register yes/no _____ Marked on Plan yes/no _____

DELABOLE PARISH COUNCIL

Enquiries to – Holly Hutchins (Parish Clerk)

Tel. 07869725450

E-mail – clerk@delaboleparishcouncil.gov.uk

9 The Sidings, Delabole, Cornwall, PL33 9AX

Notice of Interment of cremated Remains

This NOTICE together with a CERTIFICATE FOR BURIAL must be delivered to the Clerk of the Council at least 2 Days before interment may take place. Please use capital letters on this form.

Details of the Deceased

Title Mr. Mrs Miss. Ms _____ Forenames(s) _____

Surname _____

Permanent Address _____

Occupation _____

Place where Death occurred _____

Date of Death _____ Male / Female _____ Age at last birthday _____

Funeral Arrangements

Date of interment _____ Approx. time of arrival at cemetery _____

Minister Attending _____

Has the space been purchased in advance _____

Allocated or pre-purchased grave space _____

Are ashes to be:- **A-**interred without casket **B-** Interred in casket **C-** Scattered _____

Name of Funeral Director _____

Address & Contact details _____

Details for the Purchase of a New cremation space

Surname of Purchaser _____ Forenames _____

Address _____

Relation to Deceased _____

Person making this application

Signed _____ Date _____

Address _____

Telephone _____ Email _____

.....
Please leave blank :- Cremation Fee £ _____ Recd. Yes/no _____ Date _____

Entered in register yes/no _____ Marked on Plan yes/no _____

DELABOLE PARISH COUNCIL

Enquiries to – Holly Hutchins (Parish Clerk)

Tel. 07869725450

E-mail – clerk@delaboleparishcouncil.gov.uk

9 The Sidings, Delabole, Cornwall, PL33 9AX

Application for a Memorial or Additional Inscription Permit

Grave or cremation plot location _____

(full name of applicant) _____

Address: - _____

Request Delabole Parish Council to permit:-

Name of firm _____

Address _____

Tel No. _____ Email _____

To erect :

- A - Memorial & first inscription.
- B - Install a horizontal cremation plaque.
- C - Cut an additional inscription

A B or C _____

Details of Memorial (including dimensions and material)

Details of inscription

Conditions

1. A detailed drawing of the proposed memorial shall accompany all applications including dimensions.
2. All fees must be paid and a permit obtained before any works can be carried out in the cemetery.
3. Delabole PC shall not be responsible for any works carried out prior to a permit being obtained.

Signature of exclusive right owner _____ Date _____

.....
Approved Yes/No _____ (Parish Clerk) Date _____

Fee Paid Yes /no _____



St Teath Parish Council

Enquiries to – Jenny Hoskin (Parish Clerk) Tel. 01208 72789 E-mail - clerk@stteathparishcouncil.org

Branston Farm, Bodmin Road, Bodmin PL30 4BB

Delabole Cemetery Burial Fees and Other Charges (2014)

Burials

Normal interment between 9am and 4.30 pm

Single Depth Grave Space (4' 3")	£166-00
Double Depth Grave Space (6')	£188-00
Single Depth Grave Space reserved and purchased in advance	£276-00
Double Depth Grave Space reserved and purchased in advance	£276-00

Cremated Remains

Cremation remains in cremation plot.	£78-00
Cremation plot purchased in advance	£110-00
Enhanced fee for Sunday Burial	£146-00

Memorials

Monumental Headstone	£61-00
Vase	£34-00
Tablet standard size 15" x 9" for cremation plot Landscape	£44-00
Tablet standard size 22" x 15" for double cremation plot	£56-00
Additional inscriptions	£34-00

All prices are doubled if not on electoral register during preceding 10 yrs. except where a grave or cremation plot has been previously purchased by a resident of St Teath Parish

Burial Fees effective from 3rd June 2020

A parishioner will be defined as a person who

- Normally resides within the Parish of [REDACTED] or
- Normally resided within the Parish of [REDACTED] within 3 years of the date of death.

	Parishioner	Non Parishioner
Exclusive Right of Burial (EROB)		
Lawn grave for person(s) up to and including 17 years of age	FOC	£275
Lawn grave for person aged 18 and over	£275	£578
Cremation plot for person(s) up to and including 17 years of age	FOC	£165
Cremation plot for person aged 18 and over	£165	£330
War grave	FOC	£55
Transfer of EROB	£55	£110
Burial Fee		
Lawn grave for person(s) up to and including 17 years of age	FOC	£550
Lawn grave for person aged 18 and over	£550	£1100
Cremation plot for person(s) up to and including 17 years of age	FOC	£165
Cremation plot for person aged 18 and over	£165	£330
Triple Lawn Grave	£825	£1650
Out of hours' fee (in addition to normal costs)	£275	£550
Maintenance		
Payment towards the up-keep of the cemetery	£193	£385
Grave Memorials (Please see Guidance Leaflet for Rules and Regulations)		
Lawn style memorial permit	£83	£193
Memorial garden tablet permit	£83	£193
Memorial headstone and kerbs permit (old sections only)	£110	£303
Additional inscription permit	£83	£193
Remembrance Memorial Plaque (no cremated remains)	£110	£220
Searches		
Each search of burial register by Parish Council staff		£55

Comparison of Cemetery Fees

Cemetery fees are personal to each parish so finding direct comparison has proved difficult. Below are fees from a parish council in Cornwall which also do not employ grave diggers.

Graves

<i>(These prices do not include the grave digging)</i>	Parishioner	Non-Parishioner
Standard Grave Space (18 years+)	£500	£1000
Standard Grave Space (up to and including 17 years of age)	No charge	£500
Second interment in the same grave (18+yrs)	£500	£1000
Second interment in the same grave (up to and including 17 years of age)	No charge	£500
Cremated remains into an existing grave (60cmx60cm) (18 years and over)	£230	£460
Cremated remains into an existing grave (60cmx60cm) (for person up to and including 17 years of age)	No charge	£230
Including first interment and the purchase of the Exclusive Right of Burial for 50 years		

Urns

<i>(These prices do not include the grave digging)</i>	Parishioner	Non-Parishioner
Standard Urn Space (60cmx60cm) (18 years+)	£230	£460
Standard Urn Space (60cmx60cm) (Up to and including 17 yrs+)	No charge	£230
Second use of an existing Urn Space (18 years+)	£230	£460
Second use of an existing Urn Space (up to and including 17 years old)	No charge	£230
Prices include first interment and the purchase of the Exclusive Right of Burial for 50 years		

EROB – Exclusive Right of Burial (50 years from purchase date)

	Parishioner	Non-Parishioner
Reserving a Grave Space (18 years+)	£500	£1000
Reserving an Urn Space (18 years+)	£230	£460
Prices include the purchase of the Exclusive Right of Burial for 50 years (with a further payment due on interment)		
EROB administration (amendments, changes, transfer of ownership)	£50	£100

Memorial tablets

	Parishioner	Non-Parishioner
Flat stone on grave space (max size 60cm x 60cm)	£90	£180
Any additional inscription added to the original	£90	£180
Flat stone on single urn space (max size 46cmW x 30cmL)	£80	£160
Any additional inscription added to the original	£80	£160

Searches – Each search of the burial register by Parish Council staff	£30.00
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A Parishioner will be defined as a person who normally resides in the Parish of St Germans, or has lived the majority of their life in the Parish. The Council will retain the discretion to allow interments to other individuals with significant family connections to the Parish.



CEMETERY MANAGEMENT AND COMPLIANCE

Course overview

Local Authorities' Cemeteries Order 1977 (LACO)

General powers of management

Compliance

Registers and records

Granting and extending exclusive rights of burial

Consent

Avoiding disputes

Burials; depth, shallow graves

Administration processes

Grave digging – procedures, preparations, backfilling

Memorials

Creating burial space

Exhumation

Transfer of exclusive rights of burial

Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run GoToMeeting, either as an app or online

Learning Outcomes

- Knowledge and understanding of relevant laws and best practice procedures
- An understanding of costly common pitfalls and how to avoid them
- Potential new income streams
- Avoiding disputes relating to grave ownership

Attendance:

£135.00 plus VAT for ICCM members

£185.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of Sessions 2 and 4.


ICCM
Institute of Cemetery and
Crematorium Management

An ICCM quality
online training event

4 interactive sessions
over 2 days

Learn about the legal
and practical aspects
of cemetery
management

Learn new skills

Have your questions
answered

Programme

Day 1: Sessions 1 & 2

9.15: Sign in and introduction
9.30: Local Authorities' Cemeteries Order 1977 (LACO)
10.20: Short break
10.30: Administration processes, grave-digging, memorials, exhumation overview
11.20: Short break
11.30: Questions and answers
12.30: Finish

Day 2: Sessions 3 & 4

9.15: Sign in and introduction
9.30: Granting and extending the exclusive right of burial (REGC)
10.20: Short break
10.30: Transferring the REGC
11.20: Short break
11.30: Questions and answers
12.30: Finish

21/04/8

May we congratulate the Councillors and the Clerk on their appointments to Delabole Parish Council as the representative body of the local community.

And may we thank you for inviting us to put forward in confidence and with anonymity the following proposal for the Parish Council's vote.

Proposal for Treligga Common & Cliffs Public Right of Way

The Parish Council, in partnership with the National Trust, is respectfully requested in its duty of care to attend to the protection and restoration of an historic public right of way westwards from the heart of Treligga's Old Wesleyan Chapel (Grade II listed) direct to Treligga Common & Cliffs (please see 4 location maps below). This will effectively reopen the complete ancient route from Trewalder > Pengelly > to the coastline via Treligga's historic lane's public access, the final western end section to Treligga Common having been given no consideration for return to the public since the post-war sale of the farmland concerned (now belonging to the National Trust) which was commissioned by the Admiralty for an aerodrome during WWII (ref. Vulture II).

Should the historic lane's public right of way be time honoured respectfully, once more it will connect parishioners and visitors alike to identify with the most uplifting and spectacular skylscapes, ocean and countryside vistas for which North Cornwall is famous and can be proud.

The National Trust's motto is "For ever, for everyone"

The adoption of this proposal simply could not better fulfil the National Trust's remit of access to the countryside and coastline for everyone's benefit.

The National Trust's philosophy is that "it is founded on the simple and enduring idea that people need historic, beautiful and natural places. They offer us perspective, escape, relaxation and a sense of identity." and recently "Over the past year it's become clear just how much we all need fresh air, open space and beauty." It also states that "we value places, keep their spirit alive and conserve our natural and cultural heritage for future generations."

Currently there is only one local public access to the Heritage Coastal Path (via Tregardock Beach) where the road and pathway is very steep, rough and more suitable only for fitter members of the community. Going north the only other footpath to the Heritage Coastal Path is from Trebarwith which is of little use to the residents of Delabole. Going south the next footpath to the coastline is down to Dannonchapel and is even more difficult than Tregardock.

Direct flat access via Treligga's historic lane with a created fenced pathway (the final western end section) along the north boundary of NT Royston Farm fields will facilitate a gentler, cattle-free walk to the Heritage Coastal Path. The proposed route will also ease some of the wear and tear from ever increasing footfall along the NT's Tregardock path.

Delabole Parish's public right of way along Treligga's natural hedgerow lane direct to the stunning clifftop coastal views and countryside should not be forgotten. It is only rightful that the proposed return of a wonderful parish amenity for everyone to enjoy forever be upheld, most particularly since outdoor exercise is now positively encouraged for our physical and mental well-being.

Under no circumstances as a result of legislation due to be passed in January 2026 should there be any possibility of a permanent loss of such an invaluable heritage asset into private hands. (Additional Notes below refer.)

Evidence of Public Right of Way for DMMO

Cornwall Council states that it is working with its partners including the Ramblers on a "Restoring the Record Project" in relation to which Definitive Map Modification Order (DMMO) applications can be made by January 2026 to the Council for statutory registration of public rights of way.

In this regard we are most grateful to Robert Fraser, Rights of Way Officer, Cornwall Ramblers for kindly volunteering to prepare

- (i) the summary below of legal evidence (official documentation & maps) for presentation to the Parish Council as seen in blue text & 3 location maps below
- (ii) a draft letter to the National Trust for their co-operation
- (iii) the DMMO application to Cornwall Council once the National Trust is in agreement with the proposal.

N.B. The Ramblers advise that Cornwall County enforcement regarding the obstruction of the Cornish hedge across the historic lane at the eastern end be considered only after submission of the DMMO (*Additional Notes below refer.*)

Robert Fraser is prepared to further assist by liaising with Delabole Parish Council Chairman & Parish Clerk by phone or email.

Old lane from Treligga westwards to the former common

Summary of historical documentary evidence researched by the Ramblers

Research has been carried out to discover the history of the old hedged lane and whether there is any evidence that it carried a public right of way.

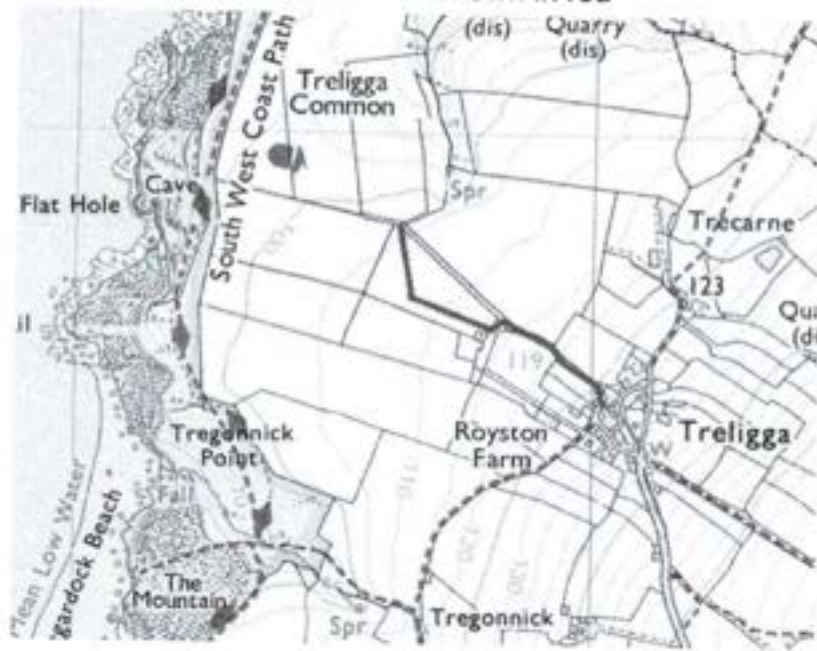
The lane is clearly shown on the first edition Ordnance Survey map published in 1813 giving access to the large common field adjoining the coastal cliff. It is shown on all subsequent OS maps and many larger scale commercial maps. The maps show that the hedges were removed at the western end over a length of about 300m between 1950 and 1965 and the lane was re-established on a more direct line by 1973.

The map produced following the Finance Act 1910 shows the full length of the road uncoloured, which is a strong indication that it was regarded as a public road. The tithe map of about 1840 clearly shows the eastern part of the lane as being a public road. The 15m or so at the eastern end of the lane was adopted as maintainable highway by Cornwall County Council in 1987 but they said that the lane was highway in 1835 and therefore already maintainable. The eastern part of the lane has no known owner and the western part is registered as being owned by the National Trust.

The Finance Act 1910 map gives good evidence of the whole of the original line of the lane having been a public road and this is supported at least in part by the other evidence discovered. The right to use a motor vehicle is likely to have been lost by legislation in 2006 but the right of the public to use with a horse and cart, on horseback, on a bicycle or on foot remains. This ought to be recorded by means of an application to Cornwall Council to avoid the possibility of the loss of the public right in 2026 by legislation.

It is possible that the National Trust may be sympathetic to creating a dedicated public path from the end of the lane to the coast path along the edge of a field, a length of about 360m. This would give a fairly flat and very pleasant new public access to the coast.

The historic line of the lane is shown in red



OS 1", Sheet XXX, published 1813



Finance Act 1910 map. The lane is uncoloured and clearly excluded from any land holdings

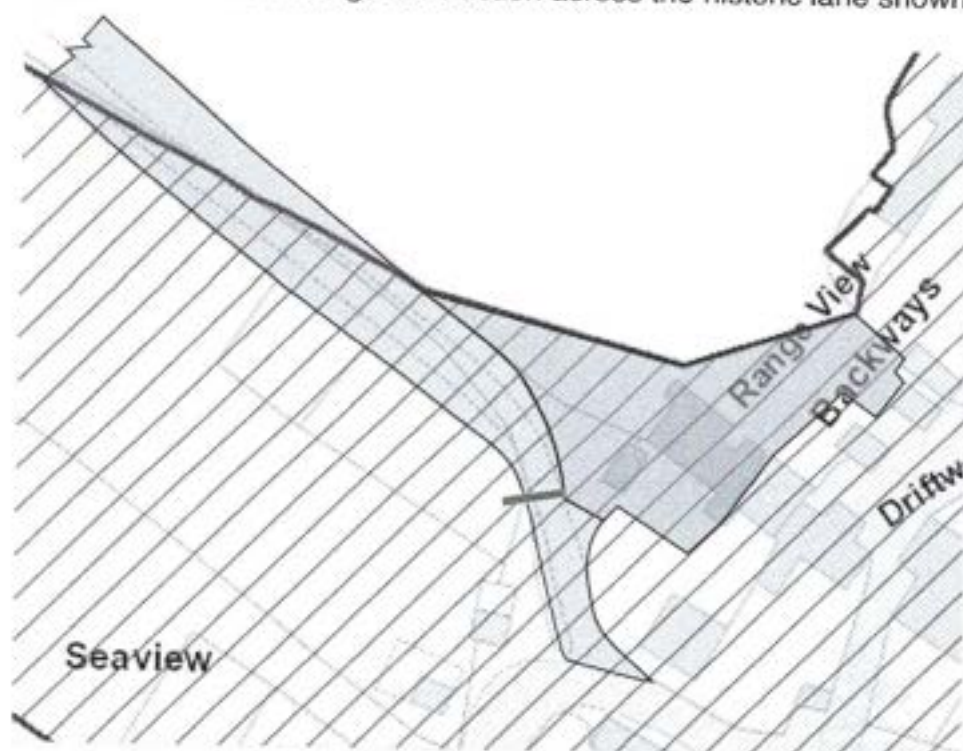


Additional Notes (ref. St. Teath Parish Council Minutes 6 Oct 2020 Minute No. 12 - Treligga)
It is considered by the Ramblers that where the Cornish (stone) hedge was built (approx. Aug 2020) on the edge of the tarmac spur road surface across the eastern end of Treligga's historic lane (extending up the whole of the opposite verge) (please see photos below), the tithe documents and Finance Act 1910 map are very clear that this was a road, now a restricted byway (i.e. motorised vehicles only excluded from 2006), and the hedge is therefore an illegal obstruction and cannot be regarded as permitted development.

Currently this tarmac spur road (recently conceded by the Highways as being under its control & maintenance at public expense) (ref. email correspondence with Cornwall Councillor Dominic Fairman) serves as a private car parking area for up to 3 vehicles under exclusive physical (and psychological) control of Range View. This would certainly not have been the intention of Treligga residents who had to raise one third of the cost of tarmac-ing the road network in 1986, whose condition it was that the hamlet should not lose its character. (ref. 1985/6 St Teath Parish Minutes & Parish Clerk letters to Treligga residents.)



The red line indicates the Cornish hedge obstruction across the historic lane shown in pink.



Conclusion

The hamlet of Treligga (recorded in the Domesday Book), situated in an AONB flanked by the Heritage Coastal Path, is a designated conservation area of special character (1997) which Historic England <https://historicengland.org.uk/advice/hpg/has/conservation-areas/> advises includes the historic layout of roads, paths and boundaries contributing to the familiar and cherished local scene. Such factors are recognised as an integral part of the quality of the landscape, deserving to be preserved and sensitively enhanced moving forwards.

Undoubtedly Treligga is one of the jewels in North Cornwall's Crown to be carefully managed for the common good.

We sincerely trust therefore that the Parish Council will vote unanimously in favour of the proposal and that the National Trust and Cornwall Council can only agree that this is a worthy legacy community project that will prove a great success and should not be delayed.

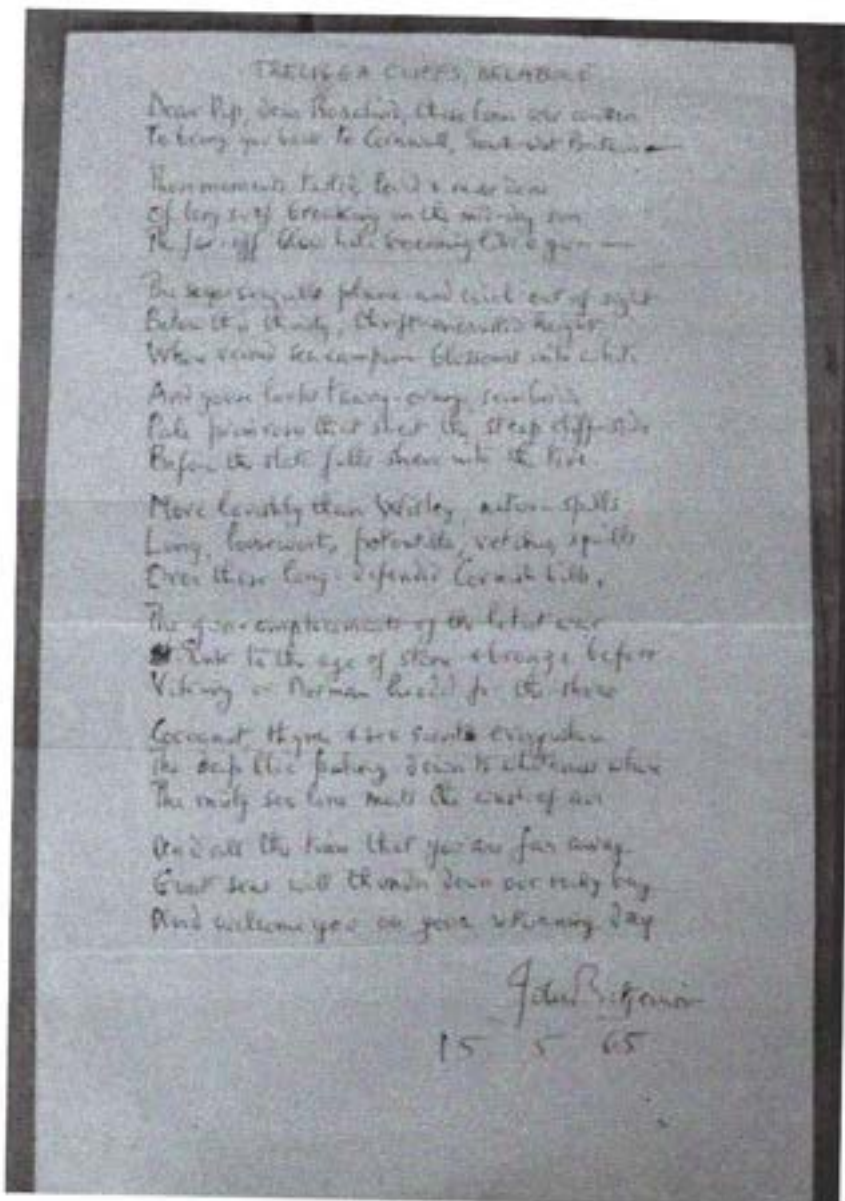
We are here to help as best we can, so please do not hesitate to contact us via the Parish Clerk who has our phone nos. and email addresses.

Kind regards

Four Long-standing Delabole Parish Residents

Below is a poem "Treligga Cliffs, Delabole" by John Betjeman for a pair of newly-weds. He later published a slightly changed version called Cornish Cliffs

Note in the last verse reference to going up a lane to what can only be Treligga with its two chapels:



Cornish Cliffs

Those moments, tasted once and never done,
Of long surf breaking in the mid-day sun,
A far-off blow-hole booming like a gun—
The seagulls plane and circle out of sight
Below this thirsty, thrift-encrusted height,
The veined sea-campion buds burst into white

And gorse turns tawny orange, seen beside
Pale drifts of primroses cascading wide
To where the slate falls sheer into the tide,
More than in gardened Surrey, nature spills
A wealth of heather, kidney-vetch and squalls
Over these long-defended Cornish hills.

A gun-emplacement of the latest war
Looks older than the hill fort built before
Saxon or Norman headed for the shore,
And in the shadowless, unclouded glare
Deep blue above us fades to whiteness where
A misty sea-line meets the wash of air.

Nut-smell of gorse and honey-smell of ling
Waft out to sea the freshness of the spring
On sunny shallows, green and whispering.
The wideness which the lark-song gives the sky
Shrinks at the clang of sea-birds sailing by
Whose notes are tuned to days when seas are high.

From today's calm, the lane's enclosing green
Leads inland to a usual Cornish scene—
Slate cottages with sycamore between,
Small fields and tellymasts and wires and poles
With, as the everlasting ocean rolls,
Two chapels built for half a hundred souls.

21/049.

Form 1

FOR OFFICE USE

Received.....
No of Licence.....
Date.....

**CORNWALL COUNCIL
HIGHWAYS ACT 1980 SECTION 142
APPLICATION TO PLANT and
MAINTAIN TREES, SHRUBS, PLANTS and GRASS in a HIGHWAY**

To: The Area Highways and Environment Manager
Address: CORMAC, Western Group Centre, Radnor Road, Scorrier, Redruth, TR16 5EH

I/We the undersigned, hereby apply for a licence to plant and maintain trees, shrubs, plants or grass*
.....
.....as shown on the plan attached to the scale of 1:2500.

I/We propose to carry out the work
.....

Signature of Applicant.....

State whether OCCUPIER or OWNER.....

Name.....

Address.....
.....
.....

Date.....
.....

*Give particulars of type of plants, trees or shrubs.

S9 VERGES

1. All backfill materials shall comply with the requirements of section S5.
2. Grassed areas shall be reinstated using the original turf, replacement turf or equivalent seed, depending on weather and growing season. In all cases, a reasonable growth shall be established within the following 12 months. Within previously mown areas, the surface shall be left free from stones greater than 20mm nominal size.
3. Any shrubs, trees or planted areas shall be reinstated with the same species, unless otherwise agreed, and shall be established within the following 12 months.
4. Existing top soil within 200mm of the surface shall be kept separate for subsequent re-use. Alternatively, an imported top soil may be used to a depth of 100mm or to match the existing depth of top soil, whichever is less.
5. Where road construction layers have been incorporated within the verge, providing edge support to the road structure, the reinstatement shall comply with the requirements of Section S8.6.
6. Verges, ditches and drainage courses shall be restored to their original profile, unless otherwise agreed.

S5 BACKFILL

S5.1 Backfill Material Classification

Backfill materials, whether imported to site or derived on-site from excavated materials, are classified as follows, and shall be used in accordance with Appendix A1.

1. Class A - Graded Granular Materials

Graded granular materials with a maximum of 10% by weight passing a 63 micron BS sieve and with all materials passing a 425 micron BS sieve showing a plasticity index of 6 or less, determined in accordance with BS1377 : Part 2, Method 5.4, are classified as Class A graded granular materials and shall be compacted in accordance with Appendix A8. This class of materials shall include granular sub-base material Type 1 and granular sub-base material Type 2 (excluding natural sands and gravels).

2. Class B - Granular Materials

Granular materials with a maximum of 10% by weight passing a 63 micron BS sieve are classified as Class B granular materials and shall be compacted in accordance with Appendix A8.

3. Class C - Cohesive/Granular Materials

Mixture of granular, silt and clay materials with between 10% and 80% by weight passing a 63 micron BS sieve are classified as Class C cohesive/granular materials and shall be compacted in accordance with Appendix A8.

4. Class D - Cohesive Materials

Clay, silt or mixtures of clay and silt with at least 80% by weight passing a 63 micron BS sieve are classified as Class D cohesive materials and shall be compacted in accordance with Appendix A8.

5. Class E - Unacceptable Materials

Materials listed as unacceptable in paragraphs 2(ii) and 3 of SHW Clause 601, shall not be used at any level, within the permanent structure of any reinstatement. Materials classified as unacceptable are shown in Appendix A1.

**OCCUPIER
HIGHWAYS ACT 1980
LICENCE TO PLANT IN THE HIGHWAY**

FORM A

1. CORNWALL COUNCIL as highway authority for the highway mentioned below (hereinafter referred to as "the Authority") hereby grant, under Section 142 of the Highways Act 1980 to

as the occupier of those premises (hereinafter referred to as "the Licensee") a licence (to plant and maintain) (~~to retain and maintain~~) in the highway

in the position delineated and edged red on the plan attached hereto (such highway being hereinafter referred to as "the highway") upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions contained in the said Section 142 and to the other provisions of that Section, and the Licensee hereby accepts the licence aforesaid upon and subject to the terms, conditions and provisions aforesaid.

~~2. The planting of the (trees) (shrubs) (plants) (grass) shall be completed before the 1st December 2010~~

3. No hole shall be dug to a greater depth than 2 feet (0.6m) in connection with the planting of (trees) shrubs or plants under this licence, nor shall any hole be dug within 3.25 feet (1m) of the line of any apparatus of statutory undertakers, sewerage authorities or any Telecommunications/Cable Company in the highway.
4. No (tree) shrub or plant which is of a poisonous nature (whether by reason of fruit, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals on the highway, or on land adjoining shall be planted under this licence.
5. All (trees) shrubs and plants to which the licence relates shall be properly cut, pruned and trimmed at all times during the continuance of this licence and no such (tree) shrub or plant shall be allowed to obstruct or interfere in any way or to become a source of danger to passage along the carriageway or any footway of the highway, or to overhang the premises of any person other than the Licensee.
6. The Licensee shall keep the part of the highway to which this licence relates in a trim and tidy condition and all trees planted or maintained in pursuance of this licence shall be regularly cut or mown.
7. If it appears to the Authority at any time that any (tree) shrub or plant to which this licence relates in any way obstructs or interferes with or is a source of danger to, or is likely to obstruct or interfere in any way with or be a source of danger to, passage along the carriageway or any footway of the highway, or overhangs or is likely to overhang the premises of any person other than the Licensee, or that any grass to which this licence relates is not being regularly cut or mown, the Authority may, without notice to the Licensee lop, prune, cut or trim such (tree) shrub or plant or cut or mow such grass, as they think fit, and any such action by the Authority shall be without prejudice to their power under Section 142 of the Highways Act 1980 to withdraw the licence.
8. The Licensee shall not remove any soil from the part of the highway to which this licence relates or otherwise do anything which would interfere with the support given to the rest of the highway.
9. The licence hereby granted shall not be assigned and shall remain in force until the Licensee ceases to occupy the premises mentioned in paragraph 1 above unless the licence is previously withdrawn by the Authority under Section 142 of the Highways Act 1980 or surrendered to the Authority by the Licensee.

10. The Licensee shall pay to the Authority on the granting of this licence the sum of £14.50 in respect of the legal and other expenses incurred by the Authority in connection with the grant of the licence.

11. Persons authorised by the Authority or any statutory undertakers, sewerage authorities or any Telecommunications/Cable Company may at any time enter the highway to which this licence relates without notice to the licensee in order to carry out the works for the purpose of the highway or the undertaking in question.

Dated the

Signed
Highways and Environment Manager
for and on behalf of the Authority

Signed by the Licensee)
in the presence of)

.....

NOTE: The attention of the Licensee is drawn to:-

(i) sub-section (6) and (7) of Section 142 of the Highways Act 1980 which prescribe the circumstances in which the licence may be withdrawn by the highway authority or surrendered by the Licensee;

(ii) sub-section (8) of Section 142 of the 1980 Act which provides that the Licensee or, if deceased, his personal representative, shall indemnify the highway authority against any claim in respect of injury, damage or loss arising out of the planting or presence of the trees, shrubs, plants or grass or the execution of works by any person or by the highway authority; and

(iii) This licence is not transferable and any new occupier should make application for a licence to

Other areas of maintenance to discuss-

- Fill in holes and grass seed/turf the surface areas.
- Repair to top of wooden platform steps or remove
- Tighten climbing frame grips.
- Corrosion on swings and blue climbing unit- sand and paint

Delabole Parish Council
Water Leak at public toilets from rainfall down pipe

Clerk visited play school in the rain to inspect the leak. It appears that rainwater is not dispersing through the soak away and therefore backing up through the down pipe and leaking out of the join a quarter of the way up. The down pipe is encased in concrete so a blockage can not be visibly seen. This is causing water to flow down into the outside area of play school.

General Builder (1)	Unable to help
General Builder (2)	Unable to look at present fully booked until September
General Builder (3)	Clerk met builder on site. Unsure of the soak away location due to development on site. Discussed rerouting guttering but unsure if other downpipe meets the same soak away. Recommended camera inspection to see issue. Builder happy to quote for new soak away to be installed if required.
General Builder (4) via plumber	RE- replacement guttering - "Beacuse of the way the guttering is made would require removal of all the guttering and replacing with new to run it to the other gutter but no guaranteee the gutter leads to a different soakaway."
Plumber (1)	<p>Plumber visited site and suggested the following. We would need to dig a hole at the base of it and try and get the camera down to trace it. It probably goes to a soak away under the school play area and in my experience once there blocked they can't be repaired so a new one would normally be installed but there isn't a lot of room to do that.</p> <p>Another suggestion may be to pipe it around the back of building on the wall and into the other down pipe.</p> <p>To dig down and camera the pipe would be £400.00 plus vat. That would include all excavation, camera survey, rod to try and unblock then backfill and reinstate tar footpath.</p>
Drain servicing (1) High jet flushing	We charge £42.50 per 1/2 hour + VAT for the engineer to clear manually. If that is not possible and high pressure jetting is required it will be an additional £54.90 per 1/2 hour + VAT . If a second engineer is required throughout the works, it will be advised and quoted on site and It is just payable on completion

	with a credit or debit card or by bank transfer.
Drain servicing (2) High jet flushing	We would have to cut an access hole into the pipe itself to enable us to carry out high pressure water jetting. The issue with this, is that the bungs we use are not made for a cast iron pipe so it would be easily seen and may not be a perfect fit. The cost of this would be £105.00 + Vat.
Drain services (3) High jet flushing	As for a quote/estimate its impossible for me to say without being there doing the job but I can tell you my prices which apply to most if not all blockage situations like you are experiencing. (Most Blockage jobs are finished within the 1st hour) I charge £75 for the first hour then £37.50 for every half hour after that.
Drain services (4) High jet flushing	I have shown the pictures to my manager and in the first instance we can cut a small hole in the cast iron pipe and jet from there but this will just be a short term fix. The cost for the above would be : £80 + VAT (First 30 minutes) £50 + VAT (Every subsequent 30 minutes thereafter) The engineer will then be able to gather all the relevant information to quote you for a long term fix. Should you wish to go ahead please email confirmation and we can arrange a mutually convenient date.

Delabole Parish Council
Slate plaque

Suggested wording:

This plaque commemorates the constitution of Delabole as a new parish of
Cornwall

1st April 2021

The first Parish Council was elected 6th May 2021

To whom we serve

16 x 12 inch plaque	Delabole slate	£208 + VAT
16 x 12 inch plaque	Portugal slate (local business)	£45 Inc VAT
16 x 12 inch plaque	Welsh slate	£120 + vat

21/05

Delabole Parish Council
Local Government Employers Discretions Policy
Cornwall Pension Fund
Adopted by Delabole Parish Council XXXXXXX

Summary

This document sets out Cornwall Council's policy in exercising its discretions under the Local Government Pension Scheme (LGPS) 2014. The default position is that it will not make additional pension contributions. However, exceptionally, where it is in the financial interests of the Council to do so and there is a tangible and specific organisational benefit, the policy allows for the payment of discretionary benefits in cases of early retirement and the award of additional pension. The policy also provides for early retirement on compassionate grounds in exceptional circumstances and flexible retirement where there is a benefit to the Council.

Policy details

Shared Cost Additional Voluntary Contributions (AVC) (Regulation 17) AVCs allow any active employee to increase their main scheme benefits by making regular monthly payments direct from their salary to an insurance policy the pension fund currently holds with Standard Life. These payments accumulate and are payable in the form of a pension and lump sum along with the main LGPS benefits when the employee retires.

The Council's policy is not to contribute to an employee's AVC.

Early payment of Retirement Benefits – Waiving Actuarial Reduction (Regulation 30 (8)) Employees can retire from age 55 and receive immediate payment of their pension benefits providing they have at least two years' membership of the LGPS. Whilst the default position is that the pension benefits payable will be subject to an actuarial reduction, the Council may elect to waive any actuarial reduction for early retirement where a financial saving can be achieved within two years and there is a benefit to the Council or in accordance with item D below (early retirement on compassionate grounds).

The Council's policy is not to waive actuarial reduction.

Early Payment of Retirement Benefits between aged 55 and 60 – Transitional Provisions Regulations Prior to the LGPS 2014 where an employee's age and length of service totalled 85 (known as the "85 Year Rule") they could retire with unreduced benefits with the consent of the employer. As the decision to retire early now rests entirely with the employee, the LGPS 2014 Regulations automatically provide for the 85 Year Rule to be 'switched off' resulting in a reduction to all of the employee's benefits. This of course means there is no additional cost to the employer. **The Council will not 'switch on' the 85 Year Rule for early retirement.**

Early Retirement on Compassionate Grounds (Regulation 30 (5)) The Council may

permit early retirement on compassionate grounds in exceptional circumstances. These circumstances might include extreme financial hardship or the need to give up work in order to provide constant care for an immediate family member.

The Council will exercise its discretion depending on the circumstances described above, subject to consultation with the Responsible Financial Officer regarding the budget from which any additional costs are to be met.

Flexible Retirement (Regulation 30 (6))

The Council permits flexible retirement only where there is a benefit to the Council (either financial or operational) and where an employee's reduced level of earnings together with his or her pension does not exceed his or her preretirement earnings.

The Council will not waive any actuarial reduction to an employee's pension benefits in these circumstances.

Increase of Pension by Employer (Regulation 31)

The Council permits the award of a discretionary additional amount of pension, as a result of an employee appraisal, for those employees who have reached the top of their salary scale. The Council will exercise its discretion depending on the circumstances described above, subject to consultation with the Responsible Financial Officer regarding the budget from which any additional costs are to be met.

Transfer of Service into the LGPS (Regulation 100)

The Pensions Administration Manager is not authorised to extend the 12 month time limit for allowing active members to transfer benefits from previous pensionable employment into the Cornwall Pension Fund

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

21/055

Delabole Parish Council Health and Safety Policy

This is the Health and Safety Policy Statement of Delabole Parish Council:

Delabole Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council only employs two employees, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on: _____ to be reviewed and re-affirmed at the Annual Parish Council Meeting.

Signed:

21/055

Delabole Parish Council

Freedom of Information Act Policy for Handling Requests for Information
Adopted XXXXX

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from XXXX. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first (www.delaboleparishcouncil.gov.uk)

Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone: 07869725450, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note, the clerk will always record an answerphone message in the event of absence or in the case of annual leave. We would kindly ask that you check the clerks availability in the first instance, in order that the timescales noted below may be observed.

Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to: The Parish Clerk, 9 The Sidings, Delabole, PL33 9AX. Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling

information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate, then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk. You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council, then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Tel: 01625 545700 Email: mail@ico.gov.uk

21/055

Delabole Parish Council
Complaints Procedure
Adopted on [insert date]

1. Delabole Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 8/05/2021 and, if a complaint against a councillor is received by the council, it will be referred to Monitoring Officer. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Cornwall Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Delabole Parish Council

Address: 9 The Sidings, Delabole, Cornwall, PL33 9AX

Telephone: 07869725450

Email: clerk@delaboleparishcouncil.gov.uk

The Chairman of Delabole Parish Council

Address: 25 Westdowns Road, Delabole, PL33 9DT

Telephone:

Email: rchapman@delaboleparishcouncil.gov.uk