

**NOTICE of ORDINARY MEETING of LEWANNICK PARISH COUNCIL.** The meeting will be held at **POLYPHANT VILLAGE HALL. TUESDAY JANUARY 23 AT 2018.** The meeting will be open to the public and the press and commence at 19.00 hours.

1. **Safety Information.**
2. **Public Forum** (time limited) on items within this agenda.
3. **Apologies.**
4. **Declaration of interests.**
5. **Election of Chairperson and Vice Chairperson.** Councillor Barbara Sleep has decided to step down from the position of Chairperson.
6. **Minutes of our ordinary meeting dated Tuesday 21 November 2017. Minutes of our extraordinary meeting dated Tuesday 5 December 2017.**

**7. REPORTS**

- a. **Lewannick Play Park** – we have chased Schoolscape regarding the repairs to the domes which are on order. General update on condition of park.
- b. **Polyphant Play Area** – update on condition.
- c. **Neighbourhood Development Plan.**

**8. PLANNING**

- a. **PA17/11848** Demolition of existing garage and construction of new extension to provide disability accommodation for 29 Hawks Tor Drive, Lewannick, PL15 7QY. Dr L Winn.
- b. **PA17/09372** Reserved Matters application following Outline Approval PA16/00204 dated 26 February 2016 for access, appearance, landscaping, layout and scale. Land West of Sunnybank, Polyphant, Launceston – Applicant Miss Sarah Stewart.

**9. FINANCE**

- a. Bank reconciliation as at 23 January 2018 NDP and LPC.
- b. Bank reconciliation as at 23 January 2018 Lewannick Wind Turbine Fund Account.
- c. Invoices for payment, namely:-

Cornish and Devon Post Ltd £43.20 ref TENDER LEWANNICK AND POLYPHANT GRASS MAINTENANCE.

Lewannick Village Hall £196.00 hire of hall – NDP.

Polyphant Village Hall £105.00 Hire of hall – NDP.

Polyphant Village Hall £50.00 hire of hall – NDP.

Darren Humber for grass cutting – Lewannick £480.00

Collin Moore £90 ref War Memorial and Bus Shelter and £35 for Polyphant Notice Board

R Morley – cleaning £96.00 x 2 invoices £192.00

- d. VAT refund £809.74 for the period ended 30 November 2018.

- e. Interested in finding out more about crowdfunding in Cornwall? Series of workshops across Cornwall in February with Crowdfunder. Meeting 5 February 2018 7pm – The Guildhall, Launceston. -

#### **10. CORRESPONDENCE**

- a. **Polyphant Green** – trees and the work which has been carried out subject to planning oak tree, T19 Acer and T16 apple tree. Resolution for the disposal of the wood.
- b. **The condition of Common Land** – CL393 – correspondence received from a resident together with photography which has been sent to all councillors.
- c. Two damaged trees at the end of CL393.
- d. **Common land CL394** – copy of registration.
- e. **Seat** – Doneys Meadow has been moved following works carried. We have requested this to be reinstated.
- f. **Parish Clock** – currently not working and this has been reported.
- g. **Wind Turbine** – noise pollution has been reported.

#### **11. DOCUMENTS**

- a. ICO Model Publication Scheme for website.

#### **12. AGENDA ITEMS FOR FEBRUARY 2018.**

- 13. Date of next meeting** Tuesday February 20 2018 Lewannick Village Hall 19.00 hours.

Following our meeting we will go into closed committee in order to discuss tenders for Polyphant and Lewannick.



Mrs E Cook  
Parish Clerk- Lewannick Parish Council  
Alisa Medrow  
Polyphant  
Launceston  
PL15 7PS

**Your ref:**  
**My ref:** PA17/11848  
**Date:** 20 December 2017

Dear Mrs Cook

**Application** PA17/11848  
**Proposal** Demolition of existing garage and construction of new extension to provide disability accommodation  
**Location** 29 Hawks Tor Drive Lewannick Launceston PL15 7QY  
**Applicant** Dr L Winn  
**Grid Ref** 227531 / 80514

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to [planninghouseholder@cornwall.gov.uk](mailto:planninghouseholder@cornwall.gov.uk) quoting reference number PA17/11848 by 10 January 2018.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

**Lorraine Lehan**  
**Development Officer**  
**Planning and Sustainable Development Service**  
**Email: [planninghouseholder@cornwall.gov.uk](mailto:planninghouseholder@cornwall.gov.uk)**

Planning and Sustainable Development Service  
Cornwall Council  
Chy Trewail Beacon Technology Park Bodmin Cornwall PL31 2FR  
[planninghouseholder@cornwall.gov.uk](mailto:planninghouseholder@cornwall.gov.uk)  
Tel: 0300 1234 151 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

**By email**

Lewannick Parish Council  
Parish Clerk- Lewannick Parish Council  
Alisa Medrow  
Polyphant  
Launceston  
PL15 7PS

**Your ref:**

**My ref:** PA17/09372

**Date:** 11 January 2018

Dear Sir/Madam

**Application number:** PA17/09372  
**Proposal:** Reserved Matters application following Outline Approval PA16/00204 dated 26th February 2016 for access, appearance, landscaping, layout and scale  
**Location:** Land West Of Sunnybank Polyphant Launceston Cornwall  
**Applicant:** Miss Sarah Stewart

I have received amended plans in respect of the above application, details of which are available for you to view and submit comments through the "Consultee Access Site". You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>

**The application can be retrieved by entering the reference quoted above and then clicking on the "Search" button. Details can then be found by clicking on the "Documents" tab and then selecting "View Associated Documents". If possible we would prefer that comments are submitted online by selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.** If you do not wish to submit comments online, any views you may have on the application should be emailed to [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk) quoting reference number PA17/09372 by 1 February 2018.

If the proposal is minor and non controversial then it may be decided under delegated authority. If you have any questions or concerns then please contact Richard White on 01208 265668.

The documents should normally be available to view within 24 hours of receiving this notification.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Yours faithfully

Planning and Sustainable Development Service  
Cornwall Council  
Chy Treveil Beacon Technology Park Bodmin Cornwall PL31 2FR  
[planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)  
Tel: 0300 1234 151 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)



# Cornish & Devon Post Ltd

Tindle House, Westgate Street, Launceston, Cornwall, PL15 7AL

Accounts Tel: 01566 778202 E-Mail: p.wren@thepost.uk.com Advertising Tel: 01566 772424

Cornish & Devon Post - Bude & Stratton Post - Holsworthy Post - Camelford & Delabole Post - Launceston & Bude Journal Gazette

Camelford Journal Gazette - Cornish & Devon Farming Diary - North Cornwall Post & Diary

To: LEWANNICK PARISH COUNCIL  
C/O MRS ELAINE COOK  
ALISA MEDROW  
POLYPHANT

Invoice Date: 22/12/17

Invoice No: 200621

Account No: 1112

## I N V O I C E

| d e s c r i p t i o n | a m o u n t |
|-----------------------|-------------|
|-----------------------|-------------|

Display ad. in POST & JOURNAL GAZ 22/12/17, Pg. 4

Re: 'TENDER MAINTENANCE OF GRASS'

Our ref: 00499097/30

Appears in section: TENDERS

|   |        |
|---|--------|
| 3 cms x 2 col(s) = 6 cms @rate: STANDARD 2014 = | £36.00 |
|---|--------|

|                 |        |
|-----------------|--------|
| N E T T O T A L | £36.00 |
|-----------------|--------|

|                       |       |
|-----------------------|-------|
| V A T a t 2 0 . 0 0 % | £7.20 |
|-----------------------|-------|

Invoice No: 200621

|                           |        |
|---------------------------|--------|
| T O T A L T O B E P A I D | £43.20 |
|---------------------------|--------|

TO RECEIVE FUTURE INVOICES BY E-MAIL,  
PLEASE CONTACT US ON 01566 778202

### BANK DETAILS

LLOYDS BANK Sort Code 30-93-74 Account Number 02485064  
Please quote your account and invoice numbers when making a payment.  
Payment is due within 30 days of invoice date.

# Lewannick Village Hall

Bookings c/o Carole Newbery, Bramble Park, Lewannick, Launceston, Cornwall. PL15 7QD

Tel: 01566 782621

## INVOICE

The Clerk  
Lewannick Parish Council  
Alisa  
Medrow  
Polyphant  
Launceston

Invoice Date: 03-01-2018  
Invoice Number: 1183

|  |         |
|--|---------|
| 21/02/2017 Hire of hall 07:00 - 09:00: Total= 2:00 hrs | £ 14.00 |
| 25/03/2017 Hire of hall 03:00 - 05:00: Total= 2:00 hrs | £ 14.00 |
| 10/04/2017 Hire of hall 06:30 - 08:30: Total= 2:00 hrs | £ 14.00 |
| 18/04/2017 Hire of hall 07:00 - 09:00: Total= 2:00 hrs | £ 14.00 |
| 15/05/2017 Hire of hall 02:30 - 03:30: Total= 1:00 hrs | £ 7.00  |
| 15/05/2017 Hire of hall 07:30 - 08:30: Total= 1:00 hrs | £ 7.00  |
| 20/06/2017 Hire of hall 07:00 - 10:00: Total= 3:00 hrs | £ 14.00 |
| 27/06/2017 Hire of hall 07:30 - 09:30: Total= 2:00 hrs | £ 14.00 |
| 29/08/2017 Hire of hall 11:00 - 01:00: Total= 2:00 hrs | £ 14.00 |
| 19/09/2017 Hire of hall 07:00 - 10:00: Total= 3:00 hrs | £ 14.00 |
| 31/10/2017 Hire of hall 11:00 - 01:00: Total= 2:00 hrs | £ 14.00 |
| 10/11/2017 Hire of hall 06:00 - 08:00: Total= 2:00 hrs | £ 14.00 |
| 21/11/2017 Hire of hall 07:00 - 10:00: Total= 3:00 hrs | £ 14.00 |
| 05/12/2017 Hire of hall 07:00 - 09:00: Total= 2:00 hrs | £ 14.00 |
| 19/12/2017 Hire of hall 07:30 - 09:30: Total= 2:00 hrs | £ 14.00 |

**TOTAL DUE £196.00**

Please make cheques payable to "Lewannick Village Hall" and forward to the address above.

# Invoice

Date 18/10/17

050

From J. Creber, The Beches

Ridgeport Hill, Lancesdon PL15 8BT

VAT Reg'd No.

To Llanarick Parish Council

# Invoice

Date 18/10/17

051

From J. Creber, The Beches

Ridgeport Hill, Lancesdon PL15 8BT

VAT Reg'd No.

To Llanarick Parish Council

|   | Amount exclusive of VAT | VAT NET |
|---|-------------------------|---------|
| Neighbourhood Development Planning meetings | £                       | £       |
| 3/8/17                                      |                         |         |
| 10/8/17                                     |                         |         |
| 17/8/17                                     |                         |         |
| 24/8/17                                     |                         |         |
| 31/8/17                                     |                         |         |
| 5 sessions @ £10                            | 50 00                   |         |
| Ridgeport Methodist Church.                 |                         |         |
| <b>TOTAL</b>                                |                         | VAT     |

|   | Amount exclusive of VAT | VAT NET |
|---|-------------------------|---------|
| Neighbourhood Development Planning meetings | £                       | £       |
| 7/9, 21/9, 25/9, 28/9                       |                         |         |
| 5/10, 12/10, 19/10, 26/10                   |                         |         |
| 8 sessions @ £10                            | 80 00                   |         |
| 22/9/17 @ £25                               | 25 00                   |         |
| Ridgeport Methodist Church.                 |                         |         |
| <b>TOTAL</b>                                | 105 00                  | VAT     |

Pipers pool, Launceston, Cornwall, PL15 8PH  
To Lewannick Parish Council  
(Lewannick Play area)

| Date | Description  | Folio          |
|------|--|----------------|
|      | grass cutting to<br>play area and<br>other areas<br>around Village hall<br>War memorial and<br>haunts for view |                |
|      | Remaining amount<br>left is.   | £ 480.00       |
|      | Thank you<br>D H Hurst.  |                |
|      |  | Total £ 480.00 |

te Posted \_\_\_\_\_



Colin Moore  
4 Hurdon Road  
Launceston  
Cornwall  
PL15 9DA

07790315157

12<sup>th</sup> October 2017

INVOICE

**RE: Lewannick War Memorial & Bus Shelter Areas.**

Invoice for the following works:-

Weather proof seat (Ken White)

Weed, brush up and tidy War Memorial and bus shelter.

**TOTAL: including materials = £90**

Colin Moore  
4 Hurdon Road  
Launceston  
Cornwall  
PL15 9DA

07790315157

12<sup>th</sup> October 2017

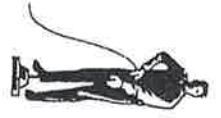
INVOICE

**RE: Polyphant Notice Board .**

Invoice for the following works:-

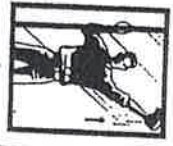
Replace latch on Polyphant notice board.

**TOTAL: including materials = £35**



# R. MORLEY

Staybright Cleaning Services  
69 Robin Drive  
Launceston  
Cornwall PL15 9LN  
Tel: 01566 773572



Date: 12 - 1 - 2018

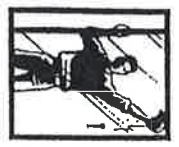
M. *Sturmerick Parish Council*

|                       | £           | p         |
|-----------------------|-------------|-----------|
| Cleaning Bus Shelters | 51          | 00        |
| " Playarea            | 25          | 00        |
| " Pylbrullek ②        | 20          | 00        |
|                       | <b>£ 96</b> | <b>00</b> |
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# R. MORLEY

Staybright Cleaning Services  
69 Robin Drive  
Launceston  
Cornwall PL15 9LN  
Tel: 01566 773572



Date: 14 - 11 - 2017

M. *Sturmerick Parish Council*

|                         | £         | p         |
|-------------------------|-----------|-----------|
| Cleaning Bus Shelters ② | 51        | 00        |
| Cleaning Playarea.      | 25        | 00        |
| Cleaning Pylbrullek ②   | 20        | 00        |
|                         | <b>96</b> | <b>00</b> |
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**HM Revenue  
& Customs**

**BACS Remittance Advice**

**Issuing Office** HMRC Banking,  
St Mungo's Road, Cumbernauld,  
Glasgow, G67 1YZ

We are pleased to advise you that we have made arrangements to credit your bank/building society account (details as below) with the total amount shown.

LEWANNICK PARISH COUNCIL UB7173  
ALISA  
MEDROM  
POLYPHANT  
LAUNCESTON  
CORNWALL  
PL15 7PS  
United Kingdom

| Date of issue | C<br>acco |
|---------------|-----------|
| 11--JAN-18    |           |
| Vendor number |           |
| 160256        |           |

Please address any correspondence to the Issuing Office quoting the information shown above.

| Type               | Reference               | Am |
|--------------------|-------------------------|----|
| DUTY/VAT REPAYMENT | UB7173 010417 TO 311217 |    |

## Interested in finding out more about crowdfunding in Cornwall?

We are running a series of workshops across Cornwall in February with our partners at Crowdfunder. These will be introductory sessions suitable for anyone who wants to find out more about this method of fundraising and the potential uses for local projects.

Cornwall Council is looking to support not-for-profit organisations working with local communities and supporting environmental growth in Cornwall by distributing some of its grants through Crowdfunder, so you could be eligible for match funding. The workshops will highlight match funding available for projects in the county via Crowdfunder, and how you can access this.

### Topics to be covered:

- What is crowdfunding?
- Introducing Crowdfunder
- Our partnership with Cornwall Council
- Benefits of crowdfunding
- What makes a good crowdfunding project?
- Three steps to success
- Accessing advice and support

Details of the events are below:

| DATE   | Venue  | Eventbrite link to register   |
|--|--|---|
| <b>Monday 5<sup>th</sup><br/>February 2018<br/>7pm to<br/>8.30pm</b> | The Guildhall,<br>Launceston<br>Town Hall<br><br>Westgate Street<br><br>Launceston<br><br>PL15 7AR | <a href="https://www.eventbrite.co.uk/e/launceston-workshop-crowdfund-cornwall-tickets-42119484512">https://www.eventbrite.co.uk/e/launceston-workshop-crowdfund-cornwall-tickets-42119484512</a> |
|  | Rooms GW02 &<br>GW03,  |   |

|   |   |   |
|---|---|---|
| <b>Wednesday<br/>7<sup>th</sup> February<br/>2018</b><br><br><b>7pm to 8.30<br/>pm</b>      | Camborne One<br>Stop Shop<br><br>Dolcoath<br>Avenue<br><br>Camborne<br><br>TR14 7UP | <a href="https://www.eventbrite.co.uk/e/camborne-workshop-crowdfund-cornwall-tickets-42119563749">https://www.eventbrite.co.uk/e/camborne-workshop-crowdfund-cornwall-tickets-42119563749</a> |
| <b>Tuesday 13<sup>th</sup><br/>February 2018</b><br><br><b>7pm to<br/>8.30pm</b>            | Crowdfunder<br>HQ<br><br>11 Cliff Road<br><br>Newquay<br><br>TR7 1NL                | <a href="https://www.eventbrite.co.uk/e/newquay-workshop-crowdfund-cornwall-tickets-42119624932">https://www.eventbrite.co.uk/e/newquay-workshop-crowdfund-cornwall-tickets-42119624932</a>   |
| <b>Wednesday<br/>21<sup>st</sup> February<br/>2018</b><br><br><b>5.30pm to<br/>7.00 pm.</b> | RIO Liskeard<br><br>26 Fore Street<br><br>Liskeard<br><br>PL14 3JB                  | <a href="https://www.eventbrite.co.uk/e/liskeard-workshop-crowdfund-cornwall-tickets-42119816505">https://www.eventbrite.co.uk/e/liskeard-workshop-crowdfund-cornwall-tickets-42119816505</a> |

**If you have any queries please feel free to contact me.**

Best wishes,

Chris

Chris Sims

Community Link Officer - Bude & Launceston

Community Resilience Service

Neighbourhoods Directorate

Cornwall Council

Mobile: 07973 497332

csims1@cornwall.gov.uk

Second Floor South Wing, Chy Trevail, Beacon Technology Park,

Bodmin, PL312FR

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This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Cornwall Council, 100049047, 2011.

Key



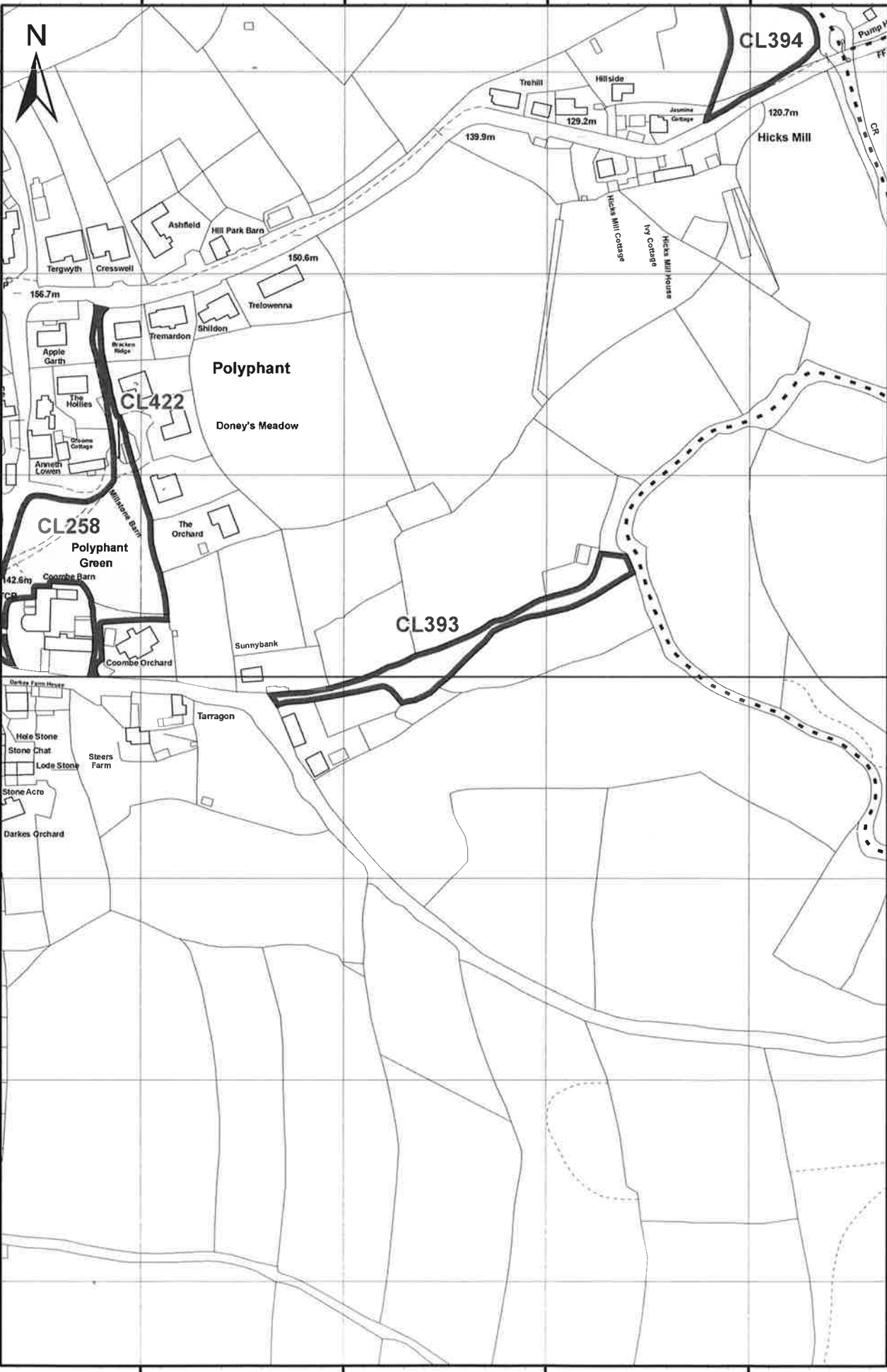
Common Land & Village Green



Ownership Boundaries



Cancelled Common Land







| No. and date of note | Notes  | No. and date of note | Notes |
|----------------------|--|----------------------|-------|
| 1                    | The Objection No. X124A of CORNWALL COUNTY COUNCIL (Clerk of the                   |                      |       |
| 15 Jan               | County Council: A. L. Dennis) of County Hall, Truro, Cornwall made                 |                      |       |
| 1973                 | 21st July 1972 is noted in respect of registration entry No. 1 in<br>this section. |                      |       |
| 2                    | In pursuance of Section 6 of The Commons Registration                              |                      |       |
| 30 Jan               | (Disposal of Disputed Registrations) Regulations 1972, the                         |                      |       |
| 2008                 | registration at entry No. 1 overleaf contains 0.216 hectares or<br>thereabouts.    |                      |       |
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# Register of

C O M M O N L A N D

OWNERSHIP SECTION—Sheet No. One

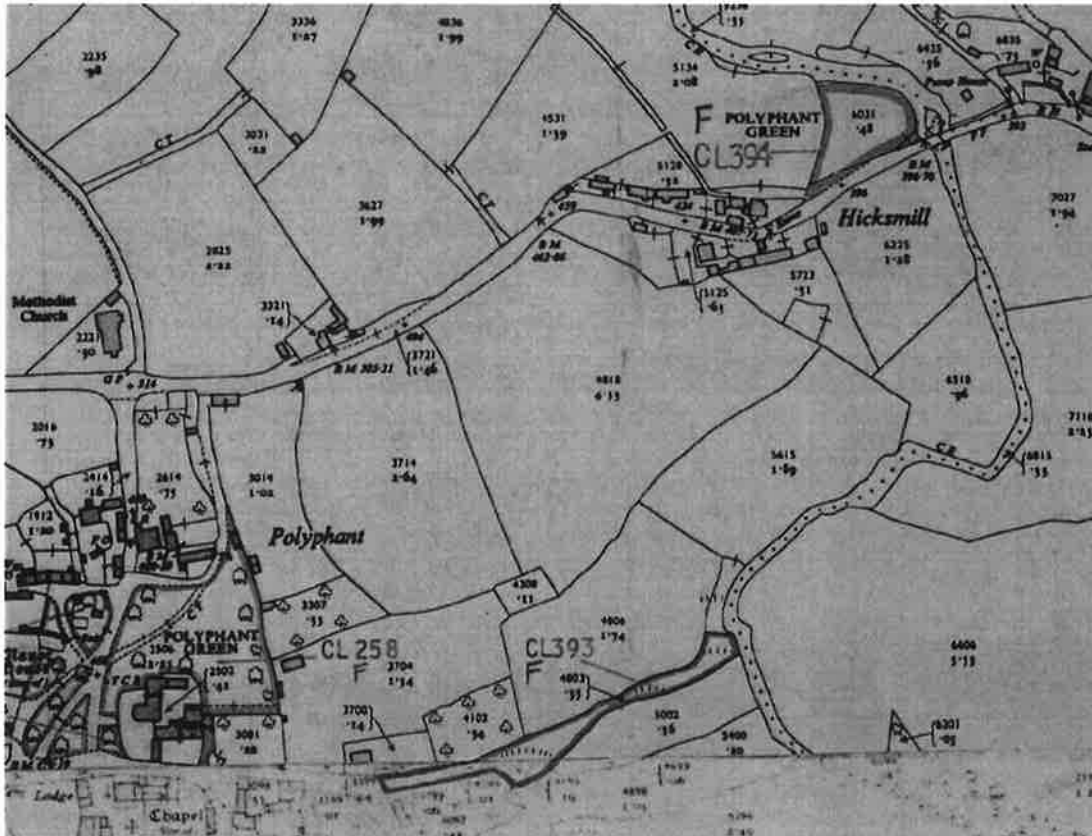
NOTE: This section contains the registration of every person registered under the Act as owner of any of the land described in the land section of this register unit. It does not contain any registration in respect of land of which the freehold is registered under the Land Registration Acts 1925 and 1936, but the absence from this section of a registration in respect of any land described in the land section does not necessarily indicate that the freehold of that land is registered under those Acts.

Registration authority

COMMONS REGISTRATION ACT, 1965  
 THE COUNTY OF DEBENWALL  
 REGISTRATION AUTHORITY  
 Register unit No. 01 995  
 Edition No. FIRST

See Overleaf for Notes

| 1<br>No. and date of entry | 2<br>No. and date of application | 3<br>Name and Address of person registered as owner  | 4<br>Particulars of the land to which the registration applies |
|----------------------------|----------------------------------|--|--|
| 1<br>30 Jan<br>1986        |                                  | <p><u>Commons Commissioners Decision (Reference 206/V/24)</u><br/>                     The land comprised in this register unit is to remain subject to protection under Section 9 of the Commons Registration Act 1965.</p> |  |



**CL 393 – The Lane, Polyphant, Lewannick**

**Map Sheet No. 148B**

**Key:**

- Green lines: The land comprised in the register unit.
- Violet hatching: Land which has been removed from the register
- Red lines: The limits of any land over which a right of common is exercisable, or to which a registration of ownership applies.

# 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.