

LUXULYAN VALLEY PARTNERSHIP

LVP TERMS OF REFERENCE ~ 11 November 2026

1. Vision & Objectives

1.1. The Luxulyan Valley

The Luxulyan Valley is part of the Cornwall and West Devon Mining Landscape World Heritage Site. It is an internationally important historic industrial landscape that has been reclaimed by nature and is now a haven for wildlife, much loved for its beauty, seclusion and tranquillity.* Most of its 250 acres are in the ownership of Cornwall Council (CC) although the Treffry Viaduct is owned by Cornwall Heritage Trust and some adjoining land is in private ownership.

1.2. Vision Statement

To protect, maintain & restore the Valley, including its flora, fauna, unique atmosphere and historic artefacts and to provide a resource for the community to use and enjoy.

2. The Luxulyan Valley Partnership (LVP)

2.1. Mission Statement

To engage with interested parties and stakeholders in the valley with the aim of encouraging, advising and working together to maintain, conserve & preserve the natural and historic features of this unique landscape so that it can continue to be enjoyed by the wider community for many years to come.

2.2. Objectives

- A. To support & advise the primary landowners in shaping & delivering a shared vision for the Valley.
- B. To support the management & maintenance of the Valley by being involved in and promoting established maintenance programmes led by the landowners and the Friends of Luxulyan Valley.
- C. To facilitate education and promote an understanding of the Valley's eco-systems and heritage.
- D. To promote the Valley and its benefits to the wider community and to support accessibility
- E. To help facilitate clear communications & consultation between the community and the landowners and vice versa.

- F. To maintain a wider perspective of the cultural and historical aspects of Cornwall including the WHS status whilst maintaining a focus on the land in the ownership of Cornwall Council & Cornwall Heritage Trust.
- G. To support fundraising efforts & grant applications to raise money for projects within the Valley by sharing funding opportunities & providing letters of support and to work closely with other organisations to maximise available funds & resources.
- H. To facilitate partnership working to maximise opportunities, share a common vision and reduce duplication

3. LVP Terms of Reference — Clauses

- A. The Partnership itself assumes no statutory responsibility.
- B. The Partnership will elect a Chair and Vice-Chair every two years both of whom should be voting members.

3.1. Membership Groups

The LVP members include:

(Group A) County and Local Government

1. Cornwall Council Member – (subject to Cornwall Council approval)
2. Cornwall Council Portfolio Holder for the Environment – (subject to Cornwall Council approval)
3. Lanlivery Parish Council
4. Luxulyan Parish Council
5. St Blaise Town Council
6. Tywardreath & Par Parish Council

(Group B) The Principal Landowners:

1. Cornwall Council (who own the main body of the valley)
2. Cornwall Heritage Trust (who own the viaduct and land north of the viaduct)

(Group C) The Friends of Luxulyan Valley

(Group D) Wider Stakeholders including Statutory Bodies ~ NON-VOTING MEMBERS

Group D consists of non-voting members. Group D can include but is not limited to: Cornwall Wildlife Trust, West Country Rivers Trust, Environment Agency, Network Rail, World Heritage Site, Historic England, Natural England, adjoining landowners, local businesses & local interest/community groups and members of the public.

3.2. Supporting Officers and Representatives:

1. Officers of Cornwall Council and other government bodies also attend meetings to offer advice and information to assist in decision making and to update the partnership.
2. Cormac Countryside Ranger, Cormac/Corserv Officers as appropriate.
3. Representatives from Group D as appropriate.
4. Representatives from Group D may also be invited to attend to give presentations in connection with the Valley or can request to do so by a written/emailed request to the Chair not less than 14 days before the meeting.
5. Administrative support may be provided by the Town/Parish Councils/ Cornwall Council.

3.3. Membership Terms

- A. By opting in as a member of the Luxulyan Valley Partnership you agree to these Terms, Vision and Objectives in letter and spirit.
- B. For membership groups A to C, the Partnership will seek confirmation of nomination of representative/s from each body annually. Usually at the AGM in June.
- C. Conduct will respect the Seven Principles of Public Life (Appendix 1).

3.4. Review of Membership

- A. If a member is deemed to not be conforming to the Seven Principles of Public Life, individuals may have their participation in the Partnership reviewed by the Partnership.
- B. Following this review an individual membership/representative membership may be terminated.
- C. The organisation represented by the member should be consulted.
- D. A written submission must be presented to a LVP meeting and proposed and seconded by voting members of the Partnership.
- E. The Individual(s) are given the opportunity to respond to the written proposal, which must be provided to them at least 14 days in advance of the vote on the proposal.
- F. A vote will be called and must have a two-thirds majority of all voting members to be carried. The Chair has the casting vote.
- G. The individual whose membership is the subject of the proposal may not vote.
- H. Following a vote, there is no appeals process. Termination does not preclude reappointment, which may be considered no less than two years following termination.

- I. Where a member representative has been excluded the member organisation can nominate a new representative immediately.

3.5. Voting

- A. Decisions made by the Partnership are made by a vote of the members in groups A to C (above) as per the table below.

ROLE	NUMBER OF VOTING MEMBERS ALLOCATED
Cornwall Council	1
Cornwall Heritage Trust	1
Friends of Luxulyan Valley	1
Lanlivery Parish Council	1
Luxulyan Parish Council	1
St Blaise Town Council	1
Tywardreath and Par Parish Council	1
TOTAL:	7

- B. Where a resolution is required with regard to the Scope and Roles of the Partnership, a proposal should be made by, and seconded by, members with voting rights.
- C. Voting members may provide a second named representative who can vote in their absence but there is no other provision for absentee voting.
- D. **Quorum is achieved at Ordinary, Extraordinary and Annual General meetings with at least 4 voting members present.**
- E. ~~For Extraordinary Meetings 100% of the members of Group B (Principal Landowners) must be in attendance to reach Quorum.~~
- F. ~~If the meeting is not quorate, it may proceed; however, votes must be deferred. Alternatively, the Chair has the discretion to defer the meeting.~~
- G. In the event of no majority, the Chair can choose to exercise a casting vote or defer making recommendations to future agendas.

3.6. Meetings

- A. Meetings are held twice a year ~~as a combined physical & online meeting~~. The venue may be Luxulyan Institute or Redmoor School in Lanlivery, although other venues in the 4 Parishes may be agreed, ~~providing they are able to support online attendance~~. One of the

meetings should be an Annual General Meeting (AGM) which is usually held in June.

- B. The LVP can vote by a majority to increase or decrease the number of meetings.
- C. The dates and location of the meetings will be decided at the AGM, unless deferred by a vote. Meetings are usually held on a Wednesday at 5.30pm and are not expected to exceed 1.5 hours
- D. A short time-limited period should also be set aside at the start of each meeting for questions from members of Group D. This will be restricted to a maximum of 3 minutes per person.
- E. Members should keep comments & questions concise and further discussion is at the discretion of the Chair.
- F. Members of the Partnership may propose sub-groups, working groups or Extraordinary Meetings to develop, progress, consider or address specific tasks or issues.

3.7. Amendments to Terms of Reference

- A. These Terms of Reference may only be changed by a two-thirds vote with quorum at an Annual General, Extraordinary or **Ordinary** Meeting of the Partnership.
- B. Proposed amendments must be received by the Chair at least six weeks prior to an AGM or 14 days prior to an **Ordinary or Extraordinary** Meeting in order to be published on the Agenda.

3.8. Termination of the Luxulyan Valley Partnership

The Luxulyan Valley Partnership shall continue to operate until such time as:

- A. The appropriate Portfolio Holder of Cornwall Council, having provided legitimate grounds, proposes that it be terminated, following which there will be consultation with the relevant officers and the production of a termination report.

Or,

- B. The meetings are attended by less than a quorum for more than 12 months or 4 meetings, triggering the Portfolio Holder to consult with the relevant officers and the production of a termination report.

4. Pontsmill Turbine Group

This group is a **co-extensive and commensurate group** of the LVP and exists to hold and manage **two funds** from the Pontsmill Turbine: **the Turbine Fund and the Pontsmill Community Fund**. There is an Administrator who is also a signatory to the bank account(s) along with 2 other signatories and all 3

signatories should be attendees of the LVP. The Turbine itself is no longer functional & will consequently produce no further income.

In the event that the Partnership is dissolved, the Pontsmill Turbine Group shall continue to operate under these Terms for as long as there are funds available.

The Turbine Fund which represents the balance of the turbine operating profit was earmarked as a contribution to the Valley HLF project which has since been shelved. It is now to be held for use in projects that enhance the Valley & contribute to the vision, mission & objectives of the Luxulyan Valley Partnership.

The Pontsmill Community Fund is comprised of the interest earned from the Turbine Fund. The Pontsmill Community Fund stood at £3,482.33 in January 2025.

4.1. Roles

- A. Administrator, also Bank Account Signatory
- B. Bank Account Signatory — Lanlivery Parish Council
- C. Bank Account Signatory — Luxulyan Parish Council
- ~~D. Treasurer~~

4.2. Grants

Grants for capital projects may be applied for by those in the 4 LVP Parishes. No decisions on expenditure or grants from either fund can be made without a quorate majority vote of the LVP/Pontsmill Turbine Group.

The Administrator is the first point of contact for potential applicants and is responsible for sending out the application form & criteria. (see Appendix 2) Decisions on grants should be made with a quorate majority vote and voting may be done by email if an LVP meeting is not due for over 30 days.

The Administrator should provide an annual report and accounts for both the Turbine Fund and Pontsmill Community Fund annually at the AGM of the LVP and have available the current balances at each meeting as a regular agenda item.

Eligibility criteria are:

- A. Grants are only available to organisations that operate within the Parishes of Lanlivery, Luxulyan, St Blaise or Tywardreath & Par.
- B. The grant must be for the benefit of residents within the Parish(es).
- C. Grants are not available to political organisations or individuals.

- D. Grants will only be allocated to projects, which will help improve the social, economic or environmental quality of life in the local community.
- E. Projects already started are not eligible.
- F. Organisations or groups awarded a grant will be expected to provide reports on their use of their grant to the Pontsmill Turbine Group/LVP within 9 months as well as invoices and proof of payment of invoices.
- G. Although not essential, organisations or groups will be expected to contribute to the total cost of the project. Volunteer time may be used as a contribution to the project. Only in very exceptional circumstances will grants be made for the total cost of the project.
- H. Pontsmill Community Fund — Grants will generally be limited to 50% of the cost up to a maximum grant of £500.
- I. For projects within the Luxulyan Valley, written permission from the landowner must also be provided.

5. Administration

- A. Administrative support will be provided by Cornwall Council or by their appointed substitute from the Town/Parish Councils. Meeting notes will be distributed by the administrative support.
- B. The administrative support will maintain the LVP mailing list. Members will be BCC'd in order to avoid accidental misuse of the list. The list will be reviewed at each ordinary meeting.
- C. Each parish will have a page on their website for the documents: agendas, minutes, Terms of Reference, etc.
- D. Attendance by a representative of CC and a representative of CHT is encouraged as they represent the principal landowners.
- E. Proposed agenda items for General Meetings, correspondence and reports for circulation must be provided at least 14 days prior to the meeting date to be included in the Agenda.
- F. The following will be standing items on the agenda:
 - 1. Correspondence
 - 2. Review of LVP mailing list
 - 3. Update from CC
 - 4. Update from the Valley Ranger
 - 5. Update from CHT
 - 6. Reports from each T&PC
 - 7. Report from FOLV
 - 8. Report from the administrator of the Pontsmill Turbine Group
 - 9. Any other business. (Inclusion of matters under AOB will be at the Chair's discretion.)

- G. Meeting agendas & papers will be circulated at least seven days before each meeting and draft meeting notes should be circulated within fourteen days following the meeting, unless otherwise agreed by the Partnership.
- H. Meeting notes will be available to the public unless the Luxulyan Valley Partnership determines that disclosure to the public would be prejudicial to the public interest due to any reason permitted by *Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information)*.

Ratified:

Date: 11 November 2026

Signed:

Sam Sinkins, Chair of Luxulyan Valley Partnership

Appendix 1

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. All public office-holders are both servants of the public and stewards of public resources.

The custodians of the Principles of Public Life are the *Ethics and Integrity Commission*.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Appendix 2

Application Form for both of the Pontsmill Turbine Group's Grant Funds: the Turbine Fund & the Pontsmill Community Fund

1. Eligibility Criteria

- A. Grants are only available to organisations that operate within the Parishes of Lanlivery, Luxulyan, St Blaise or Tywardreath & Par.
- B. The grant must be for the benefit of residents within the Parish(es).
- C. Grants are not available to political organisations or individuals.
- D. Grants will only be allocated to projects, which will help improve the social, economic or environmental quality of life in the local community.
- E. Projects already started are not eligible.

- F. Organisations or groups awarded a grant will be expected to provide reports on their use of their grant to the Pontsmill Turbine Group/LVP within 9 months as well as invoices and proof of payment of invoices.
- G. Although not essential, organisations or groups will be expected to contribute to the total cost of the project. Volunteer time may be used as a contribution to the project. Only in very exceptional circumstances will grants be made for the total cost of the project.
- H. Pontsmill Community Fund — Grants will generally be limited to 50% of the cost up to a maximum grant of £500.
- I. For projects within the Luxulyan Valley, written permission from the landowner must also be provided.

2. Administration

The application will be decided by the Pontsmill Turbine Group by a majority vote. Voting may be done by email if a meeting is not due for over 30 days.

A copy of the organisation's most recent bank statement in the name of the organisation should accompany the application along with a copy of its constitution and its most recent audited accounts.

To be considered for a grant, the following form must be sent to the fund Administrator. If you have a query or require assistance in making your application, please contact the Administrator:

Shelley Porter, Administrator Pontsmill Turbine Group

Home: 01726 851120

Mob: 07761 798220

Email: famporter58@gmail.com

Shelley Porter

Pontsmill Turbine Group

1 Challow Terrace

Luxulyan

Bodmin PL30 5DP

3. Application Form for the Turbine Fund & for the Pontsmill Community Fund

See next page.

**Pontsmill Turbine Group
Grant Application Form for
The Turbine Fund & The Pontsmill Community Fund**

For Office use only

Ref. No: /

Please read through this form thoroughly before completing. Please print your responses using BLACK INK.

1. Project name:

2. Applicant Organisation

Name

Address

Post code

Telephone.....

Email.....

3. Contact name:

Name.....

Address

Post code

Telephone.....

Email.....

4. What type of organisation are you?

Parish Council

☐

Voluntary Group

☐

Partnership

☐

Community Group

☐

5. Does your organisation have a Bank Account? YES/NO

(Please attach copy of your most recent statement)

YES, Give name as it appears on Statement

.....

(Please attach your most recent bank statement & audited accounts)

6. What age groups will benefit from your project?

0yrs to 5yrs ☐ 6yrs to 10yrs ☐ 11yrs to 15yrs ☐ 16yrs to 20yrs ☐
21yrs to 40yrs ☐ 41yrs to 60yrs ☐ 61yrs to 80yrs ☐

7. Will your project specifically benefit any disadvantaged people/groups?

Disabled ☐ Unemployed ☐ Other ☐ Please specify.....

8. Please give brief description of the project:

(Please use an additional sheet if necessary)

9. Does your project require any of the following permissions?

Planning	Yes / No	Listed building consent	Yes / No
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10. In which Parish does your organisation operate?

St. Blaise	☐	Lanlivery	☐
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Par & Tywardreath	☐	Luxulyan	☐
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11. When was your organisation established?

Number of members in your organisation?

12. What is the time span of your project?

Start date of project

Finish date of project

13. Project Finance information

Please provide a breakdown of the costs of your project, together with any other funding you have received or are claiming. If you have a separate document detailing costs etc, please enclose it with this application and give general breakdown in the boxes below.

Are you able to reclaim V.A.T? Yes	☐	No	☐	VAT registration No.
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Note. If you are to reclaim VAT, the cost of your project should exclude the VAT element.

Works/Purchases. Please itemise the cost of the project & attach quotations	Cost	
Total		

Funding Please list how you propose funding the project	Amount	
Total		

14. Are there any Parish or Cornwall Councillors on your Committee?

If so, please list them below.

.....

.....

15. Please circle or list all supporting documents enclosed with this application, such as:

Constitution

Current Bank Statement

Audited Accounts

Quotes and/or Cost Breakdown

Planning permission

Other Documents necessary or supporting your application:

Declaration by the Applicant

I / We declare to the best of my/our belief that the information given on this application form and in any enclosed supporting documents, is correct.

Signed _____

Name (in capitals) _____

Date _____

Thank you for completing this application form. Please return it to the address below, together with all supporting documentation.

Mrs Shelley Porter
Administrator Pontsmill Turbine Group
1 Challow Terrace
Luxulyan
Bodmin PL30 5DP

If you have any questions about this form, please contact the Administrator.

Mrs Shelley Porter ~ 01726851120 ~ 07761798220 ~ famporter58@gmail.com

Data Protection Act 1999 and Freedom of Information Act 2000

The information contained in this application and any supporting documentation is required for the processing of applications under the Pontsmill Turbine Group Grants Scheme. Information provided on the form will be shared with members and officers of Pontsmill Turbine Group to assist in processing the application. Applicants should be aware that any documentation supplied in support of this application will be subject to the Freedom of Information Act and may be released if requested.