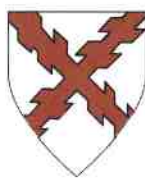


St Austell Town Council



Community Committee


To: All Members of the Community Committee (Councillors: Brown, Bull, Cohen, Hanlon, Heyward, Jones, Leonard, Pearce (Chair), Pears, Rees, Styles (Mayor) and Thompson).

Dear Councillor

You are summoned to attend the **Remote Community Committee Meeting** of **St Austell Town Council** to be held on **Monday 29th March 2021** at **6pm**.

Any member of the public wishing to attend this meeting, should obtain a password from the Clerk by no later than **12pm on Monday 29th March 2021**. For security reasons, no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

*****This remote meeting will be held using Zoom*****



David Pooley
Town Clerk

23rd March 2021

Tel: 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

3. Dispensations

(Purpose: To receive requests for dispensations under the Code of Conduct).

4. Minutes of meeting held 1st March 2021

**Pages
1 to 6**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

5. Matters to Note

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

6. Public participation (15 minutes maximum)

The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.

15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

7. Nick Smith, Chief Executive, Young People Cornwall

(Purpose: To receive an update on the work of Young People Cornwall).

8. Small Grants Scheme

(Purpose: To consider grant applications under the Town Council's Small Grants Scheme). **None.**

9. Environmental Policy

**Pages
7 to 14**

(Purpose: To consider a draft Environmental Policy). (Report attached).

10. Town Heritage Scheme

**Pages
15 to 26**

(Purpose: To receive an update on the Town Heritage Scheme). (Report attached).

11. Projects Update

(Purpose: To receive a verbal report from the Town Clerk on the projects currently being worked on). (Verbal update).

12. Dates of Meetings

(Purpose: To confirm date of forthcoming meeting – 7th June 2021)

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL
COMMUNITY COMMITTEE held on MONDAY 1st MARCH 2021 at 6pm.**

Present: Councillors: Brown, Bull, Cohen, Hanlon, Heyward, Leonard, Pearce (Chair), Pears, Rees, Styles (Mayor) and Thompson.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk) and Steve Skinner (Operations Manager).

Also present: Councillor Colwill.

CC/19/95) Apologies for absence

Apologies for absence were received from Councillor Jones.

CC/19/96) Declarations of Interest

None.

CC/19/97) Dispensations

There were no requests for dispensations received.

CC/19/98) Minutes of the Meeting held on 30th November 2020

It was **RESOLVED** that the minutes of the meeting held on the 30th November 2020 be approved and signed as a correct record.

CC/19/99) Matters to note

Further to minute number **CC/19/87** the Clerk advised that the seesaw at Chapel Field has been replaced, the slide at Thornpark Road is awaiting repair, the giro spiral seesaw at Truro Road Park has been repaired and the replacement of the safety surfacing at Poltair Park has commenced. The Clerk added that under minute number **CC/19/88** he had been successful in obtaining a further £9,000 for town centre Information Officers from the Re-opening High Street Safely Fund for the period April to June and £2,000 to refresh the signage.

CC/19/100) Public Participation

None.

Due to technical difficulties, the Chairman deferred the Making Spaces for Nature agenda item until Ms Ralph could join the meeting.

CC/19/101) Small Grants Scheme

The Clerk advised that the criteria for the Small Grants Scheme was reviewed at the Council meeting on the 1st February 2021 and improvements to the

wording had been suggested which recognised applications for climate change initiatives and the health and wellbeing of local residents.

It was **RESOLVED** to endorse the suggested changes.

CC/19/102) Melissa Ralph – Making Spaces for Nature, Project Lead

Ms Ralph thanked the Town Council for inviting her to the meeting and provided a brief background to how the project sites were chosen and their progress to date. She advised that the wildflower verges on the A391 are complete and The Meadows and Cemetery Park projects are both nearly finished with only signage left to do at both sites. It is hoped that some engagement activities will take place with Bishop Bronscombe School towards the end of the summer and opportunities for volunteering promoted.

Arising from a question, Ms Ralph advised that the picnic tables are described by the supplier as accessible but unfortunately due to the gradient, the main tarmac path running through The Meadows is not suitable for wheelchair users.

Members thanked Ms Ralph for her presentation and congratulated her in particular for the wildflower areas on the A391 and the new wetland area at The Meadows.

CC/19/103) Small Grants Scheme

4FS Youth Dance

It was **RESOLVED** to award a grant in the sum of £250 towards Zoom lessons/activities to help keep young people active, connected and motivated during the lockdown.

C4 Studios CIC

It was **RESOLVED** to award a grant in the sum of £295 towards the cost of equipment for children's multi skills clubs.

Gover Green Space CIC

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of creating a dementia garden.

***Councillor Rees abstained from voting on this item due to his connection with the Social Prescribing Project at St Austell Healthcare ***

CC/19/104) Draft Parks and Open Spaces Strategy

The Clerk advised that the document has been updated with Members comments from the previous drafts and that the strategy is now ready for public consultation. He suggested that the document should be placed on the Town Council's website with a link from the Town Council's Facebook page for

a period of three weeks and comments from this consultation considered at the next Council meeting.

Members broadly agreed that the document should be put out for consideration by the public but suggested that if the comments are not favourable from the consultation, the document should be deferred for further consideration by the new Council after the May election.

It was **RESOLVED** to put the Draft Parks and Open Spaces Strategy out for consultation on the Town Council's website page for a period of 3 weeks and, if overall viewed favourably by the public, place it to the next Council meeting for approval.

Councillor Hanlon abstained from voting on this item

CC/19/105) Climate Emergency Action Plan – 2020/22

The Clerk advised that he had updated the Climate Emergency Action Plan which clearly demonstrates that the Town Council is progressing well with carbon reduction initiatives within the resources available to it.

Arising from the above, Councillor Brown drew Members attention to the film "Cornwall's Climate Stories" which he felt the Town Council could promote.

It was **RESOLVED** to approve the updated Climate Emergency Action Plan.

CC/19/106) Projects Update

The Clerk and Deputy Town Clerk provided an update on the projects that are currently being worked on:

CCTV

The CCTV Manager is now on maternity leave and suitable cover has been put in place whilst she is absent. All 20 cameras across the town centre are working and discussions are ongoing with the Police with regard to the re-deployable camera at Bethel.

Grounds Maintenance

An internal recruitment process has taken place which has resulted in the appointment of Tim Wilson as Foreman to help the Operations Manager manage the day to day operation of the grounds maintenance team. The two Apprentices have now started following a short delay due to Covid and the grass cutting is due to start at the end of March/beginning of April weather depending.

Poltair Park

The previous tenants have been invited to commence trading again at the café with effect from April. A reply is awaited.

Allotments

The Landrew Road community garden is progressing well, led by Edible St Austell. Following the success of the water butt at Lostwood Gardens, a water harvesting pergola has been installed at the Alexandra Road allotments which has been welcomed by the residents.

Public Conveniences

The ASB at the toilets has significantly reduced since the installation of blue lights and the procurement of needle bins for the town centre by Safer St Austell. The ladies and gents are still closed but will be reviewed in due course when the high street re-opens in April.

Priory Car Park

The Clerk has agreed in consultation with the Mayor that the car park charges will re-commence on the 1st April 2021.

Youth Services

Nick Smith, CEO of Young People Cornwall is due to attend the next Community Committee to provide Members with an update on their activities and the outcome of a recent tender exercise with Cornwall Council.

Eden to Heligan Recreational Trail

Work is still progressing with regard to the improvement of the recreational trails between Heligan and Eden. A large piece of work has just been carried out by Cornwall Council on the trails to the north of St Austell and it is hoped that a further piece of work will start soon looking at the routes through the town centre.

Anti-social behaviour

Jon Lloyd-Owen invited the Town Council to a meeting on the 18th February at which time he committed to reducing the number of people in emergency accommodation within the next six months. The Eastbourne Road emergency accommodation has been extended until September and a cross service Action Plan is to be produced by Cornwall Council to address Housing, ASB and Regeneration in the town.

Safe Work Stream

The Clerk advised that at the invitation of Cornwall Council, he sits on a Covid19 Safe Work Stream. The latest work of this group involves the extension of the employment of security guards to check up on Covid19 compliance within businesses and a further tranche of funding for Information Officers for the town centre until June. The Information Officers are co-ordinated by St Austell BID and the Security Guards are co-ordinated by Cornwall Council. Some funding has also been secured for the re-fresh of town centre signage ready for the re-opening in April.

Tour of Britain

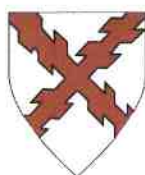
Talks have re-commenced with Sweet Spot (organisers) and other towns with regard to the Tour of Britain due to pass through Cornwall on 5th September 2021. When the Covid restrictions have been lifted and the event has been given the green light to proceed, the Deputy Town Clerk will contact the organisations who previously indicated that they would be willing to put on activities within the Town Council's parks to celebrate the event passing through St Austell. A regular agenda item will be placed on the Community Committee/full Council to keep Members updated on progress.

CC/19/107) Dates of Next Meeting

It was noted that the next meeting of the Community Committee is scheduled for Monday 29th March 2021.

The meeting closed at 7.12pm.

St Austell Town Council



ENVIRONMENTAL POLICY

Adopted at Full Council on:

Minute Reference:

Policy Review Date:

ST AUSTELL TOWN COUNCIL



ENVIRONMENTAL POLICY

CONTENTS	Page
1. Introduction	3
2. Aims of policy	3
3. List of policies	3
i. Climate change	3
ii. Nature & wildlife	4
iii. Pesticide use	4
iv. Sustainable travel	4
v. Water management	5
vi. Waste & recycling	5
vii. Development	6
viii. Responsible & sustainable procurement	6
ix. Awareness, lobbying & partnerships	6
x. Energy use	6
xi. Circular economy	7
4. Review	7

1. INTRODUCTION

1.1 St Austell Town Council recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Council acknowledges that whilst some of our activities may have adverse effects on the environment, we can take steps to minimise those impacts.

1.2 The Council considers that the environment is important and complies with environmental regulations, laws and codes of practice where relevant.

1.3 The Council will continue to make a positive contribution to environmental growth by protecting and enhancing its assets where it can.

2. AIMS OF POLICY

2.1 The aims of the St Austell Town Council Environmental Policy are:

- To increase environmental growth across the Town Council's responsibilities and assets for the benefit of the local community.
- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it.
- To carry out our work in an efficient way that minimises its adverse impact on our environment.
- To promote the development of a Circular Economy.

3. LIST OF POLICIES

Climate Change

The Town Council has declared a climate emergency and has pledged to reduce our carbon emissions by 2030. We will set out plans for immediate and long-term actions to reach this goal which include:

- Encouraging staff to switch off electrical equipment and unnecessary lights when not in use.
- Encouraging staff to close windows and external doors when the heating is on.
- Encouraging staff to minimise the use of electric heaters and fans.
- Introducing phased replacement of existing lighting with LED bulbs in Council premises.
- Introducing phased replacement of electrical equipment used on Council premises with products of maximum energy efficiency rating.
- Switching to 100% renewable energy tariffs for electricity on Council premises.

- Resources permitting, the phased replacement of non-renewable heating sources (oil, gas fired systems) with renewables.
- Resources permitting, investing in electric car charging points.
- Resources permitting, retrofit buildings with energy saving measures (glazing, roof insulation).
- The continuance of natural climate change solutions (such as tree planting and rewilding) on Council assets.
- An audit of current Council emissions.
- The implementation of measures to track the Council's carbon footprint over time.

Nature and Wildlife

The Town Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages. Environmental growth will be achieved by:

- Protecting and enhancing the quality and extent of the natural environment in the Town Council's area.
- Supporting the conservation of trees, hedgerows, ponds and streams in the Town Council's area.
- Managing the Town Council assets (including public rights of way, play areas, woodland, open spaces and verges) in a manner that protects and increases biodiversity.
- Introducing environmental growth opportunities and activities, as appropriate, on Town Council assets.
- Banning the release of balloons/sky lanterns from Town Council land and events.

Pesticide Use

The Town Council is committed to phasing out the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity) and is exploring alternatives.

Sustainable Travel

The Town Council will:

- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business.

- Promote and support the use of cycling, public footpaths and public transport.
- Ensure all Council vehicles are serviced and maintained to a high standard.
- Explore the use of electric powered vehicles where this is an affordable workable alternative.

Water Management

The Town Council is committed to responsible water management and conservation throughout its operations, which include:

- Encouraging staff, allotment holders and hirers to use water efficiently on Council premises.
- Installing water butts as a non-drinking water source where possible.
- Ensuring staff and users are aware of which materials can be disposed of in waste water.
- Promoting and supporting natural solutions to reduce/reuse surface water run-off in St Austell.

Waste and Re-cycling

The Town Council will:

- Keep waste to a minimum by preventing, reusing, recycling or recovering waste.
- Ensure waste is sorted, stored and disposed of appropriately.
- Cease use of single-use plastics on Council premises and events.
- Recycle all recyclable waste (where practicable) generated at Council premises and events.
- Promote and encourage recycling across St Austell.
- Use recyclable, compostable and/or recycled products on Council premises.
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material.
- Minimise the amount of printing and minimise the amount of waste paper.
- Observe our duty of care conscientiously within our waste contracts.
- Utilise electronic communications; councillors to use an opt-in scheme for printing paper documents.

- Minimise and prevent pollution where possible (including light, noise, solids, liquids and chemicals).
- Use composting facilities where possible.

Development

The Town Council will:

- Favour planning applications where the applicant can demonstrate a biodiversity net gain.
- Favour planning applications where buildings are constructed with high levels of sustainability.

Responsible and Sustainable procurement

The Town Council will:

- Source materials and services locally so long as the requirements for value for money and quality are met.
- Ensure that timber, or similar products, used by the Council will be from Forest Stewardship Council (FSC) certified sources.
- Ensure that the evaluation processes for the procurement of goods and services are weighted appropriately to encourage local suppliers thereby promoting the Circular Economy.

Awareness, Lobbying and Partnerships

The Town Council will:

- Promote awareness of, and information about, environmental issues within the community.
- Support, and act as a voice for, local environmental concerns within the community.
- Ensure that all individuals involved in the organisation (including contractors) are aware of their responsibilities in implementing this environmental policy.
- Work with partners, where appropriate, to increase environmental growth within St Austell.

Energy Use

The Town Council will:

- Undertake an audit of its existing energy use.

- Produce a plan on how the Council's energy use can be reduced.
- Procure energy from sustainable sources if economically sound to do so.
- Maximise the use of wind and solar energy on its premises if economically sound to do so.
- Promote use of renewable energy in St Austell.

Circular Economy

The Town Council will:

- Develop policies that encourage the development of a Circular Economy in St Austell.
- Promote and encourage the use of local suppliers in procurement policies.

Review

This policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of St Austell Town Council and promotes continuous environmental improvement throughout the Council's operations.

St Austell Townscape Heritage scheme

Progress Summary March 2021

Work progressing:

- **St Austell Market House**

Grant Panel approval, grant offer made. First phase works nearing completion. Works include refurbished first floor windows, new clear glazed ground floor openings and removal of suspended ceiling to reveal original granite arched ceiling. Potential additional works agreed for new temporary flooring and architectural lighting for internal granite arches. Launch proposed with assistance from Cultural Recovery Fund in July/August.

- **1-3 Victoria Place**

Grant Panel approval, grant offer made and agreement signed and returned. Works include new shopfront, new ground floor flat window and cast rainwater goods. Planning permission obtained. Scheme started on site and nearing completion. Additional work agreed through a variation. This includes repair and overhaul of all 10 front elevation sash windows, new sash window to side elevation and new cast rainwater goods. Additional works expected to complete before the end of March.

- **32/32a Fore Street (Hays Travel)**

Grants panel approval, grant offer made and agreement signed and returned. Works include leadwork repairs to barrel roofed dormer window and parapet, window repairs and external painting, picking out detailing in contrasting colours. Works started in November 2020. Additional work including replacement windows, leadwork to parapet and structural repairs now agreed with completion in May 2021.

Grant offers made:

- **2-6 Bodmin Road**

Grant Panel approval, grant offer made, agreement signed and returned. Works include new shopfront with bespoke stallriser tiling and traditional sash windows to front elevation and breathable internal insulation to upper floors. Planning permission obtained. Deposit paid on shopfront and windows. Measuring up complete. Ceramic Artist developing tiling design. Proposed start date May 2021 with completion August 2021.

- **Old Manor House**

Grant Panel approval, grant offer made, updated agreement accepted by applicants solicitors. Works include new Cornish slate roof, reinstating original timber windows with leaded lights, reinstating original dormer windows, cast rainwater goods. Agent appointed, Listed Building Consent submitted, tendering imminent. Weekly Teams meetings with applicant and agent. Proposed start date May 2021, estimated completion December 2021.

- **3 Market Street (former Hop and Vine)**
Grant Panel approval, grant offer made, agreement signed and returned. Works include new shopfront, window refurbishment and structural repairs. Proposed start date March 2021, estimated completion December 2021.

Grant offers made but schemes not proceeding:

- **8 Bodmin Road**
- **5 Church Street**

Applications being progressed:

- **Café Tengo**
Scheme being progressed to reclad frontage in bespoke ceramic tiling with edible planting, repaint external walls and repair and paint windows. Costs returned, planning permission obtained. White Gold to contribute funding towards costs in addition to TH grant. Grant application expected shortly. Proposed start in July 2021.
- **Drinking Fountain**
Cormac have won tender. Works include repairs to Drinking Fountain and churchyard wall. Discussions taken place over extend of work to churchyard that could be funded. Listed Building Consent submitted, Faculty approval obtained. Possible contribution towards additional works from Cornwall Council. Proposed start date March 2021.
- **Tregarne Chapel and Sunday School**
Owner decided to auction building with planning permission. Discussions ongoing with developer who bought Chapel and Sunday School at Auction. Grant offer being discussed to convert Sunday school to three flats with 5 parking spaces for chapel conversion. Agreed works include repair of all original windows and doors, re-roofing corner section, render repair and painting. Valuations being obtained. Tenders being organised. Proposed start date April 2021 (12 month contract).
- **The Stag Inn**
Specification produced for repair and repainting of all original windows, re roofing, render repairs and re painting external walls. Quotations being obtained for all work.

Other schemes being developed subject to available funding

- **8 Market Street**
Designs and quotations being obtained for ceramic reclad to shopfront.
- **3 Fore Street**
New shopfront designs being discussed with owner and planning
- **39a and 49 Fore Street (former Liberal Club)**
Tenders returned. Meeting being arranged with owner to discuss two potential shopfront schemes

- **10 Victoria Place (Your Move)**

Tender returned, meeting being arranged with owner to discuss potential scheme to repair and replace original windows

- **44 Fore Street**

Discussions ongoing with owner over potential scheme for new shopfront and reinstated traditional sash windows to frontage. Costs being obtained, discussions with Planners over possible Live/Work unit scheme.

- **Tregonissey House**

Discussion ongoing with owner over possible grant for window and door repairs, new ground floor windows and doors, access improvements, shopfront/signage improvements and leadwork to parapet.

- **1 Vicarage Hill**

Discussions ongoing with owner on new replacement shopfront.

Complementary Initiatives:

Traditional Skills Training

A traditional and sustainable skills programme is ongoing including 'Hands on' workshops on TH funded projects. Training events so far include:

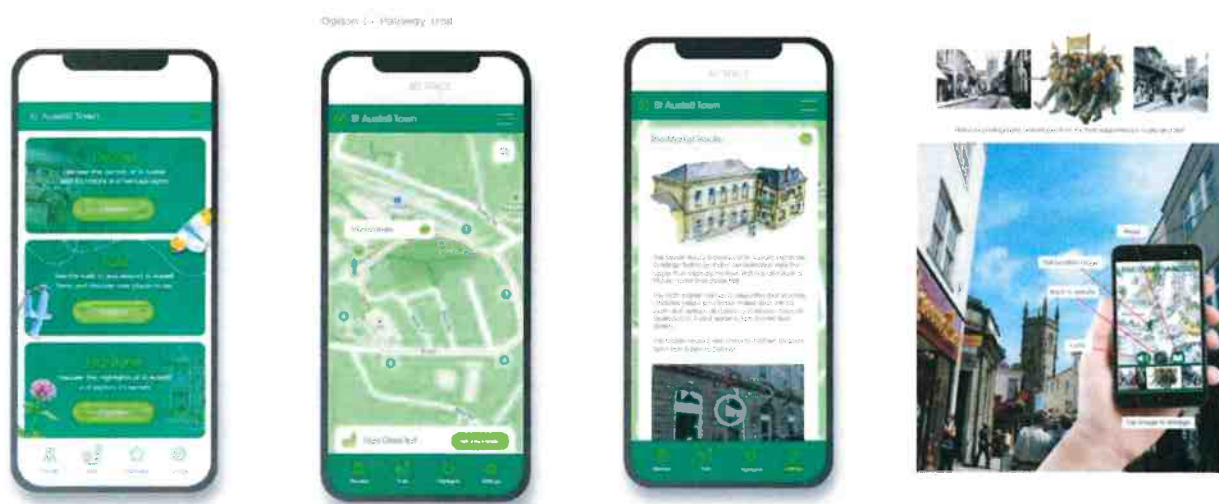
- | | |
|---|-----------------------------|
| • Creative Front (ceramic training day-26 attendees): | 26 th March 2019 |
| • Linseed Paint Workshop (10 attendees): | 11 th July 2019 |
| • Creative Front (Workshop at White Gold Festival): | Sept 2019 |
| • Timber Repair Workshop (Market House-12 attendees): | Jan 2020 |
| • Market House ceramic sign (student involvement): | Ongoing |





Discover St Austell app

The Discover St Austell app is nearing completion (Treasure Trail and augmented reality now on app and being trialled, recordings of poems, stories and plays for green areas being worked up), available now from app store (Search Discover St Austell). An Art Trail is also currently being developed and will be incorporated on the app in April. Proposed completion of additional work delayed through lockdown and now April 2021. The app will be launched at the White Gold Festival in June/July.



Web based Survey forms

Buildings at Risk, Local List and Social History web based forms available to use now from following link: <https://www.herodotus.org.uk/>. The forms will be used for volunteer survey work and will include business directories, technical guidance (text and audio). Additional work funded through Developing Skills for Business will include, additional business directories and updated technical guidance, opportunities for adding memories, culture node to serve information in St Austell museum and historic mapping.

The additional work and surveys have been delayed through lockdown. It is hoped volunteer surveys could commence in May 2021.

Paint Testing

12 month testing of high quality timber paints at Eden has been carried out. Web based guidance will be produced on results. Paints performing well are being specified on TH funded works.



Staffing

As an alternative to recruiting for another Project Officer NLHF have agreed to a 3 month trial of buying in 2 days a week of financial and administrative assistance from CAU. Trial now underway and will be reassessed this month.

Volunteer Work

Three first year Cornwall College UAL Diploma level 3 photography students will be photographing TH funding projects (before and after) and if possible producing a before and after streetscene montage.

Heritage book/video

To Life productions will assist production of a video and book with local schools- 'My St Austell' These will both give a child's view of the towns heritage.

Current Programme

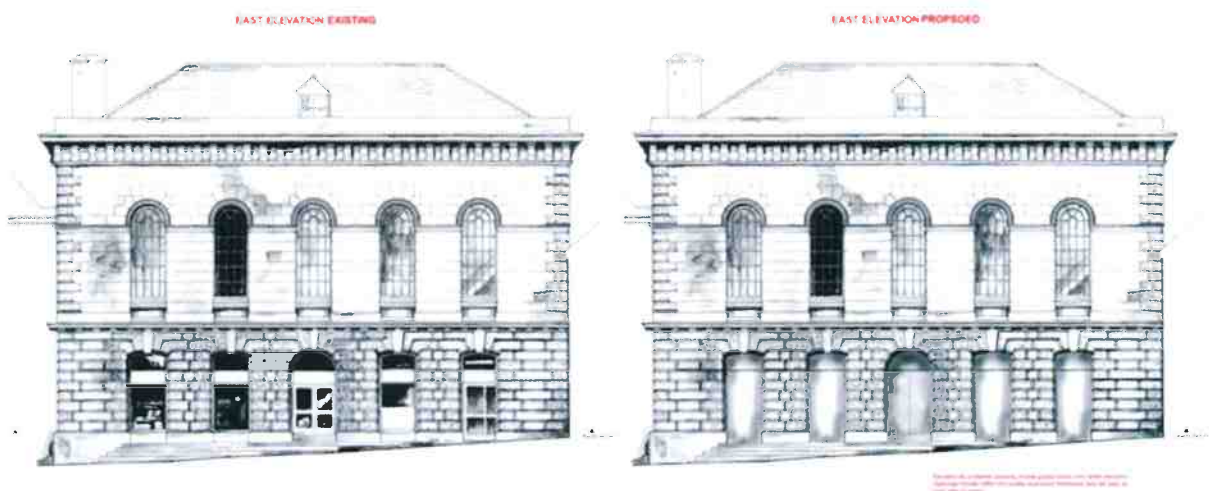
Works Progressing

1. St Austell Market House

Use: Market House containing Town Museum and commercial units
Works funded:

- New frameless recessed clear glazing to Ground Floor openings to recreate the look of the original open arches
- Removal of internal partitions and suspended ceilings to reveal original vaulted stone ceilings
- Refurbishment of double hung sash windows to first floor
- Re-seating granite entrance steps
- New ceramic hanging signs to the Market House and Museum;
- Bespoke ceramic planters within recesses to ground floor glazed openings
- New cast iron gutters and downpipes replacing current undersized ones
- Fascia repairs
- Selected lime re-pointing
- Additional agreed work includes new temporary flooring and internal architectural lighting to the granite arches

A skills training workshop for Cornwall College Carpentry students on timber window repairs was held on Thursday 23rd January 2020. Workshops are taking place with Cornwall College Art students who are assisting production of new ceramic hanging signs.





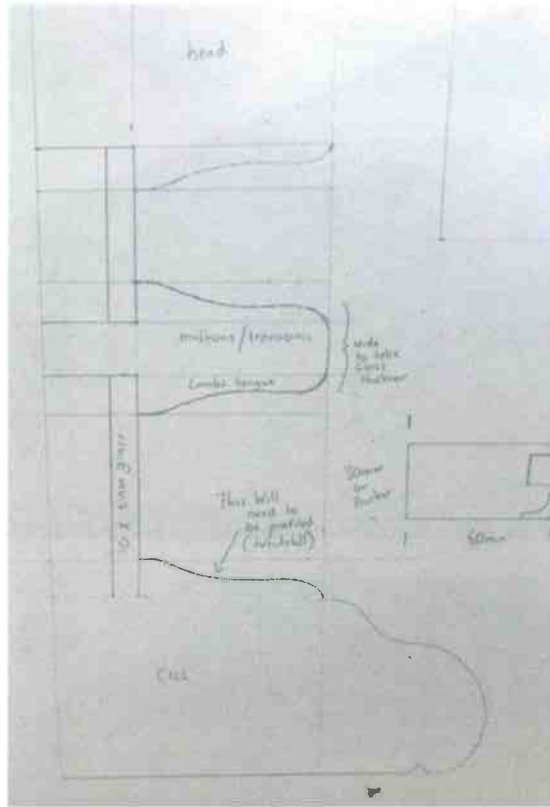


2. 1-3 Victoria Place (Day Lewis Chemist)

- Use: Continued use of chemist at ground floor, ground floor flat, conversion of upper floors to additional 6 residential units
- Works funded:
- New traditional shopfront with detailing based on original shopfront
 - New ground floor flat window
 - New cast rainwater goods



New shopfront detailing based on original shopfront details.



3. 32/32a Fore Street (Hays Travel)

Use:

Travel Agents (all floors)

Works funded:

- Leadwork repairs to barrel roofed dormer window and parapet
- Window repairs
- External painting, picking out detailing in contrasting colours



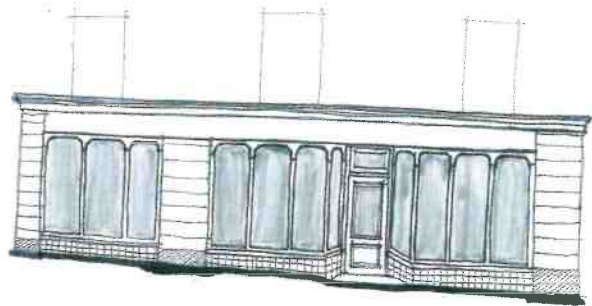
4. 2-6 Bodmin Road

Use:

Retail at Ground Floor, residential on upper floors

Works funded:

- New traditional shopfront with bespoke stallriser tiling
- New traditional sash windows
- Breathable internal insulation



Initial designs for bespoke stallriser tiling

