

St Austell Town Council



Community Committee

To: All Members of the Community Committee (Councillors: Clemo, Cohen, Double, Fox, George, Guest, Nott, Pearce, Pears, Rowse, Stephens, Thompson and Young).

Dear Councillor

You are summoned to attend a **Meeting** of the **Community Committee** to be held at **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 28th November 2022 at 6pm.**



David Pooley
Town Clerk

Please note change of venue

22nd November 2022

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 Monday 12th September 2022** **Pages 1 - 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 of Young People Cornwall**
- (Purpose: To receive an update from Nick Smith, Chief Executive, on the work of Young People Cornwall).
- 8. Small Grants Scheme** **Pages 7 - 16**
- Poltair Residents Association
 - Friends of Carclaze School
- 9. Small Grants Scheme** **Pages 17 - 20**
- (Purpose: To consider amending the terms of the Small Grants Scheme to allow organisations to apply for revenue expenditure).
- 10. Holy Trinity Church – Water Bottle Unit** **Pages 21 -22**
- (Purpose: To consider contributing towards the maintenance of a water bottle unit at Holy Trinity Church). (Correspondence attached).
- 11. Parliamentary Boundary Review**
- (Purpose: To receive an update on the Parliamentary Boundary Review).

Link to Boundary Commission website:
<https://www.bcereviews.org.uk/>

Link to St Austell and Newquay Constituency Boundary Map:
<https://www.bcereviews.org.uk/node/6489?postcode=PL255DP>

12. Projects Update

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

13. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item

Item 14 is confidential because it contains commercially sensitive information.

14. Truro Road Park – Safety Surfacing

(Purpose: To approve the replacement of safety surfacing at Truro Road Park).

15. Dates of Meetings

(Purpose: To confirm date of forthcoming meeting – 27th February 2023).

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 12th SEPTEMBER 2022 in the Council Chamber, Cornwall Council Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR.

Present: Councillors: Cohen, Fox, Pearce, Rowse, Thompson and Young.

Also Present: Councillors Lanxon and Styles.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

CC/22/16) Apologies for absence

Apologies for absence were received from Councillors Clemo, Double, George, Guest, Nott and Stephens.

CC/22/17) Declarations of Interest

Councillor Fox advised that she worked for Cornwall College which is the site for the St Blazey Amateur Operatic Society production. The Clerk confirmed that she did not have a direct pecuniary interest.

Councillors Lanxon and Rowse arrived during the next item

CC/22/18) Dispensations

There were no requests for dispensations received.

CC/22/19) Minutes of the Meeting held on the 6th June 2022

It was **RESOLVED** that the minutes of the meeting held on the 6th June 2022 be approved and signed as a correct record.

CC/22/20) Matters to note

The Clerk advised that he had nothing to add.

CC/22/21) Public Participation

Mrs Heyward thanked the Council for the grant towards the fun day in Truro Road Park and advised that the day had gone well. She congratulated the Mayor on the proclamation event earlier in the day.

CC/22/22) St Austell Sea Cadets

Sally Truscott from the St Austell Sea Cadets provided a presentation on the activities of St Austell Sea Cadets and outlined proposals to improve their premises for which a funding request will be made in due course.

Mrs Truscott explained that they have a waiting list of 25 young people and are in the top 75 of the cadet units in the country. The Sea Cadets are taught leadership and life skills as well as enjoying activities such as boating, cycling, catering and working in the community. Members expressed their full support for the Sea Cadets and Councillor Fox added that the Cornwall College construction apprentices might be able to help the Cadets with community projects.

CC/22/23) Small Grants Scheme

St Blazey Amateur Operatic Society

It was **RESOLVED** to award a grant in the sum of £750 towards the cost of their 2023 production of "Cinderella".

Woodland House

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of their "Mad Hatters Tea Party" fundraising event.

CC/22/24) St Austell Station

The Clerk introduced correspondence from the Friends of St Austell Station requesting support from the Town Council with regard to the station planting schemes.

Arising from a question, the Clerk advised that a budget of approximately £1,000 would be needed to take on the planting at the station but voluntary support from the Friends of St Austell Station would still be required. During discussion, Members felt that more sustainable planting at the station should be explored to cut down the maintenance required.

It was **RESOLVED** to take on the annual planting schemes for the planters at St Austell station on the understanding that the Friends of St Austell Station will assist with the maintenance and watering.

CC/22/25) There's No Place Like Home – Artwork (East Hill)

The Clerk provided an update on the investigations and negotiations for the adoption of the St Austell Bay Economic Forum (SABEF) artwork on the private property in East Hill. He highlighted the risks and legal measures required to secure the adoption. Members expressed concern that the ongoing maintenance of the artwork had not been determined before its creation.

A proposal not to accept liability for the artwork was lost 2 votes for, 3 votes against.

It was **RESOLVED** to proceed with the adoption of the artwork as outlined in the correspondence circulated.

CC/22/26) Grass Cutting Policy

Members considered the Grass Cutting Policy and praised the quality of the document. It was suggested that if the wildflower areas are extended, consideration should be given to providing signage to explain the approach being taken and to make the areas look more cared for. It was also suggested that publicity with regard to the excellent work undertaken by the grounds maintenance service could be improved, more fruit trees should be planted and the document needed to be updated to reflect the current wards.

It was **RESOLVED** that the Grass Cutting Policy should be updated to reflect the current wards, the actions completed, the identification of areas where more fruit trees or a community orchard could be planted, signage for wildflower areas and more publicity for the grounds maintenance service.

CC/22/27) A391 roundabouts

The Clerk advised that a number of complaints have been received about the roundabouts and verges on the A391 and the roundabout outside the Britannia Inn which were all replanted by St Austell Bay Economic Forum (SABEF) utilising Coastal Communities funds. Members expressed concern about the lack of a proper maintenance regime in place and the neglect of the features created. It was noted that despite road closures for surfacing works recently the roundabouts were not weeded or tidied up.

It was **RESOLVED** that the Clerk should engage with neighbouring parish councils to co-ordinate complaints to Cornwall Council and Cormac about the poor state of the verges and A391 roundabouts (including the Britannia Inn roundabout) and the need for a proper maintenance regime to be put in place.

CC/22/28) St Austell Football

Councillor Rowse and Councillor Lanxon both put their name forward to represent the Town Council on the newly formed St Austell Football Working Group, led by Cornwall Council to explore the potential for a new 3G pitch in St Austell. Councillor Rowse subsequently withdrew his name and suggested that the Mayor of St Austell should be put forward to represent the Town Council on the St Austell Football Group.

It was **RESOLVED** that the Mayor should be nominated to represent the Town Council on the working group investigating the provision of a new artificial football pitch in St Austell.

Councillor Rowse left the meeting

CC/22/29) Projects Update

Town Centre Regeneration

The Clerk advised that work was progressing well on the revitalisation plan, but it was a large commitment absorbing a lot of resource. The project is in a consultation phase and engagement events are planned over the next few weeks. He added that an expression of interest has been submitted for the first phase of the Shared Prosperity Fund which, if successful, would assist with funding for the detailed working up of projects identified.

CCTV

The Deputy Town Clerk advised that 20 permanent and 1 temporary CCTV cameras were in operation. Summer monitoring hours still apply, the shopwatch radios and the security personnel employed by the BID are working well in partnership with the Police and other agencies. As a result, ASB levels are down.

Members discussed the gatherings around the Holy Trinity Church and the state of the closed churchyard. The Deputy Town Clerk advised that she was aware of the issues and that the CCTV operatives and security guards regularly call in incidents relating to gatherings at the church grounds if matters get out of hand but stressed that under the Public Spaces Protection Order, it is not an offence for groups to quietly sit in the church grounds drinking.

She acknowledged the poor state of the paths at the Holy Trinity Church and advised that the grounds had unfortunately been used for storage of building material whilst the building opposite was being refurbished which had exacerbated the decline. She added that as a closed churchyard, the maintenance is the responsibility of Cornwall Council with the Town Council cutting the grass under a service level agreement.

During the debate it was also suggested that there is not enough for young people to do in St Austell and this was possibly causing ASB in some areas of the town.

The Deputy Town Clerk suggested that the Council should invite Nick Smith, Chief Executive of Young People Cornwall (YPC), to a future meeting to provide an update on the services and activities offered to young people by YPC.

Woodland Road Park

The Clerk advised that he was aware of a second letter from the Chair of CELT that he believed had been sent to all Councillors. He thanked Councillor Styles for his legal note and advised that he awaited a letter from Cornwall Council confirming that the park is not education land.

Poltair Park

The Deputy Town Clerk advised that a further bat survey had nearly been completed at the old toilet block and demolition should be permitted soon. She added that a new sign for the park was being procured to replace the very old arched sign.

She advised that the redesign of the café and the new operational arrangements have been a success and that new tables, chairs and umbrellas have been provided for the new operator. An official opening event is taking place in October at which the Mayor will be present.

Car Park

The Deputy Town Clerk advised that the car park is trading slightly better than budget and that G4S were performing reasonably. The new Pay 2 Park payment system is still proving popular and season tickets are steady with many regular customers.

Youth Services

The Deputy Town Clerk explained that the House Youth Centre is open again and outreach work is taking place at a number of sites including Poltair Park, Lostwood Gardens, Thornpark Road Park and Linear Park.

Library Statistics

The Town Clerk expressed his delight with regard to the August statistics which shows St Austell Library as the top performing library in Cornwall for this month. He added that the Summer Reading Challenge is on target with over 700 children signing up to the challenge. A new staff member has been recruited and more classes and activities are planned for the autumn.

Agency Agreement – 31st March 2022 Renewal

The Deputy Town Clerk advised that the agency agreement had been received from Cornwall Council and that some amendments had been suggested which are back with Cornwall Council for consideration.

Bethel Park Improvement

With the full support of Councillor Rowse, a CIL funding expression of interest has been submitted to Cornwall Council for Bethel Park. A first stage approval has been received and a detailed application is due to be worked up later this month.

CC/22/30) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 28th November 2022.

The meeting closed at 7.56pm.

ST AUSTELL TOWN COUNCIL

COMMUNITY COMMITTEE – 28th NOVEMBER 2022

SMALL GRANTS SCHEME - APPLICATIONS RECEIVED

1. PURPOSE OF REPORT

To consider funding requests received under the Town Council's Small Grants Scheme.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council has the legal power to grant funding under the General Power of Competence which was formally re-adopted by the Town Council on the 17th May 2021.

3. RESOURCE ISSUES

The Council has earmarked the sum of £8,000 for the small grants scheme in the 2022-23 financial year. To date £2,908 has been awarded leaving a balance of £5,092.

4. EQUALITIES ISSUES

The Small Grants application form asks organisations to demonstrate their commitment to equal opportunities.

5. ENVIRONMENTAL ISSUES

The environmental impact for proposed projects will vary for each grant application received.

6. RECOMMENDATIONS

It is recommended that Members:

- (i) Consider and determine whether they wish to support the grant applications received.

Background

The application forms for the funding requested are reproduced with this report. Supporting information for the grant applications (including financial) can be viewed upon request prior to this meeting.

1. Poltair Residents Association

A request has been received from Poltair Residents Association for funding towards their children's Christmas party.

2. Friends of Carclaze School

A request has been received from the Friends of Carclaze School for funding towards their Children's Literature Festival.

SARA GWILLIAMS
DEPUTY TOWN CLERK

St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Poltair Residents Association
Charity/company number (if applicable)	Charity No: Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	Yes Cllr Andrea Lanxon
What are the aims and objectives of your organisation?	Building a cohesive sense of community, encouraging activities and well being, with events that are inclusive to all ages and abilities, in the local area
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Our organisation welcomes participation, ideas and offers support to enhancing the lives and environment in which we live

2. Purpose for which the grant is sought

Project title:	Childrens Christmas Party
Description of project (please continue on a separate sheet if necessary):	A pre Christmas afternoon of entertainment with party food, Father Christmas arriving with a present for each child, A family event which includes, parents,grandparents/guardians.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	The party will bring people together, in a friendly setting and spread some cheer in hard times
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	Constitution

3. Finance

What is the total cost of the project?	£ 580
Amount of grant applied for (Up to £250) *	£ 250
Have you previously received a grant from St Austell Town Council?	Yes
If "Yes" please indicate: a) When b) Amount received c) For what purpose	June 2022 £200 To celebrate the Platinum Jubilee

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Council	250	✓	✓

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	✓
A copy of your constitution (or similar document showing the organisation's status)	✓
A copy of your organisation's latest set of accounting statements (if any exist)	✓

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

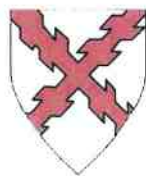
The local newspaper

Please return your completed form to:

Sara Gwilliams
 Deputy Town Clerk
 The Stable Block
 Pondhu House
 Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

St Austell Town Council



Small Grants Scheme

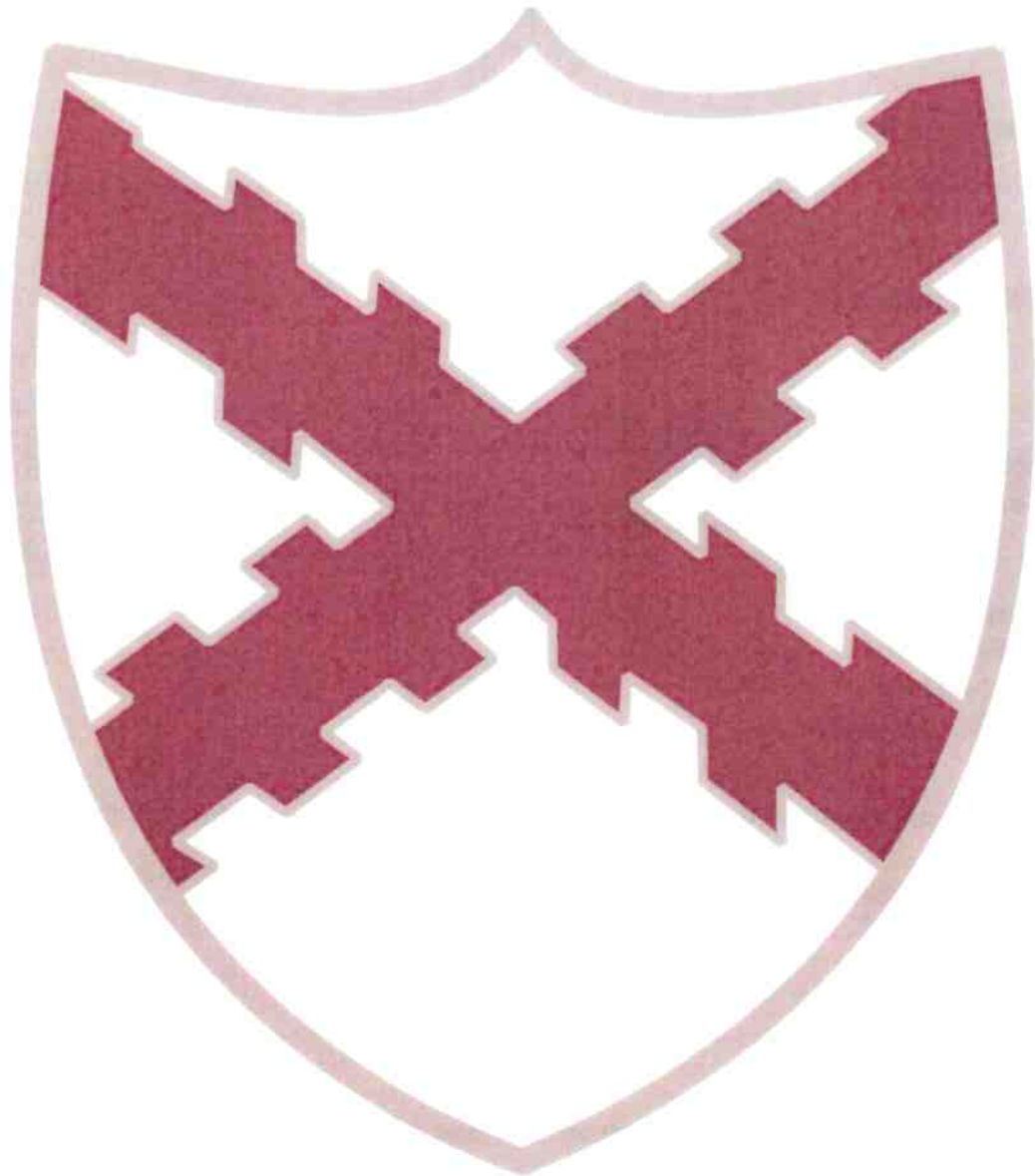
Application Form

PART B

1. Your organisation

Name of Organisation	Friends of Carclaze School
Charity/company number (if applicable)	Charity No: 1178902 Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No
What are the aims and objectives of your organisation?	To improve the experiences and opportunities for children.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	We follow the Carclaze School equality plan and policies

PLEASE LEAVE THIS PAGE BLANK



2. Purpose for which the grant is sought

Project title:	St Austell Children's Literature Festival
Description of project (please continue on a separate sheet if necessary):	A one day festival of reading for pleasure for children and families with a variety of authors / illustrators running workshops, q and a sessions and activities around their books.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	create a community of readers, increase the number of families using the library (including those in disadvantaged circumstances), Foster a love and knowledge of children's literature Encourage parental engagement Showcase Reading for Pleasure practice in schools Give children and families the opportunity to attend free author performances and book-related events Raise the profile of Reading for Pleasure throughout St Austell.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	Volunteers supporting the festival will come from St Austell schools or the library and will therefore have a DBS check. As the authors will be supervised they do not need a DBS.

3. Finance

What is the total cost of the project?	£3000
Amount of grant applied for (Up to £250) *	£250
Have you previously received a grant from St Austell Town Council?	No
If "Yes" please indicate: a) When b) Amount received c) For what purpose	

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall FEAST	1000	X	
Cornwall Community Foundation	1000	x	

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	To follow after half term.
A copy of your constitution (or similar document showing the organisation's status)	x
A copy of your organisation's latest set of accounting statements (if any exist)	x

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

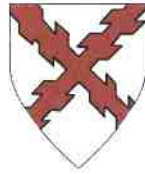
We will add the town council logo to leaflets and posters. Possibly include words like "supported by"

Please return your completed form to:

Sara Gwilliams
 Deputy Town Clerk
 The Stable Block
 Pondhu House
 Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

St Austell Town Council



Small Grants Scheme: Summary

A. Introduction

The Town Council's Small Grants Scheme is operated by the Council's Community Committee. The Scheme is open to community organisations based in or working in the Parish of St Austell. Organisations can apply for grants of up to £250 for any project or activity which is for the benefit of residents. The Council's small grants budget for the 2021/22 financial year is £8,000.

The scheme is primarily aimed at community organisations based in or working in the parish of St Austell Town. Organisations from outside of the parish of St Austell Town may only apply if they can demonstrate a significant economic or social benefit to the parish. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the parish.

B. Process

Applicants are required to complete and return a simple grants form. This is then submitted to the appropriate meeting of the Community Committee – either as part of an annual grants meeting (the Council will advertise the arrangements for this meeting in the local press) or, if outside this period, to an ordinary meeting of the Committee (the Committee meets approximately every six weeks). The Committee may invite the applicant to attend the meeting to introduce the application and answer any questions. The Committee will consider each application on its merits. It will notify the applicant of its decision within 10 working days of the meeting and, if the application is approved, will send the applicant a cheque for the appropriate amount.

The Town Council can consider requests for larger grants in exceptional circumstances where it can be demonstrated that more funds are required and the benefit to the local community and/or the local economy would justify a larger award. In such circumstances further information and undertakings or guarantees may be required. Applicants may also be required to produce a report demonstrating value for money before and after the completion of a project.

If you require any assistance to complete the Council's grant application form please either contact the Town Council's office or your local Councillor.

The Council can also help signpost applicants to other relevant sources of funding. Please contact the office if you would like us to suggest other potential sources of funding.

C. Criteria

1. Applicant organisations must be non-profit making, should ideally have a constitution and be able to supply a copy of their constitution.
2. National organisations will not usually be issued with a grant unless it can be demonstrated that the funds will be used in St Austell.
3. Applicant organisations must have a bank account and submit a copy of their most recent bank statement with their application. They may also be asked for a copy of their latest set of accounts.
4. Applications from Churches or religious organisations for funding towards the cost of providing facilities which could be used primarily to support the act of worship will not normally be considered unless they can be demonstrated to provide a broad community benefit unrestricted by religious beliefs or sectarianism.
5. Projects/activities must benefit local residents and/or be of demonstrable benefit to St Austell.
6. Applicant organisations must demonstrate their commitment to equal opportunities and projects/activities must comply with equalities legislation.
7. The Town Council welcomes applications for projects which will make a positive contribution to the climate emergency.
8. The Town Council recognises the impact of Covid on local communities and welcomes projects which seek to improve the quality of life and wellbeing of local residents.
9. Clear arrangements must be in place to manage projects/activities and measure their success.
10. Applications must set out the cost of the project/activity and list other sources of funding sought or secured.
11. Grants will not be awarded retrospectively for any project which has already commenced.

Cost of Living Crisis – Winter 2022

In recognition of the cost of living crisis and the difficulties many organisations are facing, the Town Council with effect from 1st December 2022 resolved to welcome grant applications of up to £250 from community organisations to assist with their overheads or running costs (ie public liability, regular room hire costs, rent, rates, salaries, postage or stationery).

D. Rules for successful applicants

1. Applicants must not change the use of their grant award, without the written permission of the Town Council.
2. Applicants must, on request, send the Town Council a written report on the use of their grant within three months of completing the relevant project and agree to the Town Council publishing details of any grants awarded.
3. Applicants must refer to the support of the Town Council in any publicity they release about their project and agree to the Town Council publicising details of any grants awarded.
4. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered.
5. Persons signing the application form are required to make a personal guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Town Council, they will repay the outstanding amount to the Town Council on demand.
6. Only one application per organisation will be considered each year unless there are extenuating circumstances.
7. Organisations may be asked as a condition of the grant to complete a feedback form demonstrating how the Council's funding was used and the benefits derived.

E. Further information

For further information, including grants application forms, please contact:

Sara Gwilliams
Deputy Town Clerk
St Austell Town Council
Stable Block
Pondhu House
St Austell
Cornwall PL25 5DP

Phone: 01726 829859

E-mail: sara.gwilliams@staustell-tc.gov.uk

Holy Trinity Church – Water Bottle Unit

Cormac are due to finish off the Townscape Heritage funded repairs to the drinking fountain at the Holy Trinity Church during the first week in December and we were hoping to get a water connection back to the fountain as part of these works, but they have run into difficulties. As an alternative we have worked up a scheme for a recessed water bottle refill station to the right of the drinking fountain. This will be incorporated into a surface mounted (for any maintenance) end of scheme plaque for the TH scheme. This will be in ceramic tiles designed by Fleur Winter who designed the Market House sign. The design features all Townscape Heritage funders logos and drawings for a Listed Building Consent application have already been worked up.

We have funds put aside from our Townscape Heritage budget for installing the water bottle unit and end of scheme plaque, connecting a water supply and producing listed building consent drawings. Cormac could work in the water connection as part of the remaining drinking fountain repairs, but I have not been able to obtain agreement from Cornwall Council to take on the ongoing maintenance costs.

I have been in touch with a water bottle unit manufacturer and South West Water. The water bottle unit manufacturer advises that a regular clean with wet wipes or soapy water would be helpful and suggested a water filter should be fitted as part of the connection which we could fund through the Townscape Heritage budget.

South West Water has advised that the water usage is likely to be 1 cubic metre of water per month (equivalent to 500 refills per week based on 500ml bottles) or approximately 10,000 litres of water per year at a cost of between £25-£50 per annum. Annual service costs would be approximately £100.

The Townscape Heritage scheme finishes at the end of March 2023 so there is a bit of urgency. We have funds put aside for the water bottle unit and end of scheme plaque but risk having to return this if ongoing maintenance is not addressed. There are lots of positives I think with the water bottle unit and an end of scheme plaque in a location where seven Townscape Heritage funded schemes are clustered and it would be a fitting reminder of what has been an extremely difficult but productive scheme.

The environmental advantage would be that the tap could potentially save 200,000 half litre single use bottles and would respectfully ask if St Austell Town Council would consider taking on the maintenance.

Andrew Richards
Historic Environment Strategy Officer

18.11.22

