

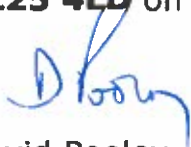
St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Meeting of St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 8th July 2024** at **6pm**.



David Pooley
Town Clerk

2nd July 2024

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AGENDA

1. Apologies for absence

(Purpose: To accept apologies for non-attendance).

2. Declarations of interest and gifts or hospitality received.

(Purpose: To receive declarations of Members' interests and gifts or hospitality received).

3. Dispensations

(Purpose: To consider requests for dispensations).

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

4. Minutes of Meeting held on 15th May 2024

**Pages
1 to 8**

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

5. Matters to note

(Purpose: 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. Mayor's announcements

(Purpose: To receive an update from the Mayor on his engagements and any other civic matters).

7. Public Participation

(Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).

8. Members' questions (10 minutes maximum)

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion. A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member. They may also agree to accept a question after the deadline.

9. Nick Smith, CEO, Young People Cornwall

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

10. Annual Report – 2023/24

(Purpose: To approve wording for the 2023/24 Annual Report). (To follow).

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- 11. St Austell Bus Routes – Working Group**
- (Purpose: To receive a report from the St Austell Bus Routes Working Group). (To follow).
- 12. Members appointed to outside bodies update reports**
- (Purpose: To receive reports of any relevant information from Members appointed to outside bodies).
- 13. Cornwall Councillor update reports**
- (Purpose: To receive reports of any relevant information from local Cornwall Councillors). (To follow).
- 14. Planning and Regeneration Committee** **Pages 9 to 24**
- (Purpose: To note the minutes of the Planning and Regeneration Committee held on 20th May 2024, 10th June 2024 and 17th June 2024). (Attached).
- 15. Finance and General Purposes Committee** **Pages 25 to 30**
- (Purpose: To note the minutes of the Finance and General Purposes Committee held on 24th June 2024 and approve the **RECOMMENDATIONS** contained therein). (Attached).
- 16. Community Committee** **Pages 31 to 34**
- (Purpose: To note the minutes of the Community Committee held on 3rd June 2024 and approve the **RECOMMENDATION** contained therein). (Attached).
- 17. Climate and Environment Committee**
- (Purpose: To note the minutes of the Climate and Environment Committee on 1st July 2024). (To follow)
- 18. Schedule of Payments** **Pages 35 to 40**
- (Purpose: To receive a schedule of payments from 4th May 2024 to 27th June 2024) (Report attached).

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- 19.** *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:*
Items 21, 22 and 23 are confidential because they contain commercially sensitive information.
- 20. St Austell Arts Centre** **Pages 41 to 50**
(Purpose: To consider a funding request from St Austell Arts Centre). (Grant application attached).
- 21. Land at West Hill/Park Road, St Austell** **Pages 51 to 60**
Track off Holmbush Road, St Austell
Track off Holmbush Industrial Estate, St Austell
(Purpose: To consider and respond to correspondence received from Cornwall Council in relation to the above). (Correspondence attached).
- 22. St Austell Town Centre Revitalisation Project**
(Purpose: To receive an update on the roof top garden design work and authorise acceptance of a grant offer for feasibility work in connection with the "gateway project" and the associated procurement processes). (Verbal Report).
- 23. To re-admit the press and public**
- 24. Dates of Meetings**
(Purpose: To note dates of future Town Council Meetings: 2nd September 2024 and 14th October 2024).

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

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MINUTES of the ANNUAL MEETING of ST AUSTELL TOWN COUNCIL held on WEDNESDAY 15th MAY 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Cohen, Double, Fox, Gray, Guest, Hamilton, Kimber, Lanxon, Pearce, Pears, Preece, Stephens, Thompson and Young.

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

C/24/01) Election of Mayor

The Mayor, Councillor Crystal Pearce, invited nominations for Mayor for the 2024/25 civic year.

It was **RESOLVED** that Councillor Julian Young be elected Mayor of St Austell for the 2024/25 civic year.

Councillor Young signed a declaration of acceptance of office in the presence of the Town Clerk and took the Chair.

C/24/02) Election of Deputy Mayor

The Mayor, Councillor Julian Young, invited nominations for Deputy Mayor for the 2024/25 civic year.

It was **RESOLVED** that Councillor Hamilton be elected Deputy Mayor of St Austell for the 2024/25 civic year.

C/24/03) Apologies for Absence

Apologies for absence were received from Councillors: Bull, Clemo, French, Rowse and Styles.

Councillor Pears advised that he needed to leave the meeting early

The Mayor advised that he would bring agenda item 19 forward to agenda item 11 to allow Councillor Pears to speak on this item if he wished

C/24/04) Declarations of interests and gifts or hospitality received

None.

C/24/05) Dispensations

There were no requests for a dispensation.

C/24/06) Minutes of Meeting held on 18th March 2024

It was **RESOLVED** that the minutes of the meeting held on the 18th March 2024 be approved and signed as a correct record.

C/24/07) Matters to Note

The Clerk advised that he had nothing to add.

C/24/08) Mayor's/Retiring Mayor's announcements

Councillor Pearce (Retiring Mayor) advised that since the last meeting she had attended an air cadet open evening at their premises in South Street which was very enjoyable. She added that they were unaware of the Town Council's Small Grants Scheme and that they may submit a grant application, possibly for the improvement of their premises, for the Town Council to consider. Councillor Pearce advised that she had also attended a 50th Golden Wedding Event and unveiled a plaque at the library commemorating the coronation of King Charles III along with Councillors Young and French.

Councillor Young advised that he had several engagements coming up including St Austell Pride, Bodmin Town Council Sunday service, Fowey Town Council Sunday service, Mid Cornwall Scouts Camp and Truro City Council Sunday service.

C/24/09) Public Participation

There were no members of the public present.

C/24/10) Members' questions

There were no questions from Members.

C/24/11) St Austell – Buses

Councillor Pears referred to an e-mail from Cornwall Council's Highways Team outlining the bus timetable changes affecting St Austell and invited members to advise him of specific areas of concern for him to investigate further.

Councillor Brown advised that he had been mistaken with regard to the timing of the last bus from Truro to St Austell but felt that there is enough concern within the community about the timetable changes for the matter to be considered further by the Town Council. He expressed particular concern with regard to the reduction in bus services east of Slades Road, the town centre bus and the bus to Truro. Councillor Brown suggested that a working group should be set up to consider the matter further and report their findings to the Town Council meeting in July. Councillors Brown, Gray and Kimber volunteered to sit on the Working Group.

It was **RESOLVED** that a Bus Working Group should be set up comprising of Councillors Brown, Gray and Kimber to review the bus timetable changes affecting St Austell and report any specific areas of concern to the Town Council meeting in July.

C/24/12) Internal Audit Report for year ending 31st March 2024

The Clerk referred Members to the report of the Internal Auditor and explained that as the Auditors' findings were relevant to the Annual Return which the Council had to submit for the 2023/24 financial year, the details were reported to the full Council for consideration prior to agreeing the Annual Governance Statement.

He explained that at the time of the audit, the Internal Auditor had identified that the annual return to the Charity Commission for the Poltair Park Charity (W J Adams Charity) was overdue. The Clerk advised that this return has since been completed. As in previous years, this was a zero return.

The Clerk concluded that although the Auditor has suggested that the reserves are on the lower side of accepted parameters, he is comfortable with their levels.

It was **RESOLVED** that the report of the Internal Auditor be noted.

C/24/13) Annual Governance Statement

The Town Clerk introduced a report setting out the details of the Annual Return and Governance Statement which is required to be completed and sent to BDO LLP, the Council's External Auditors, by the 1st July 2024.

The Clerk asked Members if any Member had an interest in BDO LLP and no interests were declared.

Members considered each of the questions in Section 1 of the Annual Governance Statement in detail before agreeing the following responses.

It was **RESOLVED** that the answer to each question should be as follows:

Question 1	Yes
Question 2	Yes
Question 3	Yes
Question 4	Yes
Question 5	Yes
Question 6	Yes
Question 7	Yes
Question 8	Yes
Question 9	No

It was **RESOLVED** that:

1. the Mayor and the Clerk should be authorised to sign the Annual Governance Statement in the Annual Return on behalf of the Town Council;
2. The annual meetings of the trustees for Truro Road and Poltair Parks should be held prior to the next Council meeting in July.

C/24/14) Annual Return and Accounting Statements 2023/24

The Clerk advised that the Town Council's turnover for the 2023/24 financial year was £1.6 million. The main sources of income were the Council Tax precept and car park income and the biggest expenditure items were staff costs and the purchase/maintenance of play equipment. The surplus for the year was £13,000 which will accrue to the General Fund balance.

The Clerk explained the balance sheet and the Council's three earmarked reserves; Elections Reserve, Repairs and Renewals Reserve and the Projects Reserve. The Clerk stressed the need to keep a healthy Repairs and Renewals Reserve to help smooth out the expenditure on aging play equipment. He added that the Town Council is very lucky to have a qualified playground inspector and repair technician within the grounds maintenance team which has prevented, so far, a lot of large scale expenditure. Many of the items are nearing their end of life and will need to be replaced within the next few years, including the Poltair Park helter-skelter which could cost in the order of £100,000/£200,000 to replace.

The Clerk added that within the projects reserve he had set aside some funding for additional CCTV cameras to assist with some of the blind spots in the town centre.

In answer to a question, the Clerk confirmed that the Town Heritage Scheme commitment (£13,835.57) is no longer in the Projects Reserve as the project has been completed and should not have been included within the list of Project Reserve commitments outlined on page 25.

It was **RESOLVED** to:

- i. Approve the detailed accounting statements and transfers to and from reserves as shown;
- ii. Approve the accounting statement in Section 2 of the Annual Return for 2023/24;
- iii. Authorise the Clerk and Mayor to sign the Accounting Statement on the Annual Return on behalf of the Town Council; and
- iv. Instruct the Town Clerk to advertise the electors' rights in accordance with the External Audit guidance.

C/24/15) Standing Committees

The Deputy Town Clerk advised that the Terms of Reference for each Committee had been discussed at a recent Chair and Vice-Chairs meeting and the amendments suggested had been incorporated into the Terms of Reference put forward for approval.

The composition of each Committee was discussed, and it was agreed that the Standing Committees should be approved as outlined with the addition of Councillor Preece to the Climate and Environment Committee and Councillor Pearce added to the Staffing Committee.

It was **RESOLVED** that:

1. The Terms of Reference of each committee as set out be approved;
2. The Committee Membership list as set out be approved subject to:
 - o Councillor Preece being added to the Climate and Environment Committee and Councillor Pearce being added to the Staffing Committee.

C/24/16) Election of Representatives to outside bodies

It was **RESOLVED** that the following appointments to outside bodies be made for the 2024/25 civic year:

CALC - Larger Councils Liaison Group

Councillor M Brown

Climate Action St Austell (CASA)

Defer

Carlyon Road Masterplanning Group

Currently Councillors Bull and Lanxon and the Chair of the Planning Committee

Cornwall and Isles of Scilly Flood Forum

Currently Councillor A Cohen

Cornwall Council Planning Partnership

Councillor M Thompson

Holy Trinity Church Grounds Steering Group

Councillor C Hamilton

Rural Services Network

Councillor M Thompson

Rural Service Network – Young Person’s Panel

Councillor E Stephens

Rural Service Network – Older Person’s Panel

Councillor P Guest

Safer St Austell

Councillor T French

St Austell Business Improvement District (BID)

Councillor T French

St Austell Bay Economic Forum (SABEF)

Councillor M Brown

St Austell Bay Chamber of Commerce

Councillor Kimber

St Austell Revitalisation Partnership

Councillors French, Pearce and the Chair of the Planning & Regeneration Committee

Dispensation

In response to concerns with regard to perceived conflicts of interest for Councillors appointed to the St Austell Town Centre Revitalisation Partnership, it was **RESOLVED** to grant a dispensation to Councillors on the St Austell Town Centre Revitalisation Partnership to speak and vote on town centre revitalisation matters for the current civic year as this is in the interest of local taxpayers.

**St Austell, Mevagissey, St Blazey, Fowey and Lostwithiel
Community Area Partnership**

Councillor Lanxon

It was noted that all Councillors are permitted to attend the Community Area Partnership meetings.

Councillors Double and Guest proposed and seconded Councillor Kimber to represent the Town Council on The House Steering Group.

Councillors Stephens and Brown proposed and seconded Councillor Gray to represent the Town Council on The House Steering Group.

It was **RESOLVED** by a show of hands, 7 votes to 5 votes that Councillor Gray should represent the Town Council on The House Steering Group.

The House Steering Group

Councillors Fox and Gray

Treveth – Penwinnick Road Steering Group

Councillors Gray and Hamilton

St Austell Football Working Group

Councillor Lanxon

C/24/17) Grass Cutting Policy

It was **RESOLVED** to approve the Grass Cutting Policy.

It was **FURTHER RESOLVED** to pass on the Town Council's gratitude to the Grounds Maintenance Team for their excellent work.

C/24/18) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 9th March 2024 to 3rd May 2024 totalling £562,498.92 be approved.

C/24/19) Planning Application

PA24/02280: Land South Of 67 Ledrah Road Ledrah Road St Austell Cornwall. Outline application with all matters reserved for the subdivision of existing residential curtilage to create plot for detached dwelling with shared access from Ledrah Road.
Ward: Central & Gover.

It was **RESOLVED** to make no objection to this application.

C/24/20) Schedule of meetings

It was **RESOLVED** to approve the Schedule of Meetings for the 2024/25 Civic Year as outlined.

C/24/21) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 25th March 2024.

C/24/22) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on the 2nd April 2024.

C/24/23) Planning and Regeneration Committee

Councillor Double advised that she had submitted her apologies for the Planning and Regeneration Committee meeting on the 8th April 2024 and asked that this be added to the minutes.

It was **RESOLVED**, subject to the above amendment, to note the minutes of the Planning and Regeneration Committee meeting held on the 8th April 2024.

Councillor Pears left the meeting during the next item

C/24/24) To consider excluding the press and public.

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

C/24/25) Town Centre Revitalisation Partnership

The Clerk updated Members on the latest position with regard to the rooftop garden and the successful funding bid for the replacement of the Poundland banner.

Members referred to the presentation by the consultants the previous day and concern was expressed with regard to the use of wood planking in the roof top garden and the proposed security of the site to ensure that it is not blighted with vandalism or bad behaviour.

Arising from concerns expressed with regard to the banner project, the Clerk outlined the reasons why a replacement banner is proposed as opposed to a mural or a blank wall with images projected on to it. Members expressed health and safety concerns with regard to the current banner and disappointment that the owners of the building are not maintaining it properly.

It was **RESOLVED** to:

1. Accept the grant in the sum of £25,000 from the Town Delivery Fund for the replacement of the two Poundland banners;
2. Enter into a suitable contract with Mr Paul Williams for access to his back catalogue of photographs and proceed with a public exhibition of photographs to allow the public to choose the images to be inserted onto the two new banners;
3. Negotiate and enter into a contract with Parc Signs for the taking down of the existing banners and production and erection of two new banners onto the Poundland building.

It was **RESOLVED** to return to public session.

C/24/26) Dates of Meetings

It was noted that the next Town Council meeting is due to take place on Monday 8th July 2024.

The meeting closed at 7.24pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 20th MAY 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Bull, Cohen, Fox, Gray, Hamilton, Kimber, Lanxon, Preece, Styles, Thompson and Young.

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

P/24/01) Election of Chair

David Pooley, Town Clerk, asked for nominations for Chair. A nomination was received for Councillor Brown.

It was **RESOLVED** that Councillor Brown be elected Chair of the Planning and Regeneration Committee for the 2024-25 civic year.

P/24/02) Election of Vice-Chair

Councillor Brown asked for nominations for Vice-Chair. A nomination was received for Councillor Bull.

It was **RESOLVED** that Councillor Bull be elected Vice-Chair of the Planning and Regeneration Committee for the 2024-25 civic year.

P/24/03) Apologies for absence

Apologies for absence were received from Councillors Double, French, Rowse and Stephens.

The Clerk advised that Councillor French had telephoned that afternoon to tender his resignation from the Planning and Regeneration Committee.

P/24/04) Declarations of Interest

Councillor Styles declared an interest in planning application number (vii) by virtue of knowing the applicant.

Councillor Fox advised that with regard to planning application number (x), she did not know the applicant and the proposal would not affect her property.

The Clerk confirmed that she did not have an interest to declare.

Councillor Brown asked that a note of thanks be sent to Councillors French and Pearce who have both stepped down from the Committee and took the opportunity to welcome the Mayor, Councillor Julian Young to the Committee.

P/24/05) Dispensations

None.

P/24/06) Minutes from the Meeting dated 8th April 2024

The Chair advised that on page 2 of the minutes, third paragraph, **satisfaction** should read **dis-satisfaction** and on page 3 **position** should read **positioned**.

It was **RESOLVED** that subject to the above amendments, the minutes of the meeting held on the 8th April 2024 be approved and signed as a correct record.

P/24/07) Matters to note

Arising from a question, the Clerk advised that Councillor Rowse received an e-mail from Cornwall Council on the 13th March 2024 notifying him of the Aspen Drive planning appeal. On the same day, Cornwall Council sent the Town Council an e-mail advising of the appeal, but the e-mail cannot be traced by the Town Council's officers or IT consultant.

The Clerk confirmed that a suitable date for an informal meeting to review the High Street Task Force Report will be discussed with the new Mayor shortly and Members will be advised accordingly. He added that the Town Centre Revitalisation Partnership has also expressed a wish to discuss the report and that it might be appropriate to have a joint meeting.

P/24/08) Public participation

There were no members of the public present.

P/24/09) Planning Applications

- i. **PA23/09532:** Land Off Menear Road North Of St Austell PL25 3TD. Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works.

The Clerk advised that the Planning Officer has indicated that there will be visual and landscape impacts to people within the town and would like to hear the views of the Town Council.

During discussion, Councillors raised the following issues:

- The need for a survey to be satisfied that the proposal would not exacerbate the flooding issues already seen in the area;
- Concern at the loss of grade 3 agricultural land;
- The affect on the nearby heritage site;
- The visual impact on the surrounding area;
- The need for more green energy;
- The lack of objections arising from the public exhibitions;
- The temporary nature of the proposal

A proposal to object to the application was not seconded.

A proposal to support the application was seconded.

It was **RESOLVED** to support this application (5 votes for, 4 votes against), subject to acceptable flood mitigation plans and a programme of archaeological evaluation trenching as recommended by the Historic Environment Planning Team.

- ii. **PA24/01003:** 16 Boscarne Crescent St Austell Cornwall PL25 4PW. Remove fence at side of property and replace with a block wall, which will be rendered and painted the same colour as the house.

It was **RESOLVED** to make no objection to this application.

- iii. **PA24/01794:** 129 Retallick Meadows St Austell Cornwall PL25 3BZ. Construction of Garden Room/ Ancillary Accommodation.

It was **RESOLVED** to make no objection to this application.

- iv. **PA24/01844:** 35 Slades Road St Austell Cornwall PL25 4HA. Proposed demolition of rear kitchen, bathroom and bedroom to form new open plan kitchen, utility with 2 bedrooms over and a raised patio.

During discussion, concerns were expressed with regard to potential overlooking issues and the lack of consultation with South West Water.

It was **RESOLVED** to make no objection to this application subject to South West Water being consulted on the application, an adequate sewerage system and any overlooking issues to the neighbouring property being resolved.

- v. **PA24/01892:** 28 Pennor Drive St Austell Cornwall PL25 4UW. Extension & associated works.

It was **RESOLVED** to make no objection to this application.

- vi. **PA24/02174:** Shoezone 20 Fore Street St Austell Cornwall. Subdivision of the existing larger Unit (Use Class E) to form two small independent shops (Use Class E) and the replacement of the shopfront window and doors.

It was **RESOLVED** to make no objection to this application subject to the Heritage Officer's comments being taken into consideration.

Councillor Styles reiterated his interest and left the meeting

- vii. **PA24/02362:** 4 Sandy Hill St Austell Cornwall PL25 3AS. Construction of two semi-detached dwellings, creation of new vehicular access, provision of vehicular parking, external garden amenity areas, and associated works.

The Clerk advised that the Planning Officer has expressed concern with regard to overbearingness and overshadowing of the property and garden that adjoins the southern boundary.

During discussion, Members felt that the proposal is very cramped and would have a detrimental impact on the property to the southern boundary.

It was **RESOLVED** to object to this application on the grounds of:

Overbearing on the neighbouring property adjoining the southern boundary
Overshadowing of the neighbouring property adjoining the southern boundary
Density and massing.

Councillor Styles returned to the meeting

- viii. **PA24/02431:** 16 Fore Street St Austell Cornwall PL25 5EP. Proposed internal alterations to the existing shop, the change of use of the first floor to form two apartments together with external alterations.

It was **RESOLVED** to support this application subject to the Historic Environment Planning Officer being satisfied with the proposal.

- ix. **PA24/02498:** 12 Holiburn Eliot Gardens St Austell Cornwall. Sub-division of one duplex apartment to create two single-storey apartments.

It was **RESOLVED** to make no objection to this application subject to the proposal being acceptable to the affordable housing team.

Councillor Young left the meeting

- x. **PA24/02554:** Rear Of 16-18 Dobell Road St Austell Cornwall PL25 4NB. Technical Details Consent application for the proposed construction of a dwelling, following on from granting of Permission in Principle under (application PA23/06269).

It was **RESOLVED** to make no objection to this application.

- xi. **PA24/02591:** Land North Of 36 Eliot Road St Austell Cornwall PL25 4NN. Construction of dwelling house and associated works.

It was **RESOLVED** to object to this application on the grounds of:

Overdevelopment of the site
Overbearing
Overlooking
Density and massing
Out of character with the street scene

- xii. **PA24/02613:** Rear Of 8 Jubilee Meadow St Austell Cornwall PL25 3EX. Application for works to tree subject to Tree Preservation Order namely cut off a branch that overhangs garden on one Oak tree.

Noting the advice of the Tree Officer, it was **RESOLVED** to object to this application.

P/24/10) Premises Licence Applications

None.

P/24/11) Planning Decisions

It was **RESOLVED** that the report and decisions be noted.

P/24/12) Cornwall Council – Urgent Delegated Planning Decisions

PA23/06966 – 50 Phernyssick Road, St Austell

The Town Clerk advised that the applicant has amended the dormers to significantly remove the overlooking impacts on Claybourne Close by setting in the windows with window cheeks and has asked if the Town Council will agree to disagree with his recommendation for approval.

During discussion, Members felt that the modest changes did not adequately address the concerns and **RESOLVED** to maintain their objection.

The Clerk **AGREED** to advise Councillor Pears, the Cornwall Councillor for the Poltair and Mount Charles Ward that this decision was unanimous.

P/24/13) Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 – Masonic Temple, 25 South Street, St Austell, Cornwall, PL25 5BH

The Clerk explained the history of this application and the Town Council's reasons for objection to the "in principle" application and subsequent no objection to the technical planning application. In the light of concerns from the Historic Planning Officer, the planning application was refused, and the applicant has now gone to appeal.

During discussion, Members felt that the Town Council should support Cornwall Council's reasons for refusal and advise the Planning Inspectorate and Cornwall Council accordingly.

It was **RESOLVED** to write to the Planning Inspectorate and Cornwall Council supporting Cornwall Council's reasons for refusal.

P/24/14) Highways Matters

Members reviewed the correspondence received from the Chief Executive of Cornwall Council and a discussion took place with regard to the location of a number of large potholes, the need for a proper road maintenance programme and the very protracted repairs at Bodmin Road which resulted in a very lengthy road closure. During discussion, Members agreed to individually report potholes to Cornwall Council using the on-line reporting system and advise the Finance and Administrative Assistant at the same time for monitoring purposes.

It was **RESOLVED** that all Councillors would individually report potholes to Cornwall Council using the on-line reporting system and advise the Finance and Administrative Assistant at the same time for monitoring purposes.

P/24/15) St Austell Town Centre Revitalisation Partnership

The Town Clerk advised that the Regeneration Officer is progressing work on the design of the Holy Trinity Church grounds and Poundland banner projects and bids have been submitted for design works for refurbishing Duke Street and a feasibility study to up-light the viaduct. He added that he is chasing Cornwall Council's Highways Officers to start work on reviewing the traffic flows around the town centre and that there have been some delays with the roof top garden project.

During discussion, Members expressed their disappointment that the General Wolfe refurbishment has not started and the effect it is having on the aesthetics of the town centre. It was suggested that as a short term measure to improve the area, the building could be painted. Members also stressed the importance of having a sound understanding of the structural position of the proposed roof top garden.

P/24/16) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 10th June 2024 and Monday 17th June 2024.

Arising from a question, the Deputy Clerk advised that an additional meeting has been scheduled for the 10th June 2024 to accommodate the volume of planning applications coming through to the Town Council for consideration. It is anticipated that the meeting scheduled for the 17th June 2024 will also be required.

The meeting closed at 7.58pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 10th JUNE 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Cohen, Fox, Gray, Hamilton, Kimber, Lanxon, Preece, Stephens, Thompson and Young.

Also Present: Councillor Double

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

P/24/17) Apologies for absence

Apologies for absence were received from Councillors Bull and Styles.

P/24/18) Declarations of Interest

There were no declarations of interest.

P/24/19) Dispensations

None.

P/24/20) Minutes from the Meeting dated 20th May 2024

It was **RESOLVED** that the minutes of the meeting held on the 20th May 2024 be approved and signed as a correct record.

P/24/21) Matters to note

The Town Clerk advised that further to minute P/24/14 Councillors Fox and Thompson had reported potholes to Cornwall Council. Councillor Fox confirmed that a number have been rectified.

P/24/22) Public participation

There was one member of the public present who was the applicant for planning application number PA24/02649. The Chair agreed to bring this item forward for consideration.

P/24/23) Planning Applications

- v. **PA24/02649:** 11 Pondhu Crescent St Austell Cornwall PL25 5DT. External fire escape onto new roof above conservatory. Increase conservatory depth by 1.05m. Replace flat roof with a pitched slate roof and dormer window to outbuilding (part retrospective).

**** Councillor Kimber declared an interest in this application by virtue of knowing the applicant and left the room ****

The Clerk advised that there were no comments from the Planning Officer, but the property appears to be large and accessed from Pondhu Crescent. Members noted that there is one objection on Cornwall Council's Planning Portal.

The Chair invited Mr Ratty to speak.

Mr Ratty advised that he is the owner of 11 Pondhu Crescent and that following a conversation with the neighbour, she has now withdrawn her objection. He explained the work undertaken so far and the action taken to address an underground water leak. He added that the new windows referred to by the neighbour in her objection are frosted dormer windows and positioned in such a way to have no overlooking issues.

It was **RESOLVED** to make no objection to this application.

*** Councillor Kimber returned to the meeting ***

- i. **PA21/12707:** Land At Pentewan Road St Austell Cornwall PL25 5BY. Hybrid planning application consisting of full planning permission for the erection of 80 dwellings (Use Class C3) and outline planning permission for 2,000 sqm of commercial, business and service space (Use Class E), provision of part of new link road, public open space, drainage and associated infrastructure.

The Clerk advised that the Environment Agency's concerns have been overcome and the Highways Officers support the proposal. Councillor Bunney, the Cornwall Councillor for the site has been consulted and Pentewan Valley Parish Council is due to consider the application shortly. The Clerk advised that the site has been identified in the Cornwall Council Land Allocation DPD as a site for mixed housing/commercial use.

During discussion, Members expressed concern with regard to the viability of commercial units on the site and the proposed road junction utilising traffic lights. The impact the additional traffic would have on the Air Quality Management Area (AQMA) and the known flooding in the area were also raised as concerns.

A proposal to object to the application on the grounds of the impact on the AQMA, congestion on the A390 and flooding was lost 4 votes for, 5 votes against with the casting vote from the Chair.

A proposal to make no objection to the application subject to the Environment Agency conditions being complied with, Highways Officers being satisfied with the traffic management proposals and the link road being constructed early in the process to link road standard was carried 6 votes for, 3 votes against.

It was **RESOLVED** to make no objection to this application subject to:

- The Environment Agency conditions being complied with;
- Highways Officers being satisfied with the traffic management proposals;
- The link road being constructed early in the process to link road standard.

- ii. **PA24/01315:** 24A Edgcumbe Road St Austell Cornwall PL25 5DX. Works to a tree with a Tree Preservation Order (TPO); Crown reduction of Cypress tree.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposal.

- iii. **PA24/02202:** Vospers 42 - 44 East Hill St Austell Cornwall. Advertisement Consent for Vospers Motor House. The signage is illuminated. Illumination will be controlled by a day night sensor and a timer.

It was **RESOLVED** to make no objection to this application.

- iv. **PA24/02590:** Land Adjacent To 48 Eliot Road St Austell Cornwall. Construction of dwelling house and associated works.

Members expressed a view that the site is too small for a property with adequate amenity space and raised concerns about over-shadowing and over-bearing on the neighbouring properties. They also felt that the development of the plot would be out of keeping with the street scene.

It was **RESOLVED** to object to this application on the grounds that the proposal would lead to:

- Over-development
- Over-shadowing
- Overbearing
- Over-looking
- Inappropriate density
- Out of keeping with the street scene.

- v. **PA24/02759:** 29 Jubilee Meadow St Austell Cornwall PL25 3EX. Application for works to Tree subject to Tree Preservation order namely removal of branches to the main stem up to back of the Crown to one Oak Tree.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposals.

- vi. **PA24/03201:** 12 Hillside Road St Austell Cornwall PL25 4DW. Proposed kitchen extension with utility and WC.

It was **RESOLVED** to make no objection to this application.

- vii. **PA24/03256:** The Barns Higher Trewhiddle Farm St Austell Cornwall PL25 5DA. Application for modification/discharge of a S106 planning obligation.

The Clerk explained the background to the original planning application which secured a Section 106 obligation to provide a MUGA for Pondhu School after the completion of 50 dwellings.

The developers have applied for an amendment to permit the MUGA to be built once 300 homes have been built/occupied which is when the development will be down to the area identified for a MUGA and will permit a safer access for the children.

The Clerk advised that Pentewan Valley Parish Council has objected to this proposal and have asked for a compromise that the target number of occupied dwellings be agreed at 150.

Members expressed their concern with regard to the delay of a MUGA being built and supported the stance of Pentewan Valley Parish Council.

It was **RESOLVED** to object to this application and support the compromise suggested by Pentewan Valley Parish Council.

- viii. **PA24/03408:** Jubilee Open Space St Austell Cornwall. Works to trees in a Tree Preservation area - T2 Oak - Crown thin by approximately 30%.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposal.

- ix. **PA24/03444:** 11 Holiburn Eliot Gardens St Austell PL25 4GN. Sub-division of 1 duplex apartment to create 2 single storey apartments.

It was **RESOLVED** to make no objection to this application subject to the Affordable Housing Team being satisfied with the proposal.

- x. **PA24/03725:** National Grid Electricity Distribution Menacuddle Sw And Aux Primary Grid Substation Mount Stamper Road Scredda St Austell. Prior notification of proposed development by telecommunications code system operators for the installation of a new mast with antennas and dishes, cable gantry and support poles, equipment cabin, a/c units, emergency backup generator, meter cabinet, security fencing and ancillary development thereto.

It was **RESOLVED** to make no objection to this application.

- xi. **PA24/03727:** 6 Orchard Grove St Austell Cornwall PL25 5TW. Works to trees subject to a Tree Preservation Order (TPO): (H1) Coppiced Hazel Stool - fell the tree to ground level and apply eco-plugs to prevent any re-growth. (S1) Coppiced Sycamore Stool - re-coppice leaving all the stems remaining stood to a height of 0.5-1M from the ground.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposals.

- xii. **PA24/03782:** 4 Gribben Close St Austell Cornwall PL25 4EA. Proposed kitchen/lounge extension and associated works.

It was **RESOLVED** to make no objection to this application.

P/24/24) Premises Licence Applications

None.

P/24/25) Planning Decisions

It was **RESOLVED** that the report and decisions be noted.

P/24/26) Cornwall Council – Urgent Delegated Planning Decisions

The Town Clerk advised that planning application PA23/09281 – outline application for 150 dwellings, Higher Trehiddle, St Austell – was considered in consultation with the Chair and Vice-Chair of the Planning and Regeneration Committee under the 5-day protocol procedure and it was agreed to “agree to disagree”.

P/24/27) St Austell Town Centre Revitalisation Partnership

The Town Clerk provided an update on the following projects:

- The Vicarage Place rooftop garden
- The banners project
- Holy Trinity Church Grounds
- Student/Key worker accommodation

He also advised that there had been break-ins and anti-social behaviour in the old General Wolfe building which had been reported to Cornwall Council. Members expressed strong concerns about the state of the General Wolfe and the adverse impact it was having on the town centre. It was suggested that some short-term measures could be taken to tidy the site.

It was **RESOLVED** that the Town Clerk should write to Cornwall Council on behalf of the Town Council to express concern at the lack of progress with and the deterioration of the General Wolfe building.

P/24/28) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 17th June 2024 and Monday 15th July 2024.

The meeting closed at 7.20pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 17th JUNE 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Bull, Cohen, Gray, Hamilton, Kimber, Lanxon, Preece, Styles and Thompson.

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

P/24/29) Apologies for absence

Apologies for absence were received from Councillors Double, Fox, Rowse, Stephens and Young.

P/24/30) Declarations of Interest

Councillors Styles declared an interest in Planning Application Number: PA24/02362 by virtue of knowing the applicant.

P/24/31) Dispensations

None.

P/24/32) Minutes from the Meeting dated 10th June 2024

It was **RESOLVED** that the minutes of the meeting held on the 10th June 2024 be approved and signed as a correct record.

P/24/33) Matters to note

The Clerk advised that further to minute number P/24/27, he had written to the Chief Executive of Cornwall Council to express concern about the deterioration of the General Wolfe building and a reply is awaited.

P/24/34) Public participation

There were no members of the public present.

P/24/35) Planning Applications

- i. **PA24/02362:** 4 Sandy Hill St Austell Cornwall PL25 3AS. Construction of two semi-detached dwellings, creation of new vehicular access, provision of vehicular parking, external garden amenity areas, and associated works.

*****Councillor Styles reiterated his interest and left the meeting*****

The Clerk advised that the Town Council objected to this application in May on the grounds of over-bearing, over-shadowing, density and massing and a further consultation has been received providing detail for the design of the proposal.

The Clerk advised that as of that afternoon there were no objections on the Cornwall Council planning system but South West Water has highlighted a sewer running along the edge of the land.

During discussion, Members felt that there is sufficient space for the proposal, but the massing and height of the proposed dwellings was a concern. A potential overlooking issue was highlighted to the East of the property. Members felt that if the Planning Officer could negotiate a design that would reduce the height of the dwellings and any overlooking issues, they would be mindful to make no objection to the application.

Although not against the principle of development on the site, it was **RESOLVED** to object to this application on the grounds of the massing and height of the proposal.

Members asked that the Planning Officer negotiate a design that would reduce the height and associated overlooking of the neighbouring property.

*****Councillor Styles returned to the meeting*****

- ii. **PA24/03018:** 7 Morcom Close St Austell Cornwall PL25 3UF. Proposed amendment to approved loft conversion.

It was **RESOLVED** to make no objection to this application.

- iii. **PA24/03517:** 5 Lostwood Road St Austell Cornwall PL25 4JN. Formation of vehicular access and parking space.

It was **RESOLVED** to support this application subject to the Tree Officer being satisfied with the proposal.

- iv. **PA24/03910:** Hill House Farm St Austell Cornwall PL25 5AG. Proposed annexe/ancillary accommodation.

It was **RESOLVED** to make no objection to this application subject to the annex being used in conjunction with the host dwelling.

- v. **PA24/03957:** 35 Gannet Drive St Austell Cornwall PL25 3BE. Proposed residential garage, repositioning of vehicular access and associated works.

It was **RESOLVED** to make no objection to this application subject to the Highways Officer being satisfied with the proposal.

P/24/36) Premises Licence Applications

None.

P/24/37) Planning Decisions

None

P/24/38) Cornwall Council – Urgent Delegated Planning Decisions

None.

P/24/39) St Austell Town Centre Revitalisation Partnership

The Clerk advised that there was no material progress to report since last week.

P/24/40) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 15th July 2024 and Monday 19th August 2024.

The meeting closed at 6.31pm.

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 24th JUNE 2024 in The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 6pm.

Present: Councillors: Brown, Clemo, French, Gray, Lanxon, Pearce and Rowse.

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

F/24/01) Election of Chair

It was **RESOLVED** that Councillor French be elected as Chair of the Finance and General Purposes Committee for the 2024/25 civic year.

Councillors Brown and Rowse arrived during the next item

F/24/02) Election of Vice-Chair

It was **RESOLVED** that Councillor Pearce be elected as Vice-Chair of the Finance and General Purposes Committee for the 2024/25 civic year.

F/24/03) Apologies for absence

Apologies of absence were received from Councillors Bull and Young.

Councillor Lanxon arrived during the next item

F/24/04) Declarations of Interest

None.

F/24/05) Dispensations

None.

F/24/06) Minutes of meeting held on 2nd April 2024

It was noted that on page 4 "busses" should read "buses".

It was **RESOLVED** that subject to the above amendment, the minutes of the meeting held on the 2nd April 2024 be approved and signed as a correct record.

Arising from a question, the Clerk advised that he had recently met the banner suppliers and that some concept designs should be drafted shortly. The Deputy Clerk advised that the concept designs should inform how many photographs will be needed for the new banner. Once this information is known, a number of photographs will be displayed and a public vote organised to determine the public's choice of photographs to go onto the banner.

F/24/07) Matters to Note

The Clerk advised that the External Auditor report was considered by full Council on the 15th May 2024 and that the Pay 2 Park method of payment in Priory Car Park is in the process of being re-branded to "Buzz Pay".

He added that the grant funding for the Poundland Banner Project has been received in the Town Council's Bank Account.

F/24/08) Public participation

There were no members of the public present.

F/24/09) Budget Monitoring Report

The Clerk updated Members on the income and expenditure to the end of May 2024 and highlighted the following:

Income

- **Interest** – More interest income received than anticipated
- **Other grants and contributions** – grants received for the rooftop garden and CIL neighbourhood levy

Expenditure

- **Contract payments** – below budget due to invoice delays
- **Electricity** – increase in costs following the ending of a long-term agreement for the streetlights plus an annual recharge for CCTV
- **Grounds Maintenance Supplies** – seasonal purchase of plants
- **IT/Communications** – expenditure for the annual line rental for CCTV and software licences
- **Miscellaneous expenses** – Rooftop Garden project and credit card transaction charges
- **Miscellaneous grants** – funding for security personnel
- **Play equipment** – no major refurbishments or replacements during this period
- **Salaries/Wages** – pay award pending

It was **RESOLVED** to note the budget monitoring report.

F/24/10) Communications Protocol

The Deputy Town Clerk advised that a revised communications protocol has been drafted following concerns expressed at the last Council meeting that the Town Council is not good at championing the excellent services that it runs. The Deputy Clerk highlighted the suggested additions and highlighted the potential for Members to produce short video clips to promote the Town Council and its work. She added that since drafting the document, she felt that an additional paragraph should be inserted within the paragraph **Communications with Press and Public** to reflect that agendas will be sent to Councillors, press and public utilising notice boards, websites and Facebook.

During discussion, Members raised the following:

- The need for more resource for the Town Council to carry out PR activities;
- The need to reach younger people, possibly through TikTok;
- The potential for making "Reels"
- The value of regular press releases for the local newspapers
- The potential for producing a regular newsletter with contributing items from other organisations such as the CAB

Councillor Brown suggested the following amendments to the document as drafted:

C Communications with Press and Public

- (ii) The Mayor in agreement with the Clerk may issue press releases on behalf of the Council **or, where appropriate, the Chair of the relevant Committee.**
- (x) During purdah, the Town Council will endeavour not to deal with controversial issues or report views, proposals or recommendations in a way that identified them with individual members or groups of members. This is to make sure that no individual or political party gains an unfair advantage by appearing in corporate publicity. **If necessary, dates of scheduled meetings will be changed.**

D Social Media

- (ii) **Councillors wishing to utilise social media in their capacity as a Councillor should at all times observe the requirements of the "General Principles of Public Life" and the "Code of Conduct".**

It was **RECOMMENDED** that:

- i. Subject to the above amendments the document as drafted be approved;
- ii. Consideration be given during the next budget round for public relation resource.

F/24/11) Clerks' Robes

The Clerk advised that the Clerks' robes are approximately 40 years old and nearing their end of life and that replacement with a similar robe would cost in the region of £2,000 to £2,100.

During discussion, Members views were split on the value of the robes to the community, and it was felt that a decision could not be made until they have been professionally assessed to ascertain if they can be repaired and, if so, the cost of the repair.

It was **RESOLVED** to defer this item until further information is available with regard to the potential to repair the Robes and the costs involved.

F/24/12) Financial Regulations

The Clerk advised that he had taken the opportunity to review the Town Council's Financial Regulations utilising a new NALC standard model.

He added that they had been refined in places to reflect other policy and procedures of the Town Council.

The Clerk advised that he had spotted an error in paragraph 6.6 (iv) and that it should read:

- iv. Fund transfers within the Council's banking arrangements up to the sum of **£100,000** provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

It was **RECOMMENDED** that subject to the above amendment, the Financial Regulations as drafted be approved.

F/24/13) Standing Orders

The Clerk explained that he had reviewed the Town Council's Standing Orders utilising the NALC standard model. He advised that virtual meetings are no longer legal, so reference to this has been deleted from the Standing Orders and the latest Terms of Reference for each committee has been inserted.

During discussion, a proposal to change "Chairman" to "Chair" throughout the document was lost 3 votes for, 4 votes against.

Councillor Brown advised that he had the following suggested amendments:

Rules of debate at meetings

Paragraph a. First word, replace "motions" with "items".

Meetings generally

Paragraph w. **Normally** a meeting shall not exceed a period of 2 ½ hours

Extraordinary meetings of the Council and Committees and Sub Committees

Paragraph c. The Chairman of a committee (or sub-committee) may convene an extraordinary **formal or informal meeting** of the committee (or the subcommittee) at any time **subject to the rules for calling meetings**.

Code of Conduct, Complaints and Dispensations

Paragraph i. Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct **for which no dispensation has been issued**, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.

Proper Officer

Paragraph v. Facilitate inspection of the minute book by local government electors **and other residents**.

Throughout the document

Change "his" to "their"

It was **RECOMMENDED** that subject to the above amendments, the Standing Orders as drafted be approved.

Councillor Rowse left the meeting

F/24/14) St Austell Library

The Deputy Town Clerk advised that all being well the Library Manager will return to work on Monday 8th July 2024. The staff have managed well in her absence with additional resource only used to cover non planned staff absences and large events.

During May, the library had 10.800 issues, 107 new borrowers and the public computers were used 302 times. The summer reading challenge has started and volunteers will be used during the summer to assist with the initiative.

Regular groups and activities at the library include:

- Sing and Shake
- Story Time
- Lego Club
- Knit and Stitch
- Writing Group

In August a Police dog event and a Ukulele Group session are planned.

Cornwall Council has been chased for a date when the ceiling repairs in the performing arts section of the library will be carried out.

It was **RESOLVED** to note the update.

F/24/15) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 16th September 2024.

The meeting closed at 7.43pm.

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 3rd JUNE 2024 at The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Cohen, Fox, Guest, Kimber, Preece, Stephens, Thompson and Young.

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

CC/24/01) Election of Chair

The Clerk asked for nominations for Chair.

A nomination was proposed and seconded for Councillor Thompson.

It was **RESOLVED** that Councillor Thompson be elected Chair of the Community Committee for the 2024/25 Civic Year.

CC/24/02) Election of Vice-Chair

The Chair asked for nominations for Vice-Chair.

A nomination was proposed and seconded for Councillor Stephens

A nomination was proposed and seconded for Councillor Cohen

Councillor Cohen withdrew her nomination to allow Councillor Stephens the opportunity of being elected Vice-Chair.

It was **RESOLVED** that Councillor Stephens be elected Vice-Chair of the Community Committee for the 2024/25 Civic Year.

CC/24/03) Apologies for absence

Apologies for absence were received from Councillors Double, Guest, Pearce, Pears and Rowse.

CC/24/04) Declarations of Interest

None.

CC/24/05) Dispensations

None

CC/24/06) Minutes of the Meeting held on the 25th March 2024

It was **RESOLVED** that the minutes of the meeting held on the 25th March 2024 be approved and signed as a correct record.

CC/24/07) Matters to Note

The Clerk advised that the Grass Cutting Policy was approved at the Council meeting on the 15th May 2024 and encouraged Members to attend and/or volunteer at the town centre Fun Day planned for the 15th August 2024.

CC/24/08) Public Participation

The two members of the public present who were not presenting grant applications, did not wish to speak.

CC/24/09) Simon Pollard, Festival Director – St Austell Festival of Children's Literature

Mr Pollard advised that a study has shown that reading is important for children's educational success and that children who read are more likely to overcome disadvantage. Mr Pollard outlined statistics pertinent to St Austell and a shocking statistic that although 95% of parents know that reading is important only 42% of children have a regular bed time story. The aim of the festival, now in its second year is to make a difference to young lives through the power of reading. Mr Pollard thanked the library for their support, particularly SALSA who hosted a quiz evening to raise funds for the festival. He outlined the positive impact that last year's event had on children, schools, the authors in attendance and the community as a whole. Mr Pollard advised that he is in the process of obtaining charity status for the festival which should give greater opportunities for grant funding in the future.

During discussion, Mr Pollard confirmed that the festival is open to home educated children as well as school educated children and that the college's photography department is engaged to decorate the Peacock's building in preparation for the event. Members were unanimous that the event should be supported.

It was **RESOLVED** that a grant in the sum of £1,000 should be awarded to the St Austell Festival of Children's Literature 2024.

CC/24/10) Small Grants Scheme

St Austell Table Tennis Club

Mr Craig Mehew advised that St Austell Table Tennis Club operates out of the Cornwall County Table Tennis Centre at Tregorrick and has 26 members. He advised that all ages and abilities are welcome with fees ranging from £2.50 for a junior and £5 for an adult. The fees help cover the cost of the hire of the premises which run at £20 per hour. Mr Mehew advised that in June there will be a table tennis festival in partnership with Poltair School the club and would like to encourage further participation in the sport by purchasing more equipment and coaching. Arising from a question, Mr Mehew advised that other schools have been invited to the festival.

It was **RESOLVED** to award a grant in the sum of £250 to St Austell Table Tennis Club for funding towards the purchase of more equipment and coaching.

CC/24/11) Projects update

Town Centre Regeneration

The Town Clerk advised that structural testing for the roof top garden is likely to be taken forward over the summer months subject to landlord and engineer availability. The banner and Holy Trinity piazza projects are also being progressed following recent funding success. The student and highways improvements projects are awaiting input from Cornwall Council. Grant conditions are awaited for funding that has been obtained from GWR in the sum of £5,000 for planting at the station. A funding bid has been submitted for public realm improvements at Duke Street and an informal meeting has been arranged on the 9th July for the Town Council to discuss the High Street Task Force report.

CCTV

The CCTV monitoring is on summer hours which means that the cameras are monitored almost 24/7. The re-deployable camera is likely to be located in the Bethel area within the next few weeks following a request from the Police.

Young People Cornwall

Nick Smith, CEO of Young People Cornwall has agreed to attend the Council meeting on Monday 8th July 2024 to update members on The House and Young People Cornwall.

Priory Car Park

Priory Car Park income ended up slightly above budget at the year end and the batteries have been replaced in all four machines. The contactless payment system is very popular and the season tickets are steady with regular users.

Allotments

The allotments are all let with the exception of Plot 10. The letting of this plot will be pursued shortly.

Grounds Maintenance

The Town Council has recently employed a local apprentice who has joined the grounds maintenance team. He is working well and has recently passed his mower and strimmer certificates. D Day poppies have been planted at the Field of Hope and Cosgarne Triangle. A tommy statue will be put on Mount Charles roundabout amongst the poppies.

The fourth grass cutting round has just commenced. There are still clumps of wildflowers around, and they will continue to be left as long as they are still flowering. The summer planting has taken place across the town with over 5,000 bedding plants put out.

Footpaths

The rural footpaths are about to get their first cut of the season. Depending on growth, they might get another cut later in the summer.

Parks

The Regeneration Officer is applying for CIL funding for improvements at Landrew Road and The Meadows and the demolition and making good of the old toilet block at Poltair Park is almost complete.

CC/24/12) To consider excluding the press and public

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

CC/24/13) CCTV

The Clerk updated Members on the operation of the town centre CCTV system which is run in partnership with Newquay Town Council. He outlined six locations in the town that would benefit from the installation of a fixed camera.

During discussion, Members expressed their full support for the purchase of six additional cameras to be installed at the locations suggested.

It was **RECOMMENDED** that the Town Council purchase six additional CCTV cameras to be installed at the locations suggested.

CC/24/14) Hall at Robartes Place

Members reviewed the Cornwall Council Asset Management Report and **RESOLVED** not to express an interest in The Hall at Robartes Place.

It was **RESOLVED** to return to public session.

CC/24/15) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 9th September 2024.

The meeting closed at 7.06pm.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 8th JULY 2024
SCHEDULE OF PAYMENTS
4th MAY 2024 to 27th JUNE 2024

1. PURPOSE OF REPORT

To approve a schedule of payments made since the last meeting.

2. LEGAL AND RISK MANAGEMENT ISSUES

There is a requirement for the Town Council to approve all payments made. All payments are authorised by at least two signatories and all payments must be within the budgets approved by the Council. Payment methods used are BACS, direct debit, credit card and petty cash.

3. RESOURCE ISSUES

The payments made and proposed are all within the Council's approved budgets.

4. EQUALITY ISSUES

None. Payments are usually made promptly to small contractors and charitable groups to help avoid cashflow difficulties.

5. ENVIRONMENTAL ISSUES

Where possible items are procured locally and from sustainable sources or using recycled materials.

6. RECOMMENDATIONS

It is recommended that Councillors approve the attached Schedule of Payments totalling £164,805.14 and transfers between accounts amounting to £204,255.01.

DAVID POOLEY - TOWN CLERK

Payment Schedule St Austell Town Council For the period 4 May 2024 to 27 June 2024

Date	Payment Method	Contact	Reference	Receipt	Payment Cost Centre
Bank Transfer					
20 May 2024	Transfer	NW Current Account	D/D	0.00	3,433.04
20 May 2024	Transfer	StAUSTELL TC - Credit Card	D/D	3,433.04	0.00
05 Jun 2024	Transfer	NW Current Account	EBP	0.00	200,000.00
05 Jun 2024	Transfer	NW Business Reserve Account	EBP	200,000.00	0.00
19 Jun 2024	Transfer	NW Current Account	D/D	0.00	821.97
19 Jun 2024	Transfer	StAUSTELL TC - Credit Card	D/D	821.97	0.00
Total Bank Transfer				204,255.01	204,255.01
Payment					
04 May 2024	Credit Card	Xero (UK) Ltd	CC4.5.24	0.00	36.00 General Administration
07 May 2024	Credit Card	Screwfix Direct Ltd	CC7.5.24	0.00	119.97 Other Parks and Open Spaces
07 May 2024	Direct Debit	British Gas	BGL421187	0.00	53.44 Priory Toilets
07 May 2024	Direct Debit	Hutchison 3G UK Limited		0.00	28.38 Pollair Park
08 May 2024	Direct Debit	Alistar Business Solutions	E2018695996	0.00	402.88 Transport and Plant
08 May 2024	Credit Card	Royal Mail	CC8.5.24	0.00	67.50 General Administration
08 May 2024	Credit Card	Ebay	CC8.5.24	0.00	7.90 Transport and Plant
08 May 2024	Credit Card	Ebay	CC8.5.24	0.00	6.95 Transport and Plant
10 May 2024	BACS	Volunteer 1	March24	0.00	14.40 Library
10 May 2024	BACS	SALSA (St Austell Library Support Association)	Inv4	0.00	62.72 Library
10 May 2024	BACS	GB Tool Hire Ltd	79839	0.00	354.72 Other Parks and Open Spaces
10 May 2024	BACS	Gwens Garden Florist	09	0.00	110.00 Civic Ceremonial
10 May 2024	BACS	Npower	IN10422068	0.00	749.10 Other Parks and Open Spaces
10 May 2024	BACS	Grahams Garden Machinery Ltd	108656	0.00	30.00 Transport and Plant
10 May 2024	BACS	M A Grigg Ltd	S61473	0.00	87.28 Other Parks and Open Spaces
10 May 2024	BACS	M A Grigg Ltd	S51275	0.00	58.70 Other Parks and Open Spaces
10 May 2024	BACS	M A Grigg Ltd	S71168	0.00	79.52 Other Parks and Open Spaces
10 May 2024	BACS	Nomix Enviro Ltd	SI/04428790	0.00	28.68 Other Parks and Open Spaces
10 May 2024	BACS	G4S	2024042625	0.00	802.79 Multiple Categories
10 May 2024	BACS	Cornwall Signs	44657	0.00	42.00 Other Parks and Open Spaces
10 May 2024	BACS	GB Tool Hire Ltd	79840	0.00	114.00 Other Parks and Open Spaces
10 May 2024	BACS	Kernow Training Ltd	7150	0.00	200.00 Other Parks and Open Spaces
13 May 2024	Direct Debit	EE Limited	V02223199078	0.00	199.56 General Administration
15 May 2024	Direct Debit	Cornwall Council	802635724-2024/25-2	0.00	1,206.00 Library
15 May 2024	Direct Debit	Cornwall Council	80262013X-2024/25-2	0.00	3,708.00 Priory Car Park
15 May 2024	Direct Debit	Cornwall Council	802628607-2024/25-2	0.00	55.00 Tregonissey Lane End
15 May 2024	Direct Debit	Alistar Business Solutions	E2018711216	0.00	208.76 Multiple Categories
15 May 2024	Direct Debit	NatWest		0.00	53.10 General Administration
16 May 2024	Direct Debit	AIBMS	300424.000004	0.00	293.18 Priory Car Park
16 May 2024	Credit Card	Amazon EU S.a.r.l.	CC16.5.24	0.00	6.19 Library
16 May 2024	Credit Card	Amazon EU S.a.r.l.	CC16.5.24	0.00	6.19 Library
17 May 2024	Direct Debit	Cornwall Council	8100478622	0.00	489.30 Priory Car Park
17 May 2024	BACS	Grahams Garden Machinery Ltd	109264	0.00	95.48 Transport and Plant
17 May 2024	BACS	Malcolm Brown	Expenses April	0.00	12.30 Civic Ceremonial
17 May 2024	BACS	Source for Business	5085 8256 42	0.00	117.71 Pollair Park

17 May 2024	BACS	Source for Business	5085 8253 10	0.00	151.66	Library
20 May 2024	Credit Card	Amazon EU S.a.r.l.	CC20 5 24	0.00	12.90	Stable Block/Pondhu House
20 May 2024	Credit Card	Amazon EU S.a.r.l.	CC20 5 24	0.00	13.99	Multiple Categories
20 May 2024	Credit Card	The Safety Supply Company	CC20 5 24	0.00	30.90	Other Parks and Open Spaces
21 May 2024	Direct Debit	Worldpay (UK) Ltd	304528476	0.00	70.19	General Administration
22 May 2024	Direct Debit	Allstar Business Solutions	E2018751247	0.00	300.69	Transport and Plant
22 May 2024	Credit Card	RS Components Ltd	CC22 5 24	0.00	80.18	Prory Car Park
22 May 2024	Petty cash	Car Park user 2	PC3	0.00	1.70	Prory Car Park
22 May 2024	Petty cash	Steve Skinner	PC4	0.00	3.00	Prory Car Park
24 May 2024	BACS	Kemow Training Ltd	7253	0.00	195.00	Other Parks and Open Spaces
24 May 2024	BACS	Flowbird Smart City UK Limited	U100008307	0.00	664.56	Prory Car Park
24 May 2024	BACS	Cornwhaul Ltd	15497	0.00	125.00	Other Parks and Open Spaces
24 May 2024	BACS	Kent County Council	G9360604	0.00	789.84	Library
24 May 2024	BACS	Crystal Pearce	Expenses	0.00	205.55	Civic Ceremonial
24 May 2024	BACS	Car Park User 1	Refund	0.00	1.60	Prory Car Park
24 May 2024	BACS	Steve Skinner	SI/04428971	0.00	29.70	General Administration
24 May 2024	BACS	Nomix Enviro Ltd	CW1156551	0.00	57.24	General Administration
24 May 2024	BACS	ITEC	EBP	0.00	58,629.56	General Administration
24 May 2024	BACS	Salaries wages and oncosts - May 2024	522C22775	0.00	1,254.90	Other Parks and Open Spaces
28 May 2024	Direct Debit	Biffa Waste Services Ltd	E2018767242	0.00	314.35	Multiple Categories
29 May 2024	Direct Debit	Allstar Business Solutions	I3325B090	0.00	395.47	Transport and Plant
31 May 2024	BACS	National Windscreens	341184662/24	0.00	522.50	The House/Youth Services
31 May 2024	Direct Debit	TotalEnergies	230524TC00001	0.00	6,000.00	Town Centre Revitalisation Project
31 May 2024	BACS	Willake Ltd	3474	0.00	3,188.39	Pollair Park
31 May 2024	BACS	APS Construction Services Limited	526	0.00	1,385.00	Stable Block/Pondhu House
31 May 2024	BACS	Treveth Commercial LLP	904	0.00	1,385.00	Stable Block/Pondhu House
31 May 2024	BACS	Treveth Commercial LLP	CC1 6 24	0.00	6.58	Other Parks and Open Spaces
01 Jun 2024	Credit Card	Amazon EU S.a.r.l.	CC2 6 24	0.00	13.39	Other Parks and Open Spaces
02 Jun 2024	Credit Card	Amazon EU S.a.r.l.	CC3 6 24	0.00	19.87	Transport and Plant
03 Jun 2024	Credit Card	Amazon EU S.a.r.l.	803010122-2024/25-2	0.00	419.00	Prory Car Park
03 Jun 2024	Direct Debit	Cornwall Council	1484078896	0.00	109.61	Other Parks and Open Spaces
03 Jun 2024	Direct Debit	Screwfix Direct Ltd	M097 W8	0.00	504.00	General Administration
03 Jun 2024	Direct Debit	BT	7711227	0.00	51.10	Prory Toilets
04 Jun 2024	Direct Debit	British Gas	E2018801617	0.00	38.57	Transport and Plant
05 Jun 2024	Direct Debit	Allstar Business Solutions	CC5 6 24	0.00	17.99	General Administration
05 Jun 2024	Credit Card	Amazon EU S.a.r.l.	UK167277	0.00	28.38	Pollair Park
06 Jun 2024	Direct Debit	Hutchison 3G UK Limited	157700	0.00	475.20	Prory Car Park
07 Jun 2024	BACS	Flowbird Smart City UK Limited	21587348	0.00	4,884.66	Other Parks and Open Spaces
07 Jun 2024	BACS	Hay Nurseries (Cornwall) Ltd	6653	0.00	498.96	Other Parks and Open Spaces
07 Jun 2024	BACS	Spot-On Supplies Ltd	SW3704	0.00	120.00	Pollair Park
07 Jun 2024	BACS	Tony Pascoe Engineering Ltd	3499	0.00	4,992.00	Multiple Categories
07 Jun 2024	BACS	Complete Weed Control (SW)	2425063	0.00	364.02	General Administration
07 Jun 2024	BACS	ObjectiveIT Services	6723817648	0.00	378.90	Library
07 Jun 2024	BACS	SBR Electrical	INV-6997	0.00	13.50	Library
07 Jun 2024	BACS	Volunteer 2	Grant1	0.00	71.26	Library
07 Jun 2024	BACS	Lyreco UK Limited	995982	0.00	762.59	Stable Block/Pondhu House
07 Jun 2024	BACS	Logical Cleaning Solutions	8100479471	0.00	250.00	Misc. Projects/Grants
07 Jun 2024	BACS	St Austell Table Tennis Club	SI-662	0.00	55.71	Multiple Categories
07 Jun 2024	BACS	ITEC	169845	0.00	114.59	Transport and Plant
07 Jun 2024	BACS	In2Play		0.00	1,138.19	CCTV
07 Jun 2024	BACS	Cornwall Council		0.00	200.00	Multiple Categories
07 Jun 2024	Direct Debit	DJR Water Hygiene		0.00	952.18	Transport and Plant
07 Jun 2024	BACS	Vincent Tractors Ltd		0.00		

07 Jun 2024	BACS	St Austell Festival of Children's Literature	Grant1	1,000.00	Misc. Projects/Grants
07 Jun 2024	BACS	Logical Cleaning Solutions	INV-7033	1,131.24	Library
07 Jun 2024	BACS	D May & Son Ltd	20051	65.00	Other Parks and Open Spaces
07 Jun 2024	BACS	D May & Son Ltd	19471	14.40	Other Parks and Open Spaces
07 Jun 2024	BACS	D May & Son Ltd	18369	80.40	Other Parks and Open Spaces
07 Jun 2024	BACS	D May & Son Ltd	20221	372.00	Other Parks and Open Spaces
07 Jun 2024	Credit Card	Amazon EU S a r l.	CC7 6 24	47.46	Multiple Categories
11 Jun 2024	Credit Card	Amazon EU S a r l.	CC11 6 24	21.99	General Administration
12 Jun 2024	Direct Debit	EE Limited	V02232926725	199.56	General Administration
12 Jun 2024	Direct Debit	Allstar Business Solutions	E2018852997	261.55	Transport and Plant
14 Jun 2024	BACS	James Hallam Ltd	534234229	537.60	Transport and Plant
14 Jun 2024	BACS	G4S	2024052682	781.06	Prory Car Park
14 Jun 2024	BACS	White Cloud Laundry & Linen Services	21019	57.85	Civic Ceremonial
14 Jun 2024	BACS	APS Construction Services Limited	3487	843.20	Prory Toilets
14 Jun 2024	Direct Debit	Comwall Council	8100485984	465.59	Prory Car Park
14 Jun 2024	BACS	Npower	IN10667030	718.37	Other Parks and Open Spaces
14 Jun 2024	BACS	M A Grigg Ltd	S87115	22.80	Other Parks and Open Spaces
14 Jun 2024	BACS	Bemrose Booth Paragon Ltd	521758	741.36	Prory Car Park
17 Jun 2024	Direct Debit	Comwall Council	80262013X-2024/25-3	3,708.00	Prory Car Park
17 Jun 2024	Direct Debit	Comwall Council	802628607-2024/25-3	55.00	Tregonissey Lane End
17 Jun 2024	Direct Debit	Comwall Council	802635724-2024/25-3	1,206.00	Library
17 Jun 2024	Credit Card	Amazon EU S a r l.	CC17 6 24	14.59	General Administration
17 Jun 2024	Direct Debit	AIBMS		278.70	Prory Car Park
17 Jun 2024	Direct Debit	NatWest		51.95	General Administration
19 Jun 2024	Direct Debit	Workpay (UK) Ltd	308920817	70.80	General Administration
19 Jun 2024	Direct Debit	Allstar Business Solutions	E2018869484	442.83	Multiple Categories
21 Jun 2024	BACS	CEF Ltd	SAUJ488233	13.20	Library
21 Jun 2024	BACS	CEF Ltd	SAUJ488228	31.80	Library
21 Jun 2024	BACS	APS Construction Services Limited	3501	5,964.00	Prory Toilets
21 Jun 2024	BACS	Source for Business	5086195746	75.67	Library
21 Jun 2024	BACS	Source for Business	5086196080	89.84	Poltair Park
21 Jun 2024	BACS	Kent County Council	G9419984	195.33	Library
21 Jun 2024	BACS	Brandon Hire Station	13898501	182.16	Other Parks and Open Spaces
21 Jun 2024	BACS	APS Construction Services Limited	3493	3,188.39	Poltair Park
21 Jun 2024	BACS	ITEC	CW1157471	57.24	General Administration
21 Jun 2024	BACS	Flowbird Smart City UK Limited	UI00009188	739.44	Prory Car Park
21 Jun 2024	BACS	Barnardo's		428.50	Mayor's Charity
21 Jun 2024	BACS	Paul Williams	Inv8	225.00	Civic Ceremonial
21 Jun 2024	BACS	Elliott Window Cleaning Services	2390	70.00	Prory Car Park
21 Jun 2024	BACS	H D Pooley		86.69	Civic Ceremonial
21 Jun 2024	BACS	Graham's Garden Machinery Ltd	110258	68.00	Transport and Plant
24 Jun 2024	Direct Debit	Biffa Waste Services Ltd	522C31109	1,254.90	Other Parks and Open Spaces
25 Jun 2024	BACS	Salaries and Wages - June 2024	EBP	36,175.97	General Administration
26 Jun 2024	Direct Debit	Allstar Business Solutions	E2018897946	224.89	Transport and Plant
Total Payments				164,805.14	

Total	204,255.01	369,060.15
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