



The Chambers, Penryn Street, Redruth, Cornwall TR15 2SP

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Our Reference:
RTC/460/2/Mtg
Date:
9th January 2019

See Distribution

Dear Councillor

Amenities Committee Meeting – 14th January 2019

You are summoned to attend a Meeting of the Redruth Town Council Amenities Committee to be held on Monday 14th January 2019, at The Chambers, Penryn Street, Redruth, commencing at 7 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', with a horizontal line drawn through it.

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr Biscoe
Cllr Mrs Biscoe
Cllr Broad
Cllr Mrs Davidson
Cllr Mrs Ellenbroek
Cllr Ms Eyre
Cllr Garrick
Cllr Ms Page
Cllr Ms Reeve
Cllr Thomas
Cllr Tregunna

Information:

All other Town Councillors
Press & Public

Redruth Town Council
Amenities Committee Meeting – 14th January 2019

AGENDA

PART I – PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. *To suspend Standing Orders to allow the public to speak.*
4. To allow the public to put questions to the Council on any item on this agenda.
5. *To reinstate Standing Orders.*
6. To receive an update on the Green Infrastructure for Growth (GI4G) Project by Melissa Ralph, Cornwall Council.
7. To confirm the Minutes of:
 - 7.1 the Meeting of the Amenities Committee held on 5th November 2018. [Minutes attached]
8. Town Clerks Report. [See schedule attached]
9. To receive correspondence.
10. To receive a report on the work of the Facilities Departments Work. [See report attached]
11. Update on progress with Multi-wheeled facility proposed for East End Playing Field. [Cllr Thomas/Town Clerk]
12. Further thoughts on future of The Chambers, post relocation.
13. Improvements to Redruth Railway Station. [Cllr Garrick]
14. Addition of Redruth Wesley Chapel, Wesley Buildings and Jubilee Hall to the List of Community Assets of Community Value Register. [See report attached]
15. The planned future of The Chambers, post move to the Cornwall Centre.



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Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Amenities Committee held at The Chambers,
Penryn Street, Redruth, on Monday 5th November 2018

Present: Cllr Ms D Reeve Chairman
Cllr S Barnes
Cllr Mrs A Biscoe
Cllr H Biscoe
Cllr Mrs B Ellenbroek
Cllr Ms L Eyre
Cllr C Garrick
Cllr Ms C Page
Cllr I Thomas

In attendance: Mr P B Bennett Town Clerk
Mrs J Pascoe Administrative Assistant
Ms M Ralph Cornwall Council GI4G Project Lead
Mr A Webb Facilities and Contracts Manager
One local resident also attended

PART I - PUBLIC SESSION

- 1276.1 **To receive apologies for absence.**
Cllr Mrs Davidson (other commitments).
- 1276.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**
None were declared.
- 1276.3 **To appoint a Vice-Chair of the Amenities Committee following the resignation of ex-Cllr Spargo**
- 1276.3.1 Unanimously RESOLVED that Cllr Mrs A Biscoe and Cllr H Biscoe join the Amenities Committee with immediate effect [Proposed Cllr Thomas; Seconded Cllr Mrs Ellenbroek]
- 1276.3.2 Nominations for Members to be appointed Vice Chair of the Amenities Committee were received with both Cllr Mrs Ellenbroek and Cllr Garrick being nominated and seconded.
- 1276.3.3 RESOLVED by Majority that Cllr Garrick be appointed Vice-Chair of the Amenities Committee. [Proposed Cllr Ms Page; Seconded Cllr Barnes] Cllrs Garrick, Ms Eyre, Barnes, Ms Page and Ms Reeve voted for.
- 1276.4 **To receive an update on the Green Infrastructure for Growth (GI4G) Project by Melissa Ralph, Cornwall Council.**
A report from Ms Ralph had been circulated to the members prior to the meeting. Three Redruth projects had now been completed and were in establishment phase, being Treskerby, Trenoweth and Knights Way. Outstanding work items were being addressed

this autumn/winter – at Treskerby signage in December and engagement to be arranged with the “Friends of Treskerby” set up by local residents. Trenoweth – the area around the pond to be made good with semi-circular gravelled area and grass tidied, replacement compost bins may be added, signage in December and woodland bulbs added to new hedge planting. Knights Way – compost bins to be added, community bulb planting event in November with engagement with Pennoweth School. A litter pick to adjacent woodland walks would be beneficial, with aspirations to add a Green Gym to the site subject to successful s106 application. Regarding resident feedback surveys, 62% had been returned from Treskerby, 23% from Trenoweth and 50% from Knights Way. At St Day Road Cemetery the design, consultation and costing was complete, initial cleaning of the Chapel of Rest was complete and pigeons were to be removed and roof repairs completed by Christmas, ideally ahead of GI4G works due to start on 5th December. The Chapel works were outside of the GI4G project. 55% consultation surveys had been returned. Offers of help and contributions had been received from as far as Dorset, including payment for some trees. Volunteers would be welcome as 17000 bulbs were scheduled to be planted here. Trefusis Park was being reviewed as a potential extra project subject to budget availability and feasibility. Ms Ralph requested help with the consultation event, and Cllr Thomas suggested the Friends of Victoria Park could get involved. Sandy Lane Verges project had been put on hold for now and may be considered during a second phase of projects. The Director of MHCLG had been on a small tour of Treskerby Playing Field, and was very impressed by the project and progress to date. Cornwall Council submitted a full application for GI4G2 project, which would include a design period from September 2019 – March 2020, with delivery March 2020 to March 2022. Cllr Barnes advised that at the Trenoweth site he was looking into the provision of goal posts with involvement from Cornwall College students on welding courses. Sponsorship of the posts could be offered, and he suggested low level hedges could be planted near them as nets would not be a possibility. Ms Ralph advised in January- February the allotment area at Trenoweth would be looked at. Cllr Mrs Ellenbroek enquired if there was an update regarding the green gym at Knights Way s106 money, and Ms Ralph advised she would look into later in the week. Cllr Barnes enquired what type of trees would be planted at St Day Road Cemetery. Ms Ralph advised there would be smaller decorative trees on the walkways such as crab apple, and oak trees on the roadside – likely to be 8 different species. Cllr Barnes expressed concerns that the public drive in to the cemetery to tend graves and enquired if a gate would be put up. Ms Ralph advised she would find out. Cllr H Biscoe thanked Ms Ralph for the work done at Knights Way as the area had been much enhanced, and Cllr Ms Reeve thanked Ms Ralph for the project. Ms Ralph advised she would attend the next Amenities meeting in January.

1276.5 To confirm the minutes of the Meeting of the Committee held on 3rd September 2018

RESOLVED by Majority to accept the minutes of the meeting of the Committee held on 3rd September 2018 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Ms Eyre]. Cllrs H Biscoe, Mrs Biscoe and Garrick abstained as they had not been present at the meeting.

1276.6 Town Clerks Report

A report had been circulated prior to the meeting. Cllr Mrs Ellenbroek gave an update regarding the request from Redruth Town Council for the freehold transfer of Gweal-an-Top. Following a meeting she had held with Charlotte Caldwell and Mark James at Cornwall Council, she advised that the request was not off the table, however there were several concerns to be addressed. She suggested that she formally request a meeting with the Council officers concerned to establish exactly what the problems were, and also have talks with Gweal-an-Top.

- 1276.6.1 Unanimously RESOLVED that Cllr Mrs Ellenbroek on behalf of Redruth Town Council requests a meeting with Cornwall Council officers, to clarify their concerns over the request for the freehold transfer of Gweal-an-Top [Proposed Cllr Thomas; Seconded Cllr Ms Reeve]

The Town Clerk further advised a meeting date needed to be arranged for the Community Emergency Plan working group, and was subsequently set for Tuesday 20th November. All other items in the report were noted.

1276.7 **To receive correspondence**

Quotes for safety upgrades to the Murdoch Flyer – Mr C Saxton

A letter had been circulated prior to the meeting. The Town Clerk reminded the members that Redruth Town Council owned the Murdoch Flyer, and therefore was liable for the cost of its safety upgrades. Cllr Thomas enquired about the replica on the Tesco roundabout which was in need of repair. The Town Clerk advised Mr Saxton would come back to us with quotes on that.

To consider an offer to take over the Trewirgie Allotments from the board of Percy Williams & Sons

An email had been circulated prior to the meeting. The Town Clerk advised that these were private allotments ran by the Board of Percy Williams & Sons. Cllr Barnes suggested we could consider taking them on depending upon the costs. Cllr Ms Page enquired if the additional rents received would cover the costs involved. The Town Clerk expressed concerns that if rents were increased it would be a deterrent to people taking on an allotment, and could result in unattended plots. The two allotment sites we have were ran by the holders themselves, with waiting lists for both. The Town Clerk would continue discussions and report back at the next Amenities meeting.

Request from Redruth Revival CIC about signage at Market Way

An email had been circulated prior to the meeting. Cllr Barnes advised if signage promoted the Buttermarket it would also promote Market Way and would be good for both. Cllr Ms Reeve stated there was no sign presently for the Buttermarket. The Town Clerk advised he would find out what the costs and planning application fees involved would be and come back to the committee.

1276.8 **To receive a report on the work of the Facilities Departments Work**

A report had been circulated prior to the meeting. The Town Clerk introduced Mr Alec Webb who was taking over the role of Facilities and Contracts Manager on 12th November. The FCM addressed the meeting, he advised he had already met with the grounds staff and was looking forward to working with the rest of the team. Cllr Ms Reeve welcomed the FCM and said she looked forward to working with him. Cllr Mrs Ellenbroek asked if there was still a problem with the gents toilets door being jammed open in New Cut car park. The Town Clerk advised that it had not yet been solved. Cllr Garrick asked if turnstiles could be installed there, however the Town Clerk expressed concerns there would not be enough room to do so. Cllr Thomas suggested the door could be raised to prevent it being jammed. Cllr Barnes asked if the toilets were covered by CCTV, but the view was obscured by trees. The report was noted.

1276.9 **Update on progress with the Multi-wheeled facility proposed for East End Playing Field**

The Town Clerk advised that full planning approval had now been given to proceed with the skate park. He had received an email from Cornwall Council regarding the Section 106 money associated with Miners Court, and that Redruth Town Council could apply for

£42000 to go towards the skate park. There would still be a need to raise money, and the Town Clerk, Cllr Thomas, Cllr Ms Reeve and Jan Phillips would meet soon to put funding bids together. Cllr Mrs Ellenbroek enquired if an application could be made to the Community Led Development Fund, and Cllr Thomas advised there would need to be an element of training or employment involved to apply. Cllr Biscoe suggested there could be opportunities in the training of volunteers or teaching of skateboards. Cllr Thomas further advised he had applied to the Redruth Community Trust for funding but without success, and also looked into funding from GWR.

1276.10 To consider setting up a working group to co-ordinate the proposed move to the Cornwall Centre

Cllr Ms Reeve advised that she had discussed the idea of a working group with the Town Clerk and that it was a good time now to set one up together with the new FCM. The working group could include the FCM, the Town Clerk, Cllr Ms Reeve and two further councillors. Cllrs Thomas, Mrs Ellenbroek and Mrs Biscoe all volunteered, and all three were taken on as members of the working group. A date would be arranged for the group to meet in due course.

1276.11 To consider initial thoughts about the planned future of The Chambers, post move to the Cornwall Centre

Cllr Barnes asked if any discussions had yet been held with the other users of the building. The Town Clerk advised he had been approached by the Kernow Credit Union as they had concerns, and they would like to remain in the building. Potential partners may be interested in buying The Chambers, and Redruth Town Council could consider leasing the building and retain the freehold. Cllr Barnes stated that the ground floor was in Zone A and precluded from becoming residential use. Cllr Thomas suggested the building would be suitable as a museum. Cllr Mrs Ellenbroek expressed concerns that she would not like to lose the Kernow Credit Union as they were a great help to vulnerable residents and there was a need for them in the town. She enquired if it would be possible to retain the building, leasing the ground floor out and retaining the rest to use possibly as accommodation, or as a community building, similar to the Foyer project. She asked if the Town Clerk could speak to planners and the affordable housing team at Cornwall Council to look into the options. The Town Clerk agreed to keep the item on the agenda for the next meeting.

1276.12 Councillor Thomas puts forward the motion “that Cllr H Biscoe is reinstated to his former role as one of Redruth Town Council representatives on the Redruth Markets Working Group”

Cllr Thomas stated that Cllr H Biscoe had done a good job as a Councillor and as a member of the Markets Working Group, and he wished to nominate him to resume his position. Cllr Garrick asked how many were on the Working Group. Cllr Ms Reeve advised that initially there was one town councillor and one member of staff, and to alter it. Cllr H Biscoe addressed the meeting advising that on the 3rd September he had attended a wash-up meeting of the Markets Working Group, and on the following morning he found out he was no longer a member of the group. This had been done with no prior knowledge and had caused him much upset. He respectfully asked to be reinstated.

Cllr Thomas proposed that Cllr H Biscoe be reinstated to his former role as one of Redruth Town Council representatives on the Redruth Markets Working Group and was seconded by Cllr H Biscoe. Cllr Barnes proposed an amendment that the articles of the Markets Working Group be changed, to allow two members to have voting rights on the panel, the two members being the Chair of the Amenities Committee and a further member of the Amenities Committee, plus an officer of Redruth Town Council be a member in an advisory role only.

1276.12.1 Unanimously RESOLVED to amend the articles of the Market Way Working Group to have two members with voting rights on the panel; one being the Chair of the Amenities Committee and a second member of the Amenities Committee, namely Cllr Biscoe, plus an officer of Redruth Town Council be a member in an advisory role only [Proposed Cllr Mrs Ellenbroek; Seconded Cllr Garrick]

1276.13 Victoria Park Bandstand and Commemorative Bench

Cllr Thomas advised that the Bandstand was in need of replacement as it was currently rotting. Redruth Town Band had performed concerts in the park in the summer and were keen to plan for next year. The Friends of Victoria Park and The Blacksmith's Collective had created a design suitable and fitting for a Victorian Bandstand. The base would need to be custom built and Cllr Thomas distributed pictures to the committee with their ideas. They were keen to have children involved, and were in discussions with Redruth School to have help with its creation from some of the students who were studying metalwork. It would be funded by Section 106 money. There were also plans for a memorial bench to be placed on a hard standing, pictures of which were also shown to the members. This would be funded from the remainder of the money and would be the only one of its kind in the UK.

1276.14 To consider the Amenities Committee Budgets for Financial Year 2019-20 and to make recommendations to the Audit & Accounting Governance Committee

A report had been circulated prior to the meeting. Cllr Barnes stated that business rates were no longer payable on public toilets, and the Town Clerk advised that no provision had been made for them.

1276.14.1 Unanimously RESOLVED that the budgets for the Amenities Committee for the Financial Year 2019-2020 be forwarded to the Audit and Accounting Governance Committee for consideration as presented [Proposed Cllr Mrs Ellenbroek; Seconded Cllr H Biscoe.]

Chairman

Redruth Town Council

Town Clerks Report – Amenities Committee

Meeting Date: 14th January 2019

Min No	Item	Action	Response
1276.4	Green Infrastructure for Growth		Update to be given at meeting
1276.6.1	Community Emergency Plan		Work recommenced and next meeting scheduled for 15 Jan @ 1000.
1276.6.1	Gweal-an-Top site – request for freehold transfer		Update to be given at meeting
1276.9	East End Playing Fields – Multi-wheeled facility		Separate agenda item

1.0 SUBJECT OF REPORT: Summary of Facilities Department's progress

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - No
- b. Financial - No
- c. Legal - No

3.0 TERMS OF REFERENCE

3.1 To report upon the responsibilities within the Facilities department.

4.0 REPORT

4.1 The Chambers

4.2 Issues with leaks in roof and flat roof resolved (Regans Builders)

4.3 Longstanding issue with lighting in 2nd floor bathroom resolved (Mr Electric)

4.4 Pressure wash paved area to front of the building

4.5 Obtained quote for installation of light switch on rear stairs 1st floor landing

5.0 New Cut Public Conveniences

5.1 Revenue since last meeting - £763.60, Total Current Revenue for 2018/19 - £3595.00

5.2 Issues encountered – CC highlighted issue with access to sharps disposal – disposal point relocated to front of building to enable 24 hour disposal.

5.3 Broken toilet roll dispensers replaced with more secure dispensing units and broken taps replaced (Sparkles).

5.4 Responded to request via Facebook for improved provision of disabled toilet facilities (Changing Places). Investigations ongoing into suitability of Disabled Toilet facility at New Cut Toilets for Changing Places upgrade... conversion cost estimated at £12,000 to £15,000. Installation would require extending existing facility (current size 2.15m by 1.75m = 3.76m², minimum requirement for Changing Place = 7m², preferred option 3m by 4m = 12m²)

6.0 Public Realm at Brewery Site

6.1 Maintenance of green spaces areas continuing.

7.0 St Rumon's Garden

7.1 Daily checks with corresponding removal of litter, leaves etc.

7.2 Report of falling stones from boundary walls onto Cross Street (pictures attached) – Problem likely to worsen as a result of continued erosion by water alongside spread of vegetation removing existing pointing and smaller stones which will lead to a larger rock falling in due course. Am consulting with CC Conservation specialists and building contractor with experience of Grade II listed premises with a view to sympathetic re-pointing and sealing of the wall structures.

8.0 Clock Tower

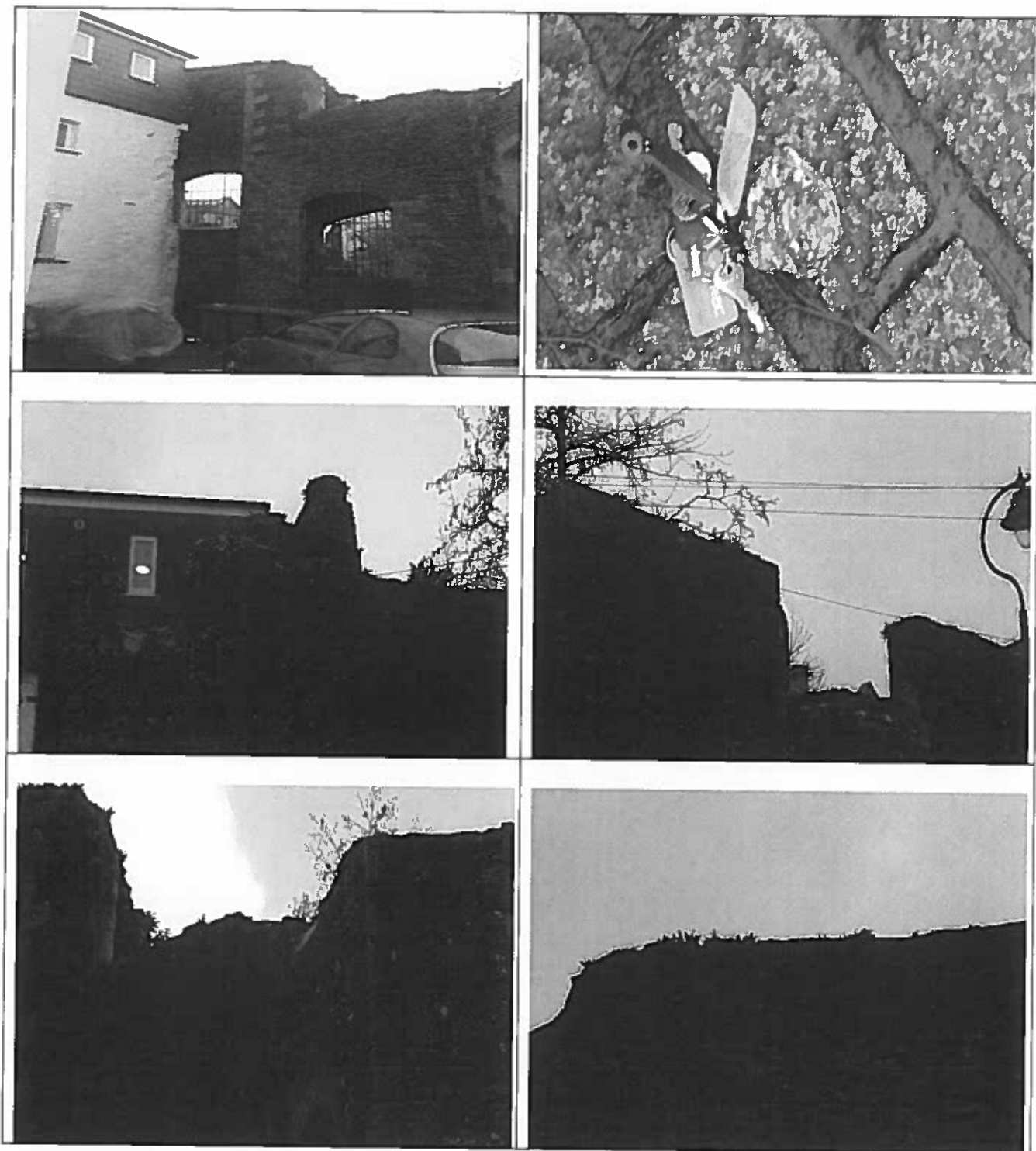
8.1 Potential cost of repair work detailed in building survey dated 060217.

- 9.0 Play Areas
- 9.1 Awaiting Play Area Survey template – Report back to Members once surveys completed.
- 9.2 Responded to minor issues raised in CORMAC quarterly inspection report.
- 10.0 Town Centre
- 10.1 Christmas Lights Switch On – Success
- 10.2 Refurbishment of town centre noticeboards – installation of steel panels with spacers to protect notices from water ingress and condensation. Replacement of clear polycarbonate viewing panel in Chapel Street noticeboard.
- 10.3 Regular event updates placed in “poster bins” in town centre
- 10.4 Team assisted in repair and improvement work carried out to Christmas light installations and connections (Festive Lighting).
- 11.0 Facilities Department
- 11.1 Training package Phase One implemented to ensure full compliance with Risk Assessments, best practice – Phase Two planned for 2019/20 with refresher training and focus on future tasking needs. Additional training COSHH Awareness attended by all three grounds staff in early January.
- 11.2 Appraisals – All One to Ones completed for all four members of Facilities team
- 11.3 Footpaths – All contracted footpaths cut as detailed in LMP. Additional non-LMP footpaths and additional cuts completed as required. Responded to reports of collapsed fence and shrubs blocking FP 216/2/3 (Sandy Lane to Southgate Street).
- 11.4 Uniform – Additional PPE and winter clothing purchased – Current uniform items over 2 years old, now replaced.
- 12.0 Market Way and Market Hall
- 12.1 Unit 4 leased – Vintage Costume Jeweller. Decoration and maintenance work completed by Facilities team. Investigations ongoing into potential leak affecting shop front interior.
- 12.2 Unit 3 – Electricity re-connected, no liability on RTC for outstanding charges (£945.00) – Awaiting applications
- 12.3 Preparation of Market Hall for Market Days
- 12.4 FCM familiarisation and subsequent regular visits to Market Way / Market Hall
- 12.6 Continuing issue with worsening ASB in Market Hall – Liaison with Police and Market Way traders to improve reporting and subsequent action. Area granted a Section 35 Dispersal Order...
 Section 35 Dispersal Order. A Dispersal Order provides the police with powers to disperse individuals in order to remove or reduce the likelihood of members of the public becoming “harassed, alarmed or distressed” or “the occurrence of crime or disorder” in a particular area.
- 13.0 The Cornwall Centre
- 13.1 Site visits to Cornwall Centre – Meetings with Redruth SLIA, CSL (Kim Cooper), Live West (formerly DCH) regarding relocation of RTC and Redruth Library to Cornwall Centre
- 13.2 RTC staff acquaint familiarisation visits to CSL.
- 13.3 Creation of future layout designs for approval and costing.

- 14.0 Redruth Town Library
- 14.1 Assisted with Grotto & Christmas Tree installation and removal.
- 14.2 Regular visits for weed clearing and basic maintenance.
- 15.0 Redruth Town Markets
- 15.1 Posters distributed – Supply of free-standing display board to RRCIC / Monthly Market Group (later returned).
- 15.2 Assisted CPM with ongoing project for festival and market promotional sign at Fore Street end of Market Strand.
- 16.0 Allotments
- 16.1 Safety work on boundary of Church Lane Allotments – large shrub removal
- 16.2 Advised Mr Mike Curtis to contact existing allotment societies regarding creation of new allotment site on Sandy Lane.
- 17.0 Liaison with Cornwall Council / CORMAC
- 17.1 Reported issues with broken tree branch along Sparnon Close (near to library) and general condition of Church Lane (St Euny) to Highways (Adrian Drake) & Countryside Access team at CORMAC.
- 17.2 Following complaint by local resident researching options for securing and sealing the boundary wall to St Rumons Gardens to prevent falling masonry.
- 18.0 Health and Safety
- 18.1 All risk assessments have been reviewed and signed as understood by all relevant staff members
- 19.0 **RECOMMENDATIONS**
- 19.1 It is recommended the report be noted.

Alec J Webb
Facilities and Contracts Manager

Item 7.2 – Supporting Pictures



REPORT FOR: Meeting of the Amenities Committee on 14th January 2019

1.0 SUBJECT OF REPORT: Addition of Redruth Wesley Chapel, Wesley Buildings and Jubilee Hall to the List of Community Assets of Community Value Register

2.0 SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|-----|
| a. | Policy | - | No |
| b. | Financial | - | Yes |
| c. | Legal | - | No |

3.0 REPORT

- 4.1 Under the Localism Act 2011 groups and organisations can nominate local land and buildings to be added to the above register. The Redruth Wesley Chapel and its associated buildings are an important part of the local community and it is essential that we try to ensure that they remain within local community ownership. Addition to the register is a way of ensuring that this is more likely to happen.
- 4.2 In order to be added to the register the land or buildings must contribute to the wellbeing of the local community in one or all of the following ways:
- social wellbeing
 - cultural
 - recreational or
 - sporting
- Assets will be listed for a period of five years and be notified to the Land Registry as a registered restriction in the land register for the land. A copy of the application form and process is attached for your information.
- 4.3 Once an asset is listed this places some restrictions on the owner should they decide to put it up for sale. Before the asset may be sold the owner must notify the council (Cornwall Council). From then there is an initial period of six weeks given. This is to allow groups the opportunity to register an interest in making a bid to purchase the asset. Where an interest is registered by a qualifying group, the asset cannot be sold for six months. This gives groups time to develop a proposal. They should also raise the required capital to bid for the asset when it comes onto the open market at the end of that period.
- 4.4 It's important to note that the listing serves only to give a window of time to groups. This time is to prepare to bid alongside other potential buyers if the asset comes up for sale during the five year period. Any sale after the six month period takes place under normal market conditions. The owner is under no obligation to sell to a community group. Equally, community groups which have registered an interest are under no obligation to bid or purchase.
- 4.5 An unregistered group in the town has expressed an interest in these buildings for future use within the music industry and are asking that we submit the application on their behalf. There is no financial commitment on behalf of the town council at this time, and we are merely assisting a group prior to them becoming established as a Community Interest Company (CIC).

6.0 **PROPOSAL**

- 6.1 It is proposed that Redruth Town Council apply to have the Redruth Wesley Chapel and its associated buildings added to the List of Community Assets of Community Value Register.

Clr Ms D Reeve



Community Right to Bid

Assets of Community Value Nomination form

Part A - About the group making the nomination

A1. Organisation's name and address

Name of your organisation:

Address including post code:

A2. Contact details

Your Name:

Position in organisation:

Address including postcode:

Daytime telephone number:

Email address:

Fax number:

A3. Type of organisation

Description	Please tick all that apply	Registration number (if applicable)
Town or Parish council (Please refer to section B2 and supply a current Land Registry Title as described in the first bullet point)		
Body designated as a neighbourhood forum under the Town and Country Planning Act		
Unincorporated bodies with at least 21 individual members and which does not distribute any surplus it makes to its members		
Charity		
Company limited by guarantee which does not distribute any surplus it makes to its members		
Industrial and provident society which does not distribute any surplus it makes to its members		
Community Interest Company		
Other – please detail		

A4. Local Connection

For groups other than town and parish councils, please confirm and provide evidence (see A7) that the group is wholly or partly concerned with the area covered by Cornwall Council or a neighbouring local authority area

A5. Distribution of surplus funds

For groups other than town and parish councils, please confirm and provide evidence (see A7) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by Cornwall Council or a neighbouring local authority area

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A6. Membership of unincorporated bodies

For unincorporated bodies please confirm that at least 21 members are included on Cornwall Council's register of electors and provide their names and addresses below or as an attachment

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A7. Your organisation

Please provide a copy of the following as relevant to your organisation	Please tick documents provided
Memorandum of Association	
Articles of Association	
Companies House return	
Trust Deed	
Constitution / Terms of reference	
Standing Orders	
Interest Statement for Community Interest Company	

Part B - About the asset being nominated for inclusion in the list of assets of community value. Please provide as much information as possible to help us with making a decision on the potential listing.

B1. Name and address of asset being nominated

Name:

Address including post code:

B2. Maps and drawings

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it will help us to reach a decision on the nomination more quickly. The Land Registry web site can be accessed from the link below: <http://www.landregistryservices.com/>
- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk/> and <http://mapping.cornwall.gov.uk/>
- A written description with ordinance survey location, and explaining where the boundaries lay, the approximate size and location of any building/s on the land and details of any roads bordering the site. We may not to be able to clearly identify the asset boundaries if you use this method which could delay the decision on the nomination.

B2. Current use of asset

What is the **current** main use of the asset?

Do you consider that the **current** and **main** use of the asset furthers the social wellbeing or cultural, recreational or sporting interests of the local community?

Yes		No
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If yes, please explain how it does so. If not, go to B3

Over what period is this main use of the asset anticipated to continue?

Does the local community have legal and authorised use of the land or property?

B3. Questions for assets NOT CURRENTLY used for community benefit

If the main use of the asset does **not currently** further the social wellbeing or cultural, recreational or sporting interests of the local community, did it do so at some stage in the recent past?

Yes

No

Please provide details of how the asset was used in the past and dates of this usage

How do you anticipate that the asset would return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

When do you consider that the asset could realistically return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

B4. Optional information to help us consider the nomination (it is not essential to answer these questions but they reflect part of the criteria we which will be used to consider the nomination. Any information you can supply will help to speed up this process.

Is the asset used wholly or partly as a residence? Please provide details.

Is the asset covered by the Caravan Sites and Control of Development Act 1960? Please provide details.

Is the asset defined as operational land under section 263 of the Town and Country planning Act 1990, owned by statutory undertakers such as utility companies? Please provide details.

B5. Further information

Please provide any further information that you consider relevant and will help to support your nomination and why Cornwall Council should conclude that the asset is of 'Community Value'.

B6. Owner and occupier details (Please provide all information available to you)

	Name	Address	Please delete as appropriate
Owner/s			Current/ Last known/ Not known/ Not applicable
Lawful occupiers			Current/ Last known/ Not known/ Not applicable
Holder/s of freehold estate (if not the owner)			Current/ Last known/ Not known/ Not applicable

Holder/s of any leasehold estate			Current/ Last known/ Not known/ Not applicable
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**Have you discussed this nomination with the owner of the asset?
Yes/No**

Is this nomination an outcome of a Neighbourhood Development Plan? Yes/No

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name

Title

Signature

Date

Please send your completed form to:

**David Read
Community Link Officer for Liskeard and Looe
Neighbourhoods
Community Resilience
Cornwall Council**

**Room 79
Luxstowe House
Liskeard
Cornwall
PL14 3DZ**

**Email: communityrights@cornwall.gov.uk
Tel: 01872 323875**

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act 2018 for the purposes of administering the Community Right to Bid procedure. The information provided will be stored securely by Cornwall Council and will be destroyed after 6 years.

Name and contact details provided will be shared with the owner of the asset in the event that the nominating organisation subsequently submits an Intention to Bid.

The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.

Information to help your Application

What does the Community Right to Bid aim to achieve?

The Community Right gives communities the opportunity to identify local assets which are of importance and gives that community time to prepare a proposal in the event that the asset comes up for sale.

Does the Community Right to Bid give community groups a right to buy assets within their community?

No, the legislation only stalls the selling process to give suitably constituted community groups a period of time to prepare a proposal and raise the funds required to put in an offer. The sale takes place under normal market conditions and the owner is under no obligation to sell to the group.

What types of asset are eligible for listing?

This includes land and or buildings which are in public or private ownership which can demonstrate 'community value'.

Community Value is defined as:

- The principle use of the asset currently, or in the recent past furthers the social wellbeing or cultural, recreational or sporting interests of the local community and
- This use will continue to further the social wellbeing or interests of the local community
- Where the asset does not currently demonstrate 'community value' (as above), it may still be nominated where it is possible to demonstrate that the asset's main use did further the social wellbeing or cultural, recreational or sporting interests of the local community in the recent past and where it is realistic to think that it will do so again in the next five years.

Nominating Churches

We accept nominations of churches as long as the nomination form is completed fully and you can prove that the site meets the definition of a community asset. Each nomination will be reviewed on a case by case

basis and if the nomination meets the requirements set out by the legislation we will accept the church on our list of community assets.

We feel it is important however to bring to your attention that if or when a church is put up for sale it is likely that it will be exempt from the sale moratoria applied under the legislation.

This is because the Church has its own separate and lengthy consultation process set out in legislation for the closure and sale of its property, as disposals of closed Church of England churches are covered under Part 6 of the Mission and Pastoral Measure 2011. The process in Part 6 of the Measure involves public consultation, and at the end of it the building will either be sold or leased for an agreed purpose, demolished, or transferred to the Churches Conservation Trust for preservation.

Nominating village shops

We accept nominations of shops as long as the nomination form is completed fully and you can prove that the site meets the definition of a community asset. Each nomination will be reviewed on a case by case basis and if the nomination meets the requirements set out by the legislation we will accept the shop on our list of community assets.

Please be aware that it is recognised that in Cornwall it is common that village shops are also the main dwelling for the owners and under the legislation a dwelling cannot be listed. However, if it can be shown that the shop, including its storage, is more than 50% of the area of the building then an application will be considered.

What kinds of documents should support the nomination?

Generally, the more evidence you can send us to support the information in the nomination, the better informed we will be to reach a decision on whether the asset is eligible for inclusion in the list of assets of community value.

Completing this Application Form fully should provide all the necessary information that we need and do not forget the map showing the boundary of the nominated asset.

If in doubt then please contact us and we will be pleased to answer any questions that you have.

How will the nomination be processed?

We will usually acknowledge receipt of your nomination within 3 working days.

We will decide whether the nominated asset should be included in the list within eight weeks of receiving the nomination. At times it may be necessary to ask you for more information or evidence, if so the eight weeks' time scale will be paused until that information is received.

How long will the asset remain on the list?

Assets will be listed for a period of five years and be notified to the Land Registry as a registered restriction in the land register for the land (and a Local Land Charge).

What happens if the owner isn't happy that their asset has been listed?

The owner of an asset included in the list of community assets may ask us to review our decision. This request must be made in writing within eight weeks of the date upon which we provide the owner with notification of our decision, or longer where we have agreed to this in writing.

We do **recommend** that you notify/discuss your nomination with the owner before you submit the application but there is no legal requirement to do this.