



**HELSTON TOWN COUNCIL**  
*Konsel an Dre Hellys*

The Guildhall, Helston, Cornwall, TR13 8ST  
Tel: 01326 572063  
Email: [townclerk@helston-tc.gov.uk](mailto:townclerk@helston-tc.gov.uk)



19<sup>th</sup> November 2020

To: Councillors Williams, Mrs Boase, M H Thomas,  
Mrs Geer, Reverend Reed and Edgcumbe

Copy to Members of the Town Council for information

Dear Councillor,

A Meeting of the Amenities Committee will be held virtually on **THURSDAY 26<sup>th</sup> NOVEMBER 2020 at 6.30 p.m.** for the purpose of transacting the undermentioned business.

Yours faithfully

Chris Dawson  
Town Clerk

**A G E N D A**

1. Apologies for absence.
2. Declarations of Interest.
3. At this juncture the Meeting will adjourn for a period of up to fifteen minutes to permit members of the public present to make observations in respect of any items on this Agenda.
4. To receive an update on local National Trust activities by Gregory Cross – Area Ranger.
5. To approve and sign the Minutes of the Meeting held on 24<sup>th</sup> September 2020 (**Page 3**).
6. Matters Arising from the 24<sup>th</sup> September 2020 Minutes (for information exchange only).

**PTO**

7. To receive the Notes of the Keep Helston Tidy Working Party meetings held on 8th October 2020 and 12th November 2020 (**Page 7** and **Page 9**).
8. To consider the Report of the Town Clerk (**Page 11**).

9. Exclusion of the Press and Public

The Council is invited to pass the following resolution:-

“That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act, 1960 the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.”

**MINUTES OF A MEETING OF THE AMENITIES COMMITTEE**  
**HELD VIRTUALLY**  
**ON THURSDAY 24<sup>TH</sup> SEPTEMBER 2020 AT 6.30PM**

**Councillors:** Mrs F N E Boase (in the Chair)

R Williams  
Mrs G A Geer

M H Thomas

R F Edgcumbe

Councillor Grattan-Kane was also present.

**Officers:** Miss P J Lavelle – Deputy Town Clerk  
Ms J Heath – Administrative Assistant

**93. Apologies**

An apology for absence was received from Councillor Reverend Reed.

**94. Public Participation**

A representative of the Helston Climate Action Group spoke on Agenda item 9 to express the opinion that offsetting the carbon emissions from the Council's gas usage may not be the best idea. She advised that in the long term the Council could consider stopping use of fossil fuels and if it was necessary to offset the emissions in the short term there were global community schemes which offered a better return on offsetting than tree planting. She then expressed the opinion that, if the Council chose to use tree planting to offset the emissions, a donation to the Woodland Trust who were providing trees for free would be a better use of Council funds.

**95. Presentation from the Helston Climate Action Group**

Ms M Ralph and Ms M Freegard from the Helston Climate Action Group (HCAG) gave a presentation on the group's activities within the town. Ms Ralph updated Members on the joint project with the Council at the Cades Parc Play Area to advise that they were working with Parc Eglos School to set up workshops with pupils to work alongside HCAG volunteers and Helston Town Council staff for the bulb planting. Ms Ralph further advised that the Incredible Edible Garden at Coronation Park was progressing well and HCAG was working with Active Plus on the project. She advised that HCAG would like to use sites like Coronation Park and the Cades Parc Play Area to build a trail of incredible edible sites within the town and HCAG was interested in collaborating on other projects and discussing other ideas. Ms Freegard then updated Members on the Forest for Helston advising that their aim was to plant around 2200 trees so there was a tree for every child in the town. She confirmed over 1000 trees were planted last year and she hoped a similar number would be planted this year. Ms Ralph and Ms Freegard then responded to Members' questions and Councillor M H Thomas thanked them for all they had done expressing the opinion that their enthusiasm was inspirational.

Ms Ralph advised that she worked alongside the Forest for Cornwall team and, if it was of interest, representatives of the team were interested in meeting with the Committee and HCAG to use Helston as a pioneer to pilot schemes for successful tree planting within a town. The Committee indicated it would be interested in meeting with representatives from the Forest for Cornwall team.

**96. Minutes**

On the proposition of Councillor Mrs Geer, seconded by Councillor Edgcumbe, it was RESOLVED – that the Minutes of the Meeting held on 23<sup>rd</sup> January 2020 be approved and signed as a true record.

**Councillor M H Thomas abstained from the vote as he had not been present at the meeting.**

**97. Notes of the Keep Helston Tidy Working Party**

On the proposition of Councillor Mrs Geer, seconded by Councillor M H Thomas, it was unanimously

RESOLVED – that the Notes of the Keep Helston Tidy Working Party Meetings held on 30<sup>th</sup> July and 3<sup>rd</sup> September 2020 be received.

**98. Report of the Projects Officer**

**Councillor Mrs Geer declared an interest in this item and left the meeting at 7.08pm.**

**a) The Drill Hall Yard and Penrose Road Car Park**

Members considered the report of the Projects Officer (circulated prior to the meeting). The Deputy Town Clerk expressed concern that the potential costs incurred for an annual structural survey and regular maintenance would offset any income received from the Penrose Road Car Park. The Deputy Town Clerk then recommended that Members consider the loss of income from the Drill Hall Yard as the Council's contribution to the Market Place project and not seek the devolution of the Penrose Road Car Park. A brief debate ensued during which Councillor Edgcumbe suggested that it could be possible to generate further income from the Penrose Road Car Park. Councillor M H Thomas then expressed the opinion that the Committee should investigate further to have the full information on the condition of the Penrose Road Car Park before making a decision. It was proposed by Councillor M H Thomas, seconded by Councillor Edgcumbe, and

RESOLVED – that the Council approved:

- i) further investigations into the option for devolution of Cornwall Council's Penrose Road Car Park to the Town Council;
- ii) the commissioning of a structural survey of the car park at a cost of approximately £400 to establish the cost of any remedial work involved; and
- iii) obtaining a quotation from the Council's insurers for the additional cost of insuring the car park.

**Councillor Mrs Geer returned to the meeting at 7.22pm.**

## **b) Guildhall Public Conveniences**

Members considered the Project Officer's report and briefly discussed the various options. At the conclusion of the debate it was proposed by Councillor M H Thomas, seconded by Councillor Edgcumbe, and

RESOLVED – that the Council continued to explore all options regarding the Guildhall Public Conveniences.

### **99. Offsetting the Council's Carbon Emissions**

The Deputy Town Clerk reminded Members that they had received feedback from a member of public in public participation and a written submission from the Chair of the Helston Climate Action Group, both of which expressed the opinion that carbon offsetting was not an ideal solution and tree planting was not the preferred method if offsetting was required. The Deputy Town Clerk then outlined various options for offsetting carbon emissions which were offered by carbonfootprint.com instead of tree planting. Councillor Grattan-Kane suggested that it would be beneficial to research options to replace the current gas boiler expressing the opinion that whilst it might not be economic to replace the boiler at that time the Council could plan the appropriate way forward. A brief debate ensued, at the conclusion of which it was proposed by Councillor Williams, seconded by Councillor Edgcumbe, and

RESOLVED – that this item be deferred to the next meeting to allow investigation of the options to reduce or offset the Council's Carbon Emissions from gas usage.

### **100. Review of Cleaning Materials**

Members considered a report by the Deputy Town Clerk requesting direction from the Council regarding its cleaning product purchasing practices (circulated prior to the meeting). Following a detailed debate it was proposed by Councillor Mrs Geer, seconded by Councillor Thomas, and

RESOLVED – that the Council continue to seek best value in its cleaning product purchasing practices and where possible use products to reduce the Council's usage of single use plastics.

### **101. Public Convenience Cleaning Contract Compliance**

Councillor Edgcumbe expressed concern with the cleanliness of the public conveniences advising that he was of the opinion that they required a thorough clean. The Deputy Town Clerk agreed to verify their condition and submit a complaint to the Council's cleaning contractor if they were not up to standard. It was suggested that photographs be taken of the toilets to provide evidence of their condition.

### **102. Exclusion of the Press and Public**

On the proposition of Councillor Mrs Geer, seconded by Councillor Thomas, it was

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.

**103. IT Network**

Members considered a confidential report by the Deputy Town Clerk, previously circulated, containing quotations for the upgrading of the Council’s IT system.

On the proposition of Councillor Williams, seconded by Councillor Mrs Geer, it was unanimously

RESOLVED – that the quotation from Focus Technology Europe Ltd be accepted for a cloud-based system with two laptops and a support contract.

**Meeting closed at 8.18pm**

**Confirmed**

**Chair**

DRAFT

**NOTES FROM THE KEEP HELSTON TIDY WORKING PARTY MEETING**  
**HELD ON THURSDAY 8TH OCTOBER 2020 AT 2PM**

**Present:**

Councillor Mrs F N E Boase (in the Chair)

Councillor J Martin (Town Mayor)

R Woods (Helston CIC Representative)

**Officers:** Ms Jacqui Heath (Mayor's Secretary & Administrative Assistant)

**57. Apologies**

Apologies for absence were received from Councillor R F Edgcumbe and Helston in Bloom representative – Mrs Erica Clark.

**58. Approval of Notes**

On the proposition of the Chair, seconded by Councillor Martin, it was

RESOLVED – that the Notes of the Working Party meeting on the 3<sup>rd</sup> September 2020 be approved and accepted as a true record.

**59. Matters arising from the last Meeting**

a) Liaison with Grounds Maintenance Supervisor

Further to Note No. 51a/2020 Ms Heath reported that the Grounds Maintenance Team had completed all scheduled weed spraying this season. She confirmed that this included the section of pavement and kennels in Godolphin Road from Sanctuary Lane to the Turnpike Roundabout mentioned by Mr Woods at the last working party meeting. Ms Heath further advised that the works had also included the cobbled area outside Meneage House but the spraying was impaired by parked vehicles.

**60. Report of the Helston in Bloom Representative**

No report submitted.

Further to Note No. 52/2020 Helston CIC representative, Mr Woods, contacted a Helston In Bloom representative and offered their support and assistance. However, no assistance had been requested to date. Mr Woods advised that he would mention Helston in Bloom again during discussions at the next CIC meeting.

**61. Report of the Helston CIC Representative**

Mr Woods had nothing to report as CIC representative, in relation to town tidy issues.

**62. Future litter picks and weeding of areas**

Members agreed that it would not be possible to continue with litter picks due to the current pandemic guidance displayed on the Keep Britain Tidy website ...

*“Litter-picking can be carried out in small groups of up to a maximum of six, (including the Group Leader), based on the current government guidance for meeting with people outside of your household”.*

The Working Party could not guarantee that less than six volunteers would participate. Members agreed to monitor the guidance and planned to aim for public litter picks to commence again in March 2021.

Ms Heath advised that, in relation to the postponed tidying of Coronation Gardens in October, the Grounds Maintenance Team had cut the grass adjacent to the path and would next be trimming the protruding brambles of the hedge alongside.

Councillor Martin advised that Helston CIC was planning to organise another market in Trengrouse Way car park on 29<sup>th</sup> November. Members proposed meeting on Wednesday 26<sup>th</sup> November at the car park to clear up any litter prior to the event. The progress of this event will be monitored and discussed at the November Keep Helston Tidy WP meeting.

### **63. Any other business**

Mr Woods expressed the opinion that some benches in the town required maintenance giving a specific example of a bench in Trengrouse Way. He advised that the three red telephone kiosks within the town centre required basic maintenance and cleaning.

Ms Heath agreed to investigate any proposed maintenance of the Trengrouse Way bench and would investigate BTs schedule of kiosk maintenance.

Councillor Martin advised that the Town Council and Helston Climate Action Group would be undertaking tree planting in Cades Parc throughout the winter with children from Parc Eglos school and he envisaged that the group would be tidying and maintaining the green areas of the park during this time.

### **64. Date for Next Meeting**

Members agreed the next meeting would be held virtually on Thursday 12<sup>th</sup> November 2020 at 2pm.

**Meeting Closed 2.25pm**

**Confirmed**

**Chair**

**NOTES FROM THE KEEP HELSTON TIDY WORKING PARTY MEETING  
HELD ON THURSDAY 12TH NOVEMBER 2020 AT 2PM**

**Present:**

Councillor Mrs F N E Boase (in the Chair)

Councillor J Martin (Town Mayor)

**Officers:** Ms Jacqui Heath (Mayor's Secretary & Administrative Assistant)

**65. Apologies**

No apologies for absence were received.

**66. Approval of Notes**

On the proposition of the Chair, seconded by Councillor Martin, it was

RESOLVED – that the Notes of the Working Party meeting on the 8<sup>th</sup> October 2020 be approved and accepted as a true record.

**67. Matters arising from the last Meeting**

a) Helston CIC Market

Councillor Martin advised that, due to the Covid-19 lockdown, the Helston CIC had postponed its Christmas Market in Trengrouse Way car park scheduled for 29<sup>th</sup> November and re-arranged it for Sunday 6<sup>th</sup> December 2020.

b) Maintenance of benches and telephone kiosks

Ms Heath advised that the bench Mr Woods had referred to during the previous meeting was owned by Helston Town Council. On discussion with the Deputy Town Clerk she ascertained that benches requiring maintenance would be attended to during the winter.

Ms Heath had emailed BT regarding cleaning and painting of the three telephone kiosks in the town. BT had replied that arrangements had been made for their engineer to clean the kiosks as soon as possible and they had passed on the request to have them painted to the Regional Field Officer for consideration. BT then confirmed in a second email that the three kiosks had been added to their 2021 painting programme which was normally between April and September.

**68. Report of the Helston CIC Representative**

In an email passed to the Chair dated 06/11/2020, Mr Woods advised that he had resigned from his membership of the Helston CIC group and would, therefore, cease to be the link between Helston CIC & the Keep Helston Tidy Working Party.

Councillor Martin agreed to extend an invitation for a representative to the Helston CIC members during their next meeting.

**69. Any other business**

The Chair advised that erection of the Christmas lights had been postponed until after the Covid-19 lockdown due to social distancing restrictions. Councillor Martin suggested that the Working Party members could offer their services to the Christmas Lights Committee and assist with marshalling when lights were being erected on the first and second Sundays in December.

Members agreed that a change to bimonthly meetings would be appropriate as the Working Party was unable to undertake practical events such as litter-picks during the winter months.

**70. Date for Next Meeting**

Members agreed the next meeting would be held virtually on Thursday 14<sup>th</sup> January 2021 at 2pm.

**Meeting Closed 2.15pm**

**Confirmed**

**Chair**

**REPORT OF THE TOWN CLERK****1. Green Energy Strategy**

Further to Min. No.99/2020 and as reported to Full Council on 19<sup>th</sup> November 2020, to obtain full planning permission for the solar panels on the Guildhall roof, the Council must agree a Green Energy Strategy for the Guildhall building. As well as the solar panels, this Strategy will include the benefits of secondary glazing as intimated by the Conservation Officer and other energy-saving improvements. Therefore, it is recommended that the offsetting of the Council's carbon emissions from its gas usage is included within the Green Energy Strategy rather than be considered in isolation.

**2. Monument Walk Bins**

During the Policy, Finance & Resources Committee meeting regarding the 2021/22 draft budget a discussion ensued regarding the cost of emptying the two bins at Monument Walk. Following a discussion with the Grounds/General Maintenance Supervisor, it has been agreed that the Grounds/General Maintenance Team could empty the bins from 1<sup>st</sup> April 2021, thus saving the Council £1,112.44 in the 2021/22 financial year.

**3. Horse & Jockey Lane Fingerpost**

A member of the public has suggested that an extra way-marker be added to the fingerpost at the foot of Horse & Jockey Lane to indicate the route to the Library. The three fingerposts in the town centre were originally installed by Kerrier District Council in 1999.

**Town Clerk  
19<sup>th</sup> November 2020**