

## **Parish Office and Community Hub Survey Feedback**

With a grant Cornwall Council's Community Levelling Up Programme, Portreath Parish Council plan to demolish the old redundant, dilapidated toilet block (see photos) and in its place build a modern parish office & community hub. Presently the parish council have no office and therefore this will improve community access to the council. The pavement outside presently is narrow, just 90cms (2' 11") wide and two people cannot pass each other without one stepping into the road. This will be widened to a width of 204cms (6'9") which will improve safety & accessibility to the new office and the in-use public toilets, as well as the adjacent bus stop.

As part of the project and as a requirement of the grant facilitators Portreath Parish Council has published a survey for members of the public to comment their thoughts on the current arrangements for the building and surrounding area. This has generated a number of questions from parishioners which the council has considered and addressed below.

### **A brief history**

The former public toilet building was devolved from Cornwall Council in 2016. The council at the time quickly recognized the need for the toilets to be replaced and undertook the project to see the current public toilets, which opened in 2017. The original plan for the building at the time of the start of the project to provide the new toilet facilities was to demolish the former toilet building and see the area grassed over.

May 2017 saw the local council elections where Portreath saw almost a whole new cohort of councillors seeing the next term of council. This council saw possible potential in the former toilets building and applied for permission to retain the building. With the provision of a parish office in mind Councillors carried out a program of public consultation<sup>1</sup> of how the space could be used in the future<sup>2</sup>. Over 70 members of the community engaged<sup>3</sup> with the consultation, suggesting the building be used for a parish office, heritage center, pop up shop, education facility, tourist information center and some more unusual suggestions such as a cinema.

During this term of council membership changed several times, the pandemic hit and the priority of this project slipped. Whilst councillors focused on safely reopening its facilities and delivering its services as best could during this time, the council shifted its focus to the Neighborhood Development Plan and



<sup>1</sup> [Facebook Post Dated 19/03/2018](#)

<sup>2</sup> [Facebook Post 02/05/2018](#)

<sup>3</sup> [2018 Public Consultation Summary](#)

having considered repurposing the building the structural survey commissioned provided evidence that it would be more economical to remove the current structure than reuse the current structure.

May 2021 saw the current council form again with nearly a whole new cohort of councillors. With the ever-evolving council these members had an appetite to provide a parish office with space for community use covering as many of the aspects as the parishioners requested during the 2018 consultation. Initially the council considered a joint community venture, which would include a dedicated office space for the sole use of the Parish Council with another parish organisation. This however never came to fruition due to the complexities of disposing of land at less than market value.

Finally, the council then moved to the current option of demolishing the former toilet building that was no longer fit for purpose and replacing it with an energy efficient building that would house a parish office and multipurpose meeting room and community hub.

Details of this project have been considered by councillors at almost every council meeting<sup>4</sup> since summer 2017.<sup>5</sup>

|                      |   |
|----------------------|---|
| <b>May 2018</b>      | Initial public consultation held. Opportunities to engage were presented both at the former toilets building on the 4 <sup>th</sup> May, direct with the Clerk, via the website and social media and at parish council meetings in the months leading up to and after the event. 72 members of the public engaged with the council. |
| <b>February 2021</b> | Structural Survey of the building undertaken  |
| <b>November 2022</b> | An architect was instructed to begin work on the plans for the project  |
| <b>December 2022</b> | The plans for the project were approved by full council, and subsequently submitted to Cornwall Council for planning approval.  |
| <b>January 2023</b>  | Levelling Up funding was identified, and the council submitted an application for the first round of funding.   |
| <b>February 2023</b> | A Flood Risk Assessment and Topographical Survey were commissioned to support the planning application, both were carried out and submitted during the month of February.   |
| <b>March 2023</b>    | Planning Permission for the project was approved. <sup>6</sup><br>Cornwall Council started charging business rates on the property at a cost of £1,414.66 a year.   |

---

<sup>4</sup> [Portreath Parish Council - Agendas & Minutes](#)

<sup>5</sup> [Councillor, staff and public attendance at meetings 2017 - Present](#)

<sup>6</sup> [PA22/11147 | Proposed replacement of former toilet block and construction of new building containing store, office, meeting room and disabled w.c. | Former Public Conveniences Sea Front Portreath Redruth TR16 4NN](#)

- April 2023** The Council delegated authority to the clerk in conjunction with the working group to apply for grants to facilitate the project.  
The working group applied for funding from the Community Capacity Fund (CCF) to fund completion of the feasibility study into the project.
- May 2023** THE CCF grant of £2725.00 was awarded to the council.
- June 2023** Mining Surveys and Structural design works/calculations were commissioned.
- July 2023** An expression of interest (EOI) was submitted to Cornwall Council for funding from the Community Levelling Up Programme.
- August 2023** The EOI to the CLUP fund was approved and the council were invited to submit a full application to the fund.  
The working group met with the grant facilitators, including with the team who would support the tendering process for selection of a contractor to carry out the works to remove the current structure and build the new structure.
- September 2023** Councillors conducted a parish survey at the site of the former toilet building during the weekend of the 2<sup>nd</sup> & 3<sup>rd</sup> September. 59 members of the public engaged with this survey.  
Full council approved the submission of the CLUP application.
- October 2023** The submission of the CLUP application for £198,606.00 was made following approval of full council.  
Tender documents were drawn up and shared via contracts finder to identify a preferred contractor, should the application to the CLUP fund be successful.
- November 2023** Three tenders were received for the contract to carry out works to demolish the redundant building and build the parish office and community hub.  
The Community Area Network approved the CLUP grant application.  
A preferred contractor was identified from the tenders received.
- December 2023** Full council unanimously resolved to approve The Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room (community hub), subject to the final approval of the CLUP grant funding.
- January 2024** A further program of public consultation to support the CLUP grant application was approved by full council.  
Full Council Resolved to accept the grant offer from Cornwall Council to the Community Levelling Up Project fund once it was received in writing from Cornwall Council.

Full Council approved the appointment of the preferred contractor for the contract Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room as identified in the tendering process.

### **Questions from Parishioners**

#### **Why does the Parish Council need an office?**

The Parish council has no office, storage or community meeting space. The parish clerk works from home with no space for day-to-day meetings for the clerk, councillors and/or parishioners. The council recognises the need for administrative support for the clerk, which cannot be achieved whilst the clerk is working from home. The needs of parish councils have evolved in recent years with less services being delivered by unitary councils along with the need for councils to be more transparent, accessible and brought into the modern age. Councils with staff based solely from home are becoming fewer every year.

However, this project will not only provide much needed space for the council to operate from, but it will also provide a multi-use community hub, available to community groups at no cost. It will provide a central place to deliver tourist information, and it will be a space where the heritage of Portreath can be studied by both parishioners and visitors.

#### **Why can't the parish council make use of other community space in the parish as an office?**

There is no space that is available to the council to use as office space. Other community rooms are booked on a regular basis by community groups. The Parish Council has no desire to disrupt these groups. The parish council needs a secure space which can be accessed as required by the council.

#### **Why does the parish office need to be in this location?**

The council own minimal land in the parish, and other than the land at this location, land owned parish council would not be a suitable location for a parish office or community hub.

#### **How much is the project going to cost?**

The cost of the project will be in the region of £198,606.00.

#### **What will the grant cover?**

The grant will cover the demolition of the current building and the construction of the new purpose-built structure. The grant will cover fitting out and furnishing the building, solar panels and air source heat pump.

The grant will also cover the cost of purchasing lap top computers for the use of members of the community who cannot access the internet from home and will enable the council to facilitate training to members of the community to use the computers and the internet.

Within the Community hub there will be heritage information boards (funded by the grant) for the community and visitors to study as well as a map of the Parish to sign post local services, businesses, and organisations, to encourage visitors to stay local.

**What is the cost of the projects to the council taxpayer?**

It is anticipated the funding from the CLUP grant will cover the full cost of the project. (£198,606.00)

**Are you asking if parishioners feel the council should have an office built in this location?**

No, the council are asking parishioners their views on the specific outcomes of the project relevant to the CLUP grant. The outcomes include the provision of enhanced public realm, improved community infrastructure, improved accessibility and improved safety. Consultation regarding the future of the building and potential uses was carried out in 2018.

**Why has this particular survey platform been used?**

Microsoft forms has been used as this is a resource available to the council at no additional cost to the standard Microsoft subscription, therefore no additional cost to the council and in turn the tax payer. The council is aware that there are free survey platforms available online, but these do not allow the inclusion of photographs, which is essential for this survey. To enable the visual aids that are required for the survey the questions 1 & 9 were generated to facilitate these images.

**Why have these particular questions be asked?**

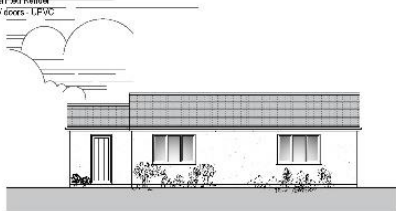
The project to redevelop the former public toilet building in Portreath is delivered by Portreath Parish Council with funding being allocated from Cornwall Council's Community Levelling Up Programme. The Community Levelling Up Programme is part of the Good Growth Programme, which is delivering the UK Shared Prosperity Fund in Cornwall and the Isles of Scilly. The questions asked in the survey are the final requirements of the Cornwall Council grant facilitators. The specific outcomes of the survey go some way to supporting the grant application which included the provision of enhanced public realm, improved community infrastructure, improved accessibility and improved safety.

To enable the visual aids that are required for the survey questions 1 & 9 were generated to facilitate these images. The council recognizes that this could be better, using a different survey service, however, did not feel that the benefit of the cost in doing this with a pay to use survey platform was justifiable.

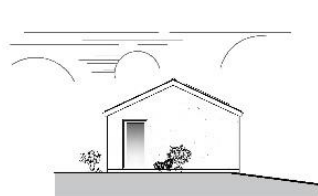
**Why can't the money be spent supporting individuals in need?**

The funding once obtained must only be spent on the project it was allocated to. The Levelling up fund is not designed for the support of individuals and therefore could not be spent for this purpose. Parish councils have limited powers to be able to support individuals in need but may be able to signpost them to service who can help.

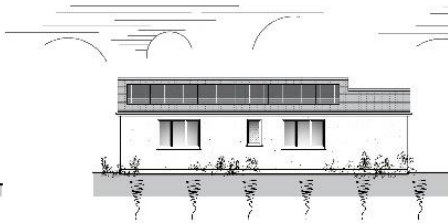
PROPOSED FINISHES:  
 Roof - Slate  
 Walls - Painted Render  
 Windows/doors - UPVC



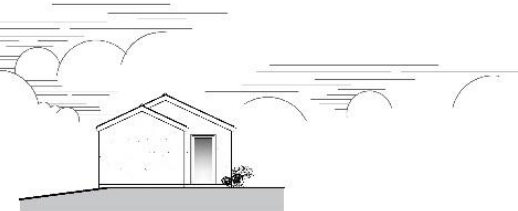
PROPOSED NORTH FACIATION 1:100



PROPOSED WEST FACIATION 1:100

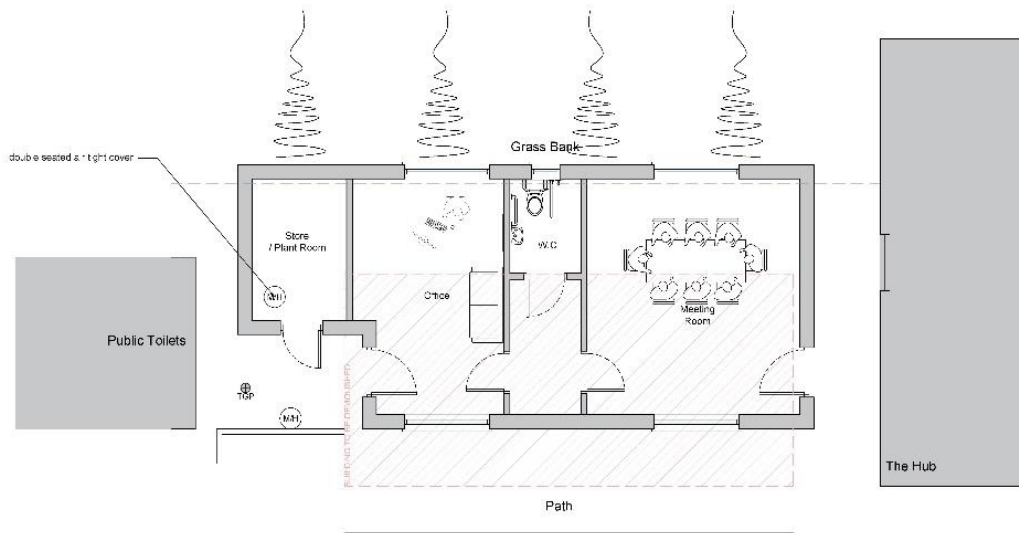


PROPOSED SOUTH FACIATION 1:100



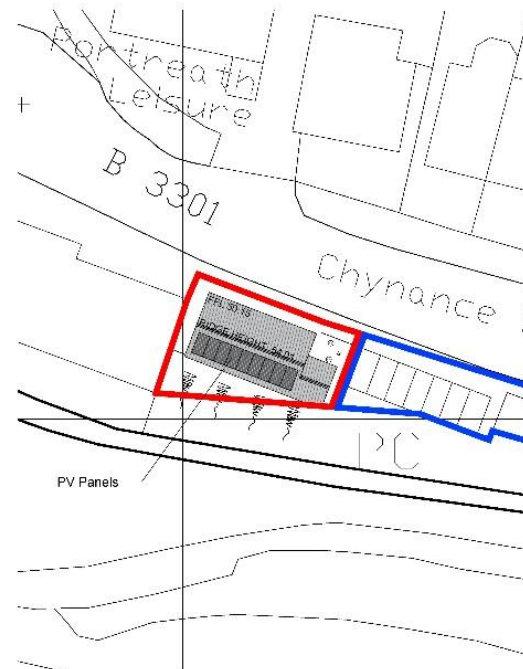
PROPOSED EAST FACIATION 1:100

1-100



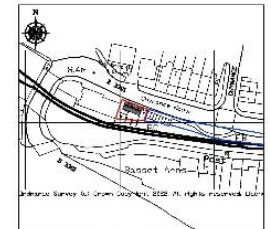
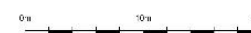
PROPOSED FLOOR PLAN 1:50

1-50



PROPOSED SITE PLAN 1:200

1-200



LOCATION PLAN 1:1250



- NOTES** THIS DRAWING IS COPYRIGHT
1. THE DRAWING IS THE PROPERTY OF THE ARCHITECT AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.
  2. THE ARCHITECT HAS BEEN ADVISED THAT THE SITE IS OCCUPIED BY AN EXISTING BUILDING WHICH IS TO BE DEMOLISHED AND REPLACED BY THE PROPOSED BUILDING.
  3. THE PROPOSED BUILDING IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS SET OUT IN THE DRAWING AND IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT BUILDING REGULATIONS.

REV:   
 DATE:   
 ISSUE:

**PLANNING APPLICATION**

CLIENT:   
 Portsmouth Parish Council   
 Former Public Conveniences   
 Sea Front, Portsmouth   
 TR16 4NN

PROJECT:   
 Proposed demolition of existing toilet block and to be replaced with single storey parish building

DETAIL:   
 1

|          |    |       |            |
|----------|----|-------|------------|
| PLANNING | 02 | DATE: | 15/11/2018 |
| 4280     |    | DATE: | 15/11/2018 |
|          |    | DATE: | 15/11/2018 |



# PORTREATH PARISH COUNCIL



COMMUNITY AND PLACE



Funded by  
UK Government



**CORNWALL  
COUNCIL**  
*one and all • omen hag all*



Council of the  
ISLES OF SCILLY

POWERED BY

**LEVELLING  
UP**