

## Meeting Notes | 6 March 2025

Time: 7pm  
 Location: Teams video  
 Present: Cllrs Adrian Cole; Eve Easterbrook; Steve Roberts.  
 Apologies: Cllrs Jerry Tucker; Tamsin Hemming.  
 Absent: Cllr Keith Goldsmith  
 Clerk: John Hesketh

**Purpose of meeting:** to agree content of grant application to fund a consultant's report on potential future uses of the playing field.

	Topic	Notes	Actions
1.0	Introduction the topic and the CCF (AC)	Roundtable discussion to agree purpose of the WG and the opportunities ahead. Original Terms of Reference (circulated Dec 2024) attached for information.	This WG will commission a firm of leisure consultants to survey future uses for the playing fields.
2.0	Draft briefing for the consultant (AC)	Draft discussed and agreed in principle. May be amended following briefing with potential consultants. This has already been used as an introduction to CC recommended consulting firms.	Draft briefing attached for consideration.
3.0	Grant application (All)	JH took the meeting through the application form to agree draft responses.	Tidy up application with extra content from AC. This will be an agenda item at the 20 March public meeting.
4.0	Next steps  Who else should attend?	Future meetings may include representatives from the Menheniot Sports Association; Menheniot-Looe Cricket Club; Menheniot Parish (Legion) Hall; Menheniot Primary School.	Presentation and briefing at public meeting 20/3/25.

## Abbreviations

CC Cornwall Council  
CCF Community Capacity Fund  
WG Working Group

Published 12/3/25

# Consultants Briefing

## **Proposal**

Public consultation with the residents of Menheniot Parish on future use of the Recreation Field, East Road, Menheniot PL14 3RR

## **Purpose of consultation.**

To seek views of the residents and other stakeholders in the parish of the current and future level of amenities and facilities to support their physically and mental well being.

## **Methodology**

To include these methods. Alternatives will be considered but should be described and costed separately. A working group of parish councillors would act a critical friend to the consultants.

## **On-Line Survey**

To give everyone in the Menheniot community a chance to get involved, we would expect to include an on-line survey using a web based survey system. The parish has higher than average numbers of people aged 65 and over, and a survey that relies solely on online responses for a fair representation would not be accepted. You would need to make provision for paper survey distribution (we can assist with this).

## **This questionnaire seeking residents' views on**

- Their current usage of the fields and its facilities.
- Any barriers or impediments that prevent them from using them at the moment
- Their current sport and leisure activities that are engaged in outside of the parish
- What other facilities they may use if provided and the likelihood of them or their families using them.
- If appropriate we would also ask about their possible involvement in management of events or teams.

## **Community Focus Groups**

We will want to explore community opinions in more depth by using focus groups for residents. Initially, this may take the form of an open meeting which the parish council can promote in order to assess the level of interest and engagement.

Subsequent groups may involve an invited smaller group. Invitees could include representatives special interest groups such as the Menheniot Sports Association, Cricket Club, young people, older people etc.

These sessions can be held locally in familiar venues and would allow us to explore in-depth issues arising from the surveys.

## **Street Surveys**

To give a picture of local opinion we may wish to obtain the views of the Menheniot population via a street survey sufficient to give statistically valid views of a cross-section of the community by age, sex, location and interest. We can assist with local knowledge and contacts.

## **Report**

We would require a written report that includes analysis of the data and structured conclusions to enable the next stage of the project to develop a plan for financing and the delivery of the any recommendations.

## Costs

First estimates of costs are: -

On-line Survey                    £

Focus Groups                    £

Street Surveys                    £



## Community Capacity Fund

# Application Form – Grants of between £2,000 and £25,000.

This fund is to support community organisations to develop projects or project ideas, to then be in a stronger position to access wider funding opportunities to deliver their project.

**Please read the guidance before completing this form.** Filling in this form is quite straightforward but if you require assistance, please contact us on [ccf@cornwall.gov.uk](mailto:ccf@cornwall.gov.uk) or 01872 323806

### 1. Organisation Details

1	Name of the community organisation:	Menheniot Parish Council
2	Address:	Lambest Cottage Menheniot
3	Postcode:	PL14 3RE
4	Email Address:	<a href="mailto:clerk@menheniotparishcouncil.gov.uk">clerk@menheniotparishcouncil.gov.uk</a>
5	Phone Number:	01579 342437
6	Website and/or social media address:	Menheniotparishcouncil.gov.uk
7	What is the Legal Status of your not-for-profit organisation?  Please include your Companies House Registration Number or Charity Registration	<a href="#">Town/Parish Council</a> If other, please specify:

	Number if you have one.	
8	Are you registered for VAT? If so, please provide your VAT Registration Number.	No

## 2. Contact Details

	Primary Contact:	Secondary Contact:
9	Contact Name: John Hesketh	Contact Name: Cllr Adrian Cole
	Position in Organisation: Responsible Financial Officer	Position in Organisation: Chair
	Contact email address: <a href="mailto:clerk@menheniotparishcouncil.gov.uk">clerk@menheniotparishcouncil.gov.uk</a>	Contact email address: <a href="mailto:Adrian.cole@menheniotparish.org.uk">Adrian.cole@menheniotparish.org.uk</a>
	Contact Telephone Number: 01579 342437	Contact Telephone Number: 01579 348581

## 3. About the Project

10	Project Name: <i>Please keep this brief and relevant to the project activity.</i>	East Road Playing Field
11	Which parish or parishes will your project be delivered in? <i>If you are unsure, please see the map contained in this link: <a href="#">Parish Map</a></i>  Which Community Area Partnership Area does your project sit in? <i>Please see these listed here in this link: <a href="#">Community Area Partnerships</a></i>	Menheniot  South East Cornwall CAP
12	Project Summary (maximum 200 words) Please describe what you hope to do with a Community Capacity grant? What are the key aims of this project?	The parish council is reviewing current usage of the site, and wishes to research and assess the potential for alternative/additional/complementary uses of the playing fields at East Road.  Key aims: identify current and potential use for specific facilities; identify barriers to current use; assess potential for growth in use as the housing development at

		Tencreek Farm evolves.
13	Will this application fund work to inform a wider, 'final' project? Yes or No?	Yes
14	Please describe the 'final' project that you hope to deliver.	Regeneration of the playing field area and its adjacent facilities; this may include the replacement, upgrade of existing facilities and the installation of new ones. This work will complement the recent work to extend and upgrade the adjacent village hall.
15	Do you think that your 'final' project will support any of the Good Growth outcomes listed in the Guidance document?  If applicable, please list those that are relevant and explain how your project will support these outcomes?	The consultation leads to the final project which will enable the community to find purpose and share the opportunity by opening up to all equally, appropriate sport and recreation facilities that will improve health, happiness and well being,
16	If relevant, do you own the site/building that this application relates to? If not, please explain who owns it.	Yes
17a	How much funding are you requesting? <i>The minimum grant size is £2,000 the maximum is £25,000.</i>	A maximum of £15,000. The council will support any overspend from its reserves.
17b	Does this include VAT?	No
18	Do you need funding to cover 100% of the project costs? If you have answered 'No', what other funding has been secured and how much?	Yes
19a	Has your organisation received any grant funding in the last 3 years? <i>Please list all funding received (funding body and amount received).</i>	Yes £500 in 2024 from divisional members Community Chest fund.
19b	Have you applied for other Good Growth Funds? If so, which fund have you applied for and, if this has been decided, what is the outcome of the application?	No
20	What will this grant be spent on? <i>Provide details of what you would spend the funds on with a breakdown of costs, if it is more than one item.</i> <i>Please read the guidance about what is</i>	<u>Costs of the consultancy work will be allocated to three key areas of work,</u>  On-line Survey                      £  Focus Groups                              £

	<i>eligible project development activity for this fund.</i>	Street Surveys                      £
21	Project Delivery (maximum 150 words) <i>Describe how your project will be delivered. Who will lead the project? Will there be any delivery partners or stakeholders? What will their role be?</i>	The survey and research work will be undertaken by a firm of specialised leisure consultants, managed by a working group that will be led by the Chair of the parish council. Working group members (stakeholders) will include the Menheniot Sports Association; Menheniot-Looe Cricket Club; Menheniot Parish (Legion) Hall; Menheniot Primary School. Their role will be supervisory and to act as the principal communications link between the working group and residents.
22	Proposed dates for delivery <i>Please provide a start date and end date.</i>  <b>Projects must be paid for and delivered by March 2025. Your grant should be spent within 6 months of receipt.</b>	Start: May 2025 End: July 2025

#### 4. Declaration & Signature:

23	<b>I declare that I have read and understood the applicant guidance note, that there are no conflicts of interest between any members of the applicant organisation and suppliers used to undertake project activity, and that we have arrangements in place to ensure no such conflicts of interest arise during the project</b>	
	<b>Signature:</b> (An electronic signature is sufficient)	
	<b>Date:</b>	

#### 5. Privacy Notice & Declaration

24		<b>Please tick below ✓</b>
	I have read the privacy notice	<input type="checkbox"/>
	I give the Council permission to contact me about the Cornwall and the Isles of Scilly Good Growth Programme	<input type="checkbox"/>
	I give the Council permission to share my information with officers and	<input type="checkbox"/>



Members relating to this programme	
Name:	
Signature: (An electronic signature is sufficient)	
Date:	

## 6. Supporting Documents

25	Please tick below ✓
I have enclosed our constitution	<input type="checkbox"/>
I have enclosed our most recent bank statement or accounts for the most recent year	<input type="checkbox"/>
I have included copies of quote(s) (if already gathered)	<input type="checkbox"/>

Please save this form to your computer using the project name and send it, along with any of the supporting documents, to [ccf@cornwall.gov.uk](mailto:ccf@cornwall.gov.uk)