



FALMOUTH TOWN COUNCIL

Agenda Grounds, Facilities & Environmental Action Committee

Date 18/03/2026
Time 19:30 -
Location Atherton Suite
Chair Danny Konik
Explanation Dear Councillor
I hereby invite you to attend a meeting of the Grounds, Facilities & Environmental Action Committee to be held in the Atherton Suite on Wednesday 18th March 2026 at 7.30pm.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated

Yours sincerely

Town Clerk

-
- 1 APOLOGIES**
To receive and approve apologies for absence.
 - 2 INTERESTS AND DECLARATIONS**
To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.
 - 3 MINUTES**
To agree the Part I minutes of the meeting dated 14th January 2026. (1-10).
 - 4 GROUNDS MANAGER OVERVIEW AND UPDATE**
To receive an overview and update from the Grounds Manager.
 - 5 FACILITIES MANAGER OVERVIEW AND UPDATE**
To receive an overview and update from the Facilities Manager. (11-13).
 - 6 STRATEGIC ENVIRONMENTAL OFFICER OVERVIEW AND UPDATE**
To receive an overview and update from the Strategic Environmental Officer. (14-16).

7

FAL & HELFORD CHARTER

To receive an update from Councillor Holbrook.

8

EXCLUSION OF PUBLIC & PRESS

To consider the exclusion of the press and public in the public interest for the following matters as they involve the consideration of confidential information in respect of property, funding and contractual matters.

9



MINUTES

To agree the Part II minutes of the meeting dated 14th January 2026. (17-18).

10



FACILITIES MANAGER - PART II REPORT

Members are asked to consider the report for the Municipal Building development project and decide whether to recommend it to Council for adoption as the official draft plan on which to carry out the next phase of consultation and project development.

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 14th January 2026 at 7.30pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors D A Konik (Chair), J A Walkden (Vice-chair), G P Andrewartha, D V Evans BEM CC, L E Howes and J A R Stowell

Also present: Councillors T M Pearce (to point mentioned)

In attendance: R N Thomas	(Responsible Financial Officer)
A Medlin	(Facilities Manager)
K M Hall	(Strategic Environmental Projects Officer)
V Rogers	(Administrative Officer)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

GFEA208 **APOLOGIES**

An apology for absence was received and approved from Councillor Holbrook (holiday).

GFEA209 **INTERESTS AND DISPENSATIONS**

None received.

GFEA210 **MINUTES**

It was proposed by Councillor Howes, seconded by Councillor Stowell and

RESOLVED that the Part I minutes of the meeting held on 12th November 2025 be agreed as a correct record and signed by the Chair.

GFEA211 **GROUNDS MANAGER OVERVIEW AND UPDATE**

The Responsible Financial Officer present the Grounds Manager report and responded. The report was duly noted and forms part of these minutes.

The Chair noted that the Grounds Manager would be resigning at the end of March and wished to thank him for setting up and establishing the Grounds Team.

The Chair thanked the Grounds and Facilities teams for all their hard work dealing with the aftermath of Storm Goretti.

The Chair also thanked the Environmental Education and Enforcement Officer for assisting an elderly gentleman at the Princess Pavilion following a medical emergency.

Councillor Stowell requested that protected characteristics are not used in future reports that are available to the public.

GFEA212 FACILITIES MANAGER OVERVIEW AND UPDATE

The Facilities Manager presented his report and responded to questions. The report was duly noted and forms part of these minutes.

He thanked Councillor Andrewartha for his assistance with works carried out at the Princess Pavilion.

The Health and Safety Audit Report would be made available to Councillors.

GFEA213 STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE

The Strategic Environmental Projects Officer's presented her report and responded to questions. The report was duly noted and is attached as part of these minutes.

She advised that the Green Corridor fingerpost/signposts would be installed on the boardwalk at the end of February and confirmed that funding from Cornwall Council had been received to cover the purchase and installation costs.

A report on the Charter of the Sea would be deferred to the next meeting for Councillor Holbrook to provide an update.

GFEA214 LOCAL MAINTENANCE PARTNERSHIP 2026/27

The correspondence was noted.

GFEA215 CONSULTATION PSPO RENEWAL (ALCOHOL CONSUMPTION IN PUBLIC SPACES) 2026

It was proposed by Councillor Evans, seconded by Councillor Walkden and

RESOLVED that the proposals are approved in principle.

It was noted that some Cornwall Councillors were prepared to contribute towards the cost of adding Gyllyngvase Beach to the order from their Community Chest grants.

GFEA216 BIODIVERSITY POLICY

It was proposed by Councillor Konik, seconded by Councillor Stowell and

RESOLVED to work towards the adoption of a Biodiversity Policy and Action Plan with a recommendation to the Staffing Committee that the job description for the recruitment of a Grounds Manager includes biodiversity experience.

A previous MOTION by Councillor Evans recommending adopting the policy was withdrawn.

Councillor Pearce now left the meeting.

GFEA217 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Howes, seconded by Councillor Walkden and

RESOLVED that in view of the confidential nature of contractual matters, it is advisable in the public interest that the press and public be excluded from the meeting.

Grounds Report 14/01/26

Please accept my apologies for this meeting as I won't be able to attend.

Trescobeas

We have cut back the vegetation from and remade the footpath using recycled material.

Dracaena

Car park levels roughly sorted with recycled materials to direct water to the newly installed land drain to increase parking area by removal of standing water. Trees all planted. Road drains cleared of debris and jetted. Potholes filled.

Street weed treatment

Looking to start in late February, weather dependant.

Ponsharden Cemeteries

Harras fencing removed and the roadside bank tidied up (No need for tractor & flail thank you Mr Mayor)

General:

We are currently recruiting for an EEO officer following the resignation of the previous officer.

This is the time of year when we carry out new and refresher training, this does impact on daily operations several courses are already booked and others requested.

Tree inspections of all our sites are ongoing, no reports back yet.

**Environmental Education and Enforcement Officer E30 Report
for November/December 2025**

All normal patrols and duties plus

- 5th November – Bonfire night pre work, worked wonders in that we had no incidents with the public on the night. We will look to do the same work in 2026.
- Motivation talk/lecture at Falmouth Uni Penryn, *Environmental Bootcamp*. On working in the Environmental field, about my job, what I do and how much I love it. I was blown away by the response I got from the attendees and they seemed to love my talk and power point.
- Employer Briefing for the Speed Networking Session – I was asked back to the uni at the end of the boot camp, to take part in some speed networking (think speed dating but for job talk), to help build confidence at interviews. Again, this was very rewarding.
- I was asked to be part of a film Cornwall Council are making about partner working and I spent the day being followed by a camera crew and drone! Three films in 2025 done.
- Falmouth Van Count. On 12th November we had 35 van dwellers in Falmouth. Count done between 7am and 8am. This was then reported to the Cross County Van Dwellers meeting. (I meet four times a year with colleagues across the country).
- Please note we have had a few vans starting to park up at Dracaena centre car park, I am moving them on but some clear signage would be useful.
- I am looking to continue my work with young people drinking Alcohol on the streets, I have been working with DC on projects.
- Beach management meeting – I am currently looking at beach signage for the summer, and I will get this ordered Jan.
- I supported the Festive Weekend on both days.
- I was invited to give a talk at Wildlife Groundswell on Lizard. Sharing environmental projects that I have done which have been successful in Falmouth. This was very well received.
- The Romanian cohort are back Christmas begging. Working with policing family to remove the signs. Just running around in circles, as they just put them back out when we go.
- High Street flats noise complaints – quickly sorted by Sanctuary Housing and myself. Zero tolerance on any ASB in this area. Co working on this is working really well.
- I was called to PP to assist an elderly confused gentleman who was lost and found wondering the gardens. I calmed the man and dealt with the situation, called support from the 999 service. Lucky we did this as it turned out he had a bleed on the brain and would have died within hours if we had not acted. He is recovering in hospital.

Tessa Marie



**Grounds, Facilities & Environment Committee
14th January 2026**

Facilities Manager Update:

1. Princess Pavilion:

Works undertaken within the period and proposed in January include the following:

- Bandstand: Preparation and redecoration of steel work completed by volunteers. (supported by Cllr Andrewartha)
- Front entrance area : Scaffold placement to enable general redecoration and replacement of facias to high level areas and steel uprights and access railings works. (W/C 12.01.26)
- Rear entrance veranda tower : Scaffold placement and redecoration to high level joinery.
- Veranda : Replacement of 3No timber uprights including redecoration.
- Underground water harvesting tank : Reinstatement of service pipework and pump to enable operation of below ground tank servicing the internal toilets and irrigation to the pavilion greenhouse. Works will include cleansing of all associated rainwater guttering and pipework to ensure consistent volume of supply. (W/C 05.01.2026)
- Stable block : Works relating to the replacement of the external masonry netting and guttering repairs will progress on the 23.02.2026. (St Ives Safety Netting) Traffic control will be in place throughout the works duration to support a safe system of work incorporating a scissor lift.
- All works have been undertaken within current year maintenance budget allocation.

2. HVO fuel tank installation:

Facilities maintenance team have undertaken the excavation and concrete reinstatement of a base in advance of HVO tank installation in early January. Commissioning works will incorporate digital management of fuel use (operative fuel fobs).

3. Xmas Event Support

Our teams supported numerous events during the period including the lights switch on, festive weekend and Harmony Choir supervision on Xmas Eve. The Community Engagement Officer successfully managed the Christmas Tree Festival at the Pavilion with positive feedback from the wider community.

4. Health and Safety:

The FTC Health & Safety Committee will convene on the 22nd January and will be supported by staff representation from each area of the business. The annual Health & Safety Audit will commence on 27th January (external consultant / Worknest) The audit will focus upon all aspects of our maintenance activities and will review

management systems for health & safety, risk assessments, safe systems of work, training, welfare and compliance records.



**January 2026 – Strategic Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee**

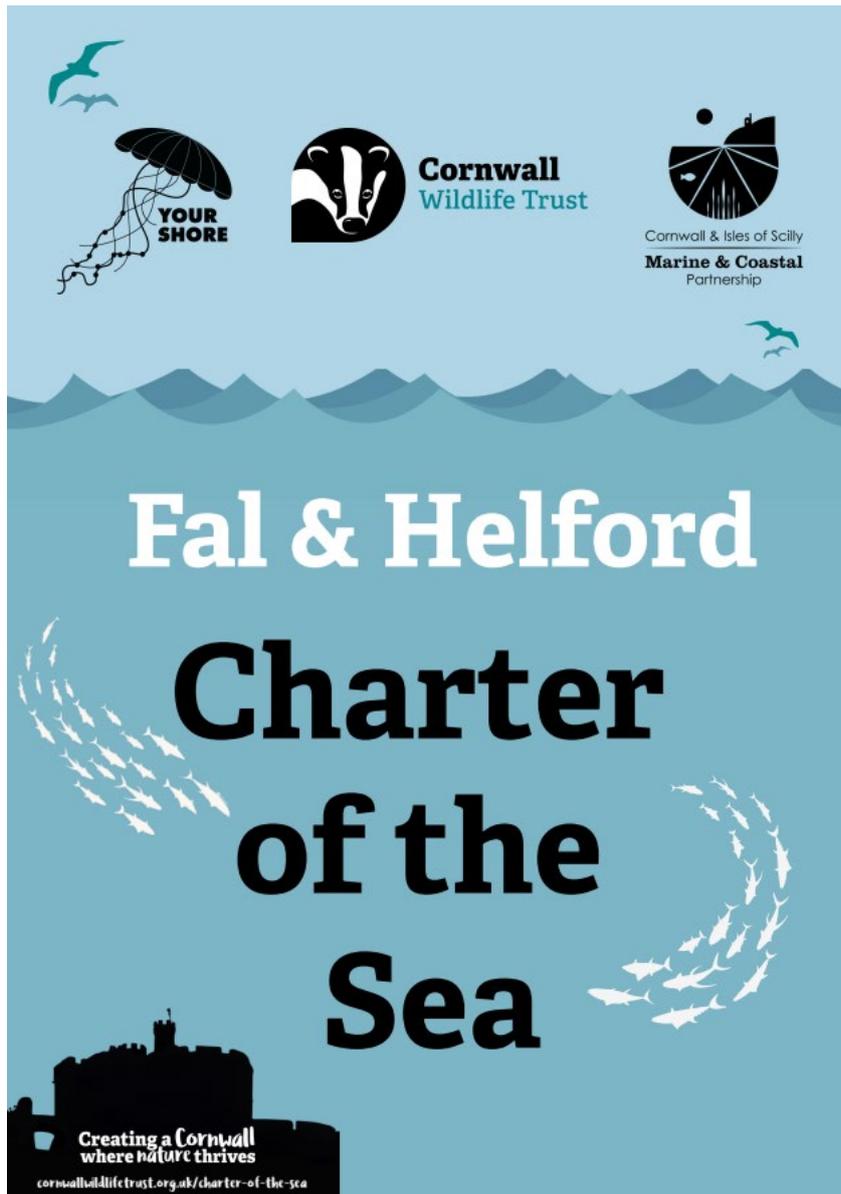
Focus	Action taken	Next steps
Carbon Reduction	<p>Princess Pavilion (COF) – New LED spotlights commissioned for outside theatre.</p> <p>Passmore Edwards Municipal Building – Total cost c. £3million. Funding options to be investigated. Temporary draught prevention measures on front doors enacted.</p> <p>Mortuary Building – budget proposed for solar installation</p> <p>HVO tank being delivered to Mortuary Building during w/c 5 Jan.</p>	<p>Regular meetings to monitor further energy saving measures at PP.</p> <p>Continue replacing florescent lights with LED throughout library as funds allow.</p> <p>Drivers to be briefed on HVO usage</p> <p>Diesel vehicles and machinery converted to low carbon fuel source during January.</p> <p>If budget approved procurement process for Mortuary building solar installation in 2026/7.</p>
Biodiversity	<p>Green Corridor project stalled with Falmouth Marine School due to changes internally. No further progress.</p> <p>Invasive species (INNS) removal programme discussions with Cornwall Wildlife Trust underway for sections of the Green Corridor.</p> <p>UoE intern commissioned to create maps on <i>Parish On-line</i> of all FTC park & open spaces.</p>	<p>Councillors to develop and take to Committee</p> <ul style="list-style-type: none"> • Declaration of an ecological emergency • Biodiversity policy
Events	<p>Planning underway to explore a second Festival for the Ocean in June (close to World Ocean Day)</p>	<p>Apple tree grafting workshop @ PP 21 Feb</p> <p>Coastal Resilience 14 March (Cllr Clegg lead)</p> <p>Town-wide spring clean 25 March</p> <p>Water-saving event @ PP 12 April</p> <p>Nature Day on Sunday 24 May in K Park.</p>
Water	<p>SWW monthly update meetings set up with SEPO. Website with details of works Falmouth Sewer Improvement Scheme (southwestwater.co.uk).</p> <p>Rainwater harvesting system restation underway at PP in January.</p>	<p>Communication to encourage residents to be aware of resilience methodologies.</p> <p>SWW to present suite of plans to full Council on 9 March.</p>

Focus	Action taken	Next steps
Community Engagement	SEPO attends Fal Energy Partnership monthly meetings, Fal/Helford SAC meetings quarterly. FTC attend Falmouth Green Corridor meetings quarterly. Attended inaugural meeting of the Friends of Swanpool	Events scheduling process to commence.
Ocean Recovery	Liaison with Falmouth Marine Conservation to assess FTC involvement with various projects including snorkel safaris and Pacific Oyster management.	Blue Meadows seagrass restoration in Falmouth Bay planned may commence in spring 2026 subject to funding. Committee to adopt the Fal & Helford Charter. Work with new CC Fal & Helford Officer to promote best practice on the ocean.
Transport	Promote cycle events organised by Councillor Evans via socials.	
Communication	Litterpick organised by others, promoted via FTC channels	
Other	SME energy saving app being trialed amongst BID businesses. Provided by <i>Fairer Warmth for SMEs</i>	Support S106 project at Swanvale open space and verges around Swanpool commencing Feb.
Budget	£7,000 allocated in 2025/26 budget; £400 - Festival for the Ocean £200 - Green Week £200 – Sustainable drinks @ Christmas celebration £1,000 – Community Resilience event £670 – new emergency lighting at PP £750 – Snorkel safaris from Falmouth Marine Conservation Running total - £3,220	

Decisions requested from **Grounds, Facilities & Environmental Action Committee;**

To endorse the Fal & Helford Charter of the Sea

Prepared by Karen Hall, Strategic Environmental Projects Officer
December 2025



Vision

To protect and celebrate the rich marine heritage of the Fal & Helford estuaries by fostering stewardship, enhancing water quality, reducing pollution and restoring our coastal and marine environments. Ensuring a thriving sea for generations to come.

Priorities

Education & Engagement

Water quality

Plastic Pollution & Marine Litter

Wrecks & Abandoned Boats

[Fal & Helford Charter of the Sea Document](https://www.cornwallwildlifetrust.org.uk/charter-of-the-sea)



Grounds, Facilities & Environment Committee
18th March 2026

Facilities Manager Update:

1. General works update:

Works undertaken within the period included the following:

- Pavilion Theatre roof : replacement of high level steel ridge flashing which detached in recent storms.
- Stable block : Works relating to the replacement of the external masonry netting and guttering repairs were completed on the 24.02.2026. (St Ives Safety Netting) Traffic control was installed throughout the works duration to support a safe system of work incorporating a scissor lift.
- Repairs to water leaks at Prince of Wales Pier and Swanpool public conveniences.(in-house and contracted maintenance teams)
- Library / Gallery entrance foyer : Extensive redecoration of high level areas and G/F reception area. Works required internal scaffolding platform to safely remove, clean and replace artwork.
- Municipal building : removal of redundant timber store and detritus from rear of building. Works included the treatment of significant vermin infestation which will now require a planned schedule of monthly monitoring and bait replenishment. Works were undertaken by a specialist contractor and inspected by CC Environmental Officer.

2. Health & Safety Audit (27th January 2026 Worknest):

Recorded observations - 11 points (6x Medium / 5x Low)

- Asbestos Training (med):
Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos. **Maintenance teams have completed Asbestos Awareness Training Level 2 / E Learning module.**
- Electrical Safety (med):
Ensure all chargers and associated equipment are installed, used, and maintained in accordance with the manufacturer's instructions. Instruct a competent electrician to carryout annual servicing and maintenance in accordance with Electricity at Work Regulations 1989 (EAWR) and retain the certification on file. **Certified inspection process completed at Cemetery vehicle charging point.**
- First Aid at Work (med):
Carry out a first aid needs assessment to determine what level of first aid provision is required for your workplace. The assessment must consider the work undertaken, employee numbers, distribution and working patterns, any pre-existing medical conditions and the ability of emergency services to reach the premises. **Assessment process in progress for all FTC operations. The**

document will incorporate existing training and accreditation within staff teams.

- Environmental (med):
Ensure a risk assessment is in place for the EPO's including risk of assault. **Risk Assessment completed and will support CSAS accreditation.**
- Legionella Management (med);
Work with your legionella risk assessment company to create individual written schemes of examination for legionella and temperature checks at each building. Once completed the actions required can be allocated in house or to contractors as required. **Works in progress with legionella specialist (REEF)**
- Fire Safety Overview (med):
It is understood that solar panels have been installed at the Pavilions. The fire risk assessment should be updated to reflect this and a suitable maintenance scheme put in place to minimise the fire risk posed by them. **Fire Risk Assessment has been reviewed with an annual inspection regime agreed with installer (NakedSolar) This will be replicated on our additional installation at the Cemetery.**
- Asbestos Management (low):
Ensure the asbestos management plan is regularly reviewed and updated. It is important to review and update your plan: - whenever work takes place that affects ACMs - where staff with management responsibilities have changed - where ACMs have been inadvertently disturbed - following scheduled condition checks of ACMs. **The Asbestos Management Plan has been updated to record all existing management arrangements.**
- Stress Management (low):
Consider implementing a staff survey for wellbeing and stress. Advice on carrying this out is available from HSE website or WorkNest can offer a climate/safety survey service if required. Please contact your H&S consultant if you wish to have a quotation for this service. **(see below)**
- Stress management (low)
Managers should be provided with training in relation to the management of stress. **Managers provided with Well at work (stress / anxiety and mental health support) training; Absence management training (including relevant policy awareness & application, and managing stress related absences); deployment of Wellbeing Workplace Assessments (including stress risk assessment).**
- Management of Health & Safety (low):
Ensure risk assessments are in place for specific activities in the facilities management. Point of use assessments are recorded in some circumstances, but a general maintenance assessment should be completed and recorded. **A database of key risk assessments have been issued to Facilities operatives which support existing responsive risk assessment documentation.**

- Management of Health & Safety (low):
Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded. **All risk assessments are located in vehicles and are reviewed annually or at such times when activities change.**



**March 2026 – Strategic Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee**

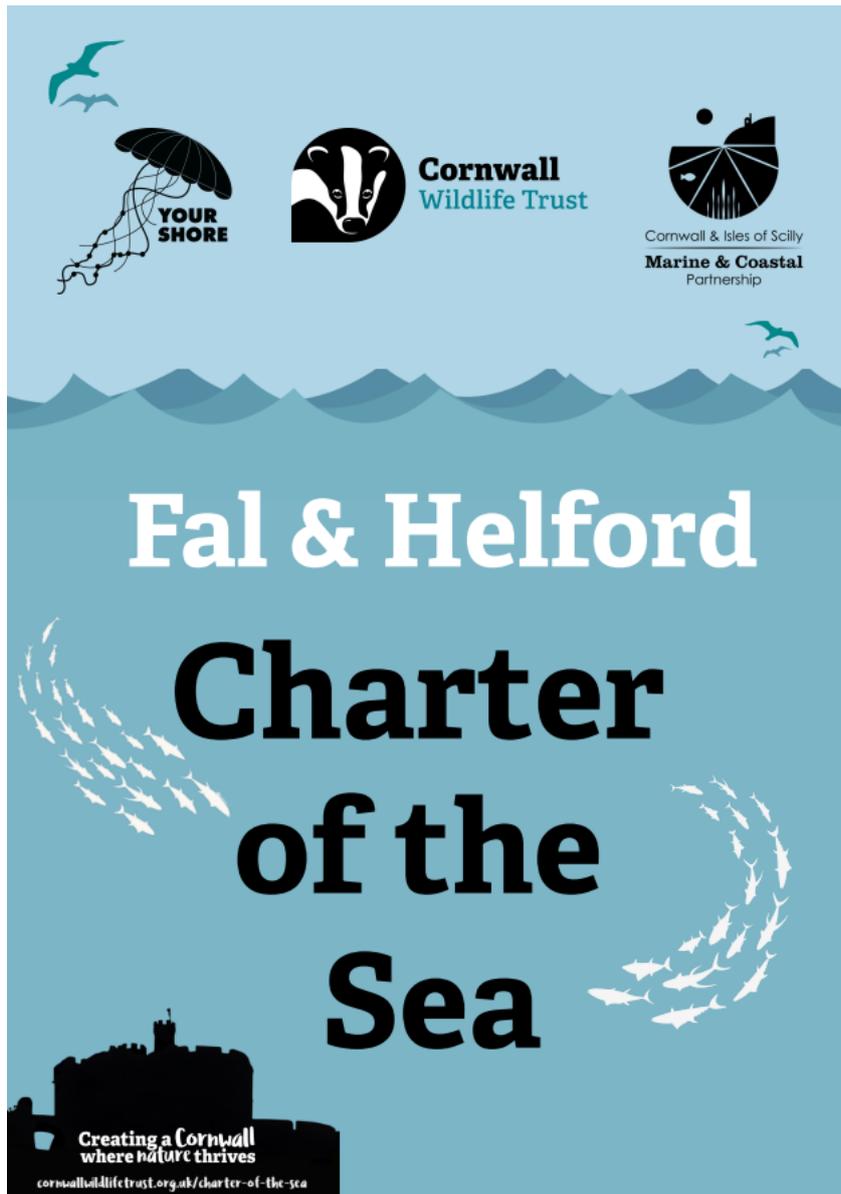
Focus	Action taken	Next steps
Carbon Reduction	<p>Princess Pavilion – LED outdoor lighting completed</p> <p>Passmore Edwards Municipal Building – Total cost c. £3million. Funding options being investigated.</p> <p>Mortuary Building – budget approved for solar installation. Procurement process underway for Mortuary building solar installation in 2026/7</p> <p>HVO tank operational. All diesel vehicles and equipment will use HVO instead of diesel reducing emissions by up to 90%.</p>	<p>Regular meetings to monitor further energy saving measures at PP.</p> <p>Continue replacing florescent lights with LED throughout library as funds allow.</p>
Biodiversity	<p>Invasive species (INNS) removal programme in the SSSI section of the Green Corridor being undertaken by Cornwall Wildlife Trust</p> <p>UoE intern commissioned to create maps on <i>Parish On-line</i> of all FTC park & open spaces.</p> <p>Fallen tree stumps piled to create wildlife habitat within the cemetery.</p>	<p>Councillors to develop and take to Committee</p> <ul style="list-style-type: none"> • Declaration of an ecological emergency • Biodiversity policy <p>Once adopted, work with Grounds Manager to develop BAP</p>
Events	<p>Planning underway for the second Festival for the Ocean in June (close to World Ocean Day)</p> <p>Coastal Resilience 14 March (Cllr Clegg lead)</p>	<p>Town-wide spring clean 25 March</p> <p>Water-saving event @ PP 12 April</p> <p>Festival for the Ocean 7 June @ Gylly</p>
Water	<p>SWW monthly update meetings set up with SEPO. Website with details of works Falmouth Sewer Improvement Scheme (southwestwater.co.uk).</p> <p>Draft plans shared with SEPO</p> <p>Rainwater harvesting system reinstatement completed at PP in January.</p>	<p>Communication to encourage residents to be aware of resilience methodologies.</p> <p>SWW to present suite of plans to full Council on 9 March.</p>
Community Engagement	<p>SEPO attends Fal Energy Partnership monthly meetings, Fal/Helford SAC meetings quarterly.</p> <p>FTC attend Falmouth Green Corridor meetings quarterly.</p> <p>Attended UoE Health & Wellbeing event on 4 Feb</p>	

Focus	Action taken	Next steps
Ocean Recovery	Liaison with Falmouth Marine Conservation to assess FTC involvement with various projects including snorkel safaris and Pacific oyster management. Working with BID to install further 'We are the Ocean' banners around town.	Blue Meadows seagrass restoration in Falmouth Bay planned may commence in spring 2026. FTC to support. Committee to adopt the Fal & Helford Charter. Work with new CC Fal & Helford Officer to promote best practice on the ocean.
Transport	Promote cycle events organised by Councillor Evans via socials. Staff Cycle to Work Scheme 2026 running until 30 March 2026	
Communication	Litterpick organised by others, promoted via FTC channels No Dogs/Fires on beaches signs ordered New directional signs on Green Corridor ordered.	Promotion of events Signs to be installed once water table settles.
Other	SME energy saving app promoted amongst BID businesses. <i>Provided by Fairer Warmth for SMEs</i> Climate Risk added to corporate Risk Assessment	Support S106 project at Swanvale open space and verges around Swanpool.
Budget	£7,000 allocated in 2025/26 budget; £400 - Festival for the Ocean £200 - Green Week £200 – Sustainable drinks @ Christmas celebration £1,000 – Community Resilience event £670 – new emergency lighting at PP £750 – Snorkel safaris from Falmouth Marine Conservation £300 – plants for Spring Clean Running total - £3,520	

Decisions requested from **Grounds, Facilities & Environmental Action Committee;**

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March 2026



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