

## **TOWN COUNCIL**

Minutes of the Meeting of the Council held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 24<sup>th</sup> April 2017 at 7.00pm.

Present: Councillors G G Chappel (Town Mayor), Ms C Atherton CC, I J Body, Mrs R D Brock, Mrs M Davies, S D Eva (to point mentioned), Mrs V E Eva (to point mentioned), G F Evans CC, S Gray, A J Jewell CC, Mrs P A Minson, B M A Ross and D W Saunby CC.

In Attendance: A M Williams	(Town Clerk)
R J Gates	(Town Manager)
Ms G Garwood	(Town Crier)
Ms P Fitzpatrick	(Fairtrade Falmouth)
D D'Silva	(Member of the Public)
E Dawkins	(Member of St Nazaire Society)
Rev I Froom	(Mayor's Chaplain)

### **PRAYERS**

Prior to the start of the meeting the Mayor's Chaplain led the Council in prayers.

### **C4833 APOLOGIES**

Apologies of absence were received and approved from Councillors McCarthy (work) and Ms Merrett (ill).

### **C4834 INTERESTS**

Councillor Gray declared a registerable interest in a Part II matter Minute C4849 as he was a Trustee of Falmouth Sea Scouts and he left the meeting during the consideration thereof.

### **C4835 MINUTES**

It was proposed by Councillor Gray, seconded by Councillor Ross and

RESOLVED that the minutes of the Council meeting held on 6<sup>th</sup> March 2017 be confirmed as a correct record of the proceedings and signed by the Chairman.

### **C4836 TOWN MAYOR'S REPORT**

The Town Mayor reported upon civic attendances and events, which included his charity ball, which raised a significant amount for Falmouth Stroke Club. He also presented an engraved crystal vase to Mr Eric Dawkins for his years of service organising the local commemoration of the raid on St Nazaire in World War II.

### **C4837 PUBLIC QUESTION**

Mr D'Silva asked 'many before have tried to get the construction of the new skatepark underway and with much more effort through various fundraisers, online campaigns etc, but have been put off or left feeling hopeless on the matter despite their efforts; can we, the locals of this community get a clear and direct reassurance that a skatepark is going to be built over the next three years? And, if funding is the biggest issue that the Council promises to match fund monies raised by locals, charities and other various organisations.'

The Town Mayor requested that the Town Clerk responds, who advised that the skatepark redevelopment was an integral part of the proposed Dracaena site improvement and one of the primary purposes that the ownership of the site devolved to the Council. That transfer had been convoluted but had now happened, which would make applications to external funders easier. Site works elsewhere on the site would also help to facilitate the development. Site design would need to be concrete ramps built into the surface of the site. The Council had

already requested that the local Skatepark Committee working with Maverick create a site design, and when that was available it would actively seek expressions of interest from site developers. Part of that would require the site developer to help/facilitate the raising of funds from external providers. Whilst the Council would contribute to match funding, a 50:50 ratio would likely be beyond the means of local taxation.

The meeting was briefly adjourned during the above matter for a fire drill. Councillors S D Eva and Mrs V E Eva did not return to the meeting.

**C4838 FALMOUTH NEIGHBOURHOOD PLAN UPDATE**

Councillor Ms Atherton, Chair of the Neighbourhood Plan Stakeholder Committee presented the plan update which had reached the pre-submission consultation stage. (update attached as part of these minutes)

It was proposed by Councillor Body, seconded by Councillor Mrs Minson and

RESOLVED that the progress report be noted and that the Stakeholder Group be thanked for the extensive voluntary efforts in supporting the consultation and that Cornwall Council be asked to extend the Neighbourhood Plan designated area to the whole of the Falmouth Town Council area.

**C4839 POLICE REPORT**

None received.

**C4840 FALMOUTH COMMUNITY FIRE SERVICE**

The report of the Falmouth Community Fire Service was noted and forms part of these minutes.

**C4841 COMMUNITY NETWORK**

The notes of the meeting of the Network held on 14<sup>th</sup> March 2017 was duly received.

**C4842 FALMOUTH FAIRTRADE STEERING COMMITTEE**

Ms Fitzgerald presented the Falmouth Fairtrade Report that was duly received and forms part of these minutes.

**C4843 CORNWALL COUNCILLORS REPORT**

**Trescobeas**

Councillor Saunby advised there was nothing to add to his report to the Annual Parish Meeting.

**Boslowick**

Councillor Jewell advised he was disappointed that Cornwall Council had approved the planning application for St Michaels Hotel. The planning application for housing at Menehay had been refused, the site had also been removed from the emerging allocations document of the Cornwall Local Plan. The site would be utilised as a green buffer between Falmouth and Budock.

**Smithick**

Councillor Ms Atherton advised that the Cornwall Council Car Parking Survey had recommended a deferral of proposals for Falmouth. However it now appeared that decisions would be made by May 2017. Further she advised that Cornwall Council had simplified the process for asking formal questions of Portfolio-Holders.

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

RESOLVED that the Town Clerk writes to Cornwall Council requesting clarity of the determination process and timescale for the Falmouth Off-Street Parking proposals.

**Arwenack**

Councillor Evans also advised that he understood residents parking proposals were to be considered later in 2017. He was also concerned at unauthorised use of the Divers Car Park. He reported on the planning refusals for the Premier Inn Development, Swanpool Quarry, Tredova Crescent, Boscawen Fields sites. The previous refusal of the Ocean Bowl site would facilitate rail link access to the Docks and he hoped would also then facilitate the deep water channel dredge for the harbour.

**Penwerris**

No report.

**C4844 COMMITTEE REPORTS**

The Cultural Services Committee Report dated 13<sup>th</sup> March 2017 was presented by Councillor Mrs Davies, Chair of the Committee.

It was proposed by Councillor Mrs Davies, seconded by Councillor Evans and

RESOLVED that the report of the Committee dated 13<sup>th</sup> March 2017 be approved.

The Finance and General Purposes Committee Part I Report dated 3<sup>rd</sup> April 2017 was presented by Councillor Ms Atherton, Chair of the Committee.

It was proposed by Councillor Ms Atherton, seconded by Councillor Gray and

RESOLVED that the Part I report of the Committee dated 3<sup>rd</sup> April 2017 be approved.

The Planning Committee Reports dated 13<sup>th</sup> March 2017 and 3<sup>rd</sup> April 2017 were presented by Councillor Chappel, Chairman of the Committee.

It was proposed by Councillor Chappel, seconded by Councillor Gray and

RESOLVED that the reports of the Committee dated 13<sup>th</sup> March 2017 and 3<sup>rd</sup> April 2017 be approved.

The Licensing Committee Reports dated 27<sup>th</sup> March 2017 and 10<sup>th</sup> April 2017 were presented by Councillor Brock, Chair of the Committee.

It was proposed by Councillor Mrs Brock, seconded by Councillor Gray and

RESOLVED that the reports of the Committee dated 27<sup>th</sup> March 2017 and 10<sup>th</sup> April 2017 be approved.

**C4845 TOWN MANAGEMENT REPORT**

The Town Manager presented the Town Management report that was duly noted and forms part of these minutes. The Council reaffirmed its support for the town wide wifi proposals.

**C4846 TOWN CLERK'S REPORT**

The Town Clerk presented his report that was duly noted and forms part of these minutes.  
Further

It was proposed by Councillor Ms Atherton seconded by Councillor Gray and

RESOLVED that the Syringe and Needle Policy  
be approved and operated by the Council (attached  
as part of these Minutes).

The Town Clerk thanked Councillors for their efforts during the Council term and wished those standing for re-election luck. He reflected on four years of proactive and inclusive service delivery that had seen the Council recognised nationally and Falmouth recognised as the best place to live in the UK. The Town Mayor took the opportunity to award retiring Councillors, Body, Cramp, Mrs Davies and Ms Merrett with Council plaques to recognise their service to the community.

Ms Garwood, the Town Crier, presented her report on the Town Crying Project (attached).

It was proposed by Councillor Chappel, seconded by Councillor Cramp and

RESOLVED that the recommendations in the report  
be adopted and moved forward by the Council. Further  
Ms Garwood be formally thanked for her efforts as  
Falmouth Town Crier.

**C4847 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Gray, seconded by Councillor Mrs Brock 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.

## **UPDATE ON THE FALMOUTH NEIGHBOURHOOD PLAN**

**STAGE REACHED: PRE-SUBMISSION CONSULTATION – DECEMBER 2016 TO MARCH 2017**

### ***INTRODUCTION***

This report updates the Town Council on progress on the Falmouth Neighbourhood Plan, summarising the response received from the local community, businesses and various local and statutory organizations during the 'pre-submission consultation' period, and describes the next steps required.

### ***BACKGROUND***

Setting up work on the Falmouth Neighbourhood Development Plan commenced in autumn 2014, with the formal designation of the Neighbourhood Plan area being made on 16<sup>th</sup> January 2015. Following extensive community and stakeholder engagement work in 2015, community-based Working Groups were set up to investigate, analyse and report on various themes that had emerged. They were: Housing, Spatial Strategy, Economy, Environment & Green Spaces. Each Group produced their reports by mid 2016, (during which period much work was done by the Stakeholder Group to support the creation and making of the Article 4 Direction on HMOs). These were then used to create the draft Neighbourhood Development Plan, which was endorsed on behalf of the Town Council by the Planning Committee on 21<sup>st</sup> November 2016 (Minute P5134).

Prior to submission to Cornwall Council a period of formal local consultation on the draft Neighbourhood Development Plan is required under Planning legislation.

### ***CONSULTATION PERIOD***

The pre-submission draft Falmouth Neighbourhood Plan was available for comment from 23<sup>rd</sup> December through to the 17<sup>th</sup> February 2017. This included an extension of the statutory minimum 6 weeks to 8 weeks to allow for the Christmas break. In addition to the statutory requirement for local newspaper advertising and consultation with statutory bodies, notices were sent to many local organisations, and to encourage community response, summary leaflets and postcard flyers were distributed. Four 'drop-in' sessions were held, at times and locations intended to provide opportunities for all to attend and find out more about the Plan. The dedicated website and Facebook page were also used for communication, as was the Plan's Twitter account.

Throughout this period the Stakeholder Group provided excellent support, distributing leaflets and postcards, setting up and staffing the drop in exhibitions, and answering many queries from the local community.

A detailed record of the responses received will shortly be published on the Neighbourhood Development Plan website.

### ***SUMMARY OF RESPONSES***

Overall the intentions and strategy of the draft Falmouth NDP has been well supported by the local community, local organisations and statutory bodies. The comments received provide the basis for the Plan to be constructively amended to produce a local planning strategy that reflects local needs and aspirations.

**Statutory Organisations:** *Natural England* and *Historic England* share a concern as to how the plan presents its policies and proposals, pointing to a difficulty in understanding the difference between 'policies' and 'policy proposals', and the status of the list of urban capacity sites, but both provide helpful suggestions. NE point out that the proposed pontoons in the Church street regeneration policy (TC1) require a Habitats Regulations Assessment and thereby a full SEA, as does policy BE1 in favour of the Dredge. HE says that the Fig 25 and Policy HR6 are tantamount to suite allocations and therefore would require a Heritage Impact Assessment, and SEA. Both organisations give advice on mapping issues. *The Homes & Communities Agency* support the proposed mixed use redevelopment of the TA Car Park site, whilst *Network Rail* draw attention to their Western Routes Study and the need to ensure that they are consulted on new development proposals. *SWW* say that where new developments require improvements to be undertaken these will be secured through planning conditions they would request Cornwall Council to impose.

**Local Organisations:** Broad support is expressed by the local organisations that responded, subject to details in some areas. The *NMMC* support plan for enhancement of The Moor (BE4), calling for complementary and joined-up programming to take place at both ends of the town, encouraging visitors and residents to travel through the town and re-enforcing their sense of place. It asks that the NMMC development plans should be included in the NDP, and that more attention should be given in the Plan to tourism and its cultural aspects. Finally, they ask to be a part of the Stakeholder Group. *A&P* support the vision and aims, but are concerned about the relationship of urban capacity sites C.31 (Melville Road Sidings) and C.34 (Ocean Bowl) to the docks, and the possibility that their redevelopment for accommodation could restrict the potential of the docks to develop. It is suggested that instead they sites could be safeguarded for marine related employment. A&P also call for clauses relating to the same impacts should be included in HMO2 and HMO3, and for policy BE12 on the Dredge to be strengthened. *Transition Falmouth* feel that the 'long-term' objective with the 2030 focus has been neglected, in that plan appears lacking in detail and practical objectives regarding the effects of Climate Change and the challenges of Global Energy and Food Security. *Falmouth Liberal Democrats* support the Plan's vision of Falmouth, but say the Neighbourhood Plan needs to be consistent with the forthcoming DPD revisions. In considering the potential of town centre sites for housing of any kind, the implications for traffic flow along the main street are critical as any additional vehicle flow will work directly counter to the Plan objective of improving the town centre environment. Support for the A4D and related NDP policies is expressed, suggesting that the zone in which no further HMO conversions zone would be allowed should be extended to include an area surrounding of Penmere Hill, Kings Avenue and Tregenver Road. It is also suggested that Policy HMO3 be amended to remove 'close to the Town centre and' from paragraph 1a, and replace it by 'that do not impinge on existing residential areas'. The use of the Penwerris Lane site, the Ocean Bowl site, the Rosslyn Hotel site or the Four Winds site for PBSA does not appear appropriate. The town centre regeneration objectives are seen as strong positive features, but that at least until alternative parking arrangements are in place, it would be desirable for the regeneration of the waterfront to be phased to retain an area of general public car parking in Church Street. The New Street car park might also provide scope for deck or multi-storey parking as suggested on the Quarry and TA sites. Policy BE5, for the skatepark at Dracaena Fields, is warmly endorsed. Policy HA1 of the draft plan to support proposals for the regeneration of the Falmouth Community Hospital and Health Centre to retain and extend their health and social use is seen as being of vital importance, but should be strengthened to further affirm support for preservation of the existing services and health care provided at the Falmouth Community Hospital site, including the retention and enhancement of Boscawen Ward and the Minor Injuries Unit. *Falmouth Afoot* reiterate the need to enforce existing traffic regulations and as they are part of the town centre strategy, saying it would be helpful if the Plan included practical ideas as to how such enforcement could be accomplished. *Save our Falmouth* suggest that more could be said to safeguard and support tourism, and encourage improved town centre 'offer'. The need to align with the DPD is stressed, as is opposition

to purpose built student accommodation which should be close to the Campus. Community facilities such as the Rugby club and Adult education centre should be protected from enabling development, whilst Falmouth Hospital and Healthcare Facilities should be safeguarded, and greater investment made in transport.

**Community Responses:** Generally, a well-informed and intelligent response which shows a depth of concern by residents for the future of their town. Overall the vision and strategy of the NDP is supported, subject to some caveats around the detail on how it will be delivered. The strongest support is for the Environment and Open Space proposals. The Town Centre strategy is also well supported, and there is clear enthusiasm for measures that will enhance its function, improve pedestrian movement, and extend the range and quality of shopping opportunities offered. This is balanced with concerns about how the needs of residents for town centre parking will continue to be met. The Business and Employment policies receive backing, amongst which there are calls for more emphasis to be given to measures to support tourism. On Housing, the focus of comments is on student accommodation. The A4D and associated policies are strongly supported, but there is also concern from some as to the 'knock-on' impact on adjoining areas, whilst current landlords (who are also clearly local people) express concerns about the business impact of the A4D and how it will be implemented in practice. Purpose built student accommodation is strongly opposed, notwithstanding the contribution it would make to achieving the town centre strategy. Several responses have also identified technical issues with the document, such as typos, mapping errors etc, all of which are very helpful.

**Developer & Landowner Responses:** *Studios Ltd* support the vision of the Plan and note that the Rosslyn site is identified in Fig 25 for housing, but feel that it should be identified for purpose built student accommodation as well. They say that the Plan should be broader in its consideration of student accommodation, both in its location and variety of accommodation types and provide the opportunity for students to live 'off campus' rather than encourage students to live on site so there should be the ability for non-identified sites to come forward, off campus, that are well placed and sustainable to provide student accommodation and provide freedom of choice in the accommodation market as not all students wish to live on campus. Policy HMO3 is consequently supported apart from the more restrictive clauses. *Amethyst Planning* argue for the inclusion of the former oil storage sites at Middlepoint (ref D36) and Castle Drive (D38/D39), which they say are redundant, contaminated, brownfield sites in sustainable locations where sensitive schemes could tackle the contamination and deliver new housing. *One Red's* representation relates to the former Four Winds Inn and Garage/Depot site, and also support policy HMO3, apart from the more restrictive clauses. *Maenporth Estate* note that the Falmouth area of the Boslowick Ward does not come within the NDP Designated Area, and ask that it should be as they are considering possible long term improvements to the cafe and surrounding area and would welcome input from the local community. *Lewis Houghton Wills Ltd* pose a number of questions about how the A4D and associated policies will operate, as do several landowner/residents, to which a response has been provided.

**Cornwall Council Officers Response:** Cornwall Council point out an error in the area designation map, so that part of Penryn Parish is included in the NDP area designation, and suggest a helpful and quick resolution process. This will require the Town Council to request Cornwall Council to designate the entire Town Council area for Neighbourhood Planning purposes, including the Maenporth area that is currently excluded. The implication of this is that additional work will be necessary for the Stakeholder Group, and particularly the Environment and Green Spaces Working Group, to adapt NDP policies to cover the additional area.

Reflecting the views of statutory consultees, CC note that the 'policy proposals' covering land outside Falmouth are confusing and suggests that they are better suited to a broader 'development approach to securing sustainable communities' statement in the NDP relating to developments in and around the NDP area of the town. Referring to Fig 25 and policies H6 & 7, it is noted that the wording has caused statutory consultees - Historic England (HE) and Natural England (NE) to judge that the plan requires Strategic Environmental Assessment which could be resolved by having a general policy about support of infill and brownfield development and moving the list of sites to supporting evidence. In order to avoid SEA it is suggested that the policy supporting the Dredge be replaced with a supporting statement, and perhaps a reference to the Port Master Plan. To be in conformity with the revised DPD strategy for student accommodation, the NDP will need to be amended. Several helpful general comments are also given on more technical aspects.

#### ***RELATIONSHIP BETWEEN THE FALMOUTH NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) AND THE CORNWALL COUNCIL SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD).***

The Falmouth NDP was written to 'handshake' with the Cornwall Council Allocations DPD, so that together they would provide a comprehensive planning tool for the town. In addition, much of the NDP strategy was dependent on development allocations made in the DPD. However, during the consultation period a revised version of the DPD has been agreed by Cornwall Council which has consequences and risks for the NDP, putting it potentially out of conformity and impacting on the deliverability of its strategy. The NDP and DPD *must* work together, so changes to the NDP will be necessary to adapt to the new situation with the DPD. (nb the revised DPD is expected to be published in late May 2017)

#### ***NEXT STEPS***

The Stakeholder Group has given initial consideration to the community response and the changes to the DPD. The Group's view is that the best approach is to retain as much of the existing NDP strategy as possible (as it has been well received by the community), whilst adapting to the new situation presented by the DPD and constructing a new approach to delivering it. Technical discussions with Cornwall Council as to how this might be achieved have commenced.

After these discussions are complete, a further report will be made to the Stakeholder group, which will then make recommendations to the Town Council as to the necessary NDP changes. Once these are approved, the revised version of the NDP will be produced and formally submitted to Cornwall Council. This must be accompanied by several documents, including any Strategic Environmental Assessment required, a 'Basic Conditions' Statement explaining how the NDP conforms to strategic planning policy, and a Consultation Statement explaining the community engagement process.

Cornwall Council will then re-consult on the NDP, then engage an independent assessor to examine the NDP and check its conformity to the basic conditions, making helpful suggestions as to improvements. After that the NDP will be reissued with further changes incorporated, and a local referendum held.

The current estimate is that the submission will take place in late June or July 2017, the R16 re-consultation in August/September, independent assessment October/November, and the referendum in December 2017 or January 2018.

#### ***THE CURRENT STATUS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN***

As a published draft Plan, the NDP is already a 'material consideration' in any decisions made within its designated area. Government guidance is that 'Some weight could be given to aspects where clear



community support can be demonstrated.... The decision maker will have to assess the quality of consultation, level of support and the general conformity of proposed policies.' The Plan will be given additional weight as it advances, becoming a formal part of the Development Plan for Cornwall when it passes Referendum.

The Article 4 Direction comes in to full effect 16th June 2017. From that date, new HMOs will need planning permission. Planning applications will be considered by Cornwall Council's Development Management Team, taking into account the NDP Policies as they stand in the current pre-submission draft edition of the Neighbourhood Plan, the policies in the draft DPD, the adopted Cornwall Local Plan, and the NPPF.

#### **RECOMMENDATIONS:**

- 1. THAT THE PROGRESS REPORT BE NOTED.**
- 2. THAT THE STAKEHOLDER GROUP BE THANKED FOR THE EXTENSIVE VOLUNTARY EFFORT MADE IN SUPPORT OF THE FORMAL CONSULTATION PERIOD.**
- 3. THAT CORNWALL COUNCIL BE ASKED TO EXTEND THE NEIGHBOURHOOD PLAN DESIGNATED AREA TO THE WHOLE OF THE FALMOUTH TOWN COUNCIL AREA.**



## **Falmouth Community Fire Station Town Council Report**

The following outlines a brief overview of January-March 17 focusing on three core areas of Protection, Prevention & Response.

### **1. Protection**

The Watches fulfil their part in the protection arm of the Fire and Rescue Service by undertaking visits at commercial premises. Many larger premises either have in-house staff trained in fire safety or choose to buy in the services of a consultant. Either way that person is ensuring their employer is fulfilling its legal and moral duty to protect staff and customers from the risk of fire. However, many smaller businesses have very little knowledge of their responsibilities and the laws concerned with fire safety. Cornwall Fire and Rescue Service aims to raise the standards within these organisations by visiting, informing and advising on fire safety. Our simple aim for these small businesses is that they fulfil their minimum legal obligations and look to write into their business plan a work schedule which brings their property up to a standard which better reflects the widely accepted best practice.

- a. **Tactical Information Files (TIFRA)** – this is for higher risk premises  
The watches completed 12 site visits this quarter; this included a risk visit on the new TIDE class 7 ship now in Falmouth docks and the new Trelawney house on bar road. A TIFRA visit is an information gathering exercise where watches collate and check the data held about commercial premises. These premises are selected as they are either deemed to be at greater risk of a fire breaking out, or should a fire break out, they pose a greater risk to the public or firefighters attending an incident. The TIFRA data is stored on each fire engine, and at Fire Control, however firefighters are expected to have a broad knowledge of the layouts and risks presented by each of our TIF premises.  
An example of the sort of premises covered by a TIFRA would be a large manufacturing company, or a medium-large hotel.
- b. **Operation Fire Safety Visits (OFSV)** – for lower risk premises  
The watches completed 24 site visits, in our adopt a village campaign. These are villages that each watch have been allocated to focus on and are sometimes forgotten about but Falmouth fire station covers a vast area and we endeavour to protect and prevent in all areas. An OFSV is a brief visit carried out on premises whose risk is deemed to be more generic. The aims are to identify the use and occupier of the building, and to inform and advise the occupier of their legal responsibility to protect from the risk of fire. In practice this means the crews carry out a brief and informal survey of the building; checking that the occupier has carried out a Fire Risk Assessment; taken steps to reduce the risk of fire; and taken appropriate steps to protect occupants should a fire break out.  
An example of the sort of premises covered by an OFSV would be any commercial property not covered by a TIF; eg. a small shop or industrial unit

### **2. Prevention**

At a watch level this area is covered by Home Fire Safety Checks and prevention talks to community groups.

- a. **Home Fire Safety Checks - HSFC**  
During this quarter, crews carried out 144 HFSC, mainly focusing on again these villages Which are Ponsanooth, Mylor, Mawnan smith and Perranworthal.  
This is a free service we offer to all residents, be they home owners or tenants. The crew will base their advice around a booklet entitled Fire Safety in the Home, but tailor the information specifically to the hazards identified during their visit. The crew also carry free smoke detectors to fit if appropriate.

b. Community Engagement

This was a relatively quiet quarter, as crews are now preparing for the year ahead however each still involves themselves in a lot of community action and Community events. These groups vary from small support groups for those with dementia to whole-year school groups, and everything in between.

### 3. Response

This area is self-explanatory however members of the general public are often unaware of the breadth of incidents the Fire & Rescue Service are trained and equipped to respond to. The following list summarises only the types of incidents we attended during the quarter:

Summary	JAN	FEB	MAR	Total
Fire	5	9	4	18
Special Service	11	9	6	26
False Alarm	18	8	7	33
Grand Total	34	26	17	77

Fire	J	F	M	Σ
dwelling	3	6	3	12
Outdoor structure	1	1	0	2
Non res	1	1	0	2
other	0	1	0	1

Special	J	F	M	Σ
Assist OA	3	1	0	4
RTC	2	0	2	4
LIFT	1	3	0	4
ENTRY/EXIT	1	1	1	3

False Alarm	J	F	M	Σ
Apparatus	12	4	7	23
Good Intent	5	4	0	9
Malicious	1	0	0	1

During this quarter incidents were divided **49.35% day & 50.65% night**. The average number of appliances per incident was 2 and total officers to attend to these incidents was 29, during the day 19 attended and 10 attended during the night

#### Update on first responder training.

Each watch are going through the process of being trained by WCAST to attend (purple calls) potential or heart attack victims, this involves training and the use of the DI-FIB and associated equipment, such as bag and mask and OP airways. In addition the crews will have training on the TETRA alerting system this is a system that will notify the crews on where and what the incident is. As yet the station is not live as not all crews have had their training.

#### Exciting times ahead

It the first time in over 3 years that the fire service are recruiting wholetime firefighters , the service plan to recruit six from the general public six from the On call / Transferees and six Apprenticeships all must have a Cornish post code or strong association to Cornwall. If you know anyone or who would be interested direct them to our website [www.cornwall.gov.uk/fire](http://www.cornwall.gov.uk/fire)

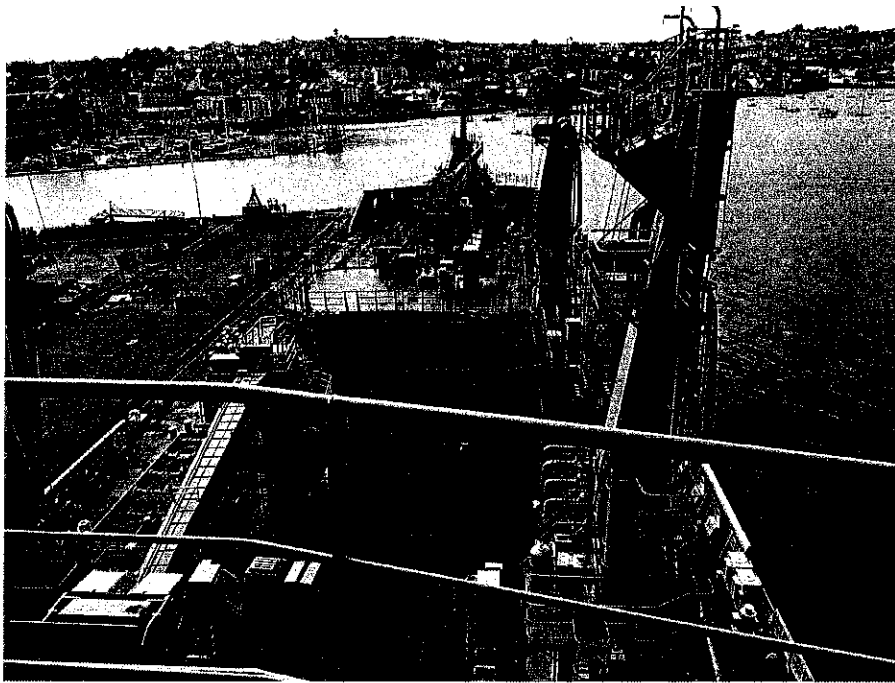
#### Summary

The above overview gives an impression of the range of work that is undertaken by Falmouth Community Fire station on a day to day basis. Alongside the public-facing Protection, Prevention, and Response duties are the internal and preparatory tasks; obviously for each incident or inspection there is the inevitable paperwork trail to complete, all the equipment on our seven response vehicles needs to be regularly tested and maintained, and to ensure the crews are able to fulfil their duties the watches undertake regular training drills and courses. Add to all this the work undertaken by the Phoenix team and the volunteer community work and hopefully it is clear that your local fire station continues to be a busy hub in the community for Community Safety and Protection.

### 4. Social Media



@FalmouthCFRS



RISK VIST ON TIDESPRING



MUD RESCUE @ LOSTWITHAL



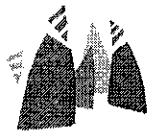
EXERSICE @ POLDHU NURSING HOME

## **Falmouth Fairtrade Steering Group**

### Report to Town Council Meeting 24 April 2017

Report covers the period February to March 2017

1. **Fairtrade Fortnight 27 February – 12 March 2017** – Theme: 'Make your break a Fairtrade one'.  
Two events were organised. Both events were promoted locally and the Town Crier did a 'Shout' to promote events and theme etc.  
**Event 1** – Fairtrade Afternoon Tea at St Mary's Church Hall, Saturday 4<sup>th</sup> March 17. Approximately, 50 people participated. The event was well received. Event was free – donations invited. The local CO-OP donated some FT tea, coffee and snacks. A short talk on Fairtrade was given and a display highlighting Fairtrade farmers and worker's stories was showcased. Fairtrade flyers were available for people to take away with them. A Fairtrade stall was available and goods to the value of £112.19, was sold. After costs, the afternoon tea raised £135 which has been donated to a project that supports the extraction of gold without the use of mercury. The Falmouth Packet covered the event and photos and a report was published.  
**Event 2** – Footsteps Community Café – Fairtrade snacks on the menu, 9<sup>th</sup> March 2017. Various Fairtrade snacks were available to purchase for a minimal cost and a complimentary Fairtrade biscuit was served with every FT tea and coffee. A Fairtrade stall and information about the work of Fairtrade was available. Goods to the value of £26.40 was sold.
2. **Presentations**
  - (a) Fairtrade Presentation to Falmouth branch of U3A (University of the Third Age) took place in February. M&S loaned some Fairtrade products for a display. This was a successful event. Approximately 60 members attended the meeting. Many questions were posed. An invitation to join steering group is to be extended to a U3A member.
  - (b) St Mary's School Assembly 27<sup>th</sup> February – Sharon Ellis (steering group member) gave an excellent workshop presentation on Traidcraft (in preparation for FT Fortnight). To celebrate Fairtrade Fortnight, St Mary's Class 3 hosted their own Fairtrade Coffee Morning on the 9<sup>th</sup> March. The children made 'Superhero' bookmarks to promote Fairtrade, there was a Fairtrade shop and a great selection of cakes, made using Fairtrade ingredients. A total of £156 was raised and will be donated to Traidcraft.
  - (c) Marlborough School Year 6 Class Assembly, 14<sup>th</sup> March – Sharon Ellis again gave presentation. Assembly presentation tied in with a Year 6 project on India. Children learnt about how Traidcraft is helping people in India by supporting Fairtrade and artisans. Children helped set up a Traidcraft stall in the classroom with a selection of products. The children took turns to buy and sell from the stall. The sale of products amounted to £121.
  - (d) An update on Fairtrade in Falmouth was given at a Justice and Peace meeting in March.
  - (e) A short Fairtrade presentation was given at a Lenten lunch in March.
3. **Fairtrade Banner for Falmouth Town**  
We see this as very important for the town. We appreciate that the provision of the banner is costly but feel the benefits of having a permanent reminder of how the town of Falmouth is supporting Fair Trade justifies the cost. We appreciate too that space is at a premium as so many events are promoted throughout the year but as Falmouth is a Fairtrade Town 365 days of the year, we hope a permanent site for the banner can be identified.
4. **Finance Update**  
We have a credit balance of: £133.94. Expenditure to date is: £21.06. Our main expenditure is postage costs for free Fairtrade promotional material some of which has been handed out at presentations and events. Costs also include the purchase of Fairtrade badges (£4.80) and some balloons (£3). In February, we received a second very generous donation of £75 from Deputy Mayor, Mrs Patricia Minson and we would like to take this opportunity to express our gratitude for her generosity and support.



# FALMOUTH

*the spirit of the sea*

## **Town Management Report to Falmouth Town Council 24/04/17**

### **Spring Festival**

Paint the Town Yellow Day - the day saw wonderful participation from primary schoolchildren representing St Mary's, King Charles, Falmouth Primary, St Francis, Marlborough and Mabe schools supported by ambassadors from the University of Exeter, who distributed 40,000 daffodils kindly donated to the Town Team from Winchester Growers in Penzance, to town businesses, organisations and passers-by.

Following on from this were two Spring Clean Days when a record-breaking 250 volunteers donned gardening gloves, overalls and wellies to tackle numerous street, garden and coastal areas in what turned out to be the biggest volunteer cleaning and gardening effort in the Festival's history. Falmouth's business, residential and student communities supported and worked alongside the BID including the University of Exeter, Cormac, Falmouth Town Council, Falmouth Bay Residents Association, Falmouth & District Hotels Association, Falmouth University, Greenbank Hotel, Wilko, Tesco Metro & Express, Atlantic Scuba, Fathom's Free and Falmouth Civic Society.

Rockpooling, Fitness on the Moor, art workshops and guided walks have featured throughout the festival. The major event is the four-day Folk & Cider Fayre taking place over Easter Bank Holiday weekend with 80 westcountry ciders and excellent music line-up

### **Treluswell Roundabout**

Ruth A and I attended a site meeting to gain a detailed understanding of what is involved for the extensive work that is taking place at Treluswell. You will notice that part of the outline is starting of the new roundabout within the work cordon and we will be liaising closely particularly around events and high season.

### **Business Rates surgery**

This recently took place in the Chambers as an opportunity for people from various backgrounds eg Valuation office, Cornwall Council and Sarah Newton MP to discuss what support is available and also how the Business Rates systems works.

### **Wifi**

This is well into the development phase. It will be run from our new office and linking up through the town centre. Falmouth BID (support from Falmouth University) have been coordinating with Wifi Spark who will be the company delivering this project. It is another effective example of partnership working from our infrastructure in the building to out through the town.



# FALMOUTH

*the spirit of the sea*

## **Town Management Report to Falmouth Town Council 24/04/17**

### Falmouth International Sea Shanty Festival

We are well organised for the festival with the programme book that has already gone to print, polos/t-shirts etc have also gone to print. The performance schedule is all finalised although we have not made it public yet but will be shortly.

Such is the nature and scale of this event we are continually improving the quality and planning behind the scenes.

### Falmouth Week

This is coming together well, lots of people are already asking who is performing at the week and we have not disclosed this yet. There is a large amount of work required for the Red Arrows display and we have a Flight Display Director in place to ensure we follow all the guidelines set out. Detailed plans for both events are currently being worked on.

### Town Management part 2

Verbal



**FALMOUTH TOWN COUNCIL**

**24<sup>TH</sup> APRIL 2017**

**TOWN CLERKS REPORT**

**ITEM NO. 14**

**14.1 CORNWALL COUNCIL UPDATE**

Attached is the Cornwall Council update in regard to Council Strategy and Business Plan, Planning Partnership, Elections, Rural Opportunities Bulletin and Town Parking Review. ( )

**14.2 PRINCESS PAVILIONS**

Cornwall Officers have now met with GLL who have taken over the County Leisure Services Contract. GLL have confirmed they have agreed to allow the Town Council's Community Officers to continue to be based at Princess Pavilions. Officers and GLL will meet regularly to co-ordinate and plan the delivery of community services.

**14.3 ALL PARTY PARLIAMENTARY DEMOCRACY GROUP**

The Town Council were invited to a reception held by the Group at Westminster to celebrate its success in the Star Council Awards.

The reception was part of a series of events for the National Association of Local Councils Lobby Day and over 80 Members of Parliament were told about the positive difference local Town and Parish Councils make to their communities and the growing role in devolution.

**14.4 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES IN ENGLAND – 2017 EDITION**

The Joint Practitioners Advisory Group has published the new guide which covers the proper practices to be applied in the preparation of statutory accounts and governance statements. The update has not greatly changed the guide and the changes will be adhered to in financial reporting for 2017/18.



14.5 **'GREEN BOOK'**

The current content and availability of the 'Green Book' – the National Terms and Conditions for local government employees – has been difficult to access. The National Association of Local Councils has been pursuing this issue with the Local Government Association and I will report in due course to the Staffing Committee.

14.6 **HEALTH AND SAFETY : SYRINGE AND NEEDLE POLICY**

To ratify the attached policy developed as part of the ongoing health and safety review by the Council. ( )

14.7 **TOWN CRIER**

To note the recent Town Crier competition and to receive an update regarding arrangements for 2017.

14.8 **END OF TERM AND ELECTIONS**

I will update on candidate nominations, end of term round up, and new member induction arrangements.

Mark Williams FCIS FILCM

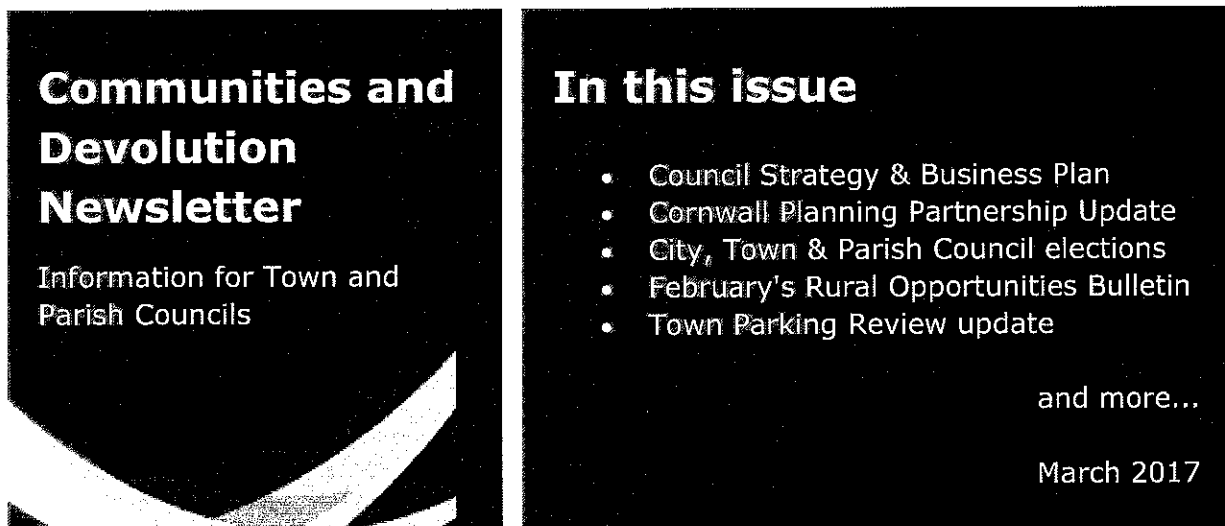
Town Clerk

April 2017

**From:** Communities and Devolution  
<communities.devolution=cornwall.gov.uk@mail129.atl21.rsgsv.net> on behalf of  
Communities and Devolution <communities.devolution@cornwall.gov.uk>  
**Sent:** 03 April 2017 11:51  
**To:** Mark Williams  
**Subject:** Communities and Devolution Newsletter - March 2017

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### **Media Releases**

The banner is split into two dark blue rectangular sections. The left section contains the title 'Communities and Devolution Newsletter' in large white bold font, followed by 'Information for Town and Parish Councils' in a smaller white font. The right section is titled 'In this issue' in white bold font, followed by a bulleted list of five items: 'Council Strategy & Business Plan', 'Cornwall Planning Partnership Update', 'City, Town & Parish Council elections', 'February's Rural Opportunities Bulletin', and 'Town Parking Review update'. Below the list, it says 'and more...' and 'March 2017' at the bottom right.

**Communities and  
Devolution  
Newsletter**

Information for Town and  
Parish Councils

**In this issue**

- Council Strategy & Business Plan
- Cornwall Planning Partnership Update
- City, Town & Parish Council elections
- February's Rural Opportunities Bulletin
- Town Parking Review update

and more...

March 2017

## **Council Strategy and Business Plan**

Cornwall Council faces further change, with current austerity measures likely to continue until at least the end of the decade. By the end of 2019 we will have to save £196m; nearly one-third of the Council's net budget. During the same period Cornwall will receive nearly €530m of European funding to create economic growth. This gives us a dual challenge: to invest money effectively for the long-term benefit of Cornwall, and to save money to ensure that we have sustainable public services.

The Council's Strategy sets out clear aims for 2015 – 2020 around eight key themes in order to create a more sustainable Cornwall.

The Council's Business Plan 2017 - 2018, which is reviewed annually, sets out the key management actions that will be undertaken to achieve the outcomes and aims of the Strategy.

We have produced a summary of the Business Plan Our aims for 2017 which gives residents a much clearer and concise sense of what we are endeavouring to achieve

over the course of the year, to deliver the Council Strategy and improve the areas that are most important to residents.

---

## Cornwall Planning Partnership Update

**7 March 2017**

The Cornwall Planning Partnership met on 7 March 2017 and received an update on the [Community Infrastructure Levy \(CIL\)](#) and has since formed a sub-group, of two clerks and two councillors, to work with the Council's Policy team to consider how to carry out engagement and ensure Local Council input, prior to the next stage in the process. The final draft of the CIL Charging schedule is hoped to be published in May.

The partnership also discussed Local Council CIL consultation responses and agreed that there is a need for both local councils and planning case officers to state specific policies in their responses. Please can all Clerks refer to their specific policies that would apply in their own Neighbourhood Plans, and also the Local Plan policies if possible, in their consultation responses to Planning.

The Cornwall [pre-app protocol](#) for Local Councils has now been live since Autumn 2016 and 35 towns and parishes have now signed-up to working with both the Council and developers in engaging local residents on pre-application proposals. We have decided to introduce a new process, as part of our pre-application advice service, from May 2017 to ensure greater community engagement and involvement in new developments. Planning case officers will advise applicants and agents

## Useful links

Click on the links below to open the attachments.

- [Community networks](#)
- [Town and Parish Councils](#)
- [Information for Town and Parish Council's](#)
- [Media releases](#): press releases issued by the Council
- [Planning newsletter February 2017](#)
- [Devolution in Cornwall](#)

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## Our Forward Plan

View the current [Cornwall Council work programme](#) and details of future work programmes.

Details of the [Localism Policy Advisory Committee](#) can be found by following the link. Here you can find minutes, the members involved and more.

---

## City, Town and Parish Council elections

As you know, all seats on Cornwall Council and City, Town and Parish Councils in Cornwall are due for election in May 2017. Kate Kennally will be the Returning Officer and Cornwall Council

on the most appropriate form of community engagement for their proposal. One of the options we will be recommending to developers is to work with the Local Council to facilitate an event for local residents. More information is available in the Cornwall pre-app protocol for Local Council. Planning case officers will continue to advise developers to liaise with the Local Council regardless of which option for community engagement they recommend. Information on the Cornwall pre-app protocol for Local Councils can be found on the [Planning Partnership webpage](#).

Enforcement is a hot topic in the group, and a Partnership workshop was held on 23 February, with Development Management and Enforcement staff, to consider reporting processes, retrospective planning applications, interactions between enforcement officer and local councils, what constitutes a breach, and compliance with planning conditions. We will be sharing the actions to be taken forward, that came out of the workshop, with Local Councils soon.

Work is almost complete on the new online planning training guide: 'A day in the life of a planning application' which covers the whole planning process from an initial approach with a concept or proposal to actions taken after a formal decision has been made. The online training guide, which is the result of the first workshop held by the Planning Partnership, is an example of the sort of thing the group is achieving together. We all hope the guide, conceived and produced by the Partnership, will benefit Local Councils and be a valuable resource for new Members, residents and others. The interactive guide will be available on the Council's

Electoral Services will conduct the elections on her behalf. Please see [the Elections webpages](#) for more information.

---

## Town Parking Review update

We have analysed the consultation responses from the Town Parking Review; we have held a series of meetings with local representatives, in each of the towns, to explain the results and discuss options for Residents' Parking Schemes and other traffic management solutions. You can view briefing notes from the meetings, maps and engagement analysis reports on our [the parking review webpages](#).

As a result of the Town Parking Review survey feedback we are not progressing with on-street Pay and Display parking in any of the towns, at this time.

Whilst all towns had issues with parking in residential streets, the surveys showed that residents parking was not the right solution for every town. We are therefore proposing to develop schemes for new residents parking and changes to yellow line waiting restrictions in Falmouth, Penryn, St Ives, Truro and Wadebridge. Changes to yellow line waiting restrictions only are being developed for Bude, Newquay and Penzance. The public engagement exercise helped us identify support for a number of other existing or new parking offers, which will help ease pressure on our streets and make parking easier, including overnight parking in off-street car parks included in the price of a

website from May 2017 with guidance, links, information on processes from pre-application through to determination of a formal application, the Appeals process and Enforcement.

The next meeting of the Partnership is on 14 June; please send requests for items to be raised, by email to: [David Edmondson](#), or [Sarah Mason](#)

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## Code of Conduct Training 2017

Cornwall Council is offering training on the Code of Conduct at different venues around the County between May and October. This is aimed at all Cornwall Councillors, Town and Parish Councillors and clerks. The sessions are free of charge and cover all aspects of the Code of Conduct including disclosable pecuniary interests, non-registerable interests, predetermination and an update on case law. There are plenty of opportunities to ask questions.

The training will take place as follows:

18 May 2017: 2-4pm  
GW:03, Council Offices, Dolcoath Avenue,  
Camborne, TR14 8SX

19 May 2017: 2-4pm  
Trelawny Room, New County Hall, Truro,  
TR1 3AY

23 May 2017: 4-6pm  
Alverne Room, St Johns Hall, Alverton  
Street, Penzance, TR18 2QW

25 May 2017: 2-4pm  
Public Rooms, 3-5 West Street, Liskeard,

residents' parking permit. We will be producing a Business Case to determine funding for the schemes, for the Council's Cabinet to consider later this year. Before any scheme is put in, a statutory Traffic Regulation Order (TRO) consultation will be carried out.

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## Council Tax Bills

As you will know Council tax bills are being delivered to premises across Cornwall and this year we have included a summary of our Council Business Plan called [Our aims for 2017](#) which explains what we plan to achieve during the next 12 months, and why. You can read the Council's business plan and our aims for 2017 on the [Council Strategy and Business Plan](#) page.

---

## Cornwall Council draft Customer Promise

In line with our Customer Access Strategy, we are producing a new Customer Promise, which sets out what customers of our services, can expect from the Council.

We would appreciate your views on our [draft version of our Customer Promise](#) as our partners as well as our customers.

You can give us your views on our draft Customer Promise;

- via our online survey: [Draft Customer Promise survey](#)

PL14 6BW

11 September 2017: 2-4pm

Council Chamber, St Austell One Stop  
Shop, 39 Penwinnick Road, St Austell,  
PL25 5DW

25 September 2017: 2-4pm

Room 2/3, Parkhouse Centre, Ergue-  
Gaberic Way, Bude, EX23 8LD

19 October 2017: 6-8pm

Trelawny Room, New County Hall, Truro,  
TR1 3AY

To book places on any of the above  
training sessions or if you have any  
questions relating to the sessions please  
contact by email either [Simon Mansell](#) or  
[Joanne Skeplorn](#).

---

## Closed



## Churchyard Maintenance

Cornwall Council maintains over 90 Closed Churchyards across Cornwall. The maintenance responsibility, which has been formally transferred to Cornwall Council by the Diocese, is currently delivered via CORMAC Solutions, who are commissioned to cut the grass three times per year. This sympathetic, wildlife focused approach offers some ecological benefit whilst maintaining churchyards in a respectful way. Further details of the maintenance regime can be found on [Cornwall Council's closed churchyards webpage](#).

We are keen to know whether you would

- or by email  
to: [haveyoursay@cornwall.gov.uk](mailto:haveyoursay@cornwall.gov.uk)

**We would be grateful if you could  
let us have your response before 12  
May 2017.**

We will use what you tell us to help  
inform and develop our final Customer  
Promise.

If you have any questions about the  
Customer Promise please email  
[haveyoursay@cornwall.gov.uk](mailto:haveyoursay@cornwall.gov.uk)

### Mark Read

Cornwall Council  
Service Director for Customer Access  
and Digital Services

---

## Devolution Deal update

The [latest Devolution Deal newsletter](#) is  
now available on our website with  
information about progress on Shaping  
The Future, which is what we've called  
our Sustainability and Transformation  
Plan (STP), that will start to rethink the  
way that health and care services are  
provided and also focus more on  
prevention.

---

## Rural Services Network



### Latest Rural News

- [Rural schools need fairer funding](#)
- [Experts outline Brexit approach  
for rural policy](#)

have an interest in taking on the grass maintenance of any closed churchyards within your City, Town or Parish area, currently managed by Cornwall Council. We will continue our statutory duties of headstone testing, structural assessments of retaining walls and trees; we can also set up a funded maintenance agreement to cover additional work if you are interested. For further information, and to discuss your options, please [contact the Environment Service by email](#)

---

## Shared Ownership Scheme

There is an exciting opportunity for people with learning and physical disabilities to be able to own their home. Cornwall Council have won a national bid to help support people with deposits, purchasing fees and adaptations and has been working in partnership with Advance Housing and [MySafeHome](#) to develop a new Shared Ownership Scheme.



We aim to develop housing that supports independent living and people's own choices. Within the scheme a person will be able to choose their home and its location. The scheme could also be applicable for people with complex needs. Some criteria would apply. If you are interested or know somebody who could be, please visit Cornwall Council's [Shared Ownership webpage](#) for more information.

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- [The Buses Bill: What's in it for rural services?](#)
- [Rural businesses lack reliable broadband](#)
- [Councils highlight importance of services](#)
- [Latest 'rural proofing' guidance published](#)

...and much more on the [Rural Services Network website](#).

Don't forget to have a read of the [March Rural Opportunities Bulletin](#), a monthly bulletin which highlights a selection of current funding, consultation and other opportunities.

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View the list below for the relevant link

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Use this link to view a full list of things you can report online
-  [www.cornwall.gov.uk/reportroad](http://www.cornwall.gov.uk/reportroad)  
Report a pothole, street works, electrical or highway problem
-  [www.cornwall.gov.uk/missedcollection](http://www.cornwall.gov.uk/missedcollection)  
Report a missed rubbish collection
-  [www.cornwall.gov.uk/reportdog](http://www.cornwall.gov.uk/reportdog)  
Report dog fouling
-  [www.cornwall.gov.uk/reportvehicle](http://www.cornwall.gov.uk/reportvehicle)  
Report abandoned vehicle
-  [www.cornwall.gov.uk/reportgraffiti](http://www.cornwall.gov.uk/reportgraffiti)  
Report graffiti
-  [www.cornwall.gov.uk/reportflytip](http://www.cornwall.gov.uk/reportflytip)  
Report fly tipping
-  [www.cornwall.gov.uk/reportbeach](http://www.cornwall.gov.uk/reportbeach)  
Report breach of planning control
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## Keep in touch

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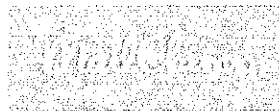


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## **Falmouth Town Council**

### **Policy & Procedure for dealing with discarded hypodermic syringes and what to do in the event of receiving a needle stick injury.**

#### **1.0 POLICY**

Falmouth Town Council endeavours to protect staff and members of the public so far as is reasonably practicable, from the risks arising from contact with needles, sharps and body fluids arising from the careless or malicious disposal of needles. This policy and procedure outlines the prevention measures and the actions necessary in the event of such an injury to ensure the proper management of injuries.

#### **2.0 SCOPE**

This policy applies to all staff, contractors/service providers and visitors. All needles, sharps and body fluids will be treated as being potentially contaminated and the procedures documented in this document will be followed thoroughly on each occasion.

Employees who clean our public toilets, empty public litter bins, carry out grounds maintenance, investigate fly-tipping/incorrect disposal of household waste and particularly those who empty sharps disposal facilities are at risk

Areas where the risk of needle stick injury may arise include the following:

- Public toilets
- Rubbish bins/bags
- Shrub borders
- Disused/derelict buildings
- Electric meter boxes
- Waste ground
- Lift shafts/stairwells
- Disused/overgrown areas
- Fire hydrant/waterpoint chambers
- Sewers/gullies/drains
- Waste management services/recycling areas
- Shelters where vagrants have been occupying

The above list is not exhaustive

### 3.0 DEFINITIONS

**Needle stick injury:** A penetrating stab wound from a needle or syringe that may result in exposure to blood or other body fluids

**Sharps:** Includes scissors, razors, lancets, scalpels, broken glassware, or other items stained by blood or other body fluids, this document focuses on discarded hypodermic needles in particular.

**Body Fluid Exposure:** Splashes of blood or other body fluids into the eyes, nose or mouth. Exposure of non-intact skin (e.g. open wounds, cuts, abrasions) to blood or other body fluids

**Blood-borne viruses:** are able to spread in the blood. Several types of hepatitis are caused by bloodborne viruses: Hepatitis B, Hepatitis C and HIV. This means that you can become exposed to these viruses (and the infections they cause) if you come into direct contact with blood that is infected with one of these viruses.

### 4.0 RESPONSIBILITIES

#### Managers/Supervisors

- Ensure that the Procedure for dealing with discarded hypodermic syringes and what to do in the event of receiving a needle stick injury is communicated to all staff.
- Determine whether any operations within their area of responsibility present a risk of infection arising from exposure to needles/sharps/body fluids, to any of their staff.
- Ensure that risks are assessed.
- Ensure that all staff are aware of the risks and have received instruction in dealing with needles and the procedure for dealing with needle stick injuries.
- Ensure that staff identified as being “at risk” are provided with sufficient information, instruction and training to carry out their work safely.
- Ensure the correct PPE and other equipment required is provided for the safe removal and disposal of sharps/needles/body fluids.
- Ensure arrangements are in place for the supply and safe disposal of sharps boxes.
- Follow the Emergency Procedures below in the event of assisting an injured person.
- Ensure that counselling is arranged immediately for anyone who may have received
- Investigate all injuries that occur and if necessary advise on stricter controls to prevent further injuries.
- Ensure that all injuries that occur are reported internally as per the Council’s incident reporting procedure.
- Report details of any injuries to the Health and Safety Authority, where necessary.

#### All Staff.

- Ensure you are aware and understand the procedure for dealing with discarded hypodermic syringes and what to do in the event of receiving a needle stick injury policy and procedure.

- Be responsible for reporting the discovery of any needles/sharps/body fluids to the Grounds & Facilities Manager, particularly where they have not been found before, as drug taking is habitual so there's a high chance that the items will be found again in that location.
- Do not attempt to remove the needle/sharp/body fluid unless trained and equipped to do so.
- Ensure appropriate personal protective equipment is worn.
- Where possible use a litter-picker to clear rubbish or reach into covered areas where you cannot see, including bins.
- If exposed to a needle stick injury, attend a hospital A & E department for urgent medical treatment
- While at work, cover cuts and abrasions with a suitable dressing
- Before taking food, drink or smoking, always wash hands thoroughly

## 5.0 PROCEDURES

### 5.1 Dealing with discarded hypodermic syringes

1. Assess the situation and decide what Personal Protective Equipment (PPE)\* and other equipment\*\* will be required.
2. Obtain PPE and equipment.
3. Ensure that cuts or open wounds are adequately covered before starting removal operations
4. Put on PPE and ensure that a sharps container is available
5. Identify the location/presence of the sharp/needle
6. Place the sharps container as close as possible to the sharp/needle and open it
7. Do not hold the sharps container or ask another person to hold it while you are disposing of the object
8. Using tongs/litter picker, pick up the object and place it in the sharps container
9. Keep the sharp end of the needle/sharp facing away from you at all times
10. **DO NOT ATTEMPT TO RE-CAP ANY NEEDLES.** The cap can be disposed of separately
11. Do not break, bend or otherwise try to render the syringe useless
12. Close and seal the container and hold it by the handle when carrying
13. Take the sharps container to the main disposal drum located in Webber st WC service corridor
14. Disinfect area and work equipment as required
15. Remove disposable gloves carefully and dispose of in the main disposal drum located in Webber st WC service corridor
16. Wash hands thoroughly with soap and water

17. Notify the Grounds & Facilities Manager as soon as possible so replacement PPE and equipment can be arranged.

18. Notify the Grounds & Facilities Manager if the main disposal drum requires emptying.

\* PPE may include disposable gloves (latex, nitrile or vinyl), "Turtleskin" puncture resistant gloves, thick-soled footwear and safety glasses.

\*\*Other equipment may include sharps disposal kits(located in all vans, WC service areas and depots) tongs/litter picker, sharps container, and disinfectant.

## **5.2 Dealing with a needle stick injury**

### **STAY CALM**

1. If you are assisting an injured person, put on gloves
2. For punctured or non-intact skin, encourage the wound to bleed by squeezing skin together
3. Do not suck, scrub or suck the wound
4. Wash the area well with soap and water
5. Cover wound with a dry sterile dressing
6. If safe to do so keep the needle for medical analysis
7. If assistance is present get to the nearest A&E Department for treatment\*
8. The injured person's supervisor/manager should be notified without delay

\* Be aware that a blood test that is taken on arrival at the hospital is unlikely to show any signs of infection due to the time taken for the body to react. You will be asked to attend for further blood tests.

### **Action by Supervisor/Manager**

1. Ensure transport for the injured person immediately to the nearest A&E department.
2. Inform the Town Clerk's office.
3. Complete an Incident Report Form within 24 hours and If necessary, report the incident to the Health & Safety Authority
4. Initiate an incident investigation

## **5.3 Post-Incident Support**

- All occurrences will be treated sensitively
- Affected individuals will be given access to appropriate information and counselling if required

**6.0 IMMUNISATION** Immunisation will be recommended to individuals who are at increased risk of hepatitis B because of regular exposure to discarded hypodermic needles. It is important to note that immunisation does not substitute for good infection control procedures. At present, there is no vaccine for hepatitis C or HIV.

## Initial Report Re: Town Crying Project For Falmouth Town Council, 24/04/17

### **Introduction**

Town Criers have been a part of the management of local change in Britain for centuries. As a public representative of local culture it is difficult to find a role that belongs to the Town Centre more than this one. But as time wears on and technology continues to develop these characters are consigned to a diminished, and in many places disappearing, relationship with their local towns. These days they are often seen only at civic parades, helping to add traditional flavour to these events.

In competition a town crier is traditionally judged on diction, deportment and volume (a good sense of humour goes a long way too!) but there is nothing to say that this role cannot be considered within a more modern frame. Throughout my term I have been working to adapt the role for the needs of our contemporary town centre. I have attempted put a very public face on how local communities choose to represent and develop their cultural identities, and also to offer a tangible sense of dialogue between the people that shape our places and the people that use them.

As part of the 2007 Dott Festival in the North East, the artist duo *Lone Twin* commissioned a local town crier to declare overheard conversations in public spaces and on the train. This proved to be a very successful, attention-grabbing project which was well received by the public. Although on the face of it this project was very lighthearted it did raise some questions that I am delighted to have had the opportunity to grapple with creatively here in Falmouth.

"Lone Twin suggest that if the project has any kind of legacy it might be to make local authorities realise that town criers are an under-utilised resource - "They should be more than just a colourful heritage attraction," Whelan says. "Why couldn't a crier announce things like the times of the bin collections or local advertisements - the things people really need to know?"<sup>1</sup>

Inspired by this project, my conjecture was that the office could still hold power within the cultural imagination of the British town. It belongs to the place. It offers the right to speak, to shout, to declare!

By taking on board Whelan's suggestion, and allowing for more practical announcements of locally important information to be part of a regular duty for the town crier, I believe that the role has been successfully integrated back into the life of Falmouth town. I have been able to ask questions about, and discuss desires for, the use of our town centre spaces. I have also helped to disseminate information about locally significant changes, promoting public consultations and helping to drive attention towards various community events and causes.

In my proposal submitted in November 2015 (A contemporary Town Crier - Proposal for Falmouth Town Council), which I have attached as an appendix, I committed to delivering the following points throughout the project.

- **To undertake the role of Falmouth's Town Crier myself. I proposed to do this in order to explore what a contemporary interpretation of this**

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<sup>1</sup> (Guardian article 26/7/07 - Alfred Hickling)

role might look like, and to consider what potential it has to offer in the cultural re-imagination of our Town Centre.

- Over the course of a year I committed to perform in the Town Centre on a regular basis and to build a role that would be dedicated to the passing on of locally important information, to the further development of dialogues about change in our town, and to the encouragement of civic pride and responsibility in Falmouth.
- To take a new approach to the role of the crier that celebrates the quirks and colloquial treasures of our lovely town and attempts to put a future facing spin on a role that has fallen into the sphere of heritage and tradition. Part of this would involve the creation of a new uniform for this role.
- To fulfill the role of town crier as proposed for a fixed term of one year, at the end of which a competition would be held to recruit a new Crier.

Additionally the scope of the project expanded slightly to deal with issues surrounding tourism and cultural engagement on a wider scale across the county and outside of Cornwall.

- Following on from a successful nomination for the Visit England Tourism Superstar Awards 2017, I attended a reception at Westminster. Here I had the opportunity to engage with the latest ideas for approaches to the tourism industry following the Brexit decision and to discuss the importance of tourism in my local area with MPs from around the UK.
- I was invited to collaborate with the “Mayor in Residence” project, taking place in Holstebro, Denmark. This afforded a prime opportunity to explore a new line of cultural exchange between Falmouth and Holstebro, which I will be working to solidify over the next few years. I presented the real Mayor of the town with a ceremonial plaque and participated in one of the significant cultural events of the town’s calendar.
- The project has attracted media attention across the southwest. I have made a number of appearances on ITV West Country, BBC Radio Cornwall and the project has had good coverage in local newspapers. This coverage has always had a positive and cheerful spin which has helped to promote a positive view of Falmouth, locally and further afield. There is also a steadily building body of social media engagement with the project.

#### ***Discussion of delivered project***

Here I will return to the points outlined above and expand upon them with early and initial discoveries. A later, more comprehensive report will be available in time.

In my proposal for the project I committed;



- **To undertake the role of Falmouth's Town Crier myself. I proposed to do this in order to explore what a contemporary interpretation of this role might look like, and to consider what potential it has to offer in the cultural re-imagination of our Town Centre.**

Since the beginning of March 2016 I have been performing the role of town crier in Falmouth and have made regular weekly appearances. Over this time I have developed a training regime and methodology which I will be passing on, in the form of a written guide and you tube tutorials, to the next criers. I have attracted various forms of media attention throughout the year and will be moving forward to disseminate the findings of the project academically, artistically and publically in a number of different ways. Already in the early stages of reflecting upon the project I can set out these initial discoveries and ideas.

The practice of town crying, if promoted enthusiastically and visibly in the town centre can offer a prime creative example (and opportunity) that extends an invitation to a younger demographic, asking them to consider and accept their civic responsibilities, and ultimately offering the opportunity to volunteer within this capacity. This becomes doubly potent if combined with engagement in local schools.

However, as a "younger" volunteer in the role myself I have at times found it exceptionally difficult to balance all of my commitments and this has proved more problematic as the role has become established and demand for the town crier has increased. I can clearly see how this makes the role more attractive to retirees and might put off younger volunteers.

The fact that I have been the youngest crier in the UK has attracted a lot of positive attention. It has indicated to the world at large that Falmouth town is not afraid to push the boundaries, demonstrated a strong community spirit across ALL age groups and opened up important discussions about the possibilities available to potential volunteers of all ages, and to those with creative skills. After all, Falmouth is a town with a significant history of creativity and innovation, and is not afraid to sell itself on the cultural significance it has earned because of this.

Committing to making the role of town crier a dedicated **Community Residency** would help to promote the visible and regular presence of younger volunteers in the town. It also offers the opportunity to address the aging population of criers across the UK. This could be a brilliant USP for the town especially given our history in communications. I will discuss ideas for this community residency further in my summary but also suggest that the role may be shared to lighten the load and to allow the town criers to cover more ground.

- **Over the course of a year I committed to perform in the Town Centre on a regular basis and to build a role that would be dedicated to the passing on of locally important information, to the further development of dialogues about change in our town, and to the encouragement of civic pride and responsibility in Falmouth.**

In order to ensure the success of this project the town crier has appeared on a weekly basis, usually in conjunction with the Tuesday market, which is often busy.

By appearing regularly on the ground I have established an easily accessible line of communication for the public and local business. An email address, facebook account, and twitter presence has been established as well as a series of video material. I would still suggest that a 'mailbox' situated in the Municipal buildings on the moor might also be a useful line of communication.

Every week I have demanded, by the simple act of shouting in public, that people look up from their phones and pay attention to their surroundings. I have announced events and consultations, warned of danger (vehicles on pavements, trucks reversing, wet paint), highlighted local attractions, promoted local business and declared in public a radical love for Falmouth town that often proves to be infectious.

- **To take a new approach to the role of the crier that celebrates the quirks and colloquial treasures of our lovely town and attempts to puts a future facing spin on a role that has fallen into the sphere of heritage and tradition. Part of this would involve the creation of a new uniform for this role.**

During my term as well as performing the role as set out above I have also conducted a few workshops that aimed to create a new uniform for this role. If the Town Crier's uniform is required to be reflexive of their town so I believed it was essential to redesign it with the input of the local community. In this way they had the opportunity to choose how they would like to be culturally represented, for now and for the future as a contemporary "place". The take up for these workshops was not as great as I had hoped but the feedback and ideas presented in the street soon built enough input to work with.

I hope that the townsfolk and the council are pleased with the resulting garment. I can say that it has had a positive response on the street. I had initially suggested a very contemporary take of the outfit but the more research I did within Falmouth, the more the desire for a traditional style came to the fore. There is the option available to develop this further as I used a local designer to make up the garment. She has a wealth of experience in tailoring and costume design so would be ideally placed to help with any alterations or addition the new criers and the town decide to make.

I have also been working towards developing a site specific 'Cry', integrating a little Cornish, but I do think this can potentially be pushed further by the new line of criers.

- **To fulfill the role of town crier as proposed for a fixed term of one year, at the end of which a competition would be held to recruit a new Crier.**

I suggested that the project should run for a fixed term of one year, at the end of which a competition should be held to recruit a new crier. The intention behind this suggestion was to make the role as egalitarian as possible and to celebrate the diversity of character in our town. There are an awful lot of people in Falmouth who will happily stand up and declare their pride for and love of the town, so why not give them the chance to share this.

The role should be primarily about celebrating Falmouth and everything it has to offer, and it should also answer the town's requirements. By engineering a regular turnover of custodian criers this generosity of community spirit will be clearly demonstrated

rather than creating a situation where the crier becomes more established than the message.

I believe that the role should remain subject to an annual competition, which needs to be properly supported by the town. It will be difficult for any crier to step out of the role for long enough to arrange the event on a scale that it really requires without help but if properly organised and promoted a good town crying competition could be another great USP for the town. At that time of year it will also likely attract a strong interest from the existing town crying community, fitting well with the existing competition calendar.

This project has produced enough practical evidence to show that the figure of the town crier still holds a joy and a fascination for the public eye. Building the competition event to really involve and engage the local community as well as bringing in these colourful folk characters from further afield could offer further enticement to visitors and therefore bring enhanced economic benefits to the town.

I would also suggest that each crier may be allowed to compete for the role again but be subject to a maximum term of two years and not allowed to return to the role for a further year after that maximum term to ensure a healthy turnover of volunteers.

In comparison to the above discussion the competition this year was a very small-scale event. However it attracted good media attention and we managed to find two wonderful "young town criers" from our local primary schools.

A new adult crier for Falmouth has now stepped forward and I will be training him up over the next month for a handover of the role at the end of May. The new crier is a young man called Tom Clements. Tom is already an active volunteer in Falmouth and at 23 will solidify our claim to having the youngest town crier in the UK for another year.

I am also seeking a more traditional crier to job share with tom and add a complimentary heritage element that will benefit the towns more traditional events.

#### ***Discussion of Additional Points***

As stated above the scope of the project expanded beyond my original frame of vision to deal with issues surrounding tourism and cultural engagement on a wider scale across the county and outside of Cornwall.

- **Following on from a successful nomination for the Visit England Tourism Superstar Awards 2017, I attended a reception at Westminster. Here I had the opportunity to engage with the latest ideas for approaches to the tourism industry following the Brexit decision and to discuss the importance of tourism in my local area with MPs from around the UK.**

Whilst I missed out on winning the title this nomination attracted a good amount of publicity for both the project and for Falmouth. There are now a number of interested parties (MP's and organisations) waiting on my pending dissertation and final report on the project following on from my visit to Westminster.

- I was invited to collaborate with the "Mayor in Residence" project, taking place in Holstebro, Denmark. This afforded a prime opportunity to explore a new line of cultural exchange between Falmouth and Holstebro, which I will be working to solidify over the next few years. I presented the real Mayor of the town with a ceremonial plaque and participated in one of the significant cultural events of the town's calendar.

I have been invited to contribute to the writing about the project in Holstebro and I am in ongoing conversations about this. I intend to visit again soon and solidify some of the contacts I have made in the town.

During the course of the project I also participated as the town crier in the supremely popular "city of the unexpected" event organised in Cardiff last September by National Theatre Wales & the Wales Millennium Centre to celebrate 100 years of Roald Dahl. This event had a huge turnout and wide media coverage.

- The project has attracted media attention across the southwest. I have made a number of appearances on ITV West Country, BBC Radio Cornwall and the project has had good coverage in local newspapers. This coverage has always had a positive and cheerful spin which has helped to promote a positive view of Falmouth, locally and further afield. There is also a steadily building body of social media engagement with the project.

The new crier is happy to continue building this social media presence and hopes to add a youtube channel and instagram to the portfolio. Tom is also happy to appear on TV and in the paper as much as possible and has the charming and sunny disposition required to really help continue to positively promote the town in the media.

### ***Suggestions and Summary of Project***

Here I will propose suggestions for the legacy of the project moving forward.

I believe the following suggestions may ensure the continuation and success of the town crying project here in Falmouth;

- Embracing the idea of the traditional and contemporary working together by electing a team of criers. This job share would depend on electing at least one crier dedicated to performing more traditional tasks and at least one dedicated to performing at least once a week in the town centre.
- As well as maintaining the existing lines of communication set in place over the last year, committing to expanding these including the creation of a 'mailbox' situated in the Municipal buildings on the moor.
- There is the option available to develop the new livery for the town crier further as I used a local designer to make up the garment. She has a wealth of experience in tailoring and costume design so would be ideally placed to help with any alterations or addition the new criers and the town decide to make.

- **Expanding the range of Cornish declared in public.** With the right support this can and should potentially be pushed further by the new line of criers. With a bid in the pipeline for Cornwall as capital of culture it would be good to be prepared with this.
- **Building the competition event in collaboration with the town team to really involve and engage the local community as well as bringing in these colourful folk characters from further afield.** I would also suggest that this competition should be properly absorbed into the existing Spring festival. Doing this will make it more likely to build into as successful an event as the Mock Mayor elections in Penzance, albeit with a more permanent and practical application.
- **Encouraging the ongoing success of the role by drawing it up as a defined Community Residency.** This set up could be structured like an artists residency but by defining it for the community it should not exclude those who don't consider themselves to be "arty".

By investing financially in the role it will make it more viable and attractive for younger people to volunteer. It is a very time consuming and demanding role that impacts not only on time, but also physically. It is hard work on the voice to dedicate so much time and so many regular appearances to the role. But the benefits that having a committed town crier could offer the town are potent in terms of potentially increasing and directing footfall in the town centre, promoting local events, driving tourism and also developing an accessible and "friendly" bridge of communication between resident and council.

The actual investment may not need to be huge, a pretty average amount for 52 days of work for an emerging artist in residency is between £1000 – £2500. This offers great value for money and will also help ensure the commitment if each custodian in the role. I would suggest that this stipend, if made available would go to the crier committing to regular performance in the town centre. The more traditional town crier should perhaps be furnished with an agreed amount per performance, as they do in other towns. Similarly there should also be a framework in place whereby the public can "hire" for a nominal fee their crier of choice for weddings, events, etc that would not be covered by the town.

We are so lucky in Falmouth to have a brilliant and enthusiastic community. I presented myself to you as a curious and creative mind happy to volunteer a significant amount of my time to reviving this role. I think that this has been largely successful and I really look forward to seeing where the criers who come after me will take the role. However I also really believe that a modest financial investment, perhaps not immediately but certainly in the long term, will ensure the continued success of a thriving and exciting new tradition of town crying in Falmouth that will have wider reaching benefits for the town as a whole.

By taking on the role I have gained access to a whole raft of amazing opportunities and also had the chance to promote Falmouth not only locally but internationally. I firmly believe that it has been so important to undertake this project in collaboration with, and with the support of Falmouth Town Council and I thank you all for your encouragement and ongoing engagement with the project.

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## ***Appendix – Original Project Proposal***

### **A contemporary Town Crier - Proposal for Falmouth Town Council 24/11/2015**

"In the past people who made loud declarations in public were town criers, now they're mobile phone users." (Whelan, 2007)<sup>2</sup>

Town Criers have been a part of the management of local change in Britain for centuries. As a public representative of local culture it is difficult to find a role that belongs to the Town Centre more than this one. But as time wears on and technology continues to develop these characters are consigned to a diminished, and in many places disappearing, relationship with their local towns. These days they are often seen only at civic parades, helping to add traditional flavour to these events.

As part of the 2007 Dott Festival in the North East, the artist duo *Lone Twin* commissioned a local Town Crier to declare overheard conversations in public spaces and on the train. This proved to be a very successful, attention grabbing project and was well received by the public. Although on the face of it this project was very lighthearted it did raise some issues that I would like the opportunity to grapple with creatively.

"Lone Twin suggest that if the project has any kind of legacy it might be to make local authorities realise that town criers are an under-utilised resource - "They should be more than just a colourful heritage attraction," Whelan says. "Why couldn't a crier announce things like the times of the bin collections or local advertisements - the things people really need to know?"<sup>3</sup>

Inspired by this project, my conjecture is that this office still holds power within the cultural imagination of the British town. It belongs to the place. It offers the right to speak, to shout, to declare! And why not take on board Whelan's suggestion for more practical announcements of locally important information to be part of a regular duty for the Town Crier? Or take it further and allow the crier to pass on questions about, or desires for, the use of our town centre spaces, or to help publicly disseminate information about locally significant changes?

Town criers are traditionally judged on diction, deportment and volume (a good sense of humour goes a long way too!) but there is nothing to say that this role cannot be considered within a more modern frame. This role could potentially be adapted to put a very public face on how local communities choose to represent and develop their

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<sup>2</sup> (Guardian article 26/7/07 - Alfred Hickling) <http://www.theguardian.com/stage/2007/jul/26/theatre>

<sup>3</sup> (Guardian article 26/7/07 - Alfred Hickling)

cultural identities, and also to offer a tangible sense of dialogue between the people that shape our places and the people that use them.

I volunteer myself for the role of Falmouth's Town Crier in order to see what a contemporary interpretation of this role might look like, and to consider what potential it has to offer in the cultural re-imagination of our Town Centre as it continues to recover from the last recession. Over the course of a year I would like to place myself in the Town Centre on a regular basis and build a role that is dedicated to the passing on of locally important information, to the further development of dialogues about change in our town, and the continuing encouragement of civic pride and responsibility in Falmouth.

During this time I would also conduct a few workshops that would help to create a new uniform for this role, to make space to discuss what information might be useful to declare in collaboration with the local community and what things they would like to celebrate or to see in the town centre space. If the Town Crier's uniform is required to be reflexive of their town I would suggest that it is essential to build it with the input of the local community. In this way they can choose how they would like to be culturally represented, for now and for the future as a contemporary "place".

The same goes for developing a site specific 'Cry' and a new approach to the role of the crier. One that revels in the quirks and colloquial treasures of our lovely town and puts a future facing spin on a role that has fallen into the sphere of heritage and tradition. A spin declaring loudly that, whilst we are immensely proud of our past, this town and its people are prepared to dream and to act together to ensure it's prosperous future and to carefully cultivate it's unique local culture.

I would propose that in order to ensure the success of this project the town crier would need to appear at least once a week (initially perhaps in conjunction with the Tuesday market which is often busy?) and that an easily accessible line of communication for the public and local business to submit desired announcements should be put in place. Perhaps an email address and additionally a 'mailbox' situated in the Municipal buildings on the moor might be appropriate.

I would also suggest that the project run for a fixed term of one year, at the end of which a competition should be held to recruit a new Crier. This competition could be easily absorbed into an existing festival and I would hope it would eventually build as successful a following as the Mock Mayor elections in Penzance, albeit with a more permanent and practical application.

I firmly believe that it is important to undertake this project in collaboration with, and with the support of Falmouth Town Council.

Thank you for your time and your consideration.

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