

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held in the Atherton Suite, The Old Post Office, The Moor, Falmouth on Monday 18th July 2022 at 6:00pm.

Present: Councillors J S Kirkham CC (Chair), D Clegg (Vice-Chair), K J Edwards, D V Evans BEM, D W Saunby CC, J M Spargo and Z Young (from point mentioned).

Councillor S D Eva also attended.

In Attendance: A M Williams (Town Clerk)
A Medlin (Facilities Manager)
S J Penna (Grounds Manager)
J Naylor (Work experience)

GF36 APOLOGIES

An apology for absence was received and approved from Councillor Seiler (work).

GF37 INTERESTS AND DISPENSATIONS

None received.

GF38 MINUTES

It was proposed by Councillor Clegg, seconded by Councillor Edwards and

RESOLVED that the minutes of the Grounds and Facilities Committee dated 9th May 2022 be confirmed as a correct record of the proceedings and signed by the Chair.

It was proposed by Councillor Edwards, seconded by Councillor D V Evans and

RESOLVED that the minutes of the Environmental Action Committee dated 28th March 2022 be confirmed as a correct record of the proceedings and signed by the Chair.

GF39 COMMITTEE CONSTITUTION

The Chair noted that the Council's Committee Review had seen the Committee re-constituted as the Grounds, Facilities and Environmental Action Committee, meeting bi-monthly (every two months), with 8 serving Councillors, supported by the Facilities Manager, the Grounds Manager, and the Strategic Environmental Projects Officer, who was being recruited. It had assumed the delegations of the former Grounds and Facilities Committee and the Environmental Action Committee.

GF40 GROUNDS MANAGER REPORT

The Grounds Manager presented his report that is attached as part of these minutes and was duly noted.

He responded to councillors' questions and queries regarding Trescobeeas BMX track, play inspection regime, Green Flag, town centre planters and their maintenance and skatepark construction cost increases.

(Councillor Young entered the meeting during the consideration of the above report)

GF41 FACILITIES MANAGER REPORT

The Facilities Manager presented his report that is attached as part of these minutes and was duly noted.

He responded to questions and queries regarding the vandalism of council facilities and preventative measures.

GF42 ENVIRONMENTAL MATTERS

In lieu of the Strategic Environmental Projects Officer appointment the Chair updated on environmental and carbon auditing matters and an update from the Environmental Education and Enforcement Officers work. This was duly noted.

In regard to a query regarding Emergency and Flood Plan production, the Town Clerk advised that would be a facilitating role for the SEPO.

There being no further business to transact the Chair declared the meeting closed at 6.50 pm.

Signed Date



**Grounds & Facilities Committee
18th July 2022**

Facilities Manager Update:

1. **Recruitment** : Premises Co Ordinator role at the Municipal Building / Old Post Office commenced on 11th July. The role will support on going exhibition activity within the Gallery / library as well as day to day security and housekeeping requirements. The position will also ensure that adequate resource is available for the continuing expansion of events and booking in the Atherton suite.
2. **Princess Pavilion** : Refurbishment of all changing rooms is scheduled for the 18th – 28th July. Works include full decoration and replacement floor coverings. Works relating to the replacement flat roof were completed on the 24th June with external wall decoration currently in progress. Internal refurbishment is also underway relating to the cottage premises (re-decoration / floor coverings). Quotations have been sought for replacement timber windows and doors. Current returns indicate a budget requirement of £30k. (Camborne Joinery, Hopkins Joinery Penryn, Treconcepts Falmouth).
Premises Co Ordinator roles (2No) continue to support the operational requirements of the venue in terms of event, housekeeping and minor repair requirements.
3. **Municipal Building – Gallery / Library**: Quotations are processing in order to identify a budget for the progression of a building condition survey to identify expenditure that will be required on the building within the next 5 years as well as identifying the dates for any significant lifecycle renewal of components that may incur extensive expenditure looking forward to the next 20 years. The survey will incorporate fabric and mechanical and electrical requirements. A drone survey will be undertaken due to the challenges involved in accessing and identifying the condition of the roof. Works estimates will be included in the Councils 4 year business budget strategy. Early indications suggest an anticipated survey budget of circa £7k.
4. **Compliance** : A Legionella risk assessment has been undertaken on the Old Post Office premises with further works reviews in progress to identify rectification works at the Pavillions, external cemetery and toilet buildings. A written scheme for the corporate management of legionella will be formulated detailing duty holder /responsible person responsibility as well as a preventative maintenance programmes and staff training. A fire risk assessment has been undertaken at the Pavillions following expansion of site activities and events. The report once received will identify current and further controls required to the management systems and staff training.
5. **Changing places** : Grove Place PC's feasibility survey has been instructed focussing upon the most appropriate location and related build specification of the facility (Michael Hormann Architects). Early indications have identified the suitability of the

Grove site and the architect is currently preparing a design proposal to meet the specification of the grant funded project. CC will oversee the consent as landlord in connection with the Governments changing Places fund.

6. **Anti Social behaviour** : Increased activity in this area has placed further pressure upon our maintenance teams in terms of vandalism, arson and graffiti primarily on our public conveniences. Kimberley Park has required Police involvement, increased signage (dummy CCTV in operation) and reduced opening times during week.
7. **Water Fountain Project, Old Custom House** : Planning permission has been secured for the renovation and relocation of the water fountain. A National Lottery Heritage grant application for related works (£30k) has been submitted which will also include costs related to community involvement and educational programmes for schools.

Ground Manager Report 12/07/22 – Part I

Covid continues to make life difficult with staff isolating many work hours are being lost.

Cemeteries:

Budock new cemetery: A letter was sent to the receiver dealing with the affairs of Midas signed by the Mayor. The letter was to enquire a way forward to obtain the 2 parking spaces leased to Selectronics for the purpose of creating an access to the site. No reply has been received.

Mark has asked Solicitors to look into compulsory purchase of the spaces. An outcome is still forthcoming. I also have concerns about the access through the industrial estate due to an apparent lack of parking already with firms like Trident plumbing who are located next to the access route that have many service engineers with vehicles which on occasions are parked everywhere and the multitude of deliveries that happen on a daily basis on vehicles up to the size of artic lorries.

The only way this could work is to have a road layout akin to an enforceable red route.

Restoration works at **Ponsharden cemeteries** is well underway, rising costs and workloads has been a hurdle to finding an engineering contractor to undertake the front bank stabilization works, no tenders were received.

Falmouth Old cemeteries, bottom cemeteries have recently been cut, top will be cut before too long, they're cut on a cycle so there's always uncut areas for wildlife.

I've looked into apprenticeships for an assistant for Matt, none exists in cemetery management, so the only way to have an apprentice would be in horticulture and to provide the additional training via the ICCM. This I want to have in place for the start of the academic year.

Green Flag Awards:

Continued success at KP, where we highest score to date; also obtained a "Green Heritage" award

Initial partial success at Gyllyngdune gardens, initial Green flag but no heritage award.

Different judges.

Judges feedback attached.

KP: We now have x10 regular volunteers who donate time on a Wednesday & Thursday

Football attendant and security operative: We have recruited a young man Cohan Saunders to replace Tony Eddy when he retires, they are working together for a month for Cohan to learn the ropes and make the transition as smooth as possible. CSAS training. FPN next.

EEEOs: Paul Miller doing well, CSAS done, FPN Next.

Ego machinery demo: today

Trescobeas: Track rebuild September