

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 3rd October 2022 at 6:00pm.

Present: Councillors J S Kirkham CC (Chair), D Clegg (Vice-Chair and to point mentioned), K J Edwards, D V Evans BEM, E E Seiler, and Z Young.

In Attendance: A M Williams (Town Clerk)
A Medlin (Facilities Manager)
K Hall (Strategic Environmental Projects Officer)

GF43 APOLOGIES AND WELCOME

None received.

The Chair welcomed Karen Hall, the Council's Strategic Environmental Projects Officer, to her role and to the Committee and she introduced herself.

GF44 INTERESTS AND DISPENSATIONS

None received.

GF45 MINUTES

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

RESOLVED that the minutes of the meeting dated 18th July 2022 be confirmed as a correct record of the proceedings and signed by the Chair.

GF46 FACILITIES MANAGER REPORT

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

He provided further updates and responded to questions regarding the vandalism of council facilities and preventative measures, refurbishment works at Princess Pavilion, removal of the former Remembrance Garden at The Moor and public convenience maintenance, cleansing regimes, and costs.

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

RESOLVED that

- (i) Public toilet opening hours be set seasonally with hours of 0830 to 2100 (2200 for Gyllyngvase) in the summer and 0830 to 1800 in the winter. Winter period to run from 1st October to 31st March. This would also reduce some repair and security costs for ASB vandalism and energy and water costs.
- (ii) The Facilities Manager would seek additional quotations for the EV Charging Project at Princess Pavilion, including an in-house provision costing, and proceed to install after consultation with the Committee Chair regarding the most expedient option.
- (iii) Cemeteries and Depot Buildings maintenance and costs be included in the Facilities Manager's further reports.

GF47 ENVIRONMENTAL PROJECTS

The Strategic Environmental Projects Officer presented her report that is attached as part of these minutes. This was duly noted and the priorities agreed.

She responded to questions and advised that work with the Responsible Financial Officer would continue regarding engaging an Energy Broker and to inform the Council's procurement strategy regarding environmental considerations. Further she would be looking at Emergency and Flood Plan production.

GF48 GROUNDS MANAGER REPORT

The Chair presented the Grounds Manager's report that is attached as part of these minutes and was duly noted.

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

RESOLVED that the Grounds Manager reports further regarding rainwater harvesting from Council sites and drought resistant sustainability of plants and trees planted on council sites.

There being no further business to transact the Chair declared the meeting closed at 7.15 pm.

Signed Date



Grounds & Facilities Committee
3rd October 2022

Facilities Manager Update:

- Pavillions** : Replacement double glazed timber windows and doors have been scheduled for installation in the cottage in November. A quotation has been received for the installation of an air source heating solution (Daikin £8k) which offers an energy efficiency class of A++. This option will be reviewed in accordance with our carbon reduction strategy and will be assessed with alternative technologies in order to define the most effective installation.

Recommendations relating to Fire Risk Assessment undertaken by Firesafetycornwall have been completed. Fire Safety Training for appropriate staff has been arranged for 27th October. Emergency lighting, fire alarm inspection and testing modifications have also been introduced.

Kitchen engineering: Quotations have been requested to enable a single source supplier of initially the annual service and inspection process together with any subsequent quoted repair/replacement requirements at our 2 commercial kitchen sites. (Pavillions and Atherton Suite) This arrangement will include AHU's, boilers, ovens, refrigerators, ventilation equipment and associated assets. The agreement will return efficiency savings based upon a single point of contact and will replace the current situation of using multiple suppliers and contractors on our 2 sites.
- Municipal Building – Gallery / Library:** Replacement arched timber windows have been ordered and are scheduled for installation in January 2023. High level gutter clearance and external vegetation clearance is planned for October (St Ives Steeplejacks).

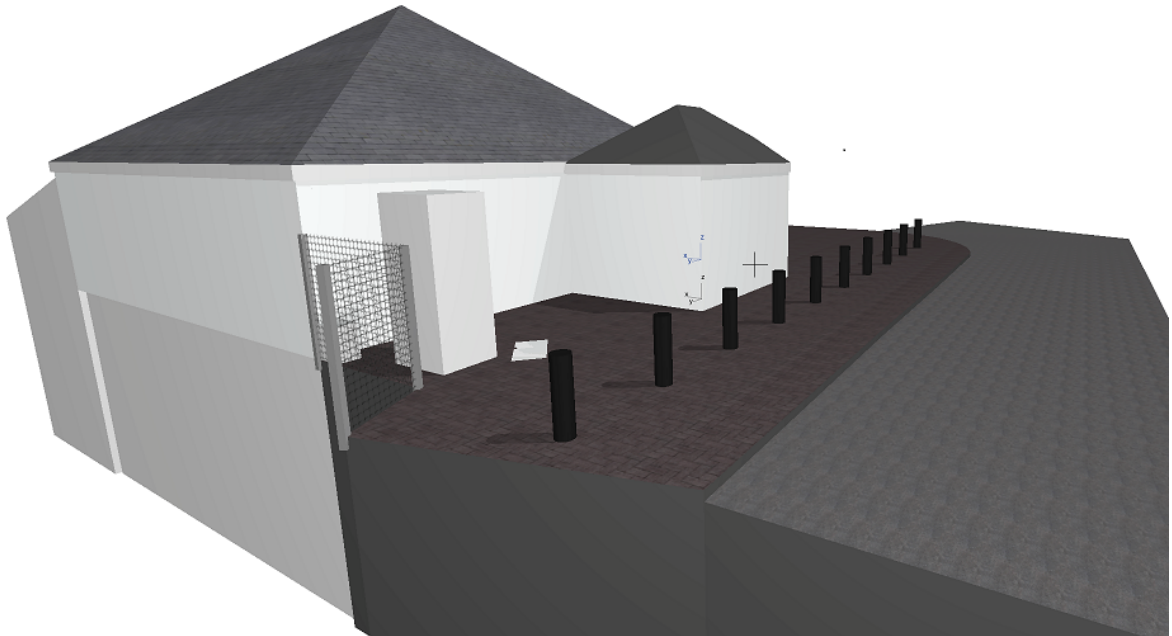
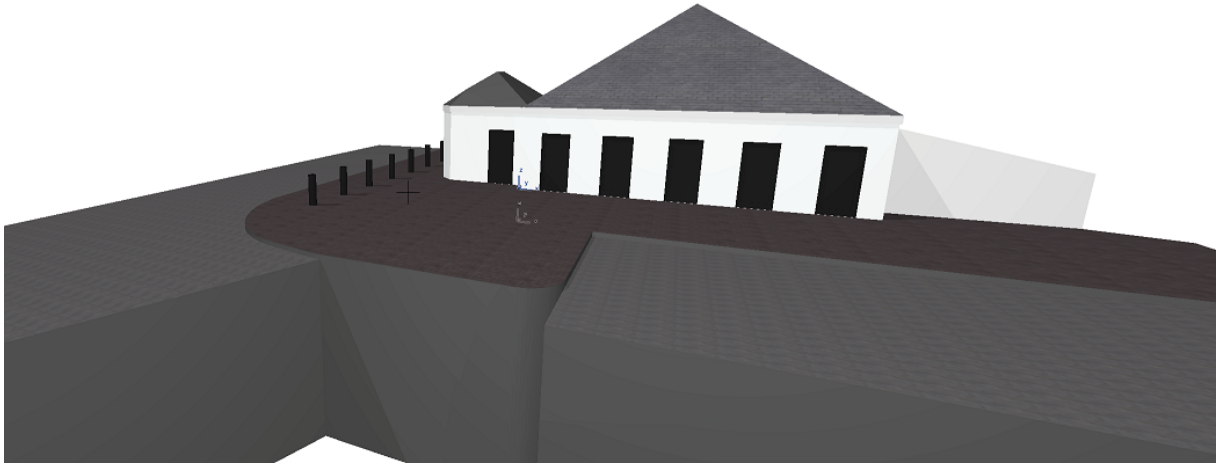
Building condition survey quotes have been invited in order to identify expenditure that will be required on the building within the next 5 years, as well as identifying the date for any significant lifecycle renewal of components that may incur extensive expenditure looking forward for the next 20 years.
- Public Conveniences** : Grove Place – quotation has been forwarded to CC for the underground soil pipe repairs which have caused blockages over the summer period. The proposed works involve relining the fractured outfall pipework which spans across the car park. (Clearflow £5k)
- Compliance** : Legionella risk assessments have been undertaken throughout all council premises during September (13 sites). Minor works are underway to ensure on going management and sampling of water supplies. Legionella Awareness : Control of Legionella in Water Systems training has been arranged for the Facilities Manager and Supervisor in December.

5. **Changing Places** : Grove Place design proposal is currently in progress and is based upon a modular solution which is prefabricated off site and fitted out with appliances in accordance with BS8300-2:2018 standard. The design will be sympathetic to the current building and will include a pitched roof and colour matched render coating. The project design is in partnership with Innova Care Concepts and Michael Hormann Architects. Preparatory works will include a concrete base with connection of services following positioning on site. Final project costings will be confirmed following receipt of specialist supplier modular costs. CC will oversee the consent as landlord in connection with the Government's Changing Places fund.(early visualisation plan attached)

6. **Anti Social behaviour** : Maintenance teams are now consistently employed on a weekly basis rectifying general graffiti issues throughout the town. Where there is sufficient evidence these are formally reported using 101. Fire Control have provided CCTV evidence for recent issues of graffiti around Church Street Car Park (11 areas) We are awaiting an update from the Police regarding follow up action.

7. **EV Charging Project : Pavillions** : We are reviewing options relating to the installation of pilot EV Vehicle charging points in the car park. Current proposals reflect a no-cost managed service which includes installation, civils, hardware, back office, helpdesk and reactive and planned maintenance. The project can be fully funded by the supplier utilising direct access to the Government's £420m Charging Infrastructure Investment Fund (CIIF). The fast chargers run on 100% renewable energy and at speeds that match the typical length of stay. The arrangement will depend upon usage enable a 5-10% profit return of revenue from the charge point to the Council. Zest UK have been invited to provide a formal business proposal based upon similar installations for town councils nationally.

8. **Carbon Reduction** : A review of the Carbon Audit has been undertaken with our SEPO to assess further arrangements to reduce energy costs. Grove Place toilets energy costs are currently being investigated on site for any potential operational discrepancies. Green Energy Consultants will be invited to provide quotations for site surveys related to the introduction of appropriate technologies to support our carbon reduction strategy and inform future budget planning processes. (Municipal Building & Pavillions).





Grounds & Facilities Committee

3rd October 2022

Strategic Environmental Update

- New SEPO (Strategic Environmental Project Officer) recruited and in post – Karen Hall started 20 September
- Draft Carbon Audit issued in October 2021 and agreed to be updated every two years. Next iteration due Spring 2023
- F&GP Committee requested that energy efficiency savings be identified with actions to be taken as soon as possible
- Short term actions will include reviewing energy consumption
 1. Toilets
 - a. Opening hours – winter and summer
 - b. Wallgate operational timings for water and drying
 - c. Sensors for lighting
 2. Post Office Building
 - a. Check all sensors for lighting working
 - b. Contact installer of Solar panel battery to establish storage and usage efficacy
 3. Municipal Building and Princess Pavillion
 - a. Employ Energy Consultant to benchmark and make specific recommendations on running cost reductions
 - b. Buildings Management to check all lighting sensor and heating settings for temperature and hours and rectify if easy wins to be gained
- Action plan outlined in Carbon Audit to be reviewed and progress made
- Assessment on progress regarding biodiversity, vehicle efficiency and flooding as part of wider remit for environmental good practice
- SEPO attending Cornwall Community Flood Forum Annual Conference on Fri 4 Nov 2022 – Emergency Plan to be developed.

Karen Hall
07483 055 811
26 September 2022

Grounds report 5th October 2022.

Tree planting season: x1 pine replacement for Gyllyngdune gdns; the rest of the below list is divided between Dracaena Sports & Recreation area, KP & The Old Cemetery.

This year's order:

Supplier: **Kingsdown**

Ginko Biloba 45L 10/12cm (J1)	x3 @£151.8 EACH	Total £455.40
Davidia involucrata 10/12cm RB (J6)	x2 @£171.2 EACH	Total £342.40
Alnus incana 'Laciniata' 10/12cm BR (J6)	x2 @£118.2 EACH	Total £236.40
Amelanchier 'Robin Hill' 10L 175/200cm (J1)	x2 @£36.6 EACH	Total £73.20
Ostrya carpinifolia 10/12CM BR (J6)	x3 @£106 EACH	Total £318.00
Sorbus x arnold. Golden Wonder 175/200CM BR (J6)	x4 @£69.3 EACH	Total £277.20
Sorbus cashmiriana 10/12CM BR (J6)	x4 @£117.4 EACH	Total £469.60

Supplier: **Forest 4 Cornwall**

Sorbus Aucuparia (Passmore Edwards Anniversary) x2 FOC

Supplier: Wyevale

Pinus nigra austriaca Rootball 175-200cm x1 @£125.0 EACH Total £125.00

Delivery charges: £685

All plus vat.

Street Spraying: Autumn application of has commenced, a little earlier this year in an effort to avoid seasonal leaf-fall covering street weed.

Spring bedding: Planting commences at Gyllyngdune gardens of 5th October and ends on the 20th October.

Persian Carpet	600	Moor planters & library pots
Primrose Dame	1500	4 rectangles
Fair Lady	1200	Circle
Vulcan	1500	4 rectangles

Wallflower delivery 12th October

Planting Polys Pavilion 5th October bulbs either 11th October or 17th depending on delivery date

Planting Wallflowers KP 12th (and 13th depending on the time of arrival)

Planting bulbs KP 19th & 20th October

Moor/Library/Gallery planters Wallflowers & bulbs 14th October

Tulips Delivery W/C 10th October

350 Tulip double early Monte Carlo

350 Tulip Triumph White dream

400 Tulip Triumph Ile de France

400 Tulip Triumph Jackpot

400 Tulip Triumph Washington

400 Tulip Triumph Yokohama

200 Tulip Fringed Elegance

200 Tulip Fosteriana Sweetheart

200 Tulip Fosteriana Zombie

200 Tulip Fringed Fabio

Daffs

200 Daffodil Cyclamineus Rapture

200 Daffodil Double Texas.

8 rectangles

Per bed x4

375 Wallflower Vulcan

100 Tulip Triumph Ile de France

100 Tulip Triumph Washington

Per bed x4

375 Wallflower Primrose Dame

100 Tulip Triumph Jackpot

100 Tulip Triumph Yokohama

Circle

1200 Wallflower Fair Lady

350 Tulip double early Monte Carlo

350 Tulip Triumph White dream

There should be enough spare Wallflowers to put some in the raised circle by the café.

Moor planters

Per planter x6

85 Wallflower Persian Carpet

30 Tulip Fringed Elegance

30 Tulip Fosteriana Sweetheart

30 Tulip Fosteriana Zombie

30 Tulip Fringed Fabio

30 Daffodil Cyclamineus Rapture

30 Daffodil Double Texas.

Library/Gallery planters(Total to be divided up)

90 Wallflower Persian Carpet

20 Tulip Fringed Elegance

20 Tulip Fosteriana Sweetheart

20 Tulip Fosteriana Zombie

20 Tulip Fringed Fabio

20 Daffodil Cyclamineus Rapture

20 Daffodil Double Texas.

Pavilion Delivery 5th October

Total 3300 mixed polyanthus & 1200 tulip fringed mixed

Corner beds x2 750 polyanthus/bed 300 tulip fringed mixed

Bandstand 1500 polyanthus/bed 600 tulip fringed mixed. Spares for the flower towers.

Trescobeas:

Bike track refurb is going really well. Convinced that we have the best contractor in place.

Japanese Knotweed has been treated twice this Autumn as I noticed some had been missed on the initial application.

New Cemetery site:

John Lowry engaged to compulsory purchase the 2 parking spaces we need for access that are in the hands of Midas' receivers. Site meeting completed.

Roundabouts:

(best) 3 out of the 5 sponsored now. Although I read in the local paper this week that one of the sponsors "La Peniche" has ceased trading.

Battery Grounds Maintenance(GM) Equipment: We have had trials from various suppliers and have decided upon "Ego" as our preferred supplier; Ego are primarily a battery manufacturer, their batteries are used by most GM equipment suppliers; their agent is Nigel Rafferty Groundcare based in Redruth. To date we have purchased x2 hedgetrimmers, x4 batteries, x1 backpack battery unit & x2 rapid chargers. This suite of battery equipment will be added to shortly with the purchase of x1 rotary mower and x1 multi-tool that includes long-reach chainsaw and trimmer. Next year I intend to purchase a ride-on mower when it becomes available with a steering wheel, rather than the zero-turn model that is currently available as the steering wheel option is safer to use on banks.

KP:

Over the Summer we ran a request for volunteers, with a very good response and we now have more than 10 that give us a few hours of their time on a Wednesday & Thursday weekly.

Ponsharden Cemeteries:

The conservation work is due to be completed in December following which the front bank stabilisation works will be undertaken and my team will carry out the hard landscaping works.

The cemeteries look completely different already, the workmanship & improvements really are quite amazing.

