

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 5th February 2024 at 6pm at the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors D E Clegg (Chair), J S Kirkham CC (Vice-chair), K J Edwards, D V Evans BEM, and J M Spargo.

Also present: Councillor J C Robinson (from point mentioned to point mentioned)

In attendance: A M Williams (Town Clerk)
A Medlin (Facilities Manager)
S J Penna (Grounds Manager)
K M Hall (Strategic Environmental Projects Officer)
Councillor L Magowan (Arwenack ED, Cornwall Council)

GFEA104 APOLOGIES

An apology for absence was received and approved from Councillor Rowe (bereavement).

GFEA105 INTERESTS AND DISPENSATIONS

None received.

GFEA106 MINUTES

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

RESOLVED that the minutes of the meeting held on 13th November 2023 be agreed as a correct record and signed by the Chair. It was noted that Councillor Spargo's apologies had been due to illness.

GFEA107 GROUNDS MANAGER OVERVIEW AND UPDATE

The Grounds Manager presented his report and that of the Council's Environmental Education and Enforcement Officers. Both attached as part of these minutes. He presented further on Skatepark development, and the tendering of drainage works.

Councillor Robinson entered the meeting during the above report.

GFEA108 FACILITIES MANAGER OVERVIEW AND UPDATE

The Facilities Manager presented his report that is attached as part of these minutes and was duly noted. He responded to questions on Re:Source Project, public toilets and Municipal Buildings repairs, Councillor Evans would represent the Passmore Edwards Society in regard to engagement with those works.

A motion by Councillor D V Evans that the Facilities Manager reviews public toilet costings and introduction of a charge for use regime in a least one facility was not seconded and was lost.

GFEA109 **STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

The Strategic Environmental Projects Officer's report was received and is attached as part of these minutes and was duly noted. She further updated on diarised events, planned engagement by South West Water in regard to storm water overflow improvements and changes to the refuse and recycling collection systems.

GFEA110 **SECTION 106 CONTRIBUTIONS: GYLLYNGVASE**

Councillor Magowan updated on the proposed Section 106 Obligation spending works proposals, in respect of developer contributions from The Liner development at Gyllyngvase. This would see improvements at Queen Mary Gardens and Boscawen Fields, as well as related partnership improvements to the tennis courts at Gyllyngvase, enabling greater public usage.

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

RESOLVED that the Council supports the proposed Section 106 funded works and requests Cornwall Council to ensure any works are not affected by South West Water's proposed improvements in this area.

Councillors Robinson and Magowan now left the meeting.

GFEA111 **MOTION BY COUNCILLOR CLEGG – REPORTING REQUIREMENTS**

A motion was presented by Councillor Clegg, noting that in January 2019 the Council adopted a motion to support Cornwall Council's aim to become carbon neutral by 2030. As part of that strategy, it is incumbent on all decisions made by the Council to be mindful of the impact on carbon neutrality as well as consideration of the wider ecological emergency. So Standing Orders now be amended so that when discussing any motion or resolution and prior to voting, consideration should be made on the impact on carbon emissions and/or biodiversity.

The Town Clerk reported that an environmental considerations standing item was now incorporated into Senior Management Team meetings. Councillor D V Evans requested that this gets identified in officer's reports to committees where appropriate to do so.

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

RESOLVED that the Council be recommended.
(i) to amend Standing Order 1 to include provision that discussions around motions should reference any environmental impacts and whether the decision will be detrimental or beneficial to carbon emissions and/or biodiversity;

- (ii) in respect of Standing Order 3 provision be made on published meeting agendas for Environmental Impact with standard wording that Members are reminded that the Councils has approved motions to become Carbon Neutral by 2030 and declared an Environmental and Ecological Emergency. When discussing any motion and prior to voting, consideration should be made on the impact on carbon emissions and/or biodiversity.

GFEA112 **OCEAN RECOVERY**

It was proposed by Councillor DV Evans, seconded by Councillor Edwards and

RESOLVED that the Council be recommended to adapt its commitment to Ocean Recovery with appropriate strategic decisions, budgets, plans and approaches where budgets allow.

This was a change from all strategic decisions.

GFEA113 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Clegg, seconded by Councillor Spargo 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.

GROUND, FACILITIES AND ENVIRONMENTAL ACTION COMMITTEE

PART II MINUTES

5th FEBRUARY 2024

GFEA114 MINUTES PART II

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

RESOLVED that the Part II minutes of the meeting held on 13th November 2023 be agreed as a correct record and signed by the Chair.

There being no further business to transact the Chair closed the meeting at 7.10 pm.

Signed Dated.....

Grounds Team Report 5th Feb 2024.

Street spraying completed

Staff

Georgia Pollard successfully completed her 3 day work trial for apprentice position. Subject to references, Monday day release at Duchy college studying horticulture. Vocational training booked for Georgia mostly coincides with refresher training for various existing team members

Tyler Hurrell will be on a regular work placement from Falmouth School.

Number of hours of volunteer workforce steadily growing:

- Between 7&10 people regularly donate a few hours at Gyllyngdune gardens
- 5 people regularly donate a few hours at KP

Headland

Meeting with EH who have 70 volunteers on their books at the Castle, Dave Nicoll RNLI Volunteer coordinator for the SW, Alexa Green and our Karen Hall to sow the seeds for forming a Headland action group that can apply for funding and carry out project work.

Marine school volunteers being coordinated by Tessa & Karen to clear vegetation at Crab Quay Battery end of March.

Skatepark

Tender for the drainage works is now live on Contract Finder as Councillor Alan Rowe has found somebody who can install the scheme for our budget, advertised for the minimum period with a latest start date 01/03/24. Maverick hope to be on site in March.

Spring Flower Show

Jacqui has listened to the competitors and revamped the schedule to suit and is now live for entries. Jacqui has put a lot of effort into encouraging more young entrants and generally expanding the demographic. There'll also be more of our local garden centres and nurseries taking stalls which will add interest for visitors to the show; this is likely to future-proof the show and continue to see it grow as an event.

Dracaena

Permission for "Park Yoga" [Home - Park Yoga](#) to use pitches throughout the Summer starting May 5th for free community yoga events

Monthly Report December 2023(Beginning Jan 2024) From E30 Team

Supported Christmas Lights switch on (managed to get homeless person into overnight accommodation due to the cold) and the running of the Festival Weekend by Supporting Parade with the local policing teams and managing attractions Saturday and Sunday. We did Cigarette Patrols over the weekend and engaged with the public by handing out butt tins and promoting a litter free Falmouth. We had really good feedback from this.

Fly Tips – we supported the removal of 5 fly tips.

Romanian Cohort- Big chunk of work this month on this. Being a visible presence, removing them from shop doorways before staff arrive for work, removing large amounts of rubbish they leave behind as they move location, reporting to Cornwall Council (CC), stopping them aggressively begging/removing signs, putting 7-day removal notices on their tents, being a visible deterrent at our train stations. Please note that this is the third year of this and we cannot keep allowing this to happen. We need a system in place to handle this.

Salvation Army – Drop-in sessions – visual representation from the Town Council.

Storm Drains – We continue to try and find a solution to rubbish going down our storm drains. We have produced options, but these have been turned down by Highways. Very frustrating. Please note that the yellow fish campaign has ended and no longer supported by the EA.

Beach Pollution Gylly and Swanpool – Working with beach lease holders to encourage them to check daily and put the Do Not Swim signs out. Presently they are refusing.

Washed up dead body – New Years Day we were on scene shortly after the body was found. Helped with traffic/public management.

Rats – Increase in reports of rats. Due to rain levels. Sign posting to CC and working with councillors.

Cigarette patrols in town

Supporting local community groups – litter picks, gardening, signposting funding opportunities (2 successful).

Fixed reporting signage at Prislow Woods

Attended the Vehicle Dwellers Cross County Meeting.

Marine School – Volunteer with us one day per week. We continue working with them to engage the students in volunteering work with the Town Council.

Gylly Beach Sauna – in conversation with owners regarding the issues in sighting this on the beach. Issues – smoke, storing wood, security, beach safety. Working with them to find solutions. They are attending the Beach Management Meeting.

Street homeless – working with agents to get folk off the street. As off 17/1, all in accommodation also they are still sitting out during the day.

Disk Reporting – We are now using the disk reporting system.

Plus all normal patrols.



**Grounds, Facilities & Environment Committee
5th February 2024**

Facilities Manager Update:

1. ReSource Project – Kimberley Park Lodge

The Project Design Team have been developing and finalising the tender documentation incorporating the build specification and associated CDM requirements relating to the development of recording studio and refurbishment of lodge into Café facility.

A draft cost plan has been produced by the QS which has identified project costs within the original capital build submission at £540k. It is proposed to advertise this tender package in early February. A co-ordinated publicity release will be planned prior to this activity to maximise local builder interest and awareness in this community facility. (Communications Officer)

Draft high level programme;

Tender documents	01/11/23	28/01/24
Tender period	01/02/24	15/03/24
Tender evaluation	18/03/24	28/03/24
Construction	01/04/24	28/01/24 (10 months)

A progress meeting was convened on the 10th January with CC Good Growth Team to assess initial project progress and review contractual requirements relating to valuation and reporting targets. Areas for future focus were identified as follows:

- Skills and employment Action plan
- Equality and Diversity Action plan

The Community Engagement & Outreach Officer has been engaged in working with young people through the 'lifeboat' agency which promotes creative power and increasing confidence in the local community. Continued liaison with CHAOS and Source FM in partnership with BBC Radio Cornwall has ensured that the project is embedded in the planning of future bootcamps increasing teaching and awareness in local radio. Options relating to the delivery of podcasts focussing on radio production and presentation training are also being explored locally with schools (Constantine).

2. Changing Places Project

Following the relocation of the BT Openreach kiosk / ATM, groundworks have commenced on the excavation and installation of a concrete slab in readiness for the siting of the modular changing unit.

Programme for this project identifies the following;

- Site preparation 02/02/24
- Modular unit install 23/02/24
- CPT registered date 08/03/24
- CPT announce date 22/03/24

3. Municipal Building

Following budget commitment to accelerate the survey process relating to MEND funding requirements and timescales (F&GP 15/01/24 £70k). Enquiries have been submitted for surveying quotations identifying project consultancy including planning approvals to RIBA stage 2 & 3. The options to improve the building have been focussed on the strategy to carryout improvements previously identified in the condition survey (circa £1.2m) The timescale for submission of the EOI is March 2024.

4. Princess Pavilion

Following an initial site meeting with the Fire Service it is proposed to shortly conduct a Fire Safety Audit of the premises which will review arrangements related to the fire strategy, emergency plan and physical safety controls and compliance status.

5. Safety Committee

The FTC Safety Committee met on the 31st January. Matters for review included accident records, near miss reports and training requirements.

Andy Medlin
Facilities Manager



**February 2024 – Strategic Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee**

Focus	Action taken	Next steps
Environmental Projects/ initiatives	Forest for Cornwall (F4C) – Prislow Fields planting day event on 25 Nov. Ongoing tree planting around Old Hill as part of F4C. Energy saving Tips for micro-businesses drafted and provided to Town Team for development. CC applied to ZEBRA2 for funding to acquire an electric bus for service 60 Falmouth Town. FTC to match fund if the bid is successful - £5,000.	Marine School Make a difference day arranged for 27 March at Pendennis Headland Spruce Up main street area by staff, councillors & volunteers 21 March
Carbon Reduction	Princess Pavilion – First application declined for funding from Community Ownership Fund (COF) Passmore Edwards Municipal Building - Energy options appraisal completed. Bid declined for Community Capacity Fund to cover development phase. F&GP approved £50,000 to fund feasibility study to enable submission for MEND	PP re-applying to COF based on successful EOI submission. SEPO to update Carbon Audit once all energy consumption received for 2022/23. MEND EOI for PE Municipal Building to be submitted in April
Events	Initial discussion held with South West Bars & Events to identify improvements to sustainability for their events. Contribution towards Rotary Club event at Poly in March agreed. Collaborating with Art Gallery around Summer exhibition focusing on farming/food in Cornwall.	Rotary Climate Emergency Event on 8 th and 9 th March Spring Flower Show 23 rd and 24 th March 2024
Water	Draft emergency plan outline prepared, Princess Pavilion assessed and approved as rest centre. EA provisional plan supplied for Prince of Wales Pier flood alleviation - seeking MMO approval and then will submit a planning application. SWW update being provided on 5 Feb during the day.	EA to provide details of flood alleviation plan once approved by MMO. Main construction works - 30/09/24 - 12/02/25 Emergency plan (incorporating flood plan) to be finalised and presented at next meeting SWW update to be circulated
Community Engagement	SEPO attending Fal Energy Partnership and Climate & Environment Alliance monthly meetings.	

Focus	Action taken	Next steps
	SEPO attends Fal/Helford SAC meetings quarterly	
Ocean Recovery	Declaration made in Jan 2022. FTC sought approval for 'The sea starts here' campaign to replace yellow fish from Highways – they have declined permission.	Interpretation panel to be produced and installed on railings in car park. Work with Falmouth Harbour to develop artificial reef project.
Communication	Discussions held with Communications Officer. Agreed to include specific environmental section on new website. Text supplied. Volunteer recruitment being promoted via Lovefalmouthvolunteers	Environmental section to be published when new website goes live – end Feb. Environmental projects to be promoted; Sandsafe, volunteering
Other	Cycle to Work scheme introduced for staff Jan – Mar 2024. Mayor's Christmas presents purchased with minimal plastic in mind. Collaboration with Art Gallery around young people involvement initiated with intention to engage a younger audience – this will be ongoing.	Committee to approve wording for a motion to be put to May Council for adoption of consideration of environment when holding discussions. Wildlife beds to be designed at New Cemetery.
Budget	£5,000 allocated in approved budget. Expenditure directed by F&GP committee; £950 to support Rotary Club Carbon Neutral event in March 2024 £982 for interpretation panel in Church St. car park. £3000 towards Energy Plan for Municipal Building.	Balance remaining £68

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

Approval of suggested wording for a formal motion to be put to Full Council requesting climate emergency impact of all decisions at all committees

Prepared by Karen Hall, Strategic Environmental Projects Officer February 2024