



FALMOUTH TOWN COUNCIL

Agenda Grounds, Facilities & Environmental Action Committee

Date	15/04/2024
Time	18:00
Location	Atherton Suite
Chair	D Clegg
Explanation	Councillor Clegg (Chair), Kirkham CC (Vice-chair), Edwards, D V Evans BEM, Rowe, Saunby CC, Spargo & Young

Dear Councillor

I hereby invite you to attend a meeting of the Grounds, Facilities & Environmental Action Committee to be held in the Atherton Suite on Monday 15th April 2024 at 6.00pm.

Yours sincerely

Town Clerk

- 1 APOLOGIES**
To receive and approve apologies for absence.
- 2 INTERESTS AND DECLARATIONS**
To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.
- 3 MINUTES**
To agree the minutes of the meeting dated 5th February 2024. (1-11)
- 4 GROUNDS MANAGER OVERVIEW AND UPDATE**
To receive an overview and update from the Grounds Manager, including an update from the Environmental Education and Enforcement Officers. (12-14)
- 5 FACILITIES MANAGER OVERVIEW AND UPDATE**
To receive an overview and update from the Facilities Manager. (15-21)
- 6 STRATEGIC ENVIRONMENTAL OFFICER OVERVIEW AND UPDATE**
To receive an overview and update from the Strategic Environmental Officer, including a report on works carried out at Pendennis Headland. (22-29)

- 7** **FEASIBILITY STUDY - CAMPERVANS WASTE DISPOSAL**
To note the response from Cornwall Council regarding the request for a feasibility study regarding waste disposal units in car parks. (30-33)
- 8** **PLANT BASED TREATY**
To consider the reference from Council pursuant to Minute C5830.

To consider signing up to the Plant Based Treaty. The model treaty is attached. This is applicable to local authorities and much of its content and intent is beyond the control and overview of the town council, which may want to consider a more applicable version, a suggested model based on those operated by other town councils is attached. (34-35)
- 9** **FOOTPATH LINKS PROJECT**
To consider how the Council can engage with the Linking Parish Footpaths Project pursuant to Minute C5832.
- 10** **MOTION BY COUNCILLOR CLEGG**
To consider signing up as a supporter of the Zero Hour campaign to back the Climate & Nature Bill. (36)
- 11** **EXCLUSION OF THE PRESS AND PUBLIC**
To consider the exclusion of the press and public in the public interest for the following matters as they involve the consideration of confidential information in respect of property, funding and contractual matters.

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

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

Grounds report 15/04/24.

Apologies as I won't be in attendance at the meeting as I'm away on leave, returning to work April 16th.

The Falmouth Spring flower show

An overwhelming success

(60%+) who were visiting for the first time, very encouraging!

Superb job done of the organisation and revamping by Jacqui Owen, with many reports of the high standards and significance of the show on local radio stations, where the show was labelled as the best yet with record attendance; this is really good PR for FTC. Although free entry over £1k in donations were accepted to ensure the show continues for the next 100+ years

Princess Pavilion

Following the failure of a semi-mature Sycamore that fell into the car park, the trees were reinspected and a further 2 from the same group were dangerous and have had to be felled, replacements will be planted in the Autumn when conditions are suitable for establishment.

Skatepark

Maverick the main skatepark construction contractor started on site on schedule Monday March 18th; Their section of the drainage has been installed ready to connect to the attenuation system, materials are constantly incoming and they are blazing ahead with the park construction.

The drainage contractor for the skatepark started on site Monday March 25th and they'll be on site for around 4 weeks; as a result of the tender process they came in well below budget at under £35k. Both contractors are working in harmony, and the benefits of having them doing so are already apparent.

I'd anticipate the park opening event happening in August.

Scheduled works

My team are carrying out the first cut of all Falmouth's footpaths and the coast path, which should be completed during or just after Easter week.

Annual bedding planting

PP- W/C 06/05/24

KP & The Moor W/C 13/05/24

KP

A 50% grant has been obtained from The War Memorials Trust (£2080) for the cleaning and restoration of the inscriptions on the war memorial, these works will take place in late Spring following approval of my listed buildings planning application to CC

W/C 22/04/24 we have a sizeable project kicking off as we'll be changing all the soil in KP formal beds with the soil that's removed going up to Trescobeas to level out the inside area of the pump track so it can be cut with our ride-on mower and fresh screened topsoil imported for the beds.

E30 team report - March 2024

This month we have (in no particular order)

1. Attended Dracaena centre networking event
2. Supported Tyler our Work Experience Student from Falmouth School and Lillie from Falmouth Marine School
3. Directed/cleared traffic on Trescobeas Road when temporary lights failed (all remained on red) and grid locked Falmouth during morning rush hour.
4. Attended two courses - Violence against women and County Lines Training
5. Stand at The Poly – Climate change exhibition
6. Safer Falmouth Meeting
7. Responded to ABS rubbish issues in three properties
8. Attended joint patrol with Falmouth/Exeter University attending student dwellings with noise issues, to resolve and highlight what being a Good Neighbour looks like.
9. Town Patrol with local policing teams
10. Attending the Spring Clean and painted many bollards!
11. Salvation Army homeless drop in support
12. MCP Maritime conference
13. Safe and Secure development meetings
14. CSAS conference, speaker prep.
15. Manual Handling Training
16. Removing a tent from Kimberly Park and engaged with another in QMG.
17. Marine School Make a Difference day – Pendennis Headland clearing vegetation and herding!
18. Memorial benches – removal of dead, unsightly greenery from headland benches
19. Homelessness – continuing to engage with newly arrived folk/signposting.
20. Plus all the normal patrols, community engagement, litter picks, poop patrols and communication with our partner agencies.



Facilities Manager Update:

1. ReSource Project – Kimberley Park Lodge

The tender relating to the main contractor element of the project was advertised on the 25th March (Contracts Finder). Detail identifying the procurement timetable and award criteria is attached.

Clauses within the Grant Funding Agreement identify the potential of repayment of grant funding due to delivery over-run. The project completion and funding deadline is the 31st March 2025. CC has confirmed that there is no indication that this is likely to be extended despite local lobbying.

It is clear that any delays in completing the project will expose FTC to financial risks relating to the repayment of all previously secured valuations.

The main contractor procurement exercise and timely responses will define the future strategy for the delivery of the project.

The tender evaluation process will review contractor competence and confidence in completing the 40 week construction period.

It is recognised that the decision to progress the project will be confirmed following the tender process (6th May).

Other project risks are identified in the progress report attached.

Project expenditure up to the construction phase (RIBA 4) is circa £40k.

FTC have a budgeted project contribution of £75k.

Project meetings with the GoodGrowth Team continue on a weekly basis.

2. Changing Places Project : Grove Place

The above changing facility was installed and commissioned on the 22nd March. (photos attached)

The unit has been registered with Muscular Dystrophy UK and will sign post users to our facility when in the area. An opening ceremony will be undertaken week commencing 8th April.

3. Municipal Building

RTP Surveyors commenced a measured survey of the site on 4th April in support of the MEND funding requirements which will ultimately progress the grant funding application. Further surveying works will include project preparation, briefing, design and technical specifications (RIBA 3) up to the construction stage. The options to improve the building have been focussed on the strategy to carry out improvements previously identified in the condition survey (now circa £2m)

4. Princess Pavilion

Confirmation of Community Ownership Funding (£238k) will now enable progression of quotations relating to the following building improvements:

Solar panel installation £70k

Upgrade heating system	£20k
LED lighting and general refurb	£80k
Insulation	£38k
Theatre seating	£30k

The above improvements will support energy saving principles which will further reduce operational running costs.

5. **Training**

Fire safety / Marshall training (QA level 2) was undertaken in March by 25 members of staff representing all areas of the business.

Andy Medlin
Facilities Manager

Format of Response / Submission

- 3.10 The response must be delivered by no later than the time and date stated on Volume 2.
- 3.11 Submitting of the tender must be completed by the final submission time. Applicants must take into account the necessary document sizes, speed of Internet connection, system configuration and general web traffic that may impact on the time required to complete the transaction.
- 3.12 Tender response must remain valid for acceptance for a period of 90 days from return date.

Procurement Timetable

- 3.13 This procurement will follow a clear and transparent process, to ensure that all Applicants are treated equally. The key dates for this procurement are anticipated to be as follows:

Procurement Stage	Applicable to	Dates
Publication of advertisement (Contract Notice)	ITT	25/03/2024
Latest date for Clarification questions to be submitted by	ITT	10/04/2024
Clarification responses to be issued by	ITT	17/04/2024
Bid Deadline (noon)	ITT	24/04/2024
Evaluation (completed)	ITT	06/05/2024
Notification of Contract award (Contract Award Notice)	ITT	06/05/2024
Contract start – Main Contract	Contract	20/05/2024
Practical Completion	Contract	24/02/2025

- 3.14 The above is indicative and the Council reserves the right to change the timetable.

Evaluation Approach

- 3.15 Bids will be evaluated in two parts, Selection and Award
- 3.16 The Council will first evaluate is the Standard Selection Questionnaire and Qualitative Selection (SQ) response (if applicable). Applicants deemed not to satisfy the elements of the SQ in line with the scored approach will be excluded from the remainder of the process and their bid shall not be considered further. Applicants who satisfy the SQ stage (if applicable) will have the remainder of their bid evaluated in accordance with the Award Criteria.

Award Criteria

3.33 Award is the process that considers the extent to which the Applicant's Bid delivers the Most Advantageous Tender to the Council requirements and as such Applicants responses to the questions asked should give a clear indication of what the organisation is offering for the price.

3.34 The Council has not provided a word limit for responses to the Award questions however, the Council would like to inform Applicants that responses should be relevant to the question and be proportionate in length. Supporting information may be submitted, provided it is clearly referenced in the question to which it relates and appended to the main bid.

3.35 The following Award Criteria / weightings will be used in evaluation of the Applicants response:

PASS FAIL	
You will be contracting under the stated terms of Contract.	PASS / FAIL
You will act as Principal Contractor as defined under the Construction Design Management (CDM) Regulations for the duration of the works.	PASS / FAIL

Sub Criteria		Main Criteria
Criteria: Quality		65%
Sub Criteria: Understanding the brief, including methodology and approach	40%	
Sub Criteria: - Quality and Past Experience and how this would be used	40%	
Sub Criteria: Partnering and Collaboration	20%	
Criteria: Price		35%
Sub-Criteria – See Schedule 1	100%	
TOTAL Quality / Price		100%

3.36 Technical Evaluation element to be carried out independently of the Pricing aspects of the Evaluation, with the intention that the information on the Pricing element only be disclosed to the Evaluators post the completion of the Technical Evaluation. Specifically:

- i. Score objectively in line with set questions and score methodology as set out in the Tender pack;
- ii. Scores to be recorded and comments recorded on the reasons to justify the score;
- iii. Scores to form part of overall scores around the Award decision.

Progress Report on this Project
#REF!
Please note: We cannot process your claim until this report has been completed.

Please provide a narrative summarising project activity, progress and issues since your last claim.

Construction works package completed incorporating detailed specification, plans and programme of works. Contracts finder enquiry published 25.03.24. Tender period defined at 6 weeks. Tender enquiry link published on all FTC communications and networking soundboards. Project publicity undertaken incorporating press releases, radio interviews and community updates (GoodGrowth authorised). Community Engagement and outreach officer has undertaken site visits with local schools and community groups specifically focussing upon the teaching of basic sound recording and technical processes using project funded recording equipment.

RISK: Please identify any major risks to project delivery and deliverables identified in this reporting period, and how you plan to mitigate against them.

Description	Select Impact	Select Likelihood	Rating	Mitigation Plan
Failure to secure specialist technical services	Moderate Impact	Remote	0	Project team in place
Failure to secure main contractor tender returns.	Catastrophic Impact	Possible	15	Construction tender package defined with elemental schedules of works, plans and descriptions. Tender procurement period 6 weeks. (contracts finder enquiry)
Construction costs exceed project budget.	Catastrophic Impact	Possible	15	Draft cost plan has been produced by QS. Options to value engineer or adapt specification in place. Alternative grant funding streams to be reviewed.
Failure to secure main contractor adherence to works programme completion date 31st March 2025	Catastrophic Impact	Possible	15	Programme requirements detailed in tender package with associated clauses.
Project completion over runs evoking contractual penalties and repayment of grant funding by FTC.	Catastrophic Impact	Possible	15	Main contractor to be evaluated upon key project requirements and financial agreements defining target timelines for completion.
Delays in securing additional external funding.	Limited Impact	Unlikely	6	£35k target achievable based upon historical performance. Activity to be undertaken by Source FM (partners)







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

Focus	Action taken	Next steps
Environmental Projects/ initiatives	<p>CC successfully secured ZEBRA2 to acquire an electric bus for service 60 Falmouth Town.</p> <p>Marine School Make a difference day arranged for 27 March at Pendennis Headland</p> <p>Spruce Up main street area by staff, councillors & volunteers 21 March</p> <p>Tree Event organised by Tree Champion Cllr Rowe held at Pendennis Leisure on 16 March</p> <p>Attended Falmouth Week meeting and secured partial funding for rental of MarketSetBot race markers for sailing event. These have no anchors so do not disturb the seabed MSB - Fourth Cape</p>	<p>Electric bus will be in service in 2025. FTC contribution will be £5,000 towards cost of acquisition.</p> <p>Vote on whether to sign up to Zero Hour’s campaign to back the Climate and Nature Bill.</p> <p>Work with Falmouth Week participants to promote sustainable initiatives.</p>
Carbon Reduction	<p>Princess Pavilion – Successful funding application from Community Ownership Fund (COF) for solar panels and new low carbon lighting.</p> <p>Passmore Edwards Municipal Building - Energy options appraisal completed. F&GP approved £50,000 to fund feasibility study to enable submission for MEND</p>	<p>Tender to be prepared for installation of carbon saving technologies at PP.</p> <p>SEPO to update Carbon Audit once all energy consumption received for 2022/23.</p> <p>Bid to be formally approved for Community Capacity Fund to cover development phase for PE Municipal Building.</p> <p>MEND EOI for PE Municipal Building to be submitted in April</p>
Events	<p>Initial discussion held with South West Bars & Events to identify improvements to sustainability for their events.</p> <p>Rotary Climate Action Event on 8th and 9th March</p> <p>Spring Flower Show 23rd and 24th March 2024</p>	<p>Collaborating with Art Gallery around Summer exhibition focusing on farming/food in Cornwall.</p> <p>The Big Green Week 8 – 16 June. Events to be arranged in conjunction with the Library</p>

Focus	Action taken	Next steps
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. Delays expected. SWW Community engagement event on 16 Feb SWW monthly update meetings set up with SEPO	EA to provide details of flood alleviation plan once approved by MMO. Emergency plan (incorporating flood plan) to be finalised and presented. Monthly update meetings with SWW to monitor progress. Gylly project due to be completed by Spring 2025.
Community Engagement	SEPO attending Fal Energy Partnership and VSF Climate & Environment Alliance monthly meetings. SEPO attends Fal/Helford SAC meetings quarterly Green Corridor meeting attended on 7 Feb	SandSafe event will take place on 15 May at Gylly Beach. All welcome to attend.
Ocean Recovery	Declaration made in Jan 2022.	Interpretation panel to be produced and installed on railings in car park. Work with Falmouth Harbour to deliver artificial reef project.
Communication	Volunteer recruitment being promoted via Lovefalmouthvolunteers Environmental section to be published when new website goes live – Environmental projects to be promoted; Sandsafe, volunteering	
Other	Plant-based and Sustainable Food motions prepared.	Committee to vote on new food policy. Wildlife beds to be designed at New Cemetery.
Recycling		Recycling initiative to be promoted during Green Week
Budget	£8,000 allocated in 2024/25 budget.	

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

Consider proposals around plant-based food

Vote on whether to sign up to Zero Hour's campaign to back the Climate and Nature Bill

Prepared by Karen Hall, Strategic Environmental Projects Officer April 2024

Pendennis Headland, Falmouth

Works undertaken at Pendennis headland



Introduction

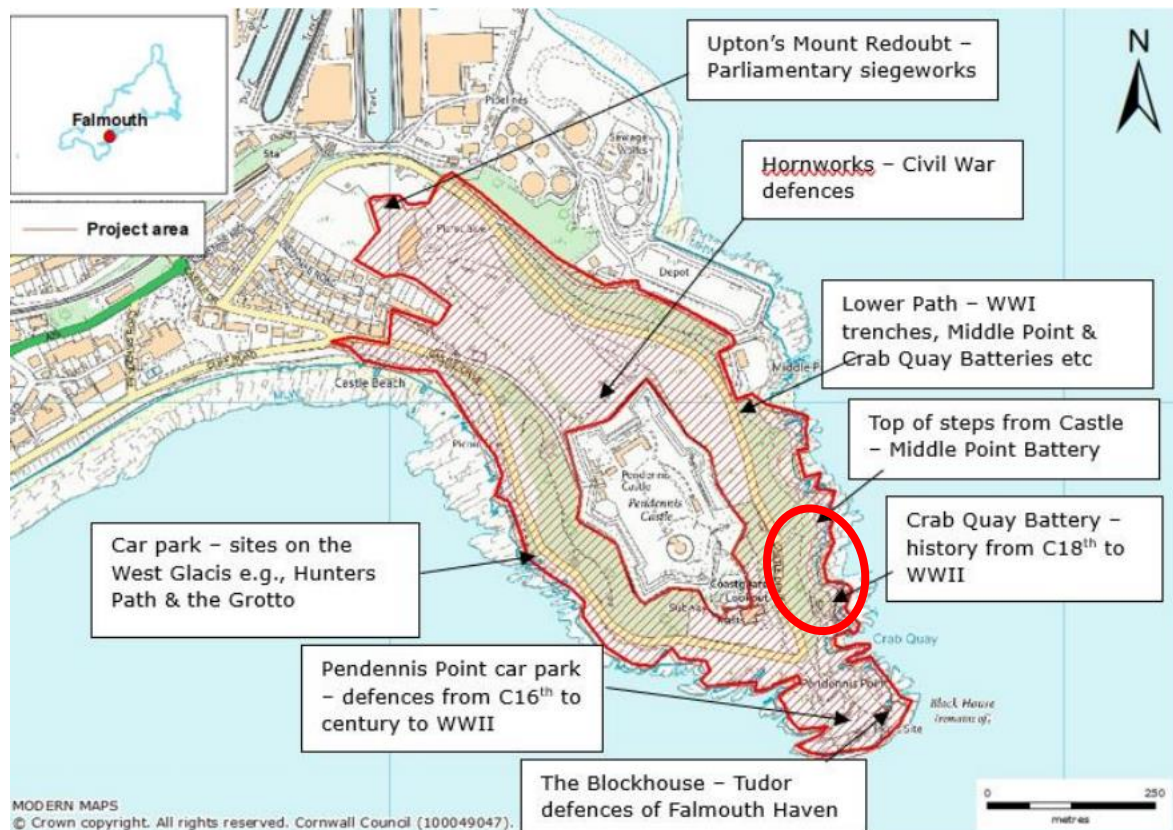
The entire Pendennis Headland was transferred to Falmouth Town Council in 2023. Pendennis Castle is managed by English Heritage and the Ships & Castle Community Centre is managed by a volunteer group. Falmouth Town Council has responsibility for remainder of the peninsula. It has been rather neglected and many of the areas have become overgrown and become a magnet for litter.

A management plan has been prepared which outlines key tasks that need to be undertaken to improve access, reveal the historic remnants that dot the area and improve the opportunities for biodiversity to flourish.

Falmouth Marine School is working with Falmouth Town Council to identify areas where their students can make a difference to the town. After successful sessions at Fox’s Lane and Kimberley Park, Pendennis was identified as the perfect location for a spring event. This took place on March 27th.

Two sessions ran 9.30am – 12pm and 1pm – 3pm with 13 students and two teachers attending each session. A Health and Safety briefing was undertaken ahead of each session to ensure that all attendees understood the importance of the tasks to be undertaken.

A brief overview of the tasks was provided along with an explanation of the historical value of the site. Works were focussed on the trenches and Crab Quay.



Thank you to the volunteers and staff who came out on a cold, wet day to help kick start the work at the Headland.



Crab Quay Battery





WW2 Entrenchments at Middle Point

Before	During
	
	

Sent on behalf of Vicky Fraser

Dear Jayne

Thank you for your email highlighting the request from Falmouth Town Council for Cornwall to undertake a feasibility study regarding a waste disposal unit on one of our car parks. As you are aware there is not a wider policy mandate for the Council to make provision for this on our assets and there is no resource to undertake a feasibility study at this time.

We are currently proposing a trial to enable overnight camping in a Bude car park. The headlines of this trial are as follows:

- The overflow section of The Crescent car park will be available for campervan/motorhome vehicles to park overnight for an additional charge
- The area will allow for around 10-15 vehicles, depending on their size
- All vehicles will be required to be fully self-contained (on board WC), along with other conditions, this will be reflected in clear signage
- Maximum of a 48hr stay
- The trial will be reviewed in 12 months

We have been working with the Campaign for Real Aires (CamPra) on the trial and they have stated that many campsites will allow campervans to empty their waste at their facilities for a small charge and these campsite locations could be added to the signage. This will be a more favourable solution, from a parking perspective, than installing CC waste disposal units. We would encourage Falmouth TC to follow the trial and it could be an ideal location to expand should it prove a success.

I think it's also worth noting that I did request an update from our environmental stewards and their view (shared with Friends of Boscawen Park) is that the number of incidents of waste disposal is now fortunately very rare.

Kind regards

Vicky Fraser

Service Director for Environment and Connectivity

Environment and Connectivity

Sustainable Growth and Development

Cornwall Council

Tel: 07816782450

vicky.fraser@cornwall.gov.uk

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From: Cllr Jayne Kirkham <cldr.jayne.kirkham@cornwall.gov.uk>

Sent: 30 January 2024 21:58

To: Cllr Martyn Alvey <cldr.martyn.alvey@cornwall.gov.uk>; Cllr Carol Mould <cldr.carol.mould@cornwall.gov.uk>

Subject: FW: request to Cornwall Council for a feasibility study into camper vans waste disposal

Dear Both

We have had the prospect of a waste disposal facility raised by a number of Falmouth residents. I wondered if Cc would consider putting these in?

Jayne Kirkham

Cornwall Councillor for Falmouth Penwerris
Leader of the Labour Group
www.jaynekirksam.co.uk

From: Karen Hall <karenhall@falmouthtowncouncil.com>

Sent: 14 November 2023 09:35

To: Cllr Jayne Kirkham <cllr.jayne.kirkham@cornwall.gov.uk>

Cc: Councillor - D. Clegg <Councillor-dclegg@falmouthtowncouncil.com>; Andy Medlin <AndyMedlin@falmouthtowncouncil.com>; Mark Williams <MarkWilliams@falmouthtowncouncil.com>

Subject: request to Cornwall Council for a feasibility study into camper vans waste disposal

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Dear Jayne

As discussed last night regarding the waste disposal feasibility study, the motion passed was that you would put this request to Cornwall Council rather than FTC Officers being tasked with completing the evaluation.

The situation in Falmouth is that we have had a number of visitors who stay overnight on the streets when visiting the town and there is a possibility that a provision for these visitors to dispose of their sewerage waste could be sited within the town. Currently no specific location has been identified although it would need to be accessible for van users so a car park or similar would seem sensible places to start.

Historically, there has been an issue with waste at Boscowen Fields a CC asset and this has triggered the discussion regarding whether something can be done to alleviate this unsanitary practice. As such, Officers and councillors explored whether this had been encountered elsewhere and if so could this be a solution for Falmouth.

It would appear that there is a waste disposal area at Drumnadrochit in Scotland. You can't stay overnight but you can use the facilities for a donation.



The contact who identified this is steve@campra.org.uk

Based on this system costs were initially requested and these are detailed in the attached although I would not recommend sharing this with any external audiences but I felt it useful to keep this for future reference should the topic arise again. Additionally SWW developerservicesassetprotection@southwestwater.co.uk were contacted to understand whether they would allow this system to be added to their existing sewer network. A response has not yet been received.

When you put the request to Cornwall Council for them to undertake a feasibility study please could you ask that the following questions are included;

1. Is this feasible?
2. What location(s) would be suitable for?
3. What are the costs for installing and maintaining a unit?
4. How would the area be maintained and by whom?
5. How would visitors be made aware of area?
6. Could a charging system be put in place?
7. What are SWW restrictions to setting up a unit like this?
8. What permissions would be needed to set this up from landowners, residents, SWW?
9. Would SWW need to undertake works as well as the installer to make this work?
10. What costs are associated from SWW to getting the permission if feasible?
11. What would the ongoing costs be?
12. How long permissions would take from the landowner, SWW and any other consultees?

I'm sure you will have further questions to add in, but hopefully this is a useful start for you.

Good luck and let me know if you require any further information.

With many thanks.

Karen Hall

Strategic Environmental Projects Officer
Falmouth Town Council, The Old Post Office,
The Moor, Falmouth. TR11 3QA.
Tel: 01326 315559
Mobile – 07483 055 811



I work part time normally Monday - Wednesday



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Plant-based Food Motion

to be considered at Grounds, Facilities and Environmental Action Committee
15 April 2024

This council recognises:

- Meat & dairy production is a significant contributor to greenhouse gas emissions & global deforestation, & reducing consumption of these foods is a key part of tackling the climate crisis & improving health outcomes.
- We have a duty as leaders to empower the local community to make changes that can mitigate climate catastrophe and help preserve the vitality of our planet for future generations.
- The importance of a balanced diet as well as individual choice and catering for all dietary requirements. Increasing awareness of dietary choices and resulting impact to individual carbon footprint can allow individuals to make more informed choices.
- The huge contributions made by our farmers to the local economy and its rural communities, and recognises the need for farmers to be appropriately supported to deal with the challenges of farming in an increasingly unstable climate and a cost-of living-crisis.

Falmouth Town Council resolves to:

- Ensure that food provided at all council catered events and meetings is plant-based / plant-based by default basis, preferably using ingredients sourced from local food providers / local food surplus organisations.
- Ensure that all Council run external sites including cafes and restaurants have plant-based options available as part of their regular catering offer and advertised clearly on their menu.
- Request that the Councillors works with local farmers to support, promote, and encourage their move to create more sustainable plant-based produce.
- Request to consider options to form a plant-based localised free food service by funding community groups who are already doing this work to transform our city into a more environmentally sustainable economy which will also tackle food poverty.

Sustainable Food Motion

to be considered at Grounds, Facilities and Environmental Action Committee

15 April 2024

This council recognises that;

1. Meat and dairy production is a significant contributor to greenhouse gas emissions and global deforestation and therefore reducing consumption of these foods will help to tackle the climate crisis.
2. It has a role to encourage people to consider their food consumption and be able to make informed choices
3. It is important to promote the importance of a balanced diet and cater for all dietary requirements
4. We should help to increase awareness that dietary choices have an impact on individual carbon footprints
5. Support should be given to local farmers, producers and suppliers who make a huge contribution to our economy and community cohesion

Falmouth Town Council resolves to

- Ensure that food provided at all council-catered events and meetings provide a plant-based option on request, preferably using ingredients sourced from local food providers
- Wherever possible to use suppliers who are locally based to provide meals
- Ensure that all council-run sites including cafes and restaurants have plant-based options available as part of their regular catering offer and are advertised clearly on their menu
- Provide support to plant-based local free food service by funding community groups who are already doing work to assist in transforming to a more environmentally sustainable food system which also helps tackle food poverty
- Promote the benefits of a balanced diet including plant-based ingredients at relevant awareness-raising events

Zero Hour Motion

to be considered at Grounds, Facilities and Environmental Action Committee

15 April 2024

This council recognises that;

The **Climate & Nature Bill** (CAN) is the legislation needed to tackle the growing crisis. The CAN Bill will help us build a healthier, more prosperous, nature-rich UK—as well as boosting new jobs and skills for people in Falmouth. It will make us:

- **Better off** - by ensuring our homes are properly insulated, and our energy is cleaner, less expensive and more secure.
- **Healthier** - by reducing air pollution, and by encouraging healthier, more sustainable food consumption, while supporting our farmers and food producers.
- **Happier** - by protecting our green spaces and the wildlife that depends on them, ensuring everyone has access to nature and increased wellbeing.
- **More resilient** - by reducing the threats from extreme weather, such as flooding, erosion, and crop failure.

Zero Hour [UK General Election 2024 \(zerohour.uk\)](https://zerohour.uk) is calling for support from organisations to campaign to ensure this bill is passed in parliament.

Falmouth Town Council resolves to

- Sign up as a supporter of the Zero Hour campaign to back the Climate & Nature Bill