

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 18th March 2026 at 7.45pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors D A Konik (Chair), J A Walkden (Vice-chair), G P Andrewartha, D V Evans BEM CC, K Holbrook, L E Howes, A Munden, and J A R Stowell.

In attendance: A M Williams (Responsible Financial Officer)
A Medlin (Facilities Manager)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

GFEA220 **APOLOGIES**
None received

GFEA221 **INTERESTS AND DISPENSATIONS**
None received.

GFEA222 **MINUTES**
It was proposed by Councillor Howes, seconded by Councillor Evans and

RESOLVED that the Part I minutes of the meeting held on 14th January 2026 be agreed as a correct record and signed by the Chair.

GFEA223 **GROUNDS MANAGER OVERVIEW AND UPDATE**
The Town Clerk presented an overview of the Grounds Service operation, and the continuing storm remediation works. He updated on Grounds Manager, Grounds Supervisor, and Environmental Education and Enforcement Officer recruitments.

GFEA224 **FACILITIES MANAGER OVERVIEW AND UPDATE**
The Facilities Manager presented his report and responded to questions including updates on pest control measures, Health and Safety Audit and actions, seagull netting at Princess Pavilion, and public toilets. The report was duly noted and forms part of these minutes.

GFEA225 **STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**
The Town Clerk presented the Strategic Environmental Projects Officer's report and responded to questions. The report was duly noted and is attached as part of these minutes.

Councillor Walkden reported upon the Climate Emergency film.

It was proposed by Councillor Walkden, seconded by Councillor Howes and

RESOLVED that the Council arrange a showing of the Climate Emergency film for Councillors and Council Staff and other community leaders.

GFEA226

FAL AND HELFORD CHARTER OF THE SEA

Councillor Holbrook presented the Fal and Helford Charter of the Sea.

It was proposed by Councillor Stowell, seconded by Councillor Walkden and

RESOLVED that the Council supports the Fal and Helford Charter of the Sea and advocates its inclusion in development polices such as the Falmouth Neighbourhood Plan.

GFEA227

EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Stowel, seconded by Councillor Howes 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.



FALMOUTH TOWN COUNCIL

Grounds, Facilities & Environment Committee

18th March 2026

Facilities Manager Update:

1. General works update:

Works undertaken within the period included the following:

- Pavilion Theatre roof : replacement of high level steel ridge flashing which detached in recent storms.
- Stable block : Works relating to the replacement of the external masonry netting and guttering repairs were completed on the 24.02.2026. (St Ives Safety Netting) Traffic control was installed throughout the works duration to support a safe system of work incorporating a scissor lift.
- Repairs to water leaks at Prince of Wales Pier and Swanpool public conveniences.(in-house and contracted maintenance teams)
- Library / Gallery entrance foyer : Extensive redecoration of high level areas and G/F reception area. Works required internal scaffolding platform to safely remove, clean and replace artwork.
- Municipal building : removal of redundant timber store and detritus from rear of building. Works included the treatment of significant vermin infestation which will now require a planned schedule of monthly monitoring and bait replenishment. Works were undertaken by a specialist contractor and inspected by CC Environmental Officer.

2. Health & Safety Audit (27th January 2026 Worknest):

Recorded observations - 11 points (6x Medium / 5x Low)

- Asbestos Training (med):
Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos. **Maintenance teams have completed Asbestos Awareness Training Level 2 / E Learning module.**
- Electrical Safety (med):
Ensure all chargers and associated equipment are installed, used, and maintained in accordance with the manufacturer's instructions. Instruct a competent electrician to carryout annual servicing and maintenance in accordance with Electricity at Work Regulations 1989 (EAWR) and retain the certification on file. **Certified inspection process completed at Cemetery vehicle charging point.**
- First Aid at Work (med):
Carry out a first aid needs assessment to determine what level of first aid provision is required for your workplace. The assessment must consider the work undertaken, employee numbers, distribution and working patterns, any pre-existing medical conditions and the ability of emergency services to reach the premises. **Assessment process in progress for all FTC operations. The**

document will incorporate existing training and accreditation within staff teams.

- Environmental (med):
Ensure a risk assessment is in place for the EPO's including risk of assault. **Risk Assessment completed and will support CSAS accreditation.**
- Legionella Management (med);
Work with your legionella risk assessment company to create individual written schemes of examination for legionella and temperature checks at each building. Once completed the actions required can be allocated in house or to contractors as required. **Works in progress with legionella specialist (REEF)**
- Fire Safety Overview (med):
It is understood that solar panels have been installed at the Pavilions. The fire risk assessment should be updated to reflect this and a suitable maintenance scheme put in place to minimise the fire risk posed by them. **Fire Risk Assessment has been reviewed with an annual inspection regime agreed with installer (NakedSolar) This will be replicated on our additional installation at the Cemetery.**
- Asbestos Management (low):
Ensure the asbestos management plan is regularly reviewed and updated. It is important to review and update your plan: - whenever work takes place that affects ACMs - where staff with management responsibilities have changed - where ACMs have been inadvertently disturbed - following scheduled condition checks of ACMs. **The Asbestos Management Plan has been updated to record all existing management arrangements.**
- Stress Management (low):
Consider implementing a staff survey for wellbeing and stress. Advice on carrying this out is available from HSE website or WorkNest can offer a climate/safety survey service if required. Please contact your H&S consultant if you wish to have a quotation for this service. **(see below)**
- Stress management (low)
Managers should be provided with training in relation to the management of stress. **Managers provided with Well at work (stress / anxiety and mental health support) training; Absence management training (including relevant policy awareness & application, and managing stress related absences); deployment of Wellbeing Workplace Assessments (including stress risk assessment).**
- Management of Health & Safety (low):
Ensure risk assessments are in place for specific activities in the facilities management. Point of use assessments are recorded in some circumstances, but a general maintenance assessment should be completed and recorded. **A database of key risk assessments have been issued to Facilities operatives which support existing responsive risk assessment documentation.**

- Management of Health & Safety (low):
Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded. **All risk assessments are located in vehicles and are reviewed annually or at such times when activities change.**



**March 2026 – Strategic Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee**

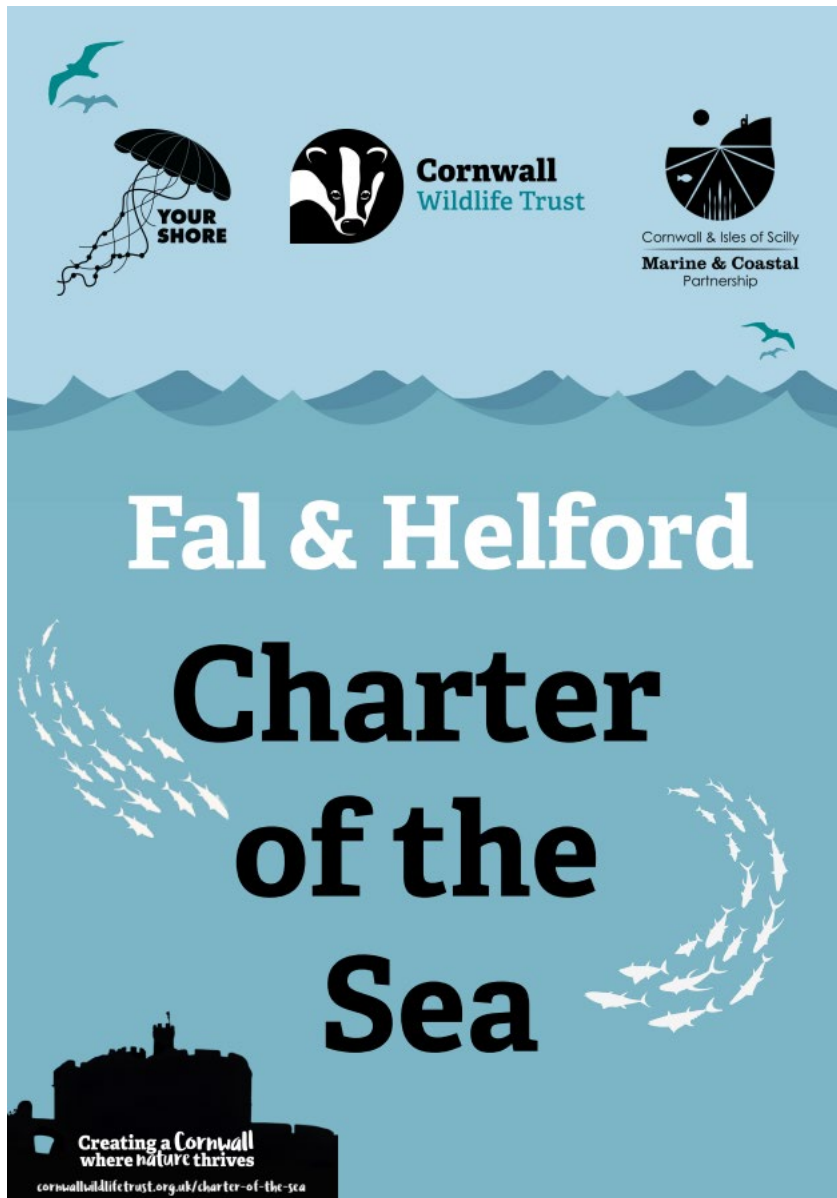
Focus	Action taken	Next steps
Carbon Reduction	<p>Princess Pavilion – LED outdoor lighting completed</p> <p>Passmore Edwards Municipal Building – Total cost c. £3million. Funding options being investigated.</p> <p>Mortuary Building – budget approved for solar installation. Procurement process underway for Mortuary building solar installation in 2026/7</p> <p>HVO tank operational. All diesel vehicles and equipment will use HVO instead of diesel reducing emissions by up to 90%.</p>	<p>Regular meetings to monitor further energy saving measures at PP.</p> <p>Continue replacing florescent lights with LED throughout library as funds allow.</p>
Biodiversity	<p>Invasive species (INNS) removal programme in the SSSI section of the Green Corridor being undertaken by Cornwall Wildlife Trust</p> <p>UoE intern commissioned to create maps on <i>Parish On-line</i> of all FTC park & open spaces.</p> <p>Fallen tree stumps piled to create wildlife habitat within the cemetery.</p>	<p>Councillors to develop and take to Committee</p> <ul style="list-style-type: none"> • Declaration of an ecological emergency • Biodiversity policy <p>Once adopted, work with Grounds Manager to develop BAP</p>
Events	<p>Planning underway for the second Festival for the Ocean in June (close to World Ocean Day)</p> <p>Coastal Resilience 14 March (Cllr Clegg lead)</p>	<p>Town-wide spring clean 25 March</p> <p>Water-saving event @ PP 12 April</p> <p>Festival for the Ocean 7 June @ Gylly</p>
Water	<p>SWW monthly update meetings set up with SEPO. Website with details of works Falmouth Sewer Improvement Scheme (southwestwater.co.uk).</p> <p>Draft plans shared with SEPO</p> <p>Rainwater harvesting system reinstatement completed at PP in January.</p>	<p>Communication to encourage residents to be aware of resilience methodologies.</p> <p>SWW to present suite of plans to full Council on 9 March.</p>
Community Engagement	<p>SEPO attends Fal Energy Partnership monthly meetings, Fal/Helford SAC meetings quarterly.</p> <p>FTC attend Falmouth Green Corridor meetings quarterly.</p> <p>Attended UoE Health & Wellbeing event on 4 Feb</p>	

Focus	Action taken	Next steps
Ocean Recovery	Liaison with Falmouth Marine Conservation to assess FTC involvement with various projects including snorkel safaris and Pacific oyster management. Working with BID to install further 'We are the Ocean' banners around town.	Blue Meadows seagrass restoration in Falmouth Bay planned may commence in spring 2026. FTC to support. Committee to adopt the Fal & Helford Charter. Work with new CC Fal & Helford Officer to promote best practice on the ocean.
Transport	Promote cycle events organised by Councillor Evans via socials. Staff Cycle to Work Scheme 2026 running until 30 March 2026	
Communication	Litterpick organised by others, promoted via FTC channels No Dogs/Fires on beaches signs ordered New directional signs on Green Corridor ordered.	Promotion of events Signs to be installed once water table settles.
Other	SME energy saving app promoted amongst BID businesses. Provided by Fairer Warmth for SMEs Climate Risk added to corporate Risk Assessment	Support S106 project at Swanvale open space and verges around Swanpool.
Budget	£7,000 allocated in 2025/26 budget; £400 - Festival for the Ocean £200 - Green Week £200 – Sustainable drinks @ Christmas celebration £1,000 – Community Resilience event £670 – new emergency lighting at PP £750 – Snorkel safaris from Falmouth Marine Conservation £300 – plants for Spring Clean Running total - £3,520	

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

To endorse the Fal & Helford Charter of the Sea

Prepared by Karen Hall, Strategic Environmental Projects Officer
March 2026



Vision

To protect and celebrate the rich marine heritage of the Fal & Helford estuaries by fostering stewardship, enhancing water quality, reducing pollution and restoring our coastal and marine environments. Ensuring a thriving sea for generations to come.

Priorities

Education & Engagement

Water quality

Plastic Pollution & Marine Litter

Wrecks & Abandoned Boats

[Fal & Helford Charter of the Sea Document](https://www.cornwallwildlifetrust.org.uk/charter-of-the-sea)