

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 15<sup>th</sup> April 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 (to point mentioned), D V Evans BEM, A Rowe (to point mentioned), D W Saunby CC, J M Spargo and Z Young (to point mentioned).

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

**GFEA115**     **APOLOGIES**  
None received.

**GFEA116**     **INTERESTS AND DISPENSATIONS**  
None received.

**GFEA117**     **MINUTES**  
It was proposed by Councillor Edwards, seconded by Councillor Kirkham and

**RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> February 2024 be agreed as a correct record and signed by the Chair.

**GFEA118**     **GROUNDS MANAGER OVERVIEW AND UPDATE**  
The Chair presented the Grounds Manager report and that of the Council's Environmental Education and Enforcement Officers. Both attached as part of these minutes. Councillor Edwards presented further on Skatepark development progress. All duly noted.

**GFEA119**     **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 and Councillors (pursuant to Minute C5852) noted the risk of timescale compliance and potential grant funding clawback, and the Council's expenditure commitment to date.

**GFEA120**     **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 the South West Water Falmouth trial of wet wipe disposal awareness. She confirmed that waterless toilet provision was no longer a Council priority and the Chair confirmed that the Falmouth Allotment Society had no plans to progress waterless toilet provision.

It was proposed by Councillor Young, seconded by Councillor Kirkham and

**RESOLVED** that the Council write to the Secretary of State for the Environment requesting that the sale of wet wipes be prohibited in the UK to tackle pollution and relieve congestion of sewerage systems.

**GFEA121**     **FOOTPATH LINKS PROJECT**

Pursuant to Minute C5832 Councillor Rowe updated the Committee on the Project.

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

**RESOLVED** that the Council supports and engages with the proposed Footpath Project and that Councillor D V Evans represents the Council on the project group, supported by Councillor Rowe.

The Chair took this matter out of agenda sequence to enable Councillor Rowe to present.

**GFEA122**     **FEASIBILITY STUDY – CAMPERVANS WASTE DISPOSAL**

The report of Cornwall Council regarding the County feasibility 12-month trial for off-street car parks was duly noted.

**GFEA123**     **ZERO HOUR CAMPAIGN – MOTION BY COUNCILLOR EDWARDS**

Councillor Edwards requested that the Council supports the campaign to ensure the Climate and Nature Bill is passed in parliament.

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

**RESOLVED** that the Council signs up as a supporter of the Zero Hour Campaign to back the Climate and Nature Bill.

The Chair took this matter out of agenda sequence to enable Councillor Edwards to present.

Councillors Edwards and Rowe now left the meeting.

**GFEA124**     **PLANT BASED TREATY**

The Committee considered the reference from the Council C5830 to consider the implementation of a Plant Based Treaty.

It was proposed by Councillor D V Evans, and seconded by Councillor Saunby, as an amendment and

**RESOLVED** that the Council does not adopt the Plant Based Treaty which was not applicable to much of the Council's operations but does adopt the attached sustainable food motion

for civic events. The Council noted the procurement, administrative and cost implications therein.

A motion proposed by Councillor Kirkham and seconded by Councillor Clegg that the Council adopts a sustainable food motion was lost. The amendment removed plant-based options on request and added in equal proportion in terms of menu choice for civic events.

It was noted that the menu offer at Princess Pavilion already complied and was directed by the operational plans and budgets overseen by the Cultural Services and Leisure Committee.

Councillor Young now left the meeting.

**GFEA125**

**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.

## **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 25<sup>th</sup> 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.



**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
<b>Bid Deadline (noon)</b>	<b>ITT</b>	<b>24/04/2024</b>
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.
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## 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
<b>Criteria: Quality</b>		<b>65%</b>
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%	
<b>Criteria: Price</b>		<b>35%</b>
Sub-Criteria – See Schedule 1	100%	
<b>TOTAL Quality / Price</b>		<b>100%</b>

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
<b>Environmental Projects/ initiatives</b>	<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 &amp; 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 <a href="#">MSB - Fourth Cape</a></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>
<b>Carbon Reduction</b>	<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&amp;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>
<b>Events</b>	<p>Initial discussion held with South West Bars &amp; Events to identify improvements to sustainability for their events.</p> <p>Rotary Climate Action Event on 8<sup>th</sup> and 9<sup>th</sup> March</p> <p>Spring Flower Show 23<sup>rd</sup> and 24<sup>th</sup> 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
<b>Water</b>	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.
<b>Community Engagement</b>	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.
<b>Ocean Recovery</b>	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.
<b>Communication</b>	Volunteer recruitment being promoted via Lovefalmouthvolunteers Environmental section to be published when new website goes live – Environmental projects to be promoted; Sandsafe, volunteering	
<b>Other</b>	Plant-based and Sustainable Food motions prepared.	Committee to vote on new food policy. Wildlife beds to be designed at New Cemetery.
<b>Recycling</b>		Recycling initiative to be promoted during Green Week
<b>Budget</b>	£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

## 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