

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 23rd January 2023 at 6pm at the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors J S Kirkham (Chair), D Clegg, K J Edwards, D V Evans BEM, D W Saunby CC, E E Seiler, J M Spargo and Z Young.

Councillor B M A Ross also attended (from point mentioned).

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

GFEA61 **APOLOGIES**
None received.

GFEA62 **INTERESTS AND DISPENSATIONS**
None received.

GFEA63 **MINUTES**
It was proposed by Councillor Edwards, seconded by Councillor Clegg and

RESOLVED that the minutes of the meeting held on 3rd October 2022 be agreed as a correct record and signed by the Chair.

GFEA64 **GROUNDS MANAGER OVERVIEW AND UPDATE**
The Grounds Manager presented his report that is attached as part of these minutes.

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

RESOLVED that the report be noted, and the Grounds Manager prepares with the Administrative Officer recommended updated fees and charges for cemeteries.

GFEA65 **FACILITIES MANAGER OVERVIEW AND UPDATE**
The Facilities Manager presented his report that is attached as part of these minutes.

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

RESOLVED that the report be noted and

- (i) The Legionella Policy attached as part of these minutes be approved.
- (ii) The Facilities Manager with the Communications Officer develops advertising and sponsorship opportunities around Public Toilets and other Council assets.
- (iii) The Facilities Manager progresses the capital works for the Cottage at Princess Pavilion and heating comparison quotes so that the facility could be quickly developed to generate letting income.

- (iv) The Facilities Manager prepares a boiler and heating replacement and repair programme for Council buildings in 2024/25.
- (v) The Facilities Manager reviews existing cleansing and maintenance contracts in 2023 to identify possible efficiencies.

Councillor Ross entered the meeting during the consideration of the above report.

GFEA66 **STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

The Strategic Environmental Projects Officer presented her report that is attached as part of these minutes.

In regard to solar panels, she advised that if the works were not to proceed in 2023/24 this would impact on the energy cost savings predicted for Princess Pavilion and place at risk the Council's carbon neutral aspirations set for 2030. She also updated on electric vehicle acquisition.

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

RESOLVED that the report be noted, and the Committee reiterates its recommendation that the Council allocates £70,000 to enable solar panels at Princess Pavilion to be installed in 2023/24 financial year.

Councillor D V Evans requested that his name be recorded as having abstained from voting on the above resolution.

GFEA67 **CLIMATE EMERGENCY DEVELOPMENT PLAN DOCUMENT**

It was noted that the Climate Change DPD completed its examination and would move towards formal adoption by Cornwall Council.

There being no further business to transact the Chair closed the meeting at 7.05pm.

Signed

Grounds Report:

Ponsharden Cemeteries: Conservation works due to finish at the end of Jan, our team have started the landscaping works but current wet conditions have put a stop; complete by end of Feb.

Headland: Everything in place for a brief to commission a condition survey of all historical assets to supplement our Conservation Management Plan(can be referenced in our library).

Organising the native whip planting in the S&C area outside the Scheduled Monument is getting there.

Training: Jan/Feb is when my team do most of their new/refresher training, this has started. Plus a strimmer course that includes x3 volunteers. Not too onerous this year as we had to play catch-up after Covid, so mostly up to date.

Skatepark

At the last meeting I reported "Around £36k(£11k CIL & £25K Lions club) that needs to be spent as it's a case of use it or lose it, so am progressing the options of doing the drainage connection to SWW and hopefully some groundworks." This is progressing I have met x5 groundworks contractors of which x2 have returned quotes. Not being from an engineering background I feel I am getting out of my depth and although I'm capable and want to project manage the park, I need to engage an architect and instruct an engineer on occasions.

Trees

At the last meeting I reported "List circulated at the last meeting should be delivered and planted prior to the next meeting." This all went well and has been completed.

The electric vehicle that was the subject of some debate previously has been purchased and logo'd, 2nd hand from Plymouth very low mileage under 5000 over £10k under the cost of a new one.



**Grounds & Facilities Committee
23rd January 2023**

Facilities Manager Update:

1. **Municipal Building – Gallery / Library:** This building continues to be affected by water penetration during periods of persistent rainfall and prevailing winds. The areas of penetration specifically relate to the high level external render / pointing and exposed stone cornices. The condition of the roof covering has also been the subject of previous issues and repairs. Remedial valley and gutter clearance has been undertaken recently by steeplejacks who have highlighted the high levels deterioration of the masonry components.

A heating report has recently been submitted which has identified the potential end of life operation of the 2 No gas boilers within the building. Although operational currently, back up parts availability will be an issue and the longevity of the appliances can no longer be guaranteed.

Increased maintenance cycles have been introduced to mitigate these issues in the short term but a longer term strategy is now required.

It is proposed to instruct a surveyor's condition report which will detail the following;

- Elemental description, condition, defects & summary condition view.
- Planned Maintenance Schedule (PMS) element priority, costs and incorporation into 5 year maintenance programme.

Current market appraisal has identified £8k for the survey which has been included in 2023/24 budget Version 1.

2. **Pavilion:**

Refurbishment / Repair

Cafe / Bar area reconfiguration project to provide dedicated servery for cold food / cake / refreshments is currently being designed with Chas to provide clear designation between the bar area and food serving counter. It is proposed to commence refurbishment in late January with costs budgeted for in this financial year. This arrangement will support increased revenue streams for the business unit.

Capital works:

Cottage window and door joinery replacements are planned for February 2023 (£18,772.00)

An Air Source heating option has been proposed to replace the condemned gas boiler in the cottage. (Daikin £8000.00)

The above costs have been included in 2023/24 budget Version 1.

These works will support the business strategy to utilise the ground floor office area as a commercial rental income stream.

Compliance:

A Fire risk assessment has been undertaken by Fire Safety Cornwall and all actions have now been completed.

Application of a fire retardant treatment to the theatre curtains was undertaken on the 17th January ensuring compliance in this area of the operation.

Awareness Training was undertaken by the Facilities Manager and Supervisor in December.

Further training requirements are under review following recent employment processes.

Portable Appliance Testing will be undertaken on the 16th January.

Quotations are in progress for hard wire fire detection in the cottage building as well as annual testing / inspection regimes.

Future works:

CCTV installation – awaiting commencement date from Gould.

Cyclical redecoration – internal / external works to be co-ordinated with premises relaunch / marketing. (£20k Budget 2023/24)

Stable Block / Cottage – commercial valuations have been requested for property value and commercial rent from Charterwood.

3. **Changing Places Update** : Our recent procurement exercise has identified a £14k saving on the supply and installation of the modular unit (Danflo £56k) The modular unit is prefabricated off site and fitted out with appliances in accordance with BS8300-2:2018 standard. Additional groundwork and service connection costs have also reduced with the confirmation that the width of the unit can be reduced whilst lengthened in order to meet operational service area requirements. The original footprint required the expensive relocation of BT openreach u/g services. By reducing the width by 400mm it alleviates any related excavation. The original Department for Levelling Up Housing and Communities grant of £40k was awarded to FTC from the CC allocation. A further £35k top up provision has been budgeted by FTC (£75k). It is anticipated that the project will now be delivered based upon the identified grant supported budget of £75k.

Danflo (UK) Ltd	56k
Site prep / fees	19k
Total	75k

4. **Health & Safety** : The committee met on the 7th December with attendees from each department. Main areas for review focussed upon Near Miss reporting, Training and Fire / Emergency procedures. Date of next meeting March 2023.
5. **Legionella Policy** : attached for approval.

Andy Medlin
Facilities Manager



Falmouth Town Council

Legionella Management Policy

Scope

This policy applies to any use or storage of hot and/or cold water that is owned, managed, maintained or controlled, to any extent, by Falmouth Town Council that could result in the formation and/or transmission of water droplets (aerosols) which may be inhaled by any person, thereby creating a reasonably foreseeable risk of exposure to legionella bacteria.

Policy Statement

Falmouth Town Council is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The Council will aim to achieve this policy commitment by following the principles set out in the Approved Code of Practice and guidance L8 (Fourth Edition). Health and Safety Executive (HSE)". This will include:

- Appointing a Responsible Person (Legionella) to have responsibility for managing identified in-scope water use and storage systems.
- Carrying out a suitable and sufficient risk assessment of all work activities and in-scope water systems to identify and evaluate foreseeable risks of exposure to legionella bacteria.
- Identification of any particular "at risk" groups of people who may be at greater risk of harm if exposed to legionella bacteria.
- Recording the significant findings of each such assessment.
- Producing and implementing written arrangements (scheme of control) to avoid, so far as is reasonably practicable, exposure to legionella bacteria. Where it is not possible to avoid this risk then the scheme will identify the measures for controlling the risk of such exposure and to ensure that such controls remain effective.

- Keeping appropriate records of any management and any associated monitoring activities.
- Allocating sufficient resource to ensure that reasonably foreseeable risks of exposure to legionella bacteria are managed. This will include the appointment of a suitable specialist contractor to advise on legionella management matters and to assist with the development and implementation of the legionella scheme of control.
- Providing suitable and sufficient information, instruction, training and supervision to relevant employees to enable them to perform their duties under this policy and any associated procedures and to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria.
- Ensuring that all new water systems are designed, specified, installed and commissioned so as to avoid, where reasonably practicable, the foreseeable exposure of people to legionella bacteria or, where avoidance is not practicable, to ensure that such risks are reduced to a tolerable level.
- Carrying out a legionella risk assessment on all new buildings.
- Managing all works on existing domestic hot and cold-water systems to ensure that foreseeable risks of legionella exposure are managed.
- Ensuring that all work on domestic hot and cold-water systems are only carried out by suitably competent people.
- Undertaking periodic audits to ensure that all relevant duties under this policy and applicable legislation are being managed effectively.

Responsibilities

Duty Holder: M. Williams – Town Clerk

- Responsibility to ensure an accurate legionella risk assessment is carried out to determine whether legionella is a risk to your employees, visitors and others, and if so, what steps should be taken to manage that risk.
- Identify a suitably competent responsible person to make sure the water management programme is successfully carried out and the risks from legionella and Legionnaires' disease are identified and controlled properly.

Responsible Person: A Medlin – Facilities Manager

- To ensure effective communication at all times with the “Duty Holder” regarding all aspects of the legionella risk management programme.

- To ensure effective communication and management of all staff involved in the legionella risk management programme, thus effecting full execution of all legionella risk assessments and written schemes of precautions necessary to minimise the risk of legionella proliferation in the areas under their control.
- To recruit and ensure that all staff have the correct levels of competence and training suitable for their appointed roles in the risk management programme.
- To select and appoint service providers, if appropriate, who have the correct level of training, skills and competence to be able to undertake the roles contracted to them.
- The “Responsible Person” should have a detailed understanding of the appointed service provider’s commitments as detailed in the Legionella Control Associations code of practice.

Responsible Person (Deputy): J Wilkinson – Facilities Supervisor

- To ensure effective communication at all times with the “Responsible Person” regarding all aspects of the legionella risk management programme.
- To undertake day to day activities in support of the scheme of control specifically relating to the recording of system temperature readings.

Appointed Specialist Contractor: REEF

- To undertake risk assessments, sampling and periodic audits in accordance with scheme of control requirements.
- Provision of specialist advice on existing and proposed service installations in order for duty holders to fulfil their duties under this policy.

Monitoring

Falmouth Town Council Health and Safety Committee will be responsible for:

- Monitoring and reviewing this policy. Reviews will be carried out every two years from the date of approval.

- Receiving and reviewing annual statements of reassurance from Duty-Holders.

Further Information and resources

[Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 \(Fourth Edition\). Health and Safety Executive \(HSE\).](#)

Written Scheme of Control

All reasonable steps will be taken to assess and identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the Council will implement the following:

- Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

- Avoidance of Stagnation

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- Risk Assessment

Risk assessments will be undertaken by a specialist contractor (**REEF**) and will detail an up-to-date layout plan of the water system, description of operation, precautions to take and checks to ensure the scheme of control is effective and any remedial action to take if measures are non-effective.

- Sampling

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Any related requirements will be specified by specialist contractor.

- Record Keeping

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Record sheets will detail weekly flushing, monthly temperature and three-monthly cleaning regimes for shower heads.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision, so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks.



December 2022/January 2023 – Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee

Focus	Action taken	Next steps
Energy Consumption	<ul style="list-style-type: none"> • Quotes received to undertake DEC's Check a public building's Display Energy Certificate - GOV.UK (www.gov.uk) • Light sensors adjusted in OPO building, timers introduced to Chapel building, reduced opening timings for toilet buildings, all computer screens have timed out feature 	<p>Managers to monitor implementation of energy saving protocols</p> <p>Electricity Management Company to be approached regarding heating controls in OPO and Municipal Building</p> <p>DECs will be undertaken for PP, OPO and MB asap</p>
Carbon Reduction	<p>Princess Pavilion - Kensa estimated £500,000 to install ground source heating to replace gas heating system</p> <p>Solar panels agreed as best option to progress in addition to the Air Source heat pump system for the cottage.</p> <p>Brief prepared to enable tender for solar panels on PP and Mortuary Building to be advertised.</p>	<p>Request to quote for solar panels to be put out to tender – budget £70,000.</p> <p>Councillors will need to recommend approval for capital spend to enable panels to be installed in 2023/24 financial year as part of budget approval process.</p>
Events	<p>SEPO working with Rotary Club to put on the Carbon Reduction and Environment Day at Princess Pavilion</p> <p>In contact with CC and Volunteer Cornwall re Armed Forces Day</p> <p>Enquiries made with regards to recycling at all Falmouth events especially Armed Forces, Shanty Festival, Falmouth Week and Tall Ships</p>	<p>Carbon Reduction and Environment Conference on 3rd /4th February 2023.</p> <p>Armed Forces Day – to consider environmental impact and propose</p> <p>Sustainable events strategy to be agreed</p>
Water	<p>SWW has issued DWMP. SEPO met with SWW on 5 and 25 Oct to discuss potential flood alleviation areas.</p> <p>SEPO attended site visits across Falmouth to identify site works on 1 Dec to alleviate surface water flooding</p> <p>CC supplied draft flood plan and discussions held on details required to populate plan. Princess Pavilion identified as rest centre. Maenporth location to be agreed.</p> <p>Met EA on 9 Jan 2023 to discuss plans for Prince of Wales Pier.</p>	<p>NB SWW Works will not commence until 2025.</p> <p>Emergency plan (incorporating flood plan) to be developed</p> <p>Visit to Portreath to be arranged in February 2023</p> <p>EA to provide details of flood alleviation plan. NB works are likely to be implemented in Jan/Feb 2024 or 2025.</p>
Community Engagement	<p>SEPO attending F&P Climate Change Working group, Fal Energy Partnership and Transition Falmouth monthly meetings</p>	<p>Green Guide to be issued and promoted to wider audience</p>

Focus	Action taken	Next steps
	Climate Change Group preparing Green Guide Splanna invited to attend Carbon Reduction event on 3 rd /4 th Feb.	Splanna invited involved in sustainable communications
Vehicles	Quote received from Cormac to lease Nissan Townstar electric vehicle for 5 years @ £132.47 per week = £34,442.20. Lead in time 9 months. Electric van purchased for c. £18,000 to be used by Environmental Officers. NB original budget was £30,000. This is a second hand model	External charging point to be installed at Mortuary building.
Environmental Policy	Policy written and approved by GF&EA committee on 21 November. Policy adopted at Full Council on 19 Dec Policy published on website and Citrus	Policy to be shared with suppliers as necessary
Ocean Recovery Declaration	Declaration made in Jan 2022. Report prepared and presented to GF&EA committee on 21 November. Report issued to Full Council on 12 Dec Meeting held with Harbour Commission to discuss projects	Projects to be promoted and further projects started if appropriate
Stables Water Fountain	Planning permission in place. Application to Wolfson Foundation submitted 30 November	Decision on approval to proceed to phase 2 will be received by 3 Feb.
Energy Supplier	Supplier list for energy prepared. Brief on green energy requirements prepared.	Consumption figures to be gathered to enable quotes to be supplied to enable consolidation to one supplier for all energy needs
Communication	Discussions held with Communications Officer. Agreed to include specific environmental section for new website. Environmental projects to be promoted wider; Yellow Fish, Sandsafe, volunteering opportunities	Environmental section to be prepared for new website (3 months away)

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

Councillors will need to recommend approval for capital spend of £70,000 to enable panels at Princess Pavilion to be installed in 2023/24 financial year as part of budget approval process.

Prepared by Karen Hall, Strategic Environmental Projects Officer
23 January 2023