

Agenda Grounds, Facilities & Environmental Action Committee

Date	11/09/2024
Time	19:00 -
Location	Atherton Suite
Chair	D. Clegg
Explanation	Councillors Clegg (Chair), Edwards, D V Evans BEM, Rowe, Saunby, 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 Wednesday 11th September 2024 at 7.00pm.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated.

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 Part I minutes of the meeting dated 12th June 2024. (1-9)
4	GROUNDS MANAGER OVERVIEW AND UPDATE
	To receive an overview and update from the Grounds Manager. (10)
	To note the update from the Environmental Education and Enforcement Officers. (11)
5	FACILITIES MANAGER OVERVIEW AND UPDATE - PART I To receive the Part I overview and update from the Facilities Manager. (12-16)

6

STRATEGIC ENFIRONMENTAL OFFICER OVERVIEW AND UPDATE

To receive an overview and update from the Strategic Environmental Officer. (17-22)

7 EXCLUSION OF THE PRESS & PUBLIC

In the public interest to consider the exclusion of the press and public for the following items of business as they may involve the consideration of confidential information in respect of staffing and contractual matters.

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 12th June 2024 at 6pm at the Atherton Suite, The Old Post Office, The Moor, Falmouth.

- Present: Councillors D E Clegg (Chair), K J Edwards, D V Evans BEM, D W Saunby CC, J M Spargo and Z Young
- Also present: Councillors A J Jewell and E E Seiler

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

GFEA127 <u>APOLOGIES</u>

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

GFEA128 <u>INTERESTS AND DISPENSATIONS</u> None received.

GFEA129 <u>MINUTES</u>

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

RESOLVED that the Part I minutes of the meeting held on 15th April 2024 be agreed as a correct record and signed by the Chair.

GFEA130 GROUNDS MANAGER OVERVIEW AND UPDATE

The Chair presented the Grounds Manager Part I report which was duly noted and forms part of these minutes.

GFEA131 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 advised that demolition would commence on 24th June 2024 with completion due by 31st March 2025. He further updated the Committee on matters pertaining to his report.

GFEA132 <u>STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW</u> <u>AND UPDATE</u>

The Strategic Environmental Projects Officer's presented her report which was duly noted and is attached as part of these minutes. She further reported that South West Water would commence works in Queen Mary Gardens in the Autumn and will be invited to the Council meeting in December 2024 to give an update. The Carbon Reduction Plan 2024-2030 was considered.

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

RESOLVED to endorse the Carbon Reduction Plan 2024-2030.

The response from DEFRA regarding the ban on wet wipes containing plastic was noted.

GFEA133 FOOTPATH PROJECT

Councillor D V Evans gave an update on the Footpath Project which would aim to have all footpaths in the locality maintained to the same standard and following Cornwall Council updating its Local Maintenance Partnership arrangements. Public engagement and consultation would take place.

GFEA134 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 12/06/24 – Part I

My apologies as I'll be away 07/06/24 - 13/06/24inc

Summer bedding, all in now but baskets are delayed to around mid-June due to cold dark Spring

Skatepark, progressing well, our team currently following behind the contractor bunding soil around the outside in preparation for wild flower seeding. Grand opening event planned for 14th September

History evening at Pendennis Castle went very well and we have around 20 members of the newly formed "Pendennis Headland Action Group" a community group formed for ease of accessing funding, research, cataloguing and project works etc.

Progress with project works carried out by Grounds Team and various voluntary groups so far is good

Street weed treatment Penryn & Budock completed; Falmouth treated in Jan, still looking reasonable so will follow in July

KP War Memorial Listed building consent obtained for restoration work 50% funded by the War Memorials Trust; cleaning and recutting/painting of inscriptions.

Soil replacement project KP went very well and finished ahead of schedule.

Trescobeas the soil from KP used to level and seed areas of the pump track, seed is now all germinated and looking good

Gylyngdune gdns, new fencing installed to protect seasonal bedding.

Old Cemetery is due for a cut; cut in sections rather than all in one go so there's always areas for insects to feed.

12 volunteers have come forward to carry out the GPS Plotting of headstones, part of an initiative that will allow the public to search on line for family graves, which will save the Cemetery Manager a great deal of time.

Footpaths second cut of the season due now as well



Grounds, Facilities & Environment Committee

12th June 2024

Facilities Manager Update:

1. ReSource Project – Kimberley Park Lodge

The tender window relating to the main contractor element of the project closed on the 10th May. A singular compliant bid was received by Richards Builders, Leedstown in the sum of £741k.

The original capital build element identifed a budget of £458k excluding additional structural elements relating to full roof replacement and additional foundation requirements identifed through intrusive surveys undertaken during the tender period.

The Project Manager / QS undertook an extensive value engineering assessment which ultimately identifed construction savings of £120k.

Revised project costs were identifed at £783k and consisted of the following;

Capital Dullu	OZIK
Specialist fit out	35k
Fees	60k
Engagement Officer	67k

A further grant funding application was submitted to CC (Good Growth) to support the additional project costs.

The Project Change Request (PCR) application identified shared funding contributions as follows;

Overall Project cost increased by £173k – Now £783k

CC grant contribution (82%) increase from \pm 500k – Now \pm 642k (SPF GoodGrowth) FTC grant contribution (18%) increase from \pm 75k – Now \pm 106k (General Reserve) External funding / crowd funder not changed \pm 35k

CC agreed revised increased grant funding contribution on the 28th May. (£642k) Progression of contractual arrangements and site programme requirements have been instructed with Richards Builders.

The project completion and funding spend deadline is the 31st March 2025. CC has confirmed that there is no indication that this is likely to be extended despite local lobbying.

Site delays in completing the project could potentially expose FTC to financial risks relating to the repayment of all previously secured valuations. (clawback) Risks associated with the above have been communicated with the contractor who continues to support intiatives to reduce site costs and activity duration. Monthly progress reports will enable appropriate management of programme risks.

2. Municipal Building

Technical surveys have continued relating to the refurbishment and upgrade requirements for the premises.

Unfortunately the expression of interest for accessing the MEND fund was unsuccessful. (£2m)

A further strategic review is now planned to identify future funding streams and refurbishment programmes.

3. Princess Pavilion

Tender packages for the improvements identifed within the Community Ownership Fund (£238k) are being formulated prioritising heating and insulation activities initially.

Further technical instructions have been issued related to loading surveys of the theatre floor, roof walkway access and lighting rigs in response to increased event demand.

Andy Medlin Facilities Manager

🚑 FALMOUTH TOWN COUNCIL

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

Focus	Action taken	Next steps
Environmental	CC successfully secured ZEBRA2 to acquire an electric bus for service	Electric bus will be in service in 2025. FTC
Projects/	60 Falmouth Town.	contribution £5,000.
initiatives	Falmouth Town Council formally signed up as a supporter of the Zero	Work with Falmouth Week participants to
	Hour's campaign to back the Climate & Nature Bill.	promote sustainable initiatives.
	FTC Cycle to Work Scheme launched successfully – 3 applications from	
	staff out of 65 employees.	
Carbon Reduction	Princess Pavilion – Successful funding application from Community	Tenders to be prepared for installation of
	Ownership Fund (COF) for solar panels and new low carbon lighting.	carbon saving technologies at PP.
	Passmore Edwards Municipal Building - Energy options appraisal	Committee to approve Carbon Reduction Plan
	completed. F&GP approved up to £70,000 to fund design stage.	for adoption by Full Council.
	Community Capacity Fund received = £10,000 to cover bat survey and	In the absence of MEND application for PE
	decarbonisation feasibility study. Bat survey completed – further	Municipal Building alternative funding
	survey required. Decarbonisation feasibility study commissioned.	mechanism to be identified.
	MEND EOI submitted in April and has been rejected.	PSDS application to be prepared in autumn.
	Carbon Reduction Plan incorporating Carbon Audit completed.	
Events	Initial discussion held with South West Bars & Events to identify	Collaborating with Art Gallery around
	improvements to sustainability for their events.	Summer exhibition, Ammeth which focusses
	The Big Green Week 8 – 16 June. Events arranged in conjunction with	on farming/food in Cornwall starting on 6
	the Library.	July.
	Response received from South West Bars re waterless toilets at events,	
	text from email attached. Also Environmental statement for SWB	
	issued. Cultural Services & Leisure committee overseeing this.	
Water	EA provisional plan supplied for Prince of Wales Pier flood alleviation -	Emergency plan (incorporating flood plan) to
	seeking MMO approval and then will submit a planning application.	be finalised and presented.
	Delayed.	

Action taken	Next steps
SWW monthly update meetings set up with SEPO	SWW works - Queen Mary's Gardens section
SWW cancelled wet-wipe free town campaign.	to commence in October 2024 due to be
	completed by Spring 2025.
SEPO attending Fal Energy Partnership and VSF Climate & Environment	SEPO developing possibility of an interactive
Alliance monthly meetings.	environmental trail around town.
SEPO attends Fal/Helford SAC meetings quarterly.	
SandSafe event took place on 15 May at Gylly Beach.	
Declaration made in Jan 2022.	SEPO to attend quarterly meetings of CloS
Cornwall and Isles of Scilly Marine and Coastal Partnership prepared	Marine and Coastal Partnership.
Marine Nature Recovery Opportunities for the Fal and Helford.	Celebration of marine habitat photo call with
Falmouth Harbour (FH) installed artificial reef off Church Street Car	FH scheduled for 18 October.
Park in May. Interpretation panel installed on railings in car park.	
Volunteer recruitment being promoted via Lovefalmouthvolunteers	
Environmental section to be published when new website goes live -	
Environmental projects to be promoted; Sandsafe, volunteering	
Wildlife beds in New Cemetery designed	Planting to be undertaken in autumn 2024
	Date for new waste service to roll out to mid
	West area 5 (probably in 2025)
£8,000 allocated in 2024/25 budget.	
	SWW monthly update meetings set up with SEPO SWW cancelled wet-wipe free town campaign.SEPO attending Fal Energy Partnership and VSF Climate & Environment Alliance monthly meetings. SEPO attends Fal/Helford SAC meetings quarterly. SandSafe event took place on 15 May at Gylly Beach.Declaration made in Jan 2022. Cornwall and Isles of Scilly Marine and Coastal Partnership prepared Marine Nature Recovery Opportunities for the Fal and Helford. Falmouth Harbour (FH) installed artificial reef off Church Street Car Park in May. Interpretation panel installed on railings in car park.Volunteer recruitment being promoted via Lovefalmouthvolunteers Environmental section to be published when new website goes live – Environmental projects to be promoted; Sandsafe, volunteeringWildlife beds in New Cemetery designed

Decisions requested from Grounds, Facilities & Environmental Action Committee;

Committee to approve Carbon Reduction Plan for adoption by Full Council.

Prepared by Karen Hall, Strategic Environmental Projects Officer June 2024



Appendix 1

Email from Ben Carrington representing South West Bars regarding waterless toilets at events

Thank you for your suggestions in offering a more environmentally friendly solution for event sanitation.

I am an advocate of Compost loos under appropriate circumstances. Iutilise them on other shows and whilst they are a great, environmentally friendly solution on a green field site with sufficient open space to separate them and dissipate unpleasant odours, they are not at all suitable for events staged in a domestic event location for numerous reasons.

They rely on the application of sawdust to prevent odour, the effectiveness of which is questionable, and whilst our on-site toilets are emptied and cleaned thoroughly each day this is simply not possible with compostable loos. When considering this in addition to the fact that they are less enclosed structurally to allow them to ventilate, and the lack of antibacterial chemical, they are far less sterile.

As they cannot be serviced or emptied until removal, we would need far more units to service the festival and we simply do not have space for this in Falmouth.

Furthermore, their nature as large, heavy trailers make the logistics of delivering, siting and removing them challenging in an urban environment such as Falmouth town.

Overall the lack of antibacterial / odour suppressant chemical or ability to service makes them unsuitable for use here when considering their proximity to food traders, local businesses and residential properties.

I hope this goes some way to assuring the councillors that we hold sustainable practice at heart as an organisation by default, and that we will always adopt good practice wherever real world application is feasible.

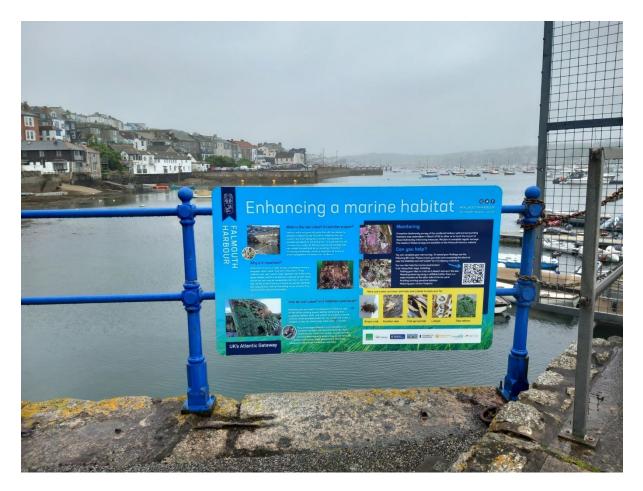
Warm regards,

Ben

Ben Carrington / Events Director

Appendix 2

Interpretation panel installed overlooking new artificial reef installation



Grounds Report - September 2024

General: August the team assisted with Falmouth events accruing lieu time, plus staff taking holidays so it is a case of keeping up with general grounds maintenance tasks.

Jacqui Owen has left FTC and Nicola Burgess will take on the community liaison role which includes the organisation of Falmouth Spring Flower Show and Christmas Tree Festival as well as school liaison projects.

September knotweed treatment in various areas.

Skatepark: recently received the specifications for phase 3 infrastructure works back from the architect and now getting estimates to inform the tender level. In the meantime does the committee favour erecting 5mph speed restriction signs(under £500)?

£10k funding application for litter resources and related equipment submitted.

National Lottery requires Evaluation Report and film 1 year on which is being worked on.

2 Benches commissioned from the Crowdfunder.

Street Weed Treatment: Should be just about complete by the meeting date.

Ponsharden Cemeteries: Recently tidied up but remains closed and visits by appointment until such time as the site can be secured properly at night. Railings need to be installed around the bottom of the Jewish Cemetery, Ruth in contact with the HLF re budget for this.

Gyllyngdune Gardens: Andy intending to refurb the Bandstand, so the bedding will be removed early to facilitate the completion of the works prior to 10/10/24 the Spring bedding planting date.

Many outdoor events planned at PP (beer festival etc) which will impact the integrity of the lawn area.

Environmental Education & Enforcement Officers Report – September 2024

As well as all our normal duties, here is where our areas of focus have been this month

- Dog poop on coastal path between Gylly and Swanpool.
- Flashing male in cemetery, separate incident on footpath to Meanporth and a missing male also in Swanpool Hill Area, search.
- Planning for October 'Love Where You Live' communities litter picks.
- Meeting the new ASB Cornwall Council Staff Lauren and Jon, then helping set up the ASB monthly multi agency meetings.
- Dealing with dogs in parks/play area complaints in Trescobeas and Bowly Parks.
- New Windsor Terrace Clean up street action Letters to all residents, Door to door engagement. Removal of all unused bins. **Result one very clean and tidy street**.
- Young people hang out spots Divers Carpark and Swanvale Football Field/Prislow Woods. Identifying areas where litter and ASB from youth gathering. Promoting how to be a good neighbour and providing ways to work together to make the areas clean and tidy.
- Skate Park Daily visits, engaging with users, working on littering issues, removing graffiti (zero tolerance).
- Homeless Weekly visits to Salvation Army, forming trust with our 'In Drink' individuals and arriving homeless. Working with homeless agencies.
- Sanctuary Housing After years of trying, we have now got great links with the management and are now having regular meetings regarding tenant issues, and areas of concern/reporting etc.
- We supported the Carnival, Air Show, Falmouth Week street/road management.
- Student arrivals we are just starting our 'Hello' campaign for our new students arriving in the community. More about this next month.

It's been a busy month with lots of late nights and early mornings.

Tessa & Eamonn



Grounds, Facilities & Environment Committee

11th September 2024 – Part I

Facilities Manager Update:

1. ReSource Project – Kimberley Park Lodge

Richards Builders commenced site works on the 24th June.

Initial works included demolition of the rear extension, drainage excavation and reinstatement, concrete foundation piling and internal preparation works to the lodge area. Project works have been formalised under a JCT Intermediate Building Contract with Contractor Design. Weekly progress meetings are in place reviewing activities against programme with variation reconciliations managed by the Project Quantity Surveyor. (Crossley Hill)

Valuation 1 was submitted and processed by Cornwall Council relating to expenditure to the end of June (£61k).

Weekly progress meetings with the Goodgrowth Funding Team are ongoing reviewing performance against prescribed project timelines.

The project will shortly be subject to an external construction site audit by CC's specialist consultant, Innercircle (date tbc).

Project completion date 31st March 2025.

2. Municipal Building

Refurbishment costs related to fabric improvements are being formulated in order to define activity schedules supporting future grant applications.

RTP Surveyors are finalising survey documentation and specifications which will enable the planning application process and support grant application requiring completion of RIBA stage 3 process.

All improvement options continue to be discussed with the Strategic Historic Environment Officer in order to assess in relation to listed building consent. Further grant enquires have been made to .gov re launch of COF4 to assist with exterior and building fabric works only. Fund is not currently open but we will monitor and apply again once government have identified what they are proposing for the future.

Currently this fund can accept applications for funding up to £2m to 20% match

3. Princess Pavilion

Community Ownership Funding (£238k) will enable the following building improvements:

Solar Panels – contract awarded.

Low Carbon Heating Solution – tender in process.

Roof Insulation – including safe access for future works – tender preparation in progress.

Sound – mixing console specified.

Lighting – enhanced scheme specified.

Project completion date 31st March 2025.

4. Pendennis Car Park

A pre-application has been submitted for Scheduled Monument Consent for the resurfacing of the lower car park with Environpave environmentally recycled sustainable parking pavers. A quotation in the sum of £36k has been received which will be instructed upon approval (CIL Fund). Original market testing of a tarmac solution was identifed at £57k.

5. Training

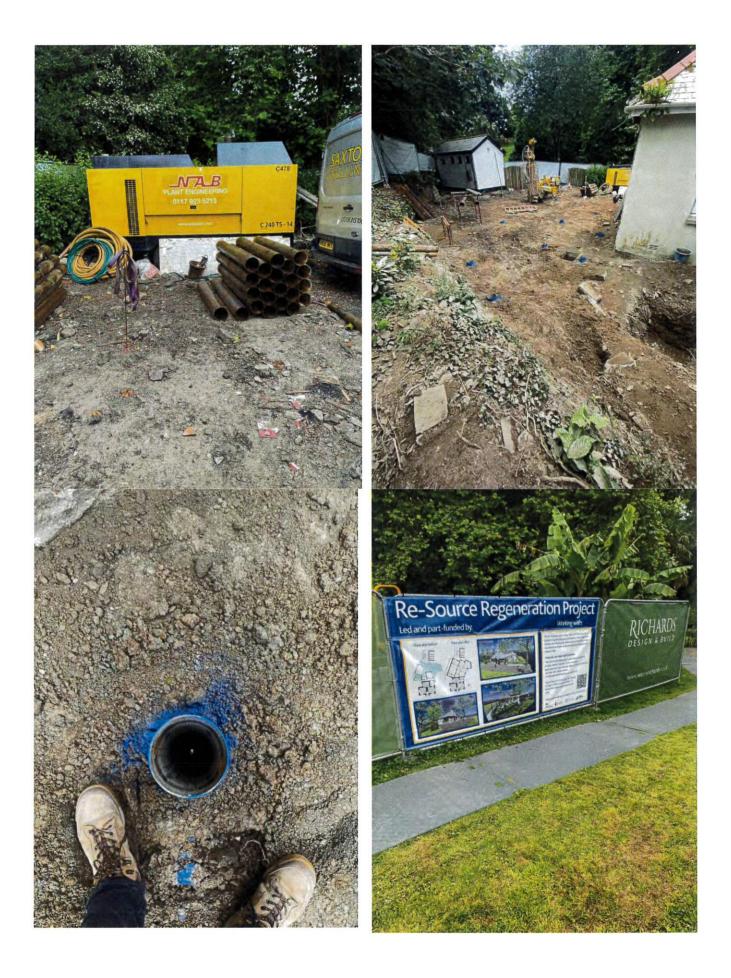
Manual Handling training will be undertaken on the 11th September (16 operatives)

Andy Medlin Facilities Manager



PROGRESS PHOTOGRAPHY







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

Focus	Action taken	Next steps
Environmental	Blue Meadows project underway around sea grass restoration. SEPO	Committee to approve proposed submission
Projects/	maintaining contact with Ocean Conservation Trust.	for housing decarbonisation consultation on
initiatives	CC Housing decarbonisation strategy out for consultation	behalf of FTC.
	More environmentally sustainable surfacing sourced for Pendennis	Marine wildlife interpretation panel to be
	Headland car park. See Facilities Manager report.	installed at Pendennis Point.
Carbon Reduction	Carbon Reduction Plan incorporating Carbon Audit adopted at June	Solar and low carbon installation to be
	committee meeting.	completed before 22 March 2025.
	Princess Pavilion (COF) – Tenders assessed for Solar with Naked Solar	In the absence of MEND application for PE
	appointed. First project meeting on site held w/c 19 Aug. Tender	Municipal Building alternative funding
	return received for Renewable energy heating system.	mechanism to be identified.
	Passmore Edwards Municipal Building - design stage completed. Total	
	cost c. £2million. Dependent on funding being secured.	Plan is to continue replacing florescent lights
	Decarbonisation feasibility study produced outlining various	with LED throughout the library as funds
	interventions, however only 9% could be secured via PSDS so this fund	allow.
	is no longer appropriate for this	
	The grounds team has purchased a state of the art electric mower for	
	use in the new cemetery (July 2024).	
	Children's library lighting converted to LED.	
Events	Re-usable cups reinstated for Shanty Festival.	Love where you live mass litterpick
	The Great Big Green Week took place at the Library between 8 – 15	Community Action Day to take place on 9 th
	June. 183 individuals engaged across the activities.	Oct at 5 locations
	Identified Green Libraries Week as a second opportunity to engage.	Green Libraries Week activities 7 – 14 Oct
Water	SWW monthly update meetings set up with SEPO. Website with details	SWW works - Queen Mary's Gardens section
	of works Falmouth Sewer Improvement Scheme (southwestwater.co.uk).	to commence in October 2024 due to be
		completed by Spring 2025.

Focus	Action taken	Next steps
	Report received on rainwater harvesting tank at Princess Pavilion. This is not functional and would require further funds to re-instate which seems unlikely at the moment.	SWW to present to full council at December 9 th meeting.
Community	SEPO attends Fal Energy Partnership and VSF Climate & Environment	
Engagement	Alliance monthly meetings. SEPO attends Fal/Helford SAC meetings quarterly.	
Ocean Recovery	Declaration made in Jan 2022. Cornwall and Isles of Scilly Marine and Coastal Partnership prepared Marine Nature Recovery Opportunities for the Fal and Helford.	SEPO to attend quarterly meetings of CloS Marine and Coastal Partnership. Celebration of marine habitat photo call with FH scheduled for 18 October.
Communication	Environmental section published within new website SEPO exploring possibility of an interactive environmental trail around town.	
Other	 Wildlife beds in New Cemetery being designed. Emergency plan (incorporating flood plan) completion will be passed to the Town Team to be finalised and issued to limited audience. Entered for NALC Award – Climate Response. Finalists to be announced December 2024. 	Planting to be undertaken in autumn 2024
Recycling	Redundant IT equipment recycled via local Truro company.	Work with CC once Date for new waste service roll out to mid West area 5 (2025) has been confirmed.
Budget	£8,000 allocated in 2024/25 budget.	

Decisions requested from Grounds, Facilities & Environmental Action Committee;

Approve submission for housing decarbonisation consultation

Prepared by Karen Hall, Strategic Environmental Projects Officer Aug 2024

👼 FALMOUTH TOWN COUNCIL

Appendix 1 – Green Week Summary

In the Council's strategic plan 2023-2027, there is an imperative to promote environmental messaging;

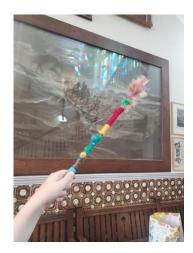
- Enhance our environmental messaging and education service provision
- Continue to support the Climate Change Emergency projects and initiatives including becoming plastic free and working towards carbon neutrality

Working with the Library a programme of community-based information sharing activities was put together to celebrate the Climate Coalitions Great Big Green Week.





The library kicked the week off on Saturday with a couple of practical family-friendly workshops making new things out of old materials.



On Monday the focus was very much around recycling and consumption. Falmouth Town Council's Environmental Officers spoke to around 32 people about this before Transition Falmouth took on the mantle to engage with a further 30 people in the afternoon about the wider sustainability message.



On Tuesday we welcomed The Helford

<u>Marine Conservation Group</u>, a voluntary organisation working to safeguard the marine life of the estuaries, to increase its biological diversity and raise awareness of its marine interest and importance who spoke to 15 people



Wednesday saw a push on sustainable

energy with advisors from CEP encouraging people to consider ways to save energy and turn it green. They booked one home visit and spoke to around 10 people.



As a Fairtrade council, it was great to

welcome local representatives who brought goodies to share with the public and this made 30 residents very happy as they munched the food.



Sustainable Food Cornwall was joined by

Falmouth Food Co-op to promote local food. They chatted with 25 people about how to think about their purchasing habits and volunteering.



The week finished with a plant giveaway.

42 plants grown by Council staff were left for locals to takeaway and plant. All the selections were wildlife-friendly to encourage a more modern approach to outside spaces.

Appendix 2 – Litterpick general poster with locations



Wednesday 9th October

10.30am – 1pm Swanvale Green Corridor

Trescobeas Park/Lamb Lane

Oakfield/Acacia Road

3pm - 5.30pm Beacon

The Terraces

Old Hill

To sign up call 07483 055 811 or email karenhall@falmouthtowncouncil.com

FALMOUTH