

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held in the Atherton Suite, The Old Post Office, The Moor, Falmouth on Monday 21<sup>st</sup> November 2022 at 6:00pm.

Present: Councillors D Clegg (Vice-Chair in the Chair), K J Edwards, D V Evans BEM, D W Saunby CC, E E Seiler and Z Young.

In Attendance: V Rogers (Administration Officer & Mayor's Secretary)  
S Penna (Grounds Manager)  
A Medlin (Facilities Manager)  
K Hall (Strategic Environmental Projects Officer)  
C Gough (Finance Assistant)

### **GF49 APOLOGIES AND WELCOME**

An apology was received and approved from Councillor Kirkham (CC business).

### **GF50 INTERESTS AND DISPENSATIONS**

None received.

### **GF51 MINUTES**

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

RESOLVED that the minutes of the meeting dated 3<sup>rd</sup> October 2022 be confirmed as a correct record of the proceedings and signed by the Chair.

### **GF52 HEADLAND VAN DWELLERS UPDATE**

The Grounds Manager presented the report by Environmental Education and Enforcement Officer, Tessa Marie that is attached and was duly noted.

The Committee thanked Tessa Marie for producing the report.

Councillor Young reported on a public meeting which was held on Sunday 20<sup>th</sup> November 2022. The main concerns of residents was sanitary issues and Councillor Young asked the Facilities Manager to provide a costing for keeping the public toilets open at night (Castle Beach), however there are concerns about anti-social behaviour from other users. Another option was to provide radar keys or a card system to van occupiers to give them access to the toilet facilities after hours at a small cost. The Facilities Manager would also obtain a cost for a waste disposal unit.

No decisions would be made until after the result of the Cornwall Council consultation is released.

### **GF53 GROUNDS MANAGER REPORT**

The Grounds Manager presented his report that is attached as part of these minutes and was duly noted.

The Grounds Manager advised that he was meeting with Historic England on 2<sup>nd</sup> December 2022 to carry out an updated survey on Pendennis Headland. He confirmed that he was confident that the Headland would be cost neutral. Tree issues would be ongoing. The Town Clerk would be asked to provide details of income that is generated on the Headland from the Coastguard Station, English Heritage, phone mast, ice cream and cafe traders. He confirmed that the plans for the Headland mirrored those in the Neighbourhood Development Plan.

Councillor Edwards advised that there was a Skatepark meeting on Wednesday 23<sup>rd</sup> November 2022 to discuss the progress of this project that had been ongoing for 15 years. At a recent meeting with the Falmouth & Penryn Grant Foundation, it was advised that their funding of £25,000 would need to be utilized by May 2023 and this would be discussed at the Skatepark meeting which Councillors were welcome to attend.

Councillor Saunby reported that the Pump Track at Trescobeas was proving very popular with users and was pleased with the refurbishment. He did ask that the start and finish of the track are linked up with tarmac to avoid damaging the surface of the Pump Track. The Grounds Manager would look into this. Councillor Saunby also asked for some anti-vandal signs to be put up welcoming people to the Pump Track and giving guidance for users giving priority to cyclists.

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

RESOLVED that the Grounds Manager obtains costings for suitable anti-vandal signs for the Pump Track.

#### **GF54 FACILITIES MANAGER REPORT**

The Facilities Manager presented his report that is attached as part of these minutes and was duly noted.

Councillor Edwards queried the increase in price for the Changing Places facility, the Facilities Manager confirmed that Cornwall Council have written to the government regarding extra funding.

In response to Councillor Young's enquiry the Facilities Manager confirmed that there is a large tank under the gardens at the Princess Pavilion that can be utilised for collecting rainwater to use to water plants and flush toilets.

Councillor Evans requested clarification on plans for the cottage at the Princess Pavilion, the Facilities Manager confirmed that he had been requested to turn this into office space for the use of Princess Pavilion staff and users. A copy of the Princess Pavilion Business Plan would be sent to Councillor Evans.

#### **GF55 STRATEGIC ENVIRONMENTAL OFFICER REPORT**

The Strategic Environmental Officer presented her report that is attached as part of these minutes and was duly noted.

The Committee discussed acquiring an electric van either on lease or purchased. The Grounds Manager reported that the Council had already resolved this matter and had identified budget for acquisition.

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

RESOLVED that the Committee notes and further endorses the Grounds Manager and Strategic Environmental Officer acquiring by purchase a suitable electric van which was the most economic option for the Council identified by the Officers.

A motion proposed by Councillor Edwards, seconded by Councillor Seiler that the acquisition proceeds, was lost. The Chair did not exercise her casting vote on a tied vote, but returned to the above motion as it was clear that some Councillors had not understood the basis of the vote being taken.

Councillor Young advised that Wadebridge Town Council had wiped out the use of pesticides (except for knotweed treatment) and had invited Falmouth Town Council to speak to them about this. The Grounds Manager advised that it was unlikely that Wadebridge Town Council are responsible for street weed spraying.

**GF56 ENVIRONMENTAL POLICY**

The Strategic Environmental Officer presented the policy, which is attached to these minutes.

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

RESOLVED that the Environmental Policy is agreed.

Councillor Young requested that the Princess Pavilion recycling plans are put in place by February 2023.

**GF57 DOGS ON BEACHES CONSULTATION**

Councillor Edwards updated the Committee on the Beach Management Group Response to the consultation.

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

RESOLVED that the Committee respond to the consultation replicating the views of the Beach Management Group.

**GF58 MOTION4THEOCEAN – OCEAN RECOVERY DECLARATION – PART I**

Councillor Edwards presented the Part I report which was duly noted and forms part of these minutes.

**GF59 EXCLUSION OF THE PRESS AND PUBLIC**

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

**RESOLVED** that in view of the confidential nature of contractual matters and personal information, it is advisable, in the public interest that the press and public be excluded from the meeting.

## Van Dwellers Report

Within our role we make communication the number one priority within the community. This has always included folk in vans. We have always said hello and checked people living conditions and offered sign posting where needed.

2019 - Blue Van Divers Carpark – restrictions, already ongoing work by councillor's lobbying for parking restrictions.

2019/2020 - we reported two cases of health and wellbeing referrals due to meeting persons in ill health and very poorly living in a van and a caravan.

Since 26/3/2020 we have received complaints from the public regarding vans and the occupants along Cliff Road and Boscawen Fields, as well as notifications of mis-placed van dwellers at Swanpool and Ships and Castles and the large numbers due to the pandemic. Numbers were growing when each lockdown was lifted. We started counting vans on the seafront and later Boscawen fields.

Complaints were around toileting, parking on the pavements, personal items on pavement etc.

We joined the Van Dwellers Working Group from the outset in a mission to support both the Falmouth residential community along with the van community. To open up roads of communication between groups. We have always remained neutral and professional.

We started gathering information through a Google survey to see what the mix was. We found we had holiday makers, locals, van lifers (those who chose to live in a van) and folk with no other choice but to live in cars and vans due to housing crisis.

We were very limited to the times when we could do this survey due to other commitments within our role. Because we could not give too much time to this, it was handed over to the university three months ago.

When we are out on our patrols we still check into Ships and Castles just to make sure all is okay up there. We also patrol Cliff Road and Boscawen regularly. We work closely with our community groups. We also work closely with our homeless/ASB teams and check in on our homeless campers in tents around town.

Our interpretation of the environment up at Ships and Castles has changed. Four years ago we had three permanent individuals in vans located here. They worked as a Bus driver, Postie and a Bar Staff member. They lived very happily with the permission from the team at S&C (so we were told). Once S&C closed we saw a few additions but it was not until the end of May 2022 we saw a slight increase (probably due to Pendennis Castle closing their carpark at night and serving the van dwellers there notice to leave) and it has grown weekly from there. We are presuming word has got out and folk are moving to this location. As of 7/11/2022 we checked all number plates of vehicles at S&C versus our previous data and 100% of the vehicles have not been recorded in the area from 26/3/2020 to 19<sup>th</sup> July 2022 (the last time we did a count/survey). These include 17 vans and 4 caravans.

We note a large increase in the number of vans since just last week.

Grounds report G,F & EA.

21/11/22

### **Cemeteries.**

Apprentice for the next FY to assist Matt and free up the rest of the team to allow for the maintenance of the headland.

Jackdaw boxes going up in the old cemetery for a Uni project monitoring behaviour.

Chasing the solicitor for compulsory purchase of the parking spaces required for access at Budock new cemetery site.

Ponsharden cemeteries restoration project progressing well, contractor should be finishing in December, following which our team has a significant landscaping project, materials all ordered and the initial stages are scheduled.

### **Trescobeas.**

Pump track now all surfaced and proving very popular, very wet conditions has hampered the landscaping, but happy for the contractor to progress as conditions improve. Extra £1k for additional tarmac to connect the start & finish. Overall a very good value outcome.

Significant problem with deliberate vandalism Tessa is dealing with, broken glass deliberately sited amongst the play equipment. Year 7 leaving Falmouth school.

Cllr Saunby has witnessed issues at pump track Cllr DS to report please, personally I can't see signage making much difference and will be vandalised.

### **Kimberley Park**

Sail on the stage has a small hole so needs to come down for repair and cleaning, awaiting a quote.

Clearance has started of largest shed so a tea room facility can be incorporated for the volunteers.

### **Gyllyngdune Gardens**

Post & rope fencing has been erected to protect the borders as a lot of damage was being caused by children playing.

### **Skatepark**

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.

There are options to reduce the scheme, however this will include redesign and planning variation costs.

Cllr Kirkham & I may make some progress with the levelling up fund which opens at the end on November and my opinion is that this should be explored before looking at any other options.

### **Headland**

Is a scheduled monument, we need a conservation management (CMP) plan in place, I have met with HE and have them on side and they're being very helpful, I have been supplied with a 1992

report(circulated for info) they will put the site on the "At risk" register which is valuable for any funding application and I have a further site meeting on December 2<sup>nd</sup> with Phil McMahon, the Inspector of Ancient Monuments (IAM) for Cornwall, he will assess the condition of the historical assets and recommend actions this is the key area of a CMP. Had we needed to commission a CMP from scratch this would most likely have cost £20k+.

### **Roundabouts**

All now sponsored.

### **Trees**

List circulated at the last meeting should be delivered and planted prior to the next meeting.

### **Summer bedding 2023**

Sent to supplier and attached for info.

## **Summer bedding 2023.**

### **Princess pavilion**

*Product codes for Volmary. Everything else is Syngenta.*

#### **Bandstand**

402070 Alstromeria Summer paradise- Summer breeze x250

Helianthus Sunblast x150

Rudbekia Hirta prairie sun x150

Cosmos bipinnatus white x150

Zinnia Marylandica profusion orange x150

Impatiens Walleriana Imara white x600

#### **Corners**

402085 Alstromeria Summer paradise- Spring valley x 240

Cosmos bipinnatus carmine x100

474672 Rudbekia Summerdaisy's red bicolor x100

Zinnia Marylandica profusion red/yellow bicolor x150

447410 Helichrysum Nevada orange x150

Impatiens Walleriana Imara orange x1000

#### **Flower towers**

408365 Begonia Belina orange x10

408350 Begonia Belina apricot x10

408375 Begonia Belina yellow x10

408379 Begonia Belina peach x10

#### **Baskets(metal)**

X10

Lantana Bandolista x3

Begonia La Paz yellow x3

X10

Lantana Bandolista x3

Begonia La Paz dark leaf orange x3

## **Kimberley Park**

### **Circle**

418020 Cleome sparkler mix x200

418900 Cosmos Atrosanguineus chocolate x75

Gaura Butterfly rose x350

415650 Catharanthus Cora XDR Mix x500

### **Rectangles x4**

430440 Dahlia Happy Days pink x320

482400 Verbena Venosa violet x240

422575 Cuphea Llavea tiny mice x240

451220 Impatiens Walleriana Vitara red x520

### **Rectangles x4**

430465 Dahlia Happy Days scarlet x320

482405 Verbena Polaris light blue x240

422600 Cuphea Ramosissima pink shimmer x240

451230 Impatiens Walleriana Vitara rose x520

## **Moor**

### **Planters x6**

Mandevilla Rio Grande x12

418015 Cleome Sparkler white x120

Catharanthus roseus Cora Cascade shell pink x200(x30/planter, spares for Library tubs)

Catharanthus roseus Cora XDR polka dot x200(x30/planter, spares for Library tubs)

### **Amberol baskets x48**

Per half

452815 Lantana Camara Evita pink x1

455503 Lobularia Lucia purple x3

455505 Lobularia Lucia white x3

Dichondra argentea x3

## **Town baskets**



X105

406596 Begonia Bellavista lemon x3

411244 Calibrachoa Calita peach & red centre x3

X105

406595 Begonia Bellavista deep orange x3

411250 Calibrachoa Calita pink morn x3



**Grounds & Facilities Committee  
21st November 2022**

**Facilities Manager Update:**

**1. Energy efficiency / 2023 budget:**

Kitchen engineering annual service and maintenance contract has been awarded to Bartlett Refrigeration and Catering. (£7571.00) The contract incorporates annual service and repairs of all catering equipment in the Pavilion and Atherton Suite. The award identifies a labour inclusive callout arrangement with only the material element being invoiced. The agreement replaces the generic and expensive use of small specialist contractors some of which were out of county and therefore provides increased response, reduced cost, downtime and use of a local contractor (Redruth) Energy efficiency proposals are currently being reviewed with the Strategic Environmental Project Officer and primarily focus upon solar and heating options. An Air Source heating option has been budgeted from April 2023 to replace the condemned gas boiler in the Pavilion Cottage. (Daikin £9500.00) This installation will form the basis of our green energy measures at the Pavilion with further solar panel provision planned in the near future. (SEPO update)

Public conveniences – lighting provision arrangements have been reviewed with the recommendation to remove external lighting bulheads on premises where street lighting is in place. Further efficiency measures will include dedicated PIR sensors internally with appropriate time lapse periods. Wallgate hand wash units will be configured to dispense cold water and where technically possible cool air in all toilet premises.

**2. Compliance:**

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

Legionella assessment completed – A further system cleanse relating to the female toilet washbasins was undertaken on the 9th November. Legionella Management awareness training for the FM Manager and Supervisor is planned for December. Fire Safety training was undertaken on the 27th October (13 FTC staff) Portable Appliance Testing is scheduled for November.

FTC Health & Safety Committee will convene on the 7th December.

The Facilities Manager will chair the meeting which will include representation from all areas of the council.

**3. Municipal Building – Gallery / Library:** Replacement arched timber windows have now been replaced.

**4. Pavilion:**

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

Temporary repairs have been instructed relating to flat roof repairs above gents toilet area following historical water penetration. Roof gully has also been adapted to provide increased drainage of holding rainwater.

General winter maintenance schedules have been commenced by Premises Co Ordinators focussing upon gutter and drainage clearance.

Cafe / Bar area reconfiguration project to provide dedicated servery for cold food / cake / refreshments is currently being designed to provide clear designation between the bar area and food serving counter. It is hoped to commence refurbishment in late January with project budgets dependent upon final agreed appliance specifications.

5. **Changing Places** : Grove Place costed design proposal has been submitted by Innova Care Concepts. (attached) It is based upon a modular solution which is prefabricated off site and fitted out with appliances in accordance with BS8300-2:2018 standard. Additional groundwork and service connection costs will also be required. Final project costings are in preparation with Michael Hormann Architects. It is anticipated that the project out turn will be circa £95k. The original Department for Levelling Up Housing and Communities grant of £40k was awarded to FTC from the CC allocation. A further £20k top up provision was budgeted by FTC (£60k ) An application has since been made to CC for further funds (£35k) in support of the project which originally identified a March 23 completion.
6. **Anti Social behaviour** : Previous levels of anti social behaviour have reduced during November with only minor repairs undertaken within the parks and public conveniences. The introduction of nightly security patrols (4hrs) throughout the town and park by Infinitus have no doubt supported improvement in this area. This arrangement has been financed by BID in order to support the night time economy.
7. **EV Charging Project : Pavilion** : Proposals have been invited by prospective providers of EV Vehicle charging points in the car park. Current proposals reflect a **no-cost managed service** which includes installation, civils, hardware, back office, helpdesk and reactive and planned maintenance. Recent submissions identify the requirement for further site survey work in order to define and quantify FTC requirements. Upon completion of the pricing exercise, submissions and references will be forwarded to the Committee Chair in order to award the most expedient option.  
Potential providers:  
Zest UK Ltd (public sector)  
Kinetic Energy  
Char.gy Ltd  
The option to undertake in house installations acquiring government funding has been researched and following confirmation from the Office for Zero Emission Vehicles (OZEV) the only relevant option available to FTC would be the On-Street Residential Charging Scheme (ORCS). This scheme is however specifically designed to support the infrastructure in on-street locations or local authority car parks for principal use by residents who have no domestic provision for charging on their

property. Additionally extensive evidence correlation relating to no off street parking would need to be gathered as well as the determination of using the Pavilion car park for local residents rather than the venues paying clientele. The fund also only provides 60% of the capital costs with the client funding the shortfall.

<b>8. Cemeteries and Depot Maintenance:</b>	<b>budget</b>	<b>Y/E forecast</b>
<u>Cemetery Services</u>		
Building, maintenance and general repairs	20,386.00	507.00
<u>Kimberley Park &amp; open space</u>		
Property maintenance	17,480.00	535.00
<u>Public conveniences</u>		
Repairs and refurbishment	17,600.00	8,343.00

Andy Medlin  
Facilities Manager

# MODULAR CHANGING PLACES PROPOSAL



Proposal No. 106920

11/11/2022



**INNOVA**  
CARE CONCEPTS

# Agenda

01

Company Profile

02

Proposal

03

Specifications

04

Working with Innova

05

Testimonials

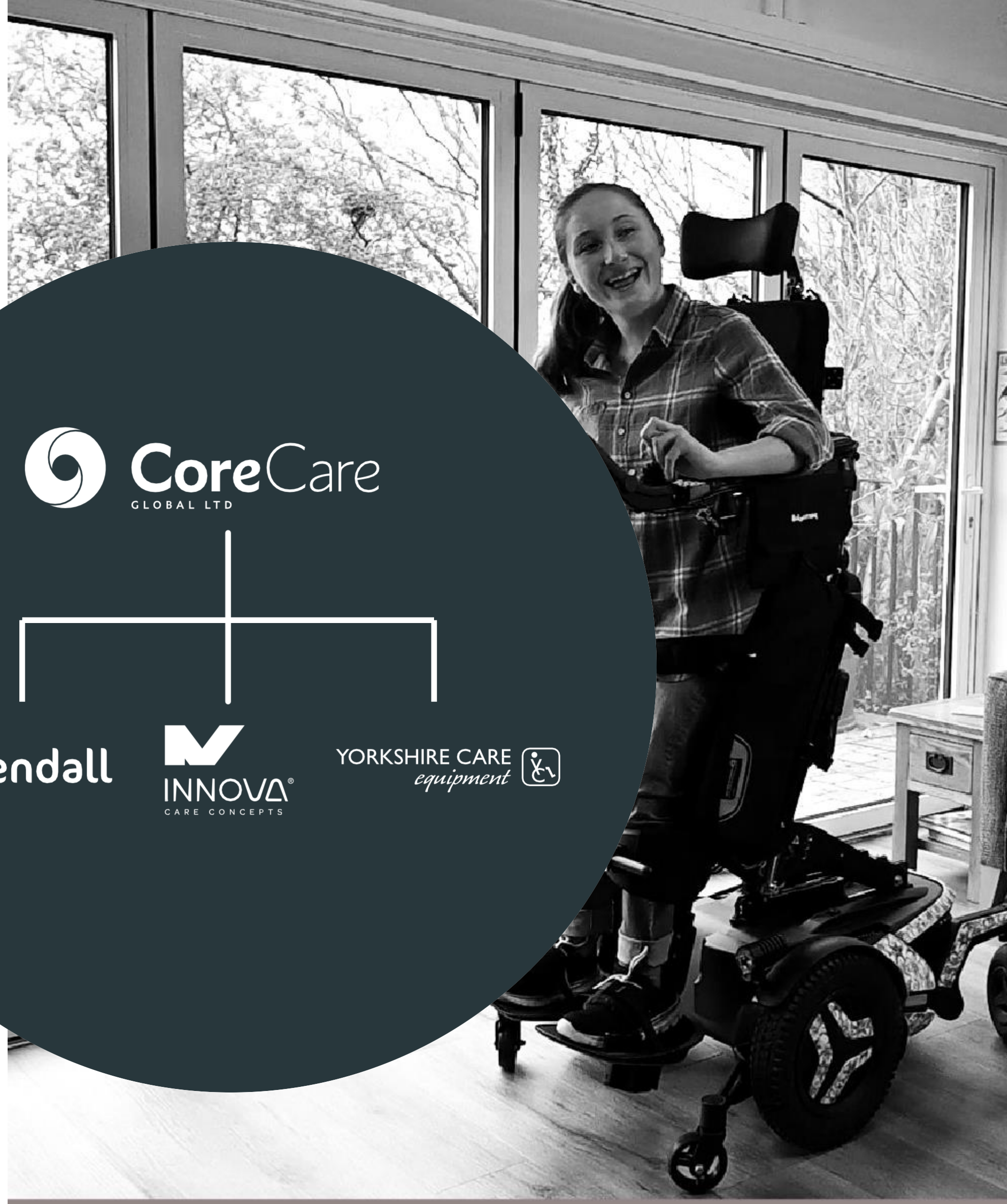
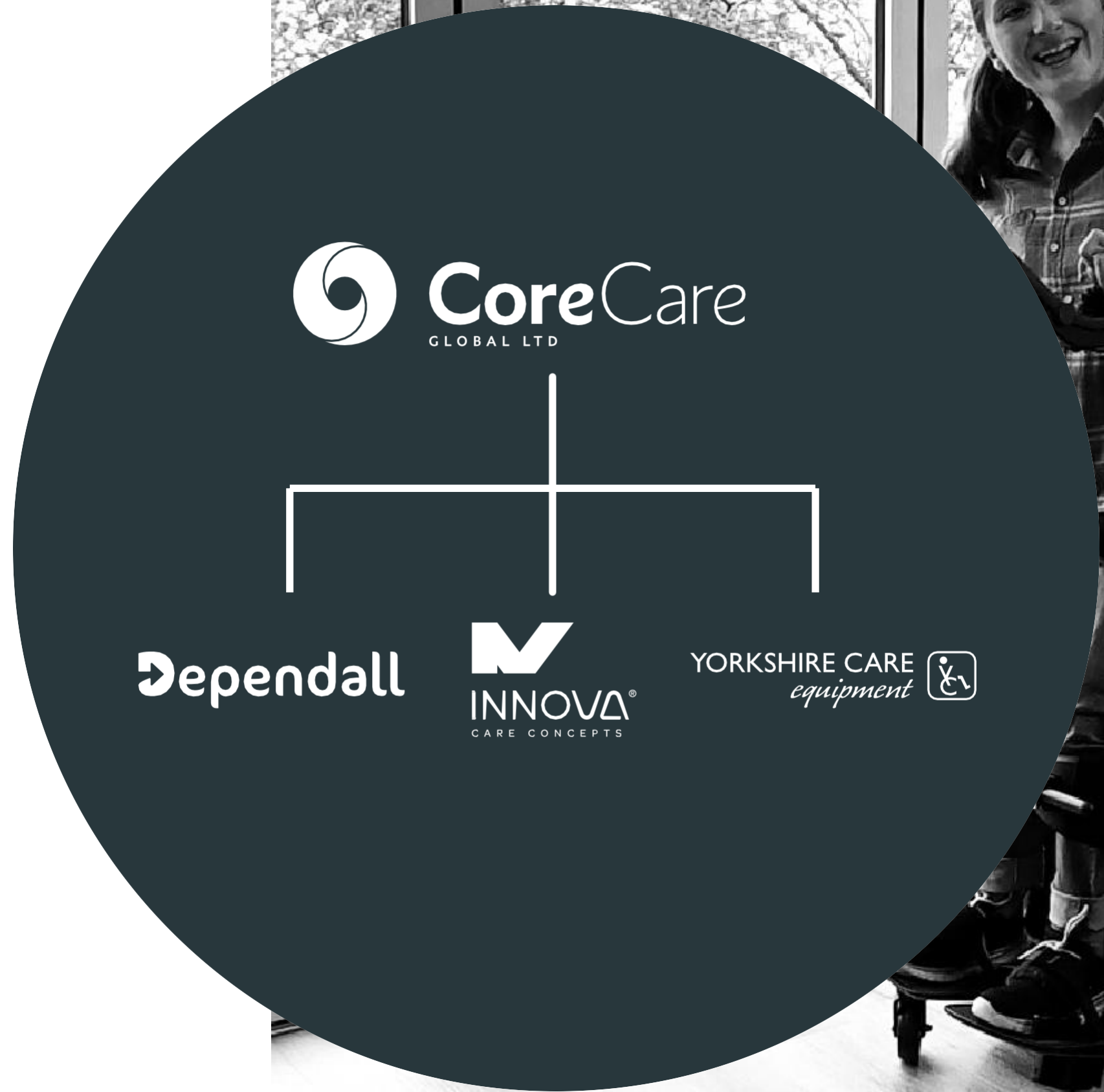


# INNOVA BACKGROUND

Our original company (Yorkshire Care Equipment) was established in 1972 and so we have a vast wealth and experience in the healthcare industry.

In 2008 Innova was born and now operates as a separate limited company within the CoreCare Group. Innova is a healthcare specialist equipment manufacturer and installer with a wealth of experience in the supply chain logistics and management. With Dependall being launched in 2020 as an independent storage and logistics company within the group.

CoreCare Group is a financially sound business with a 2022 projected turnover of over £30m and over 90 members of staff.



# Our Values



**INNOVATIVE**  
We're the pioneers. We're changing healthcare for the better.



**PASSIONATE**  
We love our work, and are excited about the difference we're making to patients and carers across the globe.



**DYNAMIC**  
We're moving forwards and pushing the boundaries. We're responsive and energetic.



**HONEST**  
We're open and up-front about what we can and can't do. You can trust us for the truth.



**FRIENDLY**  
We're a team of people who love a good laugh. We care about others.

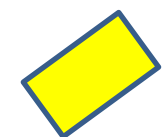
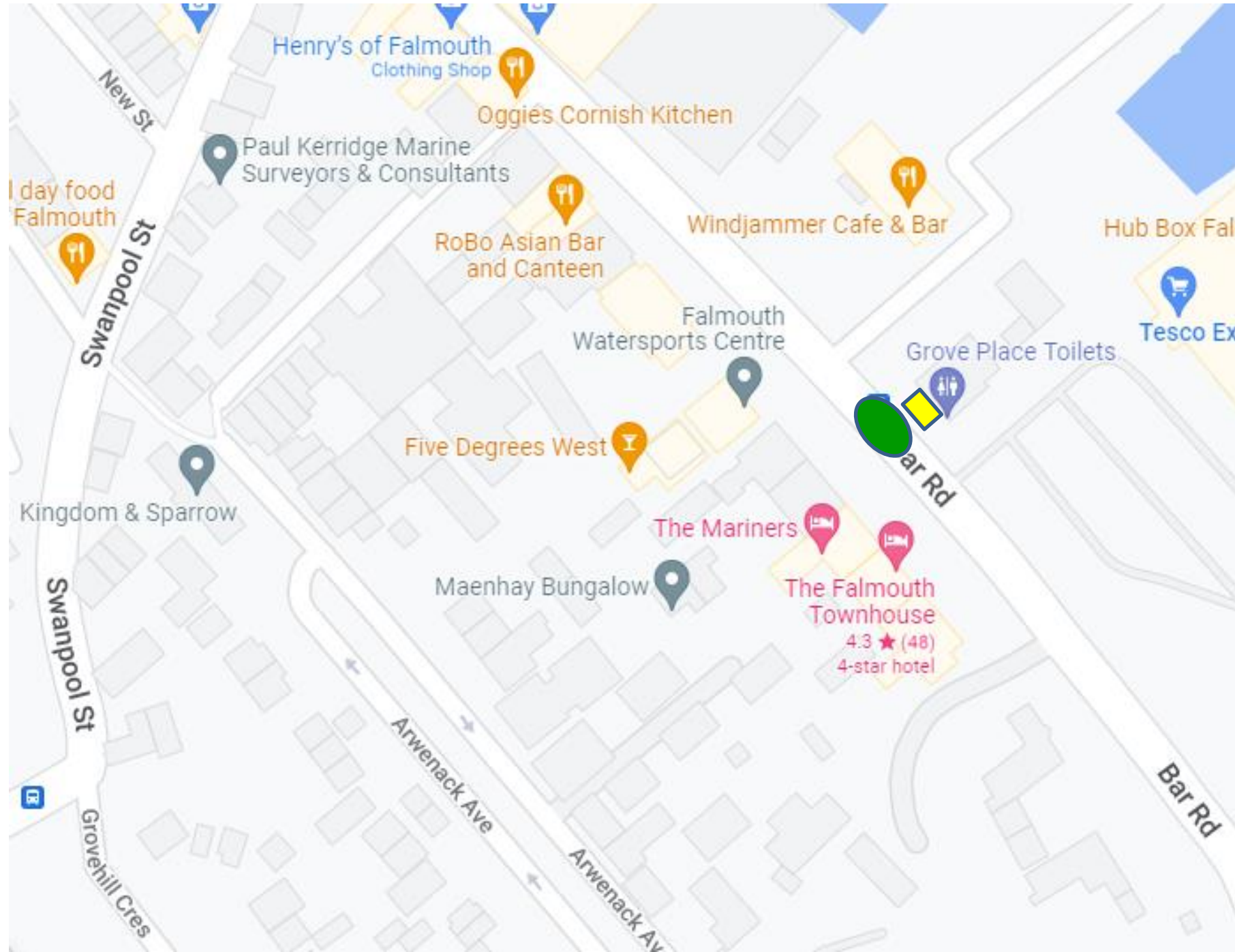


# Proposal

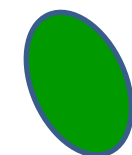
## Modular Changing Places



# Proposed Location



Changing Places location



Hiab Lift Location

Changing Places Indicative Drawing:

- Slate effect pitched roof
- White render finish to match existing toilet block
- Chamfered edge



# Assessment of Proposal – recommended considerations

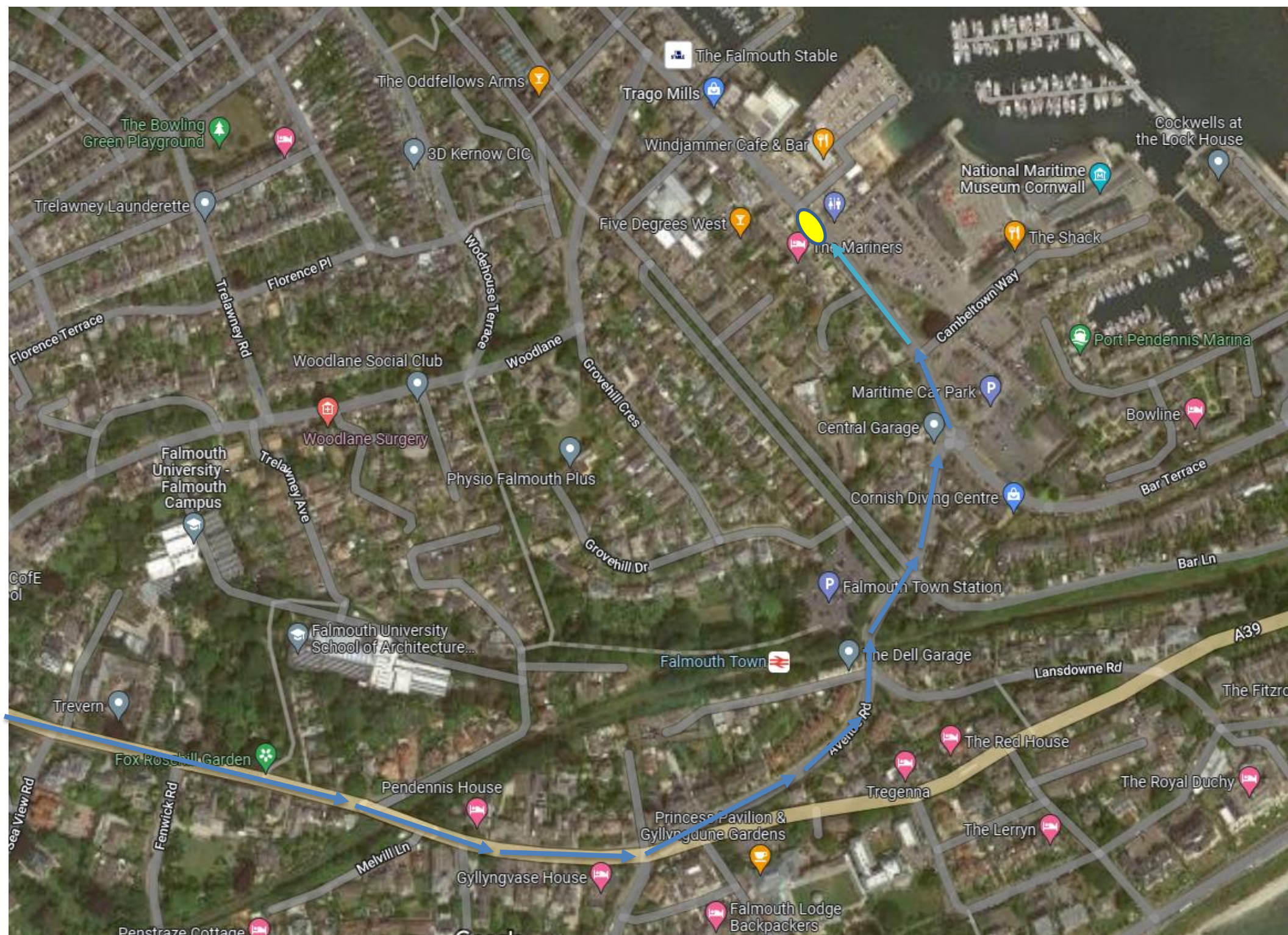
- ✓ Right next to existing public toilet block
- ✓ Accessible to use for persons passing by
- ✓ Level access achievable
- ✓ Safe access and egress
- ✓ Visible and easy to find
- ✓ Close to main visitor attraction and amenities
- ✓ Valued and desired attraction



# Delivery and Installation Plan

In order to prevent as much disruption as possible, we will ensure we have a clear plan and method of delivery of the units. This will enable us to efficiently, safely and quickly set your modular units up onsite, ready for final connections and testing and commissioning.

A site specific audit will be undertaken by our project delivery team to assess any risk involved during the installation and completion of your project. Each identified risk will be analysed and necessary requirements and plans created to mitigate these.



Blue Arrows indicates the proposed transport route

Yellow oval indicates HIAB lift position

# Changing Places Proposal – Quotation

## Supply and install Modular Changing Places Unit at Grove Place Toilet, to include:

- Innova Changing Places Modular unit fitted with all equipment and sanitary items to meet BS8300 and to be finished in white render paint to match existing building (internal finishes to be confirmed). To have pitched roof with gable ends and slate effect tiles. Corner to be chamfered to allow easy access around modular unit. Supplied with external signage and lighting by door
- Site visit, preparation of plans and specifications
- Transport to site
- Connecting to services provided in agreed location – electric, waste and water
- Positioning, installation, testing, certifying, commissioning and training, and liaison with Changing Places Consortium for signing off

**Total Cost.....£69,856 ex VAT**

## Notes

In this quotation we are also including the following items at no additional cost:

- Detailed design work including CAD drawings (we have Professional Indemnity Insurance)
- Co-ordination and integration with groundwork contractor
- Operating and maintenance manual set upon completion of the project
- 18 Month warranty on all specialist equipment
- 10 year warranty on the building
- Obtaining formal accreditation and approval from Changing Places Consortium
- 3 year service plan including statutory LOLER inspections

**Preparatory Work to be undertaken by others: See next page for details**

# Preparatory Works Required

**Clients Contractor to create hardstanding concrete base for Modular Changing Places, integrating incoming electric and water services within the slab at pre-specified locations, and foul waste to sewerage connection**

## Level Base

- Construction of level platform for Modular unit to sit onto
- Minimum thickness 200mm concrete with reinforced mesh, 4600mm x 3600mm.
- Level to be reduced to allow top of slab to sit at ground level.
- Below ground to be reduced and suitably prepared with MOT grade stone subbase on stable sub ground, to correct standard and compacted.
- Ramped pathway to be constructed to side of unit to provide level access at doorway if threshold is not to be level with ground upon installation.

## Services

### Water

- Provide a 20mm PE waterpipe to the agreed location of the unit and to terminate with a new internal stopcock ready for others to continue.

### Waste

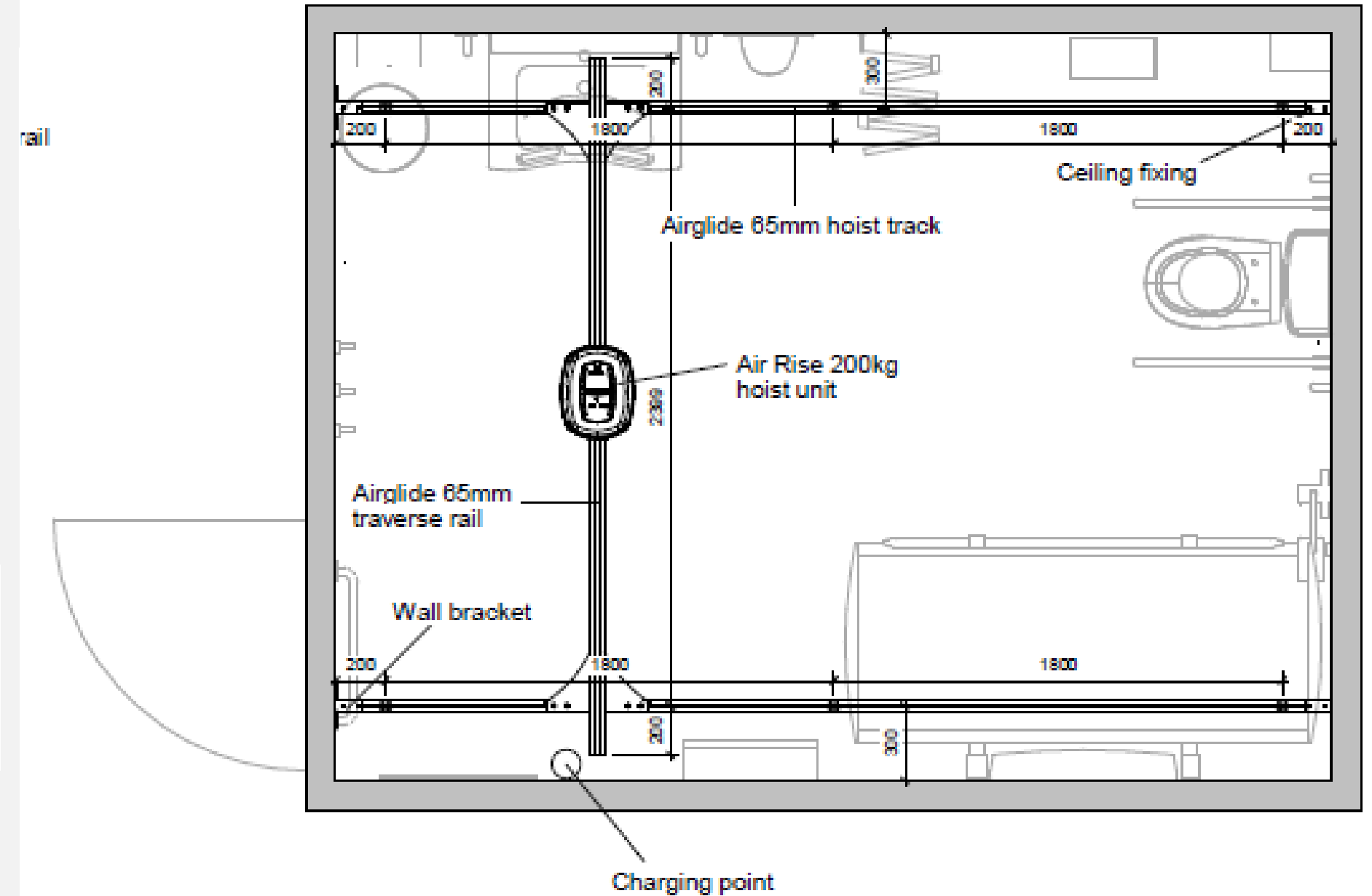
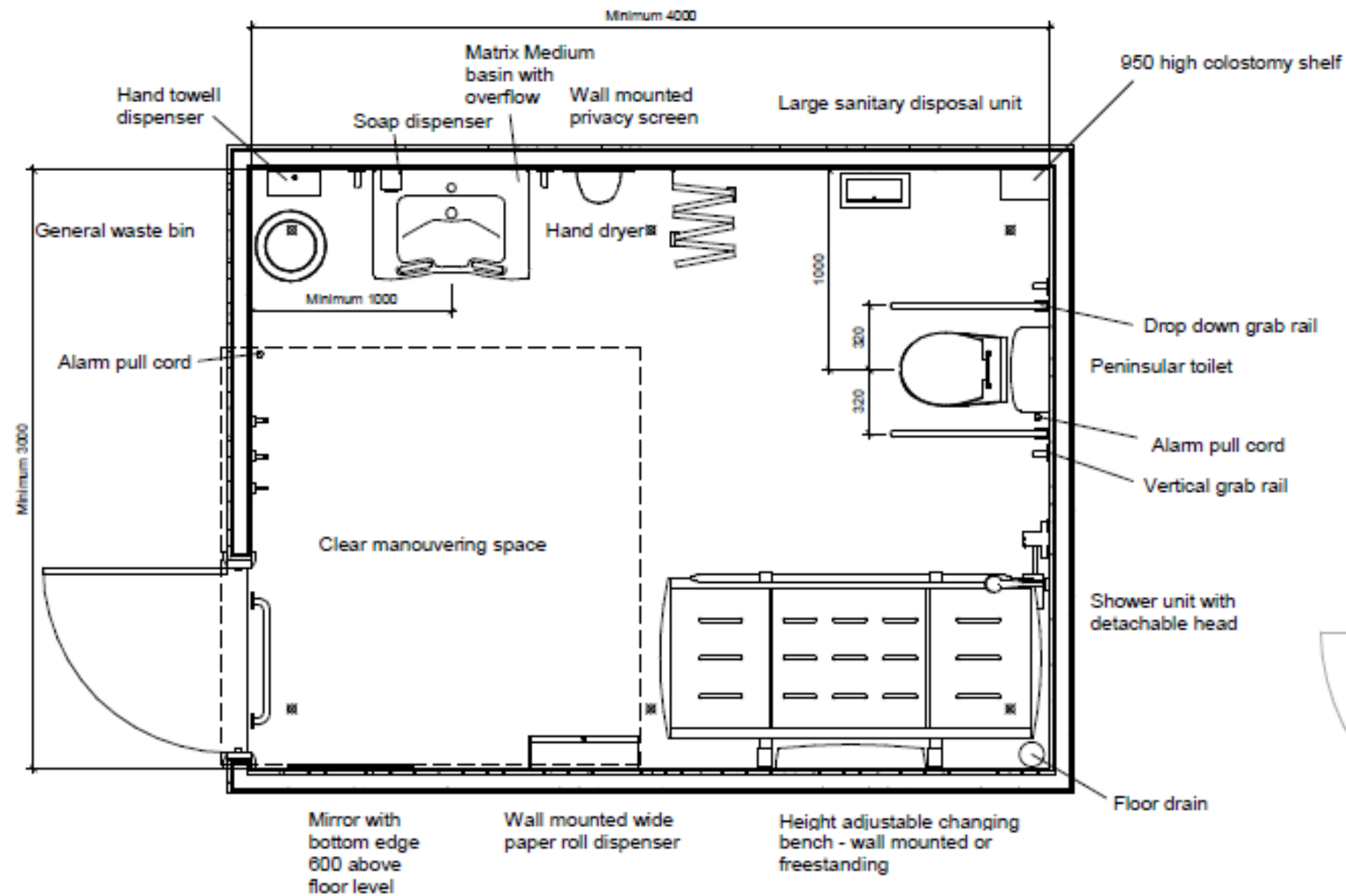
- Provide 110mm foul waste pipe and to terminate at the pod outside with 110mm pipe above ground ready for others to continue.

### Electrical works

- Supply 100a supply of SWA through duct to Slab



# Layout – Equipment – to BS8300





# External Elevations

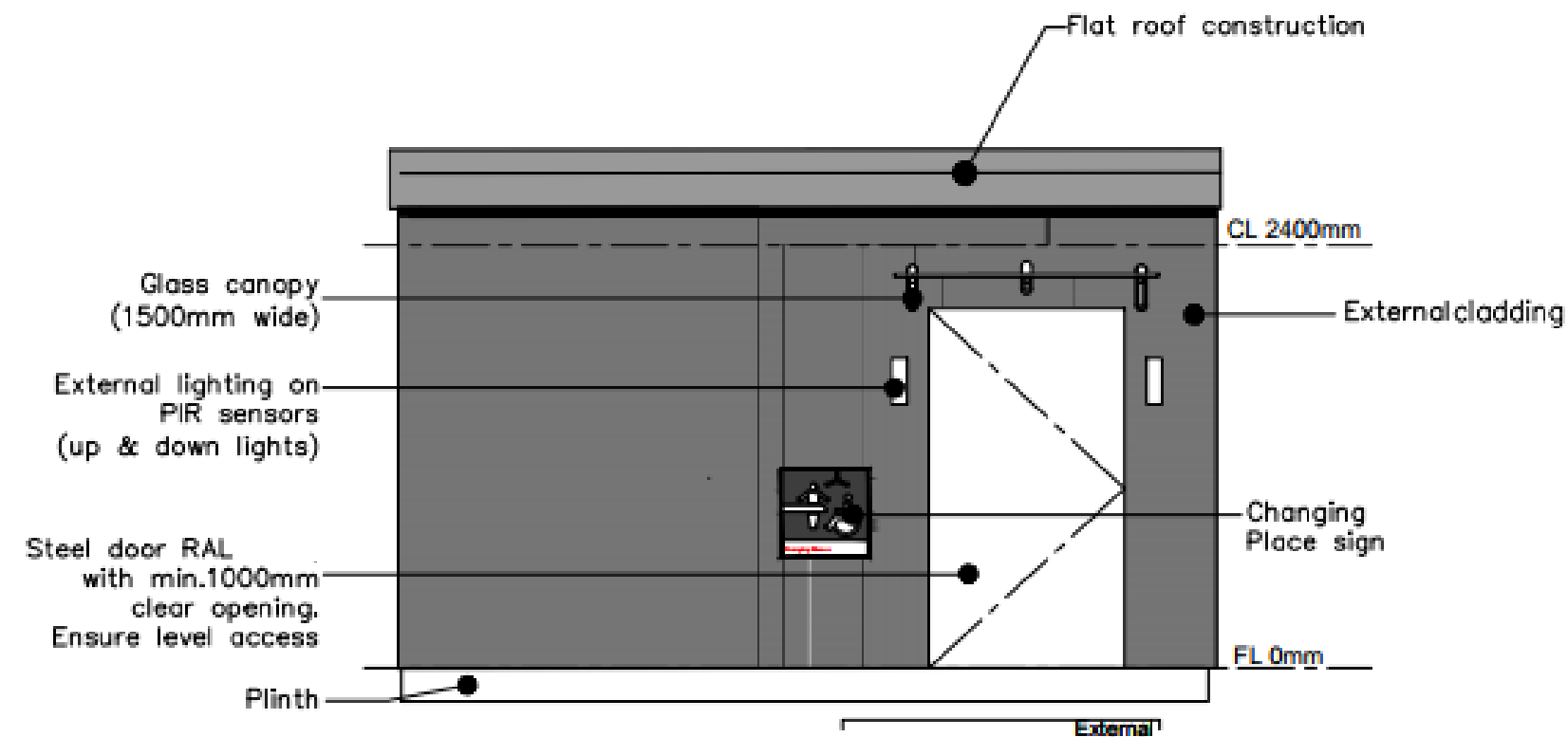
Units are handed by the door position

The external Cladding is **metal cladding, coated externally, to replicate** the vertical cladding of the existing Sports Ground Stand.

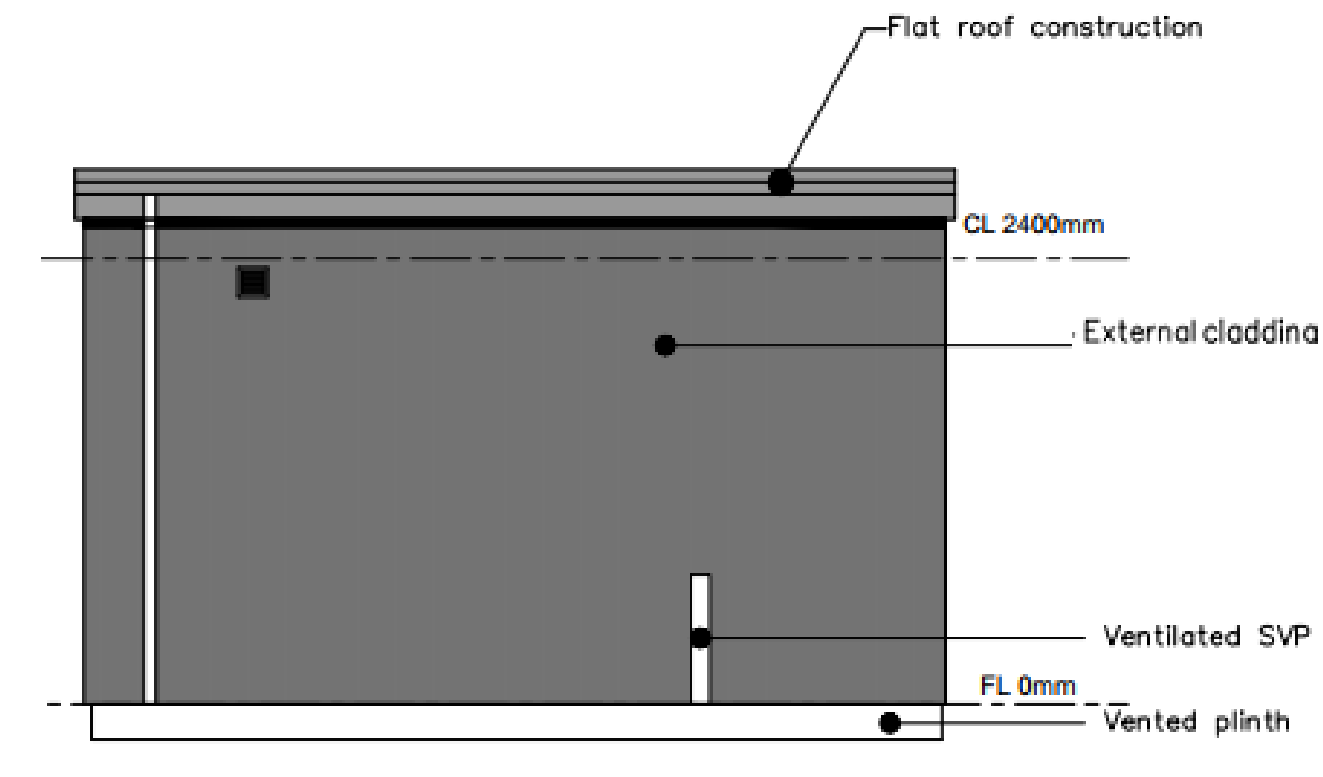
Alternative finishes include:

- Render effect
- Timber effect composite cladding
- Brick slip
- Painted

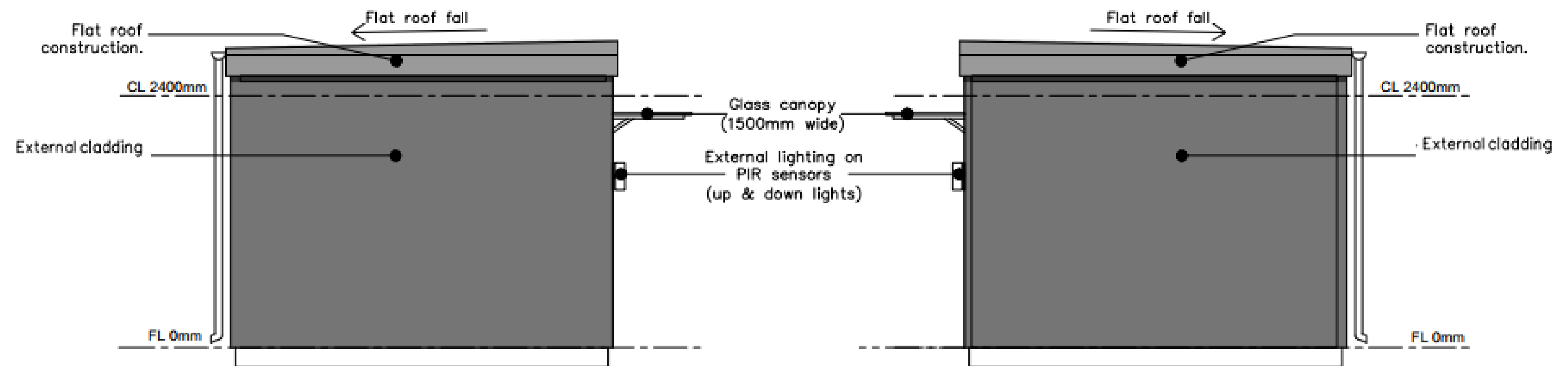
Additional graphics or site-specific signage can be added to customise the appearance.



1 External Elevation 1 Scale 1:50



3 Internal Elevation 3 Scale 1:50



2 External Elevation 2 Scale 1:50

4 Internal Elevation 4 Scale 1:50

# External Finish Options

(Quote based on render paint finish to match finish of existing toilet block)

## External Cladding

To ensure our modular facility fits in with your environment and surrounding areas, we are looking to finish it with matching render paint to blend in with the existing buildings.

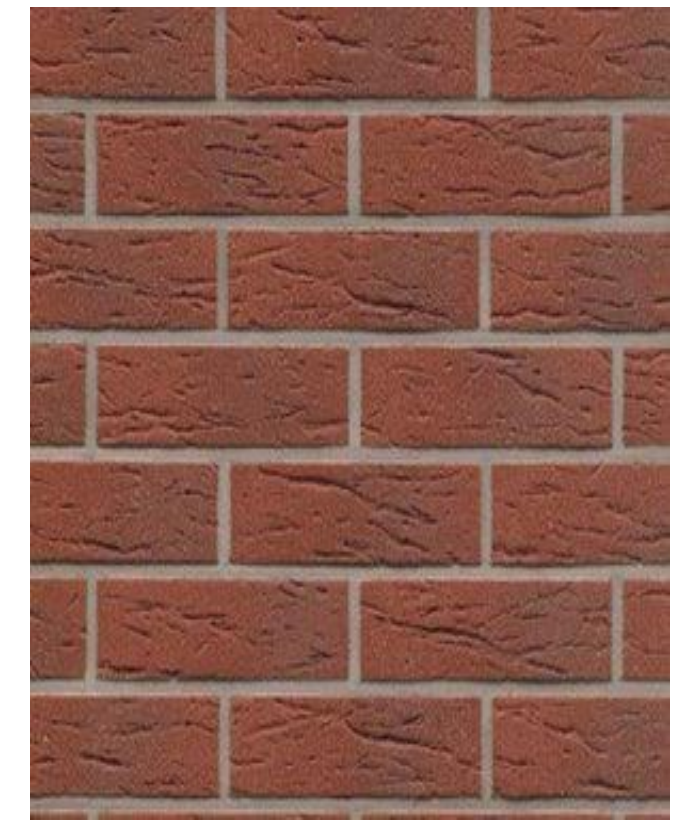
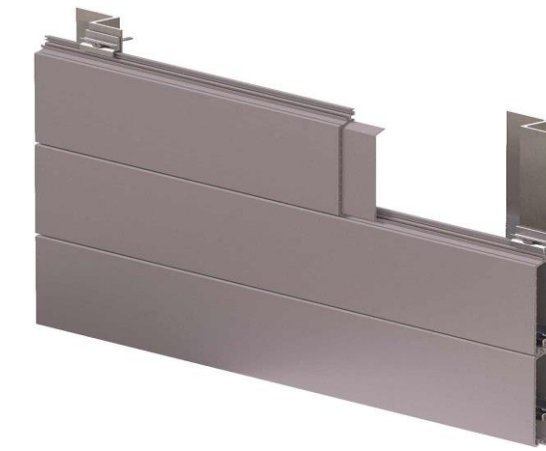


## Optional Timber Cladding Finish:

Capturing the warmth and tradition of Cedar cladding, recreated in sustainable composite form to deliver unparalleled performance, our range of cladding delivers the perfect aesthetics to match your existing building and environment.

## Alternative External Claddings

There are a number of other options available for achieving different external appearances, including Aluminium cladding, Stone slips and Brick slips



## Door finish

Steel door can be powder coated to any RAL reference to match or contrast where required.



# Internal Finishes

## Anti-slip Flooring

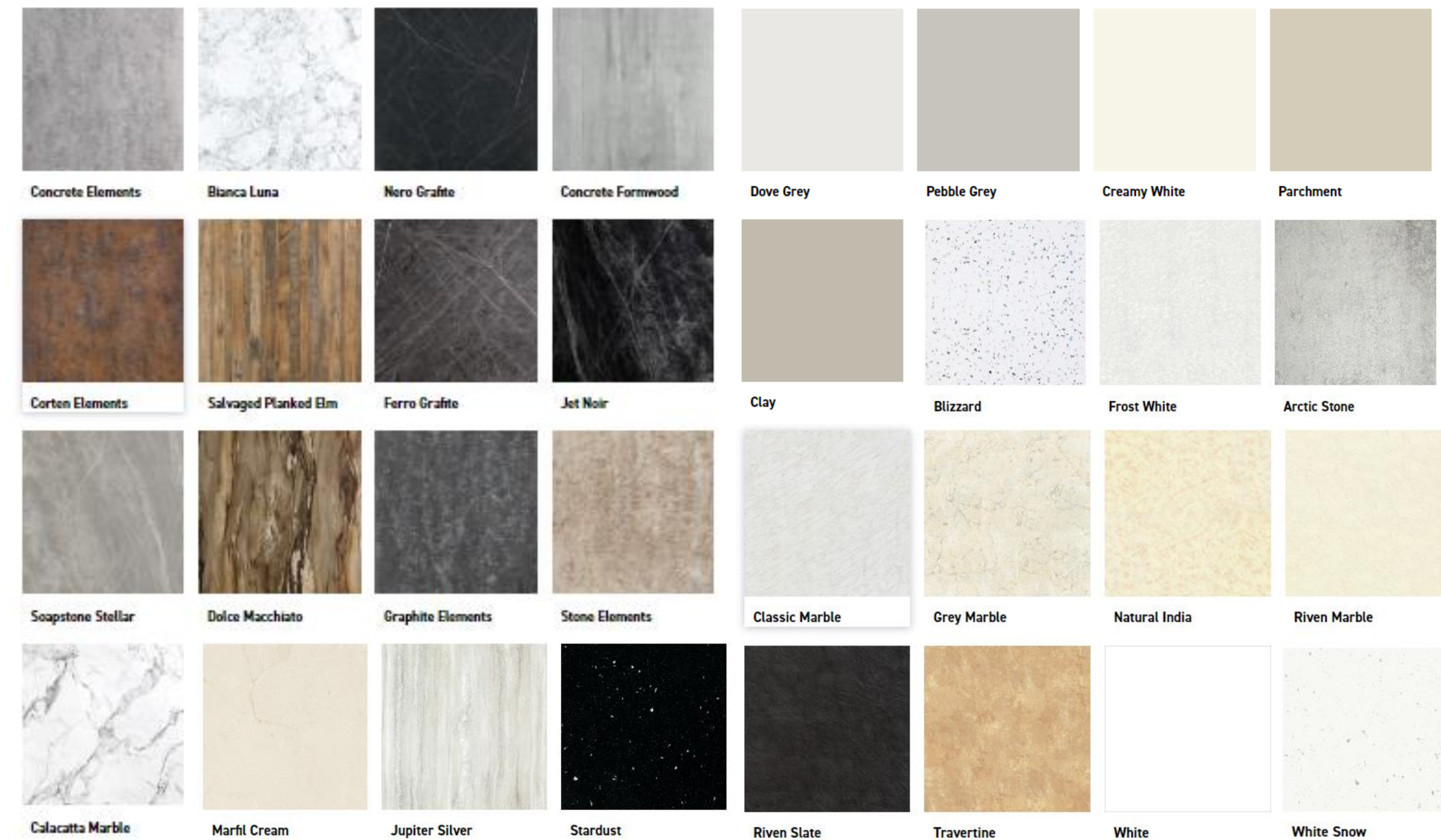
Delivering a perfect blend of looks and safety, our flooring features plain and tonal chip options to help you achieve high contrast and design flexibility.



1. Blue Penguin
2. Coral Crab
3. Cygnet
4. Dragonfly
5. Gosling
6. Hippo
7. Iguana
8. Mallard
9. Newt
10. Otter
11. Puffin
12. Salamander
13. Sea Snail
14. Spoonbill
15. Swan
16. Tern
17. Terrapin
18. Tree Frog
19. Vole
20. Walrus

## Wall Finishes

We offer a contemporary collection of elegant, cool and relaxed colours with wood, textile glass and matte finishes. Not only do they provide pleasing aesthetics, but they are also easy to clean, fully waterproof and guaranteed to last.



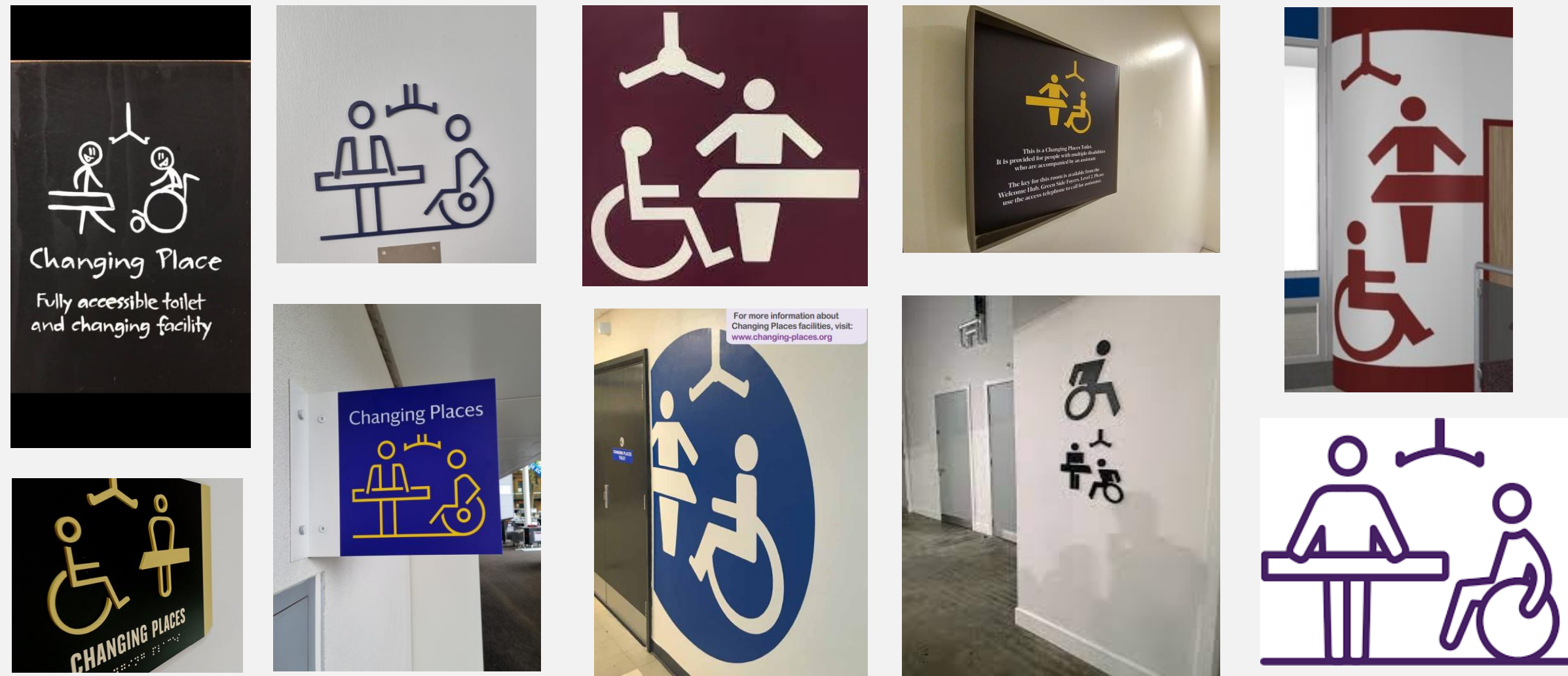
# Graphics and Signage – Optional Extra

(not included in cost)

## Signage

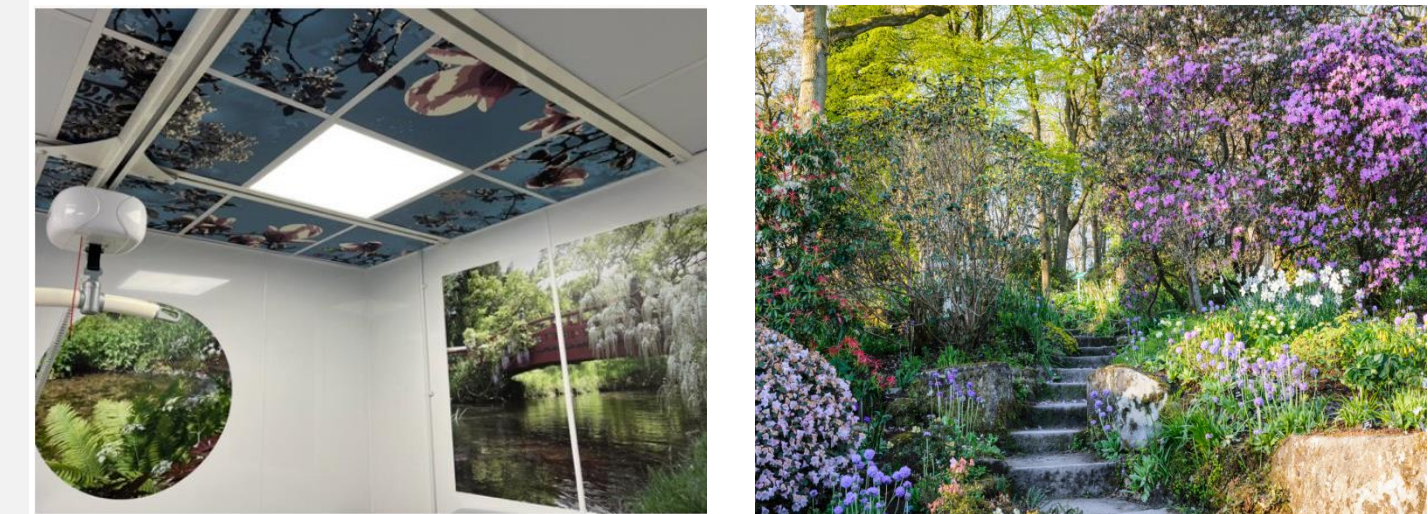
A Changing Places needs to have clear and visible signage. This provides an opportunity to include branding, brand messaging, corporate colours, and more creative options.

## Example alternative signage

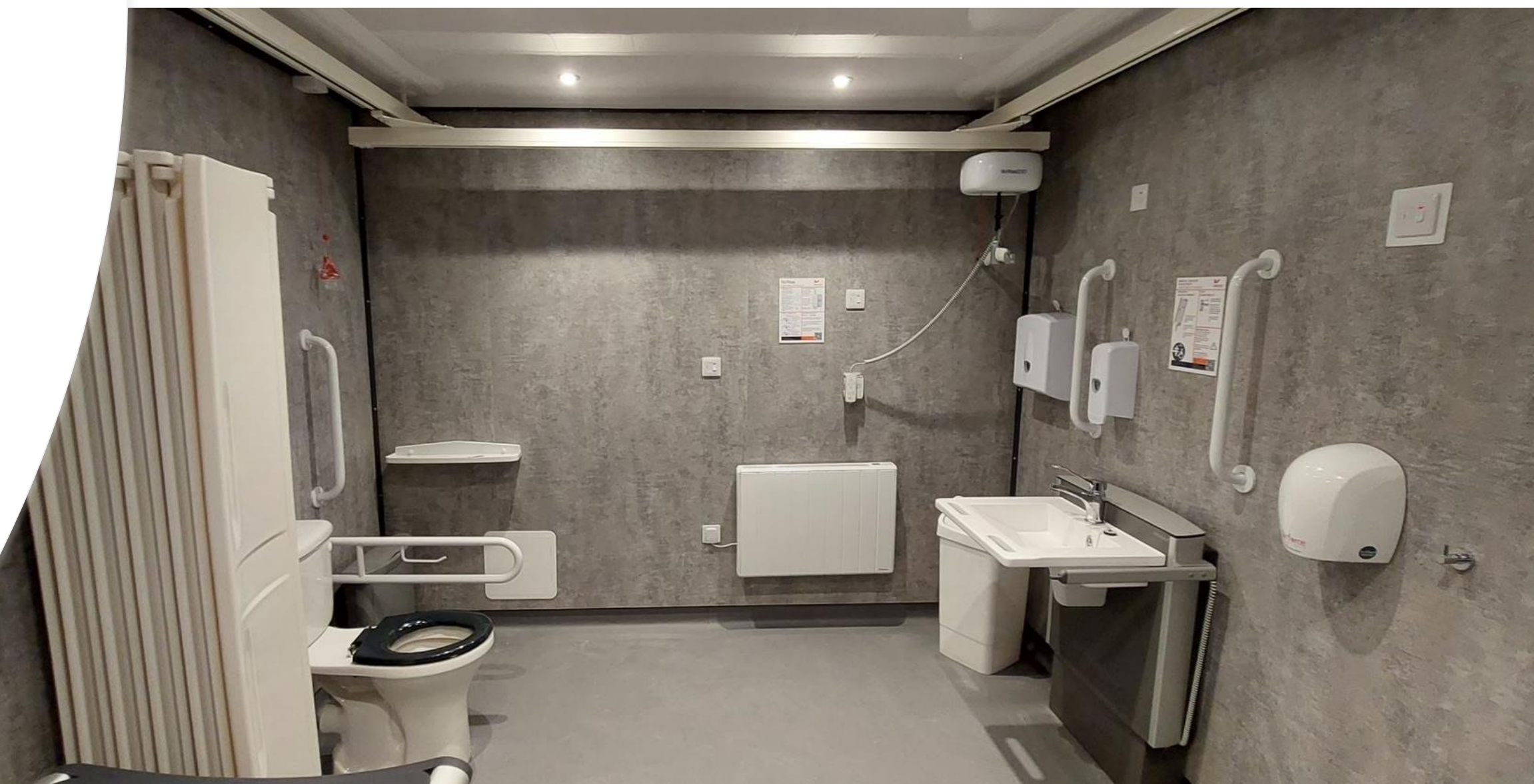


## Graphics

An internal graphic brings life to a room and provide more brand messaging opportunities



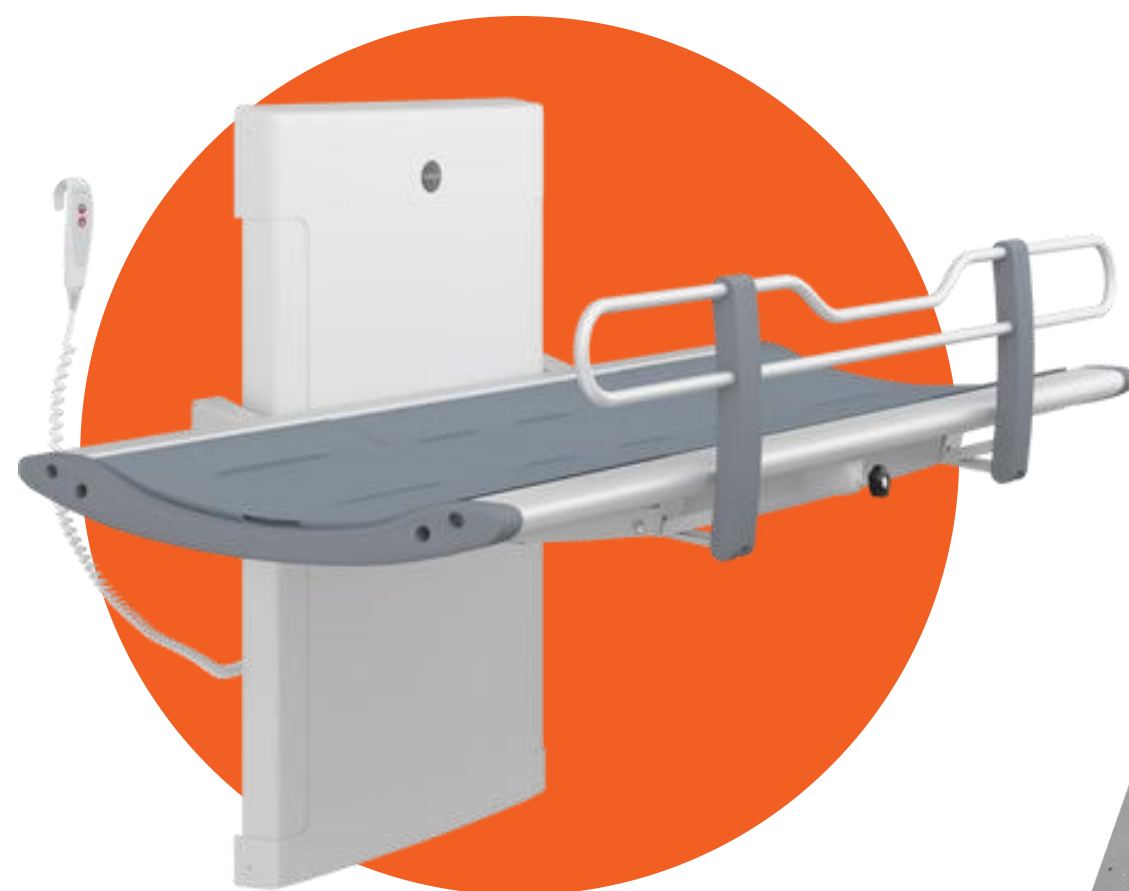
**Innova Modular  
Changing Places  
– Equipment**



# BEST IN CLASS EQUIPMENT



The **only** hoist provider in the UK with an advanced battery protection system - guaranteed 65% reduced call outs because of this



Our ceiling hoist and rail system conform with the Regulation (EU) 2017/745 and the following normative documents:

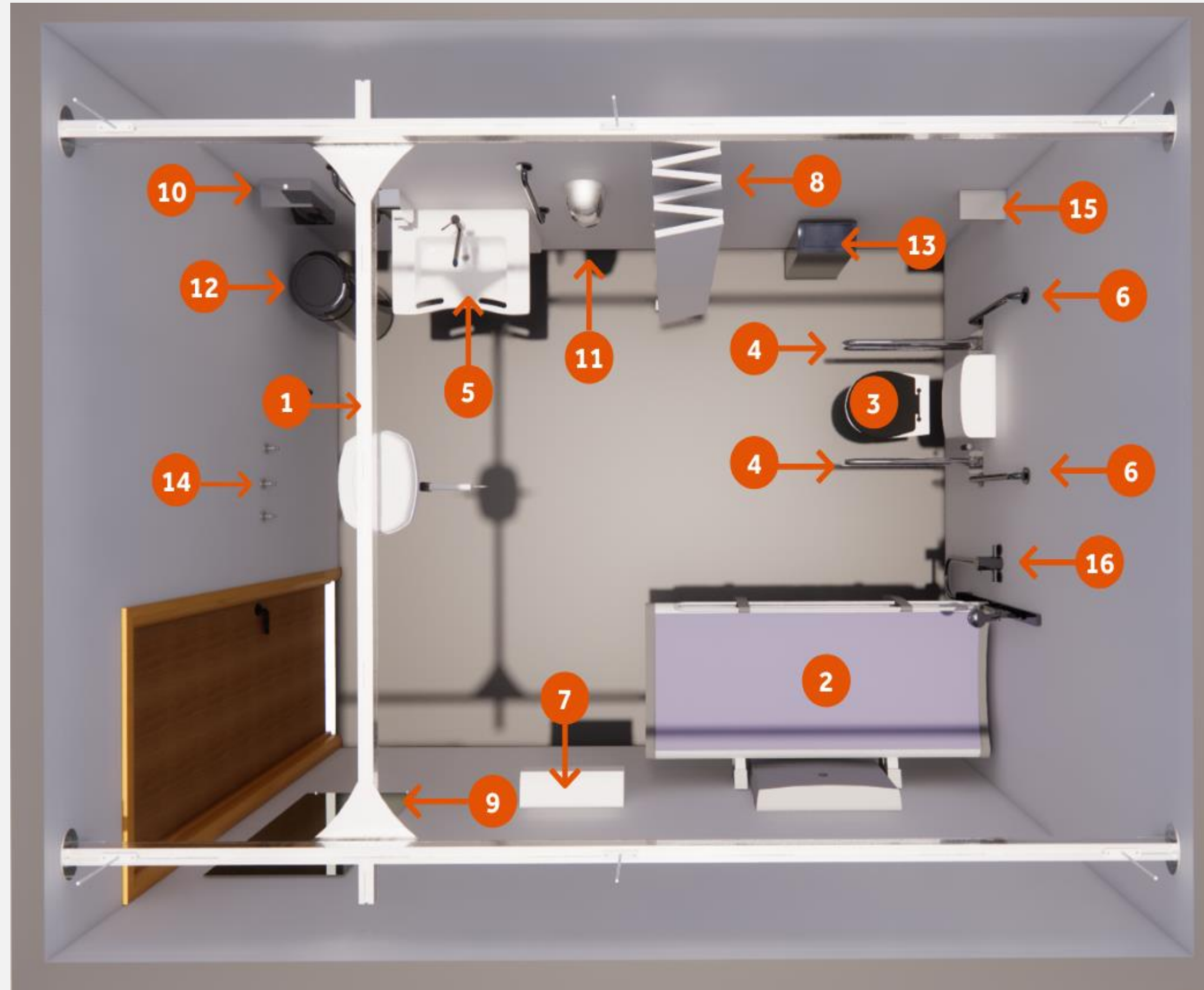
- IEC 62366-1
- ISO 14971
- EN 12182
- ISO 10535
- ISO 60601-1-2
- ISO/TR 15608
- EN 1492-1+A1
- ISO 15223-1

This is part of the latest ISO13485 directive



# The Components of a Changing Places

To be registered as a changing place, the facility should be 12m<sup>2</sup> and include a specific set of equipment:



1. Overhead hoist system
2. Height-adjustable changing bench
3. Peninsular toilet
4. Dropdown rails
5. Height-adjustable wash-basin with soap dispenser
6. Vertical grab rails
7. Wide paper roll dispenser
8. Retractable privacy screen
9. Full-length mirror
10. Paper towel dispenser
11. Hand dryer
12. General waste bin
13. Sanitary bin
14. Coat hooks
15. Colostomy bag shelf
16. Shower (Optional)

# Hoisting System

**Airslide360** track system with an **AirRise200** hoist which has an SWL of 200kg (31.5 stone), as required in a Changing Places Facility:

## Specification

- 200kg max user weight limit
- Manual traverse, automated lifting and lowering
- Soft start/stop
- Emergency stop and lowering
- Unique battery protection system
- Padded 2-point spreader bar
- Dock to charge system with magnetic through handset charging
- Audible and visual battery indicator system
- Excessive angle restrictor for lifting tape
- 18 month warranty





# Changing Bench

Space saving with being able to fold back to wall and cannot be removed from the facility

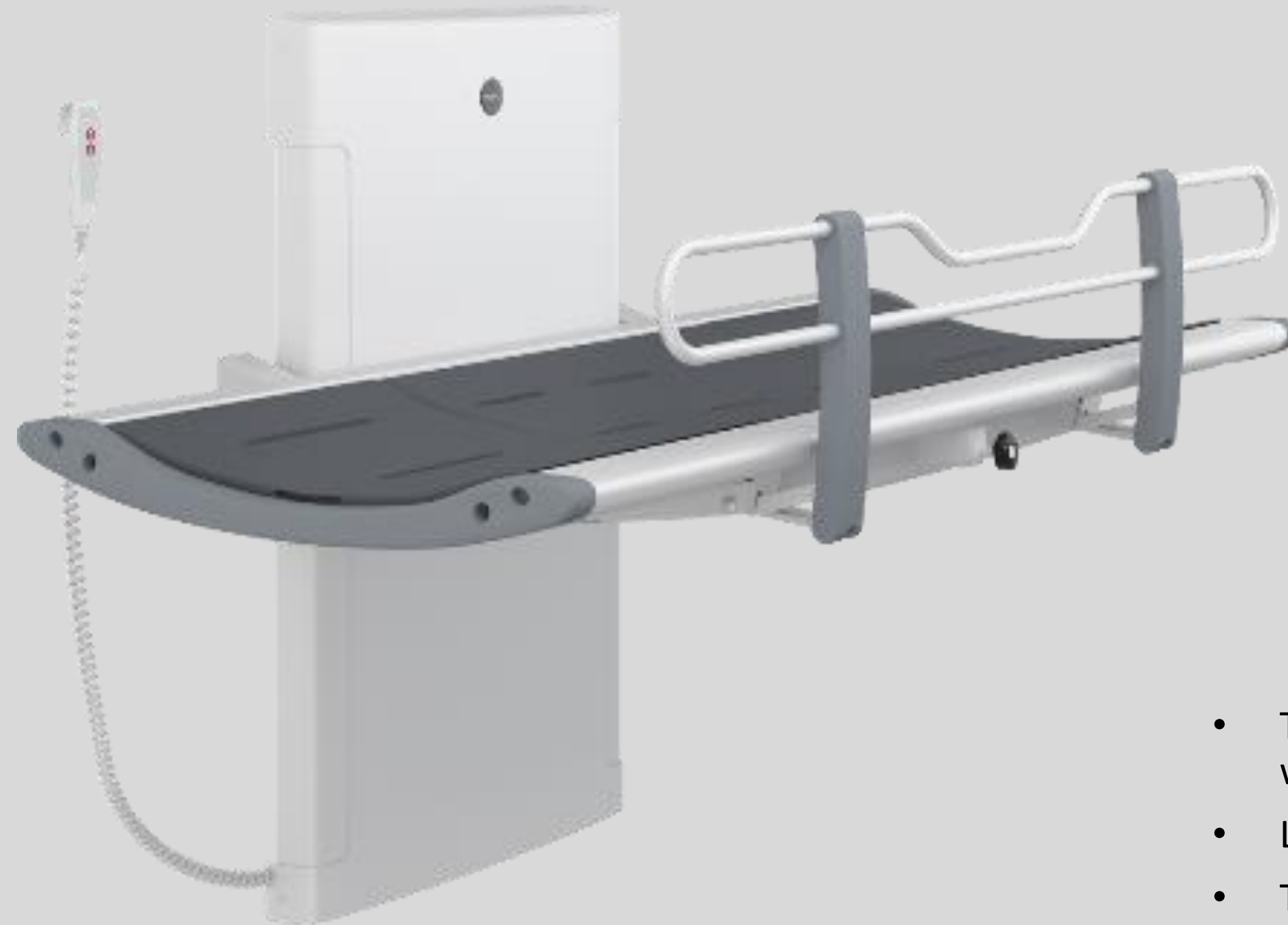
Padded removable lying section for easy cleaning and enhanced hygiene

Designed specifically for Changing Places and Education facilities

Electrically operated via corded hand control

200kg SWL, 1880mm in length

Folding side rail and water collection tray



## Optional Shower

(Not included in cost)



- Thermostatic Electric Mixer shower with adjustable shower head
- Large and easy to use controls
- Thermostatic temperature control with adjustable temperature limit
- Endorsed by Royal National Institute for the Blind

# Height Adjustable Basin



## SELECT BASIN

Height adjustable wash basin with complete vanity unit to hide all the plumbing

Electric height adjustment arm alongside Basin

Basin to have integrated handrails and wide rim for toiletries, for ease of access.

Height-adjustable by 200mm

Thermostatic lever tap set, flexible feed and waste chain plug

# Privacy Screen



To be fastened to the wall at one end for additional support, safety and rigidity



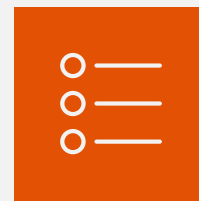
To be wheeled into position when required



Full length when open 3.3m



Individual replaceable panels, should a section need to be repaired



## Wall Mounted Hygienic screen



# Peninsular Toilet

- Close coupled Accessible height toilet
- Choice of seat colours: white / blue / dark grey
- Grab rails to drop down each side of the toilet – one to include toilet roll holder
  - Vertical grab rails
- Choice of Grab rail colours - white / dark grey/ dark blue (must contrast with walls)



## Grab Rails

Dark Grey or Blue std finishes  
Other colours available on request including stainless steel



# Small items

- All these items are required within the Changing Places facility.
- White powder coated finish OR stainless steel



Wide Paper Roll Dispenser



Hand Towel Dispenser



Sanitary Bin



Hand Dryer



Mirror (Full Length)



Soap Dispenser



Close Coupled Peninsular WC & grabrail pack



General Waste Bin



Coat Hooks



Fixed Grabrails



Colostomy Shelf



Drop Down Grab Rails

# Working with Innova

## Health and Safety

- Risk assessment and Method Statements
- Regular training and workshop for all staff

## Responsibility

- Carbon footprint
- Green credentials
- Environment policy
- Staff care

## Cost

- Cost management
- Efficient working practices
- Established supply chain

## Time

- Dedicated Project Manager
- Deadline driven
- Proactive
- Responsive
- Agile and flexible scheduling
- Project planning in Microsoft Projects
- Regular reporting

## Quality

- Change Management
- Improvement protocol
- Weekly review meetings
- Customer Satisfaction Index (CSI) system
- Continuous Improvement



# ACCREDITATIONS

Crown  
Commercial  
Service  
*Supplier*

**Crown Commercial**  
*Storage, Distribution,  
Kitting and Associated  
Services (RM6282)*

**NHS**  
**Supply Chain**

**NHS**  
*Supply Chain*



**Carbon Net Zero**  
*By 2030*



**Environment Agency**  
*Cert. No. CBDU429271*



**Builders Profile**  
*Accredited*



**ISO 9001**  
*Registered*



**Trading Standards**  
*Approved*



**Cyber Essentials**  
*Approved*



**Constructionline**  
*Gold Member*



**CHAS**  
*Accredited*



**ISO 27001**  
*Registered*



**ISO 14001**  
*Registered*



**CSCS**  
*Certified*



**BHTA**  
*Approved Supplier & Member*



**Hoist MHRA Reference**  
*Number 21746*



# PROJECT MANAGEMENT SYSTEMS

- ISO 9001 Information Management System, currently updating to new version
- Operate under Plan, Do, Check, Act procedure



**In house NEBOSH  
accredited Health  
and Safety Manager  
Andrew Akins.**



**Currently implementing ISO 45001 –  
Health and Safety Management best  
practice, and currently operating in  
accord with this.**



# WEEKLY PROGRESS REPORT

To ensure clear communication throughout the duration of our project, we provide a weekly progress report to our clients which will as standard include:

## Project Status Report Checklist

W/C 31.08.22

Client: London Borough of Haringey



- 1 Progress and actions completed this week:**
  - Highlights
  - Meetings
  - Update progress against project tracker ghannt
  - Flag blockers/problems
  - Highlight unexpected risks
- 2 Actions scheduled for next week**
- 3 Where we need more input**

# PUBLICITY & PROMOTION

## Changing Places at Lloyds Banking Group



innova\_care #ICYMI

Yes, it's a first! 🎉

@lloydsbankinggroup have become the first banking institution in the UK to install a registered Changing Places toilet. 🍌

The @innova\_care team worked with @thesmartchap\_rosshovey, Lloyds Banking Group's Accessibility Manager, to supply and install the new Changing Places toilet, including specialist healthcare equipment such as a height-adjustable changing bench, ceiling track with hoist and shower facilities.

This will be the first of a number of Changing Places that Lloyds Banking Group are looking to install over the next few years.

A fantastic project to be a part of! 😊

@muscular dystrophyuk, @changingplacesuk

#ChangingPlaces #Accessibility #LloydsBank #LloydsBankingGroup #London

4 w



“

At the Tattoo we believe culture should be available to all, and **we are delighted to work with Innova Care Concepts** to add this facility to our venue for 2022. We are excited to welcome our audience – old and new – back to the Edinburgh Castle Esplanade in August.

”

JASON BARRETT

CHIEF OPERATING OFFICER AT THE ROYAL EDINBURGH MILITARY TATTOO

“

I must say I found the whole process extremely simple and well managed by Innova. The **level of service we had was fantastic** and very professional. I would use again and definitely recommend.

”

DAVID MOSEDALE  
PROJECT MANAGER AT WATES GROUP

Thank You



**November 2022 – Environmental Projects**  
**Report for Grounds, Facilities & Environmental Action Committee**

Focus	Action taken	Next steps
<b>Energy Consumption</b>	<ul style="list-style-type: none"> <li>• Passmore Cleaning instructed to turn lights off after completing their tasks.</li> <li>• IT company changed settings on all computer screens to automatically hibernate after 15 minutes of no activity.</li> <li>• Town Clerk has emailed all staff requesting assistance to conserve energy</li> <li>• Toilets lighting and water usage set up optimised for now.</li> <li>• 4 fridges turned off in Atherton suite</li> <li>• Timers added to drying room and urn at Chapel building</li> <li>• Quotes received to undertake DEC's <a href="http://www.gov.uk">Check a public building's Display Energy Certificate - GOV.UK (www.gov.uk)</a> -</li> </ul>	<p>Managers to monitor implementation of energy saving protocols</p> <p>Facilities Manager considering additional energy saving measures for toilets (see separate report)</p> <p>Electricity Management Company to be approached regarding heating controls in OPO and Municipal Building</p> <p>DECs to be commissioned for PP, OPO and MB to be undertaken in February.</p>
<b>Carbon Reduction</b>	<p>Princess Pavilion - Kensa estimated £500,000 to install ground source heating to replace gas heating system</p> <p>First quote in for solar panel installation received, one declined to quote and one awaited. Harvest Cornwall has quoted £40,000 + battery installation separately in the future c. £25,000.</p> <p>Municipal Building – double glazing supplier identified - £3000 - £7000 per window</p> <p>Old Post Office – solar panel installation serviced and reporting accurate</p>	<p>Quotes to be assessed to install solar panels on Princess Pavilion and Mortuary building</p>
<b>Events</b>	<p>SEPO attended Falmouth Marine School Fair Freshers Fair 12/10</p> <p>SEPO working with Rotary Club to put on the Carbon Reduction and Environment Conference</p>	<p>Carbon Reduction and Environment Conference on 3<sup>rd</sup> /4<sup>th</sup> February 2023 to be planned and attended</p>
<b>Water</b>	<p>SWW has issued DWMP. SEPO met with SWW on 5 and 25 Oct to discuss potential flood alleviation areas.</p> <p>SEPO attended Flood Forum on 4 November</p>	<p>Site visits with SWW &amp; consultants to be arranged. <b>Works will not commence until 2025.</b></p> <p>Flood plan to be developed.</p>
<b>Community Engagement</b>	<p>SEPO attending F&amp;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 from January</p>

Focus	Action taken	Next steps
<b>Vehicles</b>	Electric car could be purchased from Hawkins Motors for c. £30,000 to be used for urban journeys.	Quote from Cormac to lease electric vehicle over 5 year period. Decision on whether to acquire or lease 1 electric vehicle to be taken when costs received and assessed.
<b>Environmental Policy</b>	Policy written and approved internally	Approval from GF&EA committee requested on 21 Nov
<b>Ocean Recovery Declaration</b>	Declaration made in Jan 2022	Report to be prepared on what's happened to restore the oceans to be issued for Full Council
<b>Stables Water Fountain</b>	Planning permission in place.	Application to Wolfson Foundation to be prepared and submitted after 22 November
<b>Energy Supplier</b>		Gather information about different suppliers for consideration to enable consolidation to one supplier for all energy needs by end December 2022.

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

[Approval of Environmental Policy](#)

Prepared by Karen Hall  
Strategic Environmental Projects Officer  
November 2022



# Environmental Policy

## Falmouth Town Council

Adopted at Full Council on xxxxxxxxxxxxxxxxxxxxxxxxx

### 1. INTRODUCTION

1.1 Falmouth Town Council recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Council acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts.

1.2 The Council considers that the environment is important and will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.

1.3 The Council will make a positive contribution to the environment by protecting and enhancing its assets.

### 2. AIMS OF POLICY

- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment
- To promote the development of a Circular Economy
- To support community initiatives

### 3. THREADS

#### 3.1 Carbon Reduction

Falmouth Town Council declared a climate emergency in October 2021 and pledges to be fully carbon neutral by 2030.

A Carbon Audit (Oct 2021) was undertaken which set out plans for immediate and long-term actions to reach this goal which include:

- Consider the introduction of phased replacement of LED bulbs in Council premises where feasible
- Introduce phased replacement of electrical equipment used on Council premises with products of maximum energy efficiency rating
- Switch to 100% renewable energy tariffs for electricity on Council premises
- Phased replacement of non-renewable heating sources (gas fired systems) with renewables when funds available
- Invest in electric car charging points
- Undertake a biennial audit of Council emissions
- Identify energy efficiency measures in all buildings and vehicles and undertake retrofits as required
- Encourage the switching off of electrical equipment and unnecessary lights when not in use
- Encourage the closing of windows and external doors when heating is on, with consideration for the health of staff during Covid restrictions.



### 3.2 NATURE & WILDLIFE

Falmouth Town Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages and influencing others by:

- Conserving trees, hedgerows, ponds, streams and other habitats
- Managing Council assets (including public rights of way, coastal areas, play areas, playing fields, and verges) in a manner that protects and increases biodiversity where appropriate
- Introducing wildlife-friendly planting and features where appropriate
- Supporting other land owners to protect and improve their assets

### 3.3 PESTICIDE USE

Falmouth Town Council is committed to maintaining the already implemented reduction of the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity).

### 3.4 SUSTAINABLE TRAVEL

- Promote and support modern working practices, such as remote working, amongst staff and councillors
- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business
- Promote and support the use of cycling, public footpaths and public transport
- Ensure all Council vehicles are serviced and maintained to a high standard
- The use of electric powered vehicles will be pursued where this is a workable alternative

### 3.5 WATER MANAGEMENT

- Where possible, installing and using water butts as a non-drinking water source
- Supporting campaigns to educate staff and users so they are aware of which materials can be disposed of in waste water
- Promoting and supporting natural solutions to reduce/reuse surface water run-off
- Working with South West Water to understand the surface water flooding risks and to support their DWMP strategies for alleviating this
- Installing water saving measures in public toilets where this is feasible

### 3.6 WASTE & RECYCLING

- Keep waste to a minimum by preventing, reusing, recycling or recovering waste
- Ensure waste is sorted, stored and disposed of appropriately
- Adopt plastic-free on council assets and encourage events taking place in the town to reduce single-use plastic
- Encourage the installation of and promote use of water fountains instead of purchasing disposable plastic water bottles
- Recycle all recyclable waste generated at Council premises and events
- Promote and encourage recycling amongst residents
- Explore the use of recyclable, compostable and/or recycled products on Council premises
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material

## Falmouth Town Council Environmental Policy

- Minimise the amount of printing and the amount of waste paper
- Observe our duty of care conscientiously within our waste contracts
- Maximise use of electronic communications; councillors to use an opt-in scheme for printing paper documents
- Recycle green waste by using composting facilities
- Support campaigns to reduce flytipping and pollution incidents

### 3.7 RESPONSIBLE & SUSTAINABLE PROCUREMENT

- Develop procurement policy to encourage local suppliers to apply to provide goods and services
- Source materials and services locally so long as the requirements for value for money and quality are met
- Ensure that catering produce, including tea/coffee in offices, is sourced from local, organic, fair trade (or other recognised certification schemes)
- Ensure that timber, or similar products, used by the Council is from Forest Stewardship Council (FSC) certified sources
- Encourage the use of eco-friendly consumables (such as cleaning products and inks) in Council premises while being aware of the needs of outcome required
- Continue to work towards the delivery of a Circular Economy

### 3.8 AWARENESS

- Promote awareness of, and information about, environmental issues within the community
- Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy
- Advise all contractors of the commitment of the council to delivering this environmental policy and request their support where appropriate



Ocean Recovery Report – Part I  
Councillor Kirstie Edwards  
November 2022

Falmouth Town Council made an Ocean Recovery Declaration in Jan 2022.

One of the pledges was to *'Report to Full Council within 6 months on the actions and projects that will begin an ocean recovery in Falmouth'*

Many projects and initiatives are underway in Falmouth including the following

Falmouth Town Council team have undertaken these:

- Grove Place - Discussions with Cornwall Council to address the issue of lids flying of the bins and debris ending up in the water – ongoing.
- Events Square business owners - Meetings held with restaurant owners to encourage more responsible storing of waste to avoid weather related incidents.
- Trago's car park - Bins sitting on the waters' edge moved to reduce overspill directly into the water.
- Sandsafe - Cornwall College has agreed to stop using their ad which promoted open fires on beaches. Further campaigns will involve discussions with FTC to avoid mis-messaging.
- Water-testing - Monthly Citizen Science project on Bickland Stream water to monitor water quality with local volunteers.
- Rockpooling - School project where the Environmental Officer teaches children about beach etiquette – 3 or 4 sessions in the spring.
- School assemblies - Environmental Officer regularly meets with the secondary schools to discuss issues and in the spring hosts school assemblies focussing on different environmental actions.
- Fal & Helford Estuary – regular contact with the Officer who is keen to work more closely with the Town Council to get her messages out to the wider community going forward.
- Carbon Reduction and Environment Day - is being co-ordinated by the Rotary Club in conjunction with Town Council Officers which will run on February 3<sup>rd</sup> and 4<sup>th</sup> at the Princess Pavilion.
- Sea grass -Working closely with local partners- Seasalt have just sponsored a new seagrass regeneration project on the Fal and the Fal Haven are trialing a new buoy system and protection area.
- Sea bins - This is in situ and collecting data, with a view to increase numbers if its deemed effective in the position its in- they need emptying daily so need to be sited somewhere accessible.
- Artificial reef- Underway and part funded with a pledge from the Rotary Club to support moving forward. This will involve installation of marine blocks around the edge of Church Street Car Park under water. They will be placed with a view to a research project with Exeter University to monitor rewilding.
- Living seawall- now fully funded, Falmouth is about to become the first town in Cornwall to have this trial installed in collaboration with 'Our Only Planet' and Falmouth Haven. As above this will allow additional carbon capturing and is a pilot project with Newquay to monitor speed and impact of rewilding previously industrial spaces.
- Ongoing relationship building with the Navy, A&P and Pendennis about how to work together for the best outcomes for Falmouth.



- Beach Management Group continues to address the beach side of Falmouth- with current issues being sewage incident reporting speed and waste management.
- Work continues with the Falmouth Green Corridor that ends at Swanpool to address misconnections of the stream. A wonderful community member has managed to resolve a huge list with SWW and we are now down to the last couple.
- The Yellow Fish Campaign stage 1 and 2 were completed this summer, in conjunction the FGCF partners and Environment Agency colleagues and an education program run alongside. The next phase of the project will commence in spring and work is underway to expand the yellow fish along the harbour side also.