

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 20th March 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.

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

GFEA68 **APOLOGIES**
None received.

GFEA69 **INTERESTS AND DISPENSATIONS**
None received.

GFEA70 **MINUTES**
It was proposed by Councillor Kirkham, seconded by Councillor Clegg and

RESOLVED that the minutes of the meeting held on 23rd January 2023 be agreed as a correct record and signed by the Chair.

GFEA71 **GROUNDS MANAGER OVERVIEW AND UPDATE**
The Grounds Manager presented his report that is attached as part of these minutes and was duly noted.

GFEA72 **FACILITIES MANAGER OVERVIEW AND UPDATE**
The Facilities Manager presented his report that is attached as part of these minutes was duly noted and that the matters be progressed as recommended.

GFEA73 **STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**
The Strategic Environmental Projects Officer presented her report that is attached as part of these minutes which was duly noted and that the next step matters be progressed as recommended.

GFEA74 **WATERLESS SANITARY SOLUTIONS**
Flis Deacon for Transition Falmouth presented to the Council on compost toilets and waterless systems and how such systems can benefit the environment and save water which was duly noted.

GFEA75 SEASONAL DOGS ON BEACHES RESTRICTION PUBLIC PROTECTION ORDER – RENEWAL

It was noted that the Portfolio Holder for Environment and Climate Change at Cornwall Council had instructed the renewal of the above PSPO to come into effect in April 2023.

There being no further business to transact the Chair closed the meeting at 7.20pm.

Signed

Grounds Report 20/03/23

Headland:

Key-clamp Railings replaced

Paths and hard surfaces cut back and cleaned up

Tender awarded for updated condition survey(8 responses). Started surveying.

Mid April erosion repairs planned

Cemeteries:

Apprenticeship position live

Access to Budock field; 2 parking spaces bought by BWRMC a management company, Mark in conversation with them.

Contractor (Aquasource) appointed to soil nail and rebuild stairwell.

Kimberley Park:

Ceremonial planting arranged for Passmore Edwards

Sail for bandstand washed repaired and stored to go back up last week in April in time for 1st Parklive.

Trescobeas:

All-weather surface cleaned up where not flooded.

Dracaena:

Tender for Phase 1. Groundworks is live closes 15th March, no returns as yet(9/3/23)

All team members using up remaining holidays prior to Spring Flower show week, so a bit quiet.



**Grounds, Facilities & Environment Committee
20th March 2023**

Facilities Manager Update:

1. Municipal Building – Gallery / Library:

A heating repair report has recently been submitted which has identified the potential end of life operation of the 2 No gas boilers within the building. A recent thermal imaging survey of the boiler pipework has identified leaks resulting in a reduction of pressure from the boiler. The issues have been rectified enabling normal operation of the system.

The 2023/24 budget incorporates the progression of a specialist Mechanical and Electrical condition / replacement survey which will inform on the most effective replacement heating provision. It is anticipated that a replacement commercial 2 boiler system will require alterations to the plant room, flue, valves and incorporate fire alarm system integration.

The replacement process will be progressed upon the formulation of a specification which will be tendered and awarded in 2023/24 or before upon component failure. A review of operational running costs will be undertaken as part of the tendering process to identify annual savings and support building energy conservation (DEC). Funding opportunities have been identified and will be progressed in accordance with prescribed deadlines. [Museum Estate and Development Fund \(MEND\) Round 3 | Arts Council England](#)

2. Pavilion:

Refurbishment / Repair

CCTV works are in progress (80% complete)

Cottage area car parking signage and steel bollards are in place.

Order for formal signage is in progress and will be installed by the end of April.

Car Park - A camera survey has been instructed to identify the extent of drainage damage beneath the car park. The surface dressing has dropped adjacent to disabled bays which is now affecting the safety of users. Works will include replacement of any fractured pipework and reinstatement of related area / potholes at the entrance of car park. Reinstatement of white lining will also be undertaken upon completion of works.

Further works will include clearance of all intersection gulleys and U/G surface water pipework which has historically failed during winter months.

Capital works:

Cottage window and door joinery replacements are planned for the end of this month (£18,772.00)

Cottage Heating Specification;

A budget of £8k has been allocated in 2023 for a heating solution for the cottage. G,F&E Committee has requested an options appraisal based upon the most efficient heating option (air source vrs electric panel heaters) Air source options are at the forefront of energy saving inverter technology which uses 30% less energy than conventional systems. Further advantages relate to the air conditioning / dehumidification modes which manages high temperatures in the summer and reduces moisture content within the building. This feature negates the current requirement for additional office cooling fans in the summer. A quotation has been invited for comparison installation costs from the Kyros digital panel heating solution. Cost and performance evaluation will determine progression of the most suitable option.

Redecoration:

Proposals are being formulated with the General Manager relating to the external and internal redecoration of the premises which will include the theatre. Works will form the basis of phased improvements focussing upon the agreed premises colour schemes and branding synergy.

Compliance:

Staff training update:

| | |
|----------------------------|------------|
| Working at Height / ladder | 13th March |
| Food Hygiene level 3 | 30th March |
| Manual Handling | tbc |
| First Aid / Fire awareness | tbc |

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

3. Premises asset advertising / sponsorship:

Options relating to provisionally introducing advertising signage to the internal areas of public toilets has been reviewed with pilot premises identified at Grove Place and Gyllyngvase Beach toilets. Signage will incorporate company advertising as well as statements supporting the Town Council. Signage boards proposed at £500 per year / 4 boards per toilet. External building advertising opportunities will also be reviewed in accordance with lease / freehold restrictions. It is proposed to engage with our existing business network (BID) through direct email marketing in order to gauge interest.(Communication Officer)

4. Health & Safety : The committee will reconvene on the 19th April with attendees from each department.

Andy Medlin
Facilities Manager



February 2023 – Environmental Projects
Report for Grounds, Facilities & Environmental Action Committee
 Please note that SEPO holiday 2nd – 20th March

| Focus | Action taken | Next steps |
|-----------------------------|--|---|
| Energy Consumption | <ul style="list-style-type: none"> • Light sensors adjusted in OPO building, timers introduced to Chapel building, reduced opening timings for toilet buildings, all computer screens have timed out feature • DEC surveys undertaken | Managers to monitor implementation of energy saving protocols Electricity Management Company to be approached regarding heating controls in OPO and Municipal Building DECs will be issued for PP, OPO and MB in March |
| Carbon Reduction | Princess Pavilion - Brief prepared to enable tender for solar panels on PP and Mortuary Building to be advertised. ON HOLD | SEPO to update Carbon Audit once all energy consumption has been recorded for financial year 2022/23. |
| Events | Contact made with CC and Volunteer Cornwall re Armed Forces Day Enquiries made with regards to recycling at all Falmouth events especially Armed Forces, Shanty Festival, Falmouth Week and Tall Ships Carbon Reduction and Environment event took place on 3 rd /4 th Feb SEPO attended FairTrade Fortnight at Falmouth Uni campus on 27 th Feb | Armed Forces Day and Tall Ships – to consider environmental impact and mitigate Falmouth Town controlled events will re-commission the re-usable plastic mugs to be purchased at events. Sustainable events strategy to be agreed SandSafe re-launch event at Gylly Beach on Wed 5 April |
| Water | SWW has issued DWMP. SEPO met with SWW on 5/25 Oct, 1 Dec and 13/15 Feb to discuss potential flood alleviation areas and solutions. CC supplied draft flood plan and discussions held on details required to populate plan. Princess Pavilion assessed and approved as rest centre. Maenporth location to be agreed. Visit to Portreath to meet Volunteer Flood Coordinator on 22 Feb. Met EA on 9 Jan 2023 to discuss plans for Prince of Wales Pier. | SWW to present potential plans post May 2023 (following internal approvals). NB SWW Works will not commence until 2025. Emergency plan (incorporating flood plan) to be developed EA to provide details of flood alleviation plan. NB works are likely to be implemented from autumn 2024 - Jan/Feb 2025. |
| Community Engagement | SEPO attending F&P Climate Change Working group, Fal Energy Partnership and Transition Falmouth monthly meetings | Green Guide to be issued and promoted to wider audience |

| Focus | Action taken | Next steps |
|-------------------------------|---|--|
| | Climate Change Group preparing Green Guide | Climate Change Working Group will meet at Falmouth Uni campus on 23 March |
| Vehicles | | Vehicle replacement required for parks team during 2023/4. Electric vehicles will be considered but may not be appropriate due to loadbearing requirement. |
| 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 made in Jan 2022 | Support Harbour Commission to deliver artificial reef and living sea wall off Church Street Car Park. |
| Stables Water Fountain | Planning permission in place. Application to Wolfson Foundation submitted 30 November. Email received notifying us this will not receive funding. | ON HOLD – expectation is that no funder will be found to deliver this project |
| Energy Supplier | Supplier list for energy prepared. Brief on green energy requirements prepared and sent out to major suppliers. | Responses and quotes to be analysed and Green Energy supplier to be appointed during March. |
| 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 (anticipated March onwards) Promote environmental volunteering |

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

None at this time

Prepared by Karen Hall, Strategic Environmental Projects Officer

1 March 2023