

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 18th September 2023 at 6pm at the Council Chamber, The Municipal Building, The Moor, Falmouth.

Present: Councillors D E Clegg (Chair), J S Kirkham CC (Vice-chair), K J Edwards, D W Saunby CC, J M Spargo, and Z Young.

Also present: Councillors S D Eva and J Robinson (from point mentioned)

In attendance: V Rogers (Administration Officer)
A Medlin (Facilities Manager)
S J Penna (Grounds Manager)
L Kapp (Receptionist/Information Services Assistant)

2 members of the public also attended

GFEA88 APOLOGIES

Apologies were received and approved from Councillors D Evans BEM (prior engagement) and Rowe (ill).

GFEA89 INTERESTS AND DISPENSATIONS

None received.

GFEA90 MINUTES

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

RESOLVED that the minutes of the meeting held on 10th July 2023 be agreed as a correct record and signed by the Chair.

GFEA91 GROUND MANAGER OVERVIEW AND UPDATE

The Grounds Manager presented his report that is attached as part of these minutes.

Further he advised the Committee that the road closure on Pendennis Headland was no longer required by Cormac and had been cancelled and that the work will now take place on a rolling basis. He has now met with Dave Nicoll and Kirsty Hedderly and they are looking to set up a Working Group of volunteers to assist with ongoing maintenance of the Headland. He advised that providing the Skatepark funding is successful the build will commence in December 2023. Kimberley Park Lodge project to commence in January 2024.

Councillor Saunby raised concerns that the Cycle Pump Track work had not been completed by the contractor who had been paid in full and recommended that contractors should not be paid in full until the work has been completed.

Councillor Eva raised concerns that the lanes at Hayman Way and Tregullow Road/Acacia Road were overgrown and impassable and requested that Councillor Saunby and Simon Penna report these to Cormac.

Councillor Young made reference to alcohol licensing at the beach. Councillor Edwards advised that the new owners were liaising with Safer Cornwall and the next Beach Management meeting was scheduled for October.

Councillor Clegg thanked those involved in the Skatepark project.

The Grounds Manager presented the report from the Environmental Education and Enforcement Officers that is attached as part of these minutes.

Councillor Robinson now entered the meeting.

GFEA92 **FACILITIES MANAGER OVERVIEW AND UPDATE**

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

GFEA93 **STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

The Strategic Environmental Projects Officer's report was received and is attached as part of these minutes and was duly noted.

Councillor Young was happy to attend the Emergency Planning Workshop on 8th November 2023 and an invite should be sent to all Councillors.

There being no further business to transact the Chair closed the meeting at 6.40 pm.

Signed Dated.....

Grounds Report 18/09/23

Succeeded in being invited to stage 2 of NLCF application for skatepark funding; second stage to be submitted around the end of September.

Hanging baskets, reduced in number by 15% and an alternative cheaper supplier found, quote expected soon that should deliver an overall 25% saving at least. Plant sales at Princess Pavilion are producing around £1k/month throughout the spring/summer months, offsets the costs of bedding plants.

New vehicle purchased Ford Ranger, suitable and safer for pulling a bowser, very good deal from a contact in the trade.

Ponsharden Cemeteries project progressing well, new doors in situ, landscaping elements looking good, extension to the license from Sainsburys requested for end of September, however works will extend way past that date. The main remaining tasks are the front bank stabilisation and installation of railings at the bottom of the Jewish Cemetery for which we have been invited to apply for additional funds from the NLHF once we have firm costs.....difficulty finding contractor.

Headland transferred in a poor state raised pavement was inaccessible, with no time to apply for a road closure (wouldn't get one in the summer anyhow) needed to flail back the boundary hedge at the rear of the pavement these works have had to be completed by hand, done to an excellent standard. Trees down across footpath dealt with. Road closure booked for 10th+11th/10 to line trees over the highway.

Seasonal bedding season approaching in mid-October.

- Welcomed Eamonn (August) as the new EEOO, Training and Introductions.
 - September, Student HELLO welcome - visiting student dwellings offering advice on Refuse and Recycling, Sand Safe (Open Fires), How to be a good neighbour, ASB, Wellbeing signposting.
 - Refuse and Recycling - Tuesday morning rounds.
 - Dogs on beaches all summer. 1 FPN issued for repeat offender.
 - Local community groups outreach - Boscawen, Tregonigie Woodland, Rob's litter picking group, Salvation Army (Homeless/Locals In need outreach)
 - Outreach with Safer Falmouth, St Patrocs.
 - Outreach with Fire and Rescue Black Watch - Live a board visits (Via Fire Boat), Street Patrol (assessing local fire risks in buildings and opes), Forward planning Bonfire night, organising monthly street patrols.
 - Routine Patrols of Parks and Green Spaces including toilets on PWP.
 - Night Patrols - Primarily Youth Outreach in conjunction with Dracaena centre and local policing teams (thanks to Matt, Jonathan, and Pat for supporting this while awaiting new starter).
 - First referral from Devon and Cornwall Police regarding large Bonfire in garden.
 - First on scene to major assault on female on the Moor, coordinated the emergency services.
 - Cigarette Butt Tins engagement. Patrols on Beach, Parks and high Street distributing Tins and educating about the harm to environment from Cig Butts going down storm drains etc.
 - Traffic Management Powers Training with Devon and Cornwall Police (To be completed)
 - Traffic awareness on Church Road regarding 'No through traffic 11-4'.
 - Public environmental issues that have come in e.g. Over hanging trees, fly tips, lost dogs.
 - Joint patrols with the university teams, home visit on noise complaints. Ongoing.
 - Story Time on the beach - With Falmouth Library and Local Children reading their own environmental/beach stories. A fantastic afternoon.
 - Sand Safe - Outreach all summer.
 - Park Safe-Working to keep our locals park safe and clean for everyone to enjoy- Lots of school visits around this.
 - Secondary School outreach- Patrols around End of exams, End of term celebrations.
 - Queen Mary Gardens - From outset of issues we have worked with our Young people, Coop, Police, Biffa, and Cormac to evoke change. Organised clean up with youths from Falmouth School (with Jacqui Owen).
 - Gylly Beach Cafe (GBC) - welcomed new owners, fielded concerns from public regarding alcohol sales on beach. Currently helping organise October's Beach Management Meeting with new partners (GBC).
 - Pendennis Headland - looking signage and wild camping.
 - Signed up for emigration training TBC.
 - June• Visit from JEFFERY Louise 57341 from CSAS Police team to join Tessa on patrol and see what we do. Surprise of Award!
 - July• Multi agency patrols with Safer Falmouth, Police, Fire and Rescue, Cornwall Council, Environment Agency, Biffa, Mayor and councillors looking at ongoing issues around town.
- July- Work experience placement from Falmouth School 1 week



FALMOUTH TOWN COUNCIL

Grounds, Facilities & Environment Committee

18th September 2023

Facilities Manager Update:

1. ReSource Lodge Project

CC Grant Funding Agreement is in place for the progression of the Kimberley Park Lodge remodelling project. The Project incorporates the creation of a Cafe and recording studio which will be operated by our project partners Source FM and will be accessible to and inclusive to all elements of our community. (plans attached)
The project budget is based upon the following income sources:

Shared Prosperity Fund	500k
FTC	77k
NLCF/NLHF/ACE	30k
Crowdfunder	5k
Total	610k

The project team are currently finalising the internal design in order to progress quotations for professional services (Structural Engineer, QS, Accoustic and Energy Surveyors). Correlation of this information will enable the preparation of a detailed bill of quantites to support the formal tendering process for the principle contractor. Commencement of the site construction phase is provisionally planned for early January 2024. Target completion date is March 2025.

A key element of the project is the measurement of community involvement specifically relating to community group / schools useage, digital, numeracy and literacy improvements and a sense of pride, place and ownership of the facility. In order to satisfy and evidence these areas of inclusivity the project budget includes the post of Community Engagement Officer. This post will be responsible for reporting back to the project team / CC on outputs and performance. The post (18 month fixed contract) will report to the Facilities Manager and will be advertised on the 5th September.

2. Changing Places Project

Programmed commencement of the site preparation works are now dependent upon BT openreach activities relating to the relocation of the ATM/kiosk. Planning approval is in place for this and all associated survey work has now been completed. Proposed site location plans have been forwarded to CC Property Services for progression of lease agreement for the adjacent land. Completion of all works is planned for December 2023.

3. Municipal Building

RTP Building surveyors have undertaken a building condition survey and associated costed 5 year repair schedule which will inform priority works and associated budgetary requirements over the period. The report will form the basis of future

funding applications which require detailed assessments of building condition and component replacement budgets. The survey scope also identified options to replace the end of life heating system with a low carbon option. Early indications suggest that due to the listed status of the building options may be limited to an air source system. Progression and successful operation of this system would be reliant upon an extensive programme of insulation throughout the building which would require significant investment and potential reorganisation of the library and gallery facilities. External energy consultants have been approached by Karen (SEPO) in order to suggest appropriate funding streams in support of our decarbonisation objectives (South West Net Zero Hub). The final surveyors report will be released in late September.

4. Compliance Activity

Legionella – Annual buildings monitoring

Lift Servicing – Old PO & MB

Fire Extinguishers – all premises

- 5. Health & Safety :** Committee meeting is scheduled for the 22nd September with attendees from all areas of the business. Further First Aid training was undertaken by 18 employees on the 6th & 7th September.

Andy Medlin
Facilities Manager







July 2023 – Strategic Environmental Projects

Report for Grounds, Facilities & Environmental Action Committee (SEPO on holiday 13 Sept – 2 Oct)

Focus	Action taken	Next steps
Environmental Projects/ initiatives	<p>Forest for Cornwall (F4C) – Prislow Fields identified for planting.</p> <p>UNESCO Biosphere – FTC has formally supported this project for their bid for funding. In-kind match included (NB no budget required)</p> <p>FTC redundant IT equipment recycled via Truro-based company Trusted Tech. WEEE regulations adhered to.</p> <p>Cornwall Green Energy Plans – event held in Falmouth to consult on LAEP on 5 Sept.</p>	<p>F4C to prepare plans and engage with local communities on new tree planting in autumn.</p> <p>Event on 16 September. Promotion required.</p>
Carbon Reduction	<p>Princess Pavilion – EOI submitted for Community Ownership Fund</p> <p>Possible fund identified to implement carbon saving improvements to Municipal building – Public Sector Decarbonisation Scheme (PSDS).</p> <p>Building Condition survey of Municipal Building underway. Separate decarbonisation plan commissioned to enable submission to PSDS</p> <p>NB match funding of c. 20% is likely to be needed in 2024/25 budget.</p> <p>Ecosia replaced as default search engine on Microsoft Edge on staff computers.</p>	<p>SEPO to discuss potential fund availability within TC budget for solar panel installation at PP in autumn.</p> <p>SEPO to update Carbon Audit once all energy consumption has been recorded for financial year 2022/23.</p> <p>Bid to be prepared for PSDS in advance of anticipated fund opening in ‘autumn’ 2023.</p>
Events	<p>Trial of Energy Advice Sessions by CEP negotiated. First session set up for 19/09 at PP.</p>	<p>Sustainable events strategy brief to be considered by Town Team.</p> <p>Promote Energy Advice session to be held at PP on 19th Sept.</p>
Water	<p>Water efficiency site visits undertaken by consultants on behalf of SWW at 12 FTC sites. Water saving devices installed at Grove Place toilets.</p> <p>Falmouth Town Council now a full member of the Cornwall Community Flood Forum.</p> <p>Draft emergency plan - Princess Pavilion assessed and approved as rest centre.</p>	<p>SWW to present approach at Council meeting on 18 September.</p> <p>EA to provide details of flood alleviation plan once approved by MMO.</p> <p>Water/Gas Service Diversions road - 30/09 - 18/10/24</p> <p>BT Service Diversions on pier - 28/10 - 15/11/24</p>

Focus	Action taken	Next steps
	EA provisional plan supplied for Prince of Wales Pier flood alleviation - seeking MMO approval and then will submit a planning application.	Main construction works - 30/09/24 - 12/02/25 Workshop to be held on 8 Nov to populate Emergency plan (incorporating flood plan)
Community Engagement	SEPO attending F&P Climate Change Working group, Fal Energy Partnership and Transition Falmouth monthly meetings F&P Climate Change Working group on hold until autumn 2023.	Green Guide to be issued and promoted to wider audience Future of CCWG to be discussed as part of new CC CAP
Ocean Recovery	Declaration made in Jan 2022. SEPO attended SAC Management Forum meeting on 16 August 2023.	Support Harbour Commission to deliver artificial reef and living sea wall off Church Street Car Park. Tile installation due in Sept dependent on tides.
Energy Supplier	British Gas appointed to provide Green Electricity (guaranteed 70% renewable) + gas to commence across all sites from 1 Oct 2023.	
Communication	Discussions held with Communications Officer. Agreed to include specific environmental section on new website. Volunteer recruitment being promoted via Lovefalmouthvolunteers	Environmental section to be prepared for new website. Environmental projects to be promoted; Yellow Fish, Sandsafe, volunteering
Budget	£5,000 allocated in approved budget. Expenditure directed by F&GP committee; £950 to support Rotary Club Carbon Neutral event in March 2024 £982 to contribute to interpretation panel for marine habitats in Church St. car park. Additional commitment of £3000 towards Decarbonisation Plan	Balance remaining £68

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

Agree representatives to attend Emergency Planning workshop on 8 November 3.30 – 6pm

Prepared by Karen Hall, Strategic Environmental Projects Officer September 2023