

# TRURO CITY COUNCIL



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4 September 2019

To: The Mayor (Cllr R J Smith)  
The Deputy Mayor (Cllr B Biscoe)  
Chairman and members of the  
**PARKS AND AMENITIES COMMITTEE**

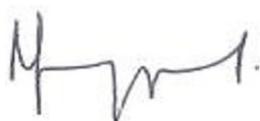
Dear Councillor

NOTICE IS HEREBY GIVEN that a meeting of the Parks and Amenities Committee will take place on **MONDAY 9 SEPTEMBER 2019 at 7.00 pm** in the **Training Room, First Floor, Truro Community Library, Union Place, Truro TR1 1EP** for the transaction of the under mentioned business:

## AGENDA

- 1 **APOLOGIES**
- 2 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS (5 minutes)**
- 4 **MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD 8 JULY 2019 HAVING BEEN BEFORE COUNCIL ON 29 JULY 2019**
- 5 **ANNUAL INSPECTION BY PARKS AND AMENITIES COMMITTEE**  
To consider the Notes of the Annual Inspection held on 8 July (Minute 77 refers).  
**Appendix A**
- 6 **DAUBUZ MOOR**  
**Request for Use**  
To consider a request by Cornwall Wildlife Trust to run a RSPB Birdwatch Session on Sunday 26 January 2020 09:45-12:00 (10:00 start) for approximately 30 people.
- 7 **DONKEY FIELD, CHAPEL HILL**  
**Request for Use**  
To consider a request for use by Truro Baptist Church to hold a small firework display for approximately 150 people 31 October 2019 17:00-20:00 (18:00 start).

- 8     **VICTORIA AND WATERFALL GARDENS**  
      **Request for Use**  
      The Friends of Victoria Gardens have requested use of Victoria Gardens on Friday  
      25.10.19 18:00 – 20:00 for a Spooktacular event.
- 9     **PLAYFEST**  
      (i) Playfest 2019 – To consider a report back by Swampcircus.     **Appendix B**  
      (ii) Playfest 2020 – To consider a request for grant funding by Swampcircus.  
      Parks and Amenities Manager to report.
- 10    **DRAFT CCTV POLICY**  
      To consider a draft policy for Truro City Council. Report by Parks and Amenities  
      Manager and Compliance Officer (Minute 40 refers).     **Appendix C**
- 11    **LAND AT TREGOLLS – LAND TRANSFER REQUEST**  
      Report by Town Clerk.     **Appendix D**
- 12    **TRURO IN BLOOM**  
      Item requested by Councillor Ms Southcombe.     **Appendix E**
- 13    **BOSCAWEN PARK AND THE SWANPOOL**  
      **Dredging of Swanpool – Update (Standing Item)**  
      Parks and Amenities Manager to report (Minute 80 refers).
- 14    **IDLESS NURSERY**  
      Project Update – Parks and Amenities Manager to report (Minute 250 refers).
- 15    **PUBLIC CONVENIENCES**  
      (i) Compliance Officer to report (standing item).     **Appendix F**  
      (ii) Working Group – Update     **Appendix G**  
      Report by Compliance Officer following meeting held on Monday 2 September 2019.  
      (iii) Working Group – Membership  
      To consider a request from Councillor Mrs Butler to join the Group. Councillor Allen  
      to report.
- 16    **PARKS AND AMENITIES MANAGER’S REPORT**  
      Report from the Parks and Amenities Manager relating to any information for  
      members that does not require a recommendation.     **Appendix H to be tabled**
- 17    **LETTERS OF APPRECIATION**
- 18    **CORRESPONDENCE**
- 19    **DATE OF NEXT MEETING**  
      Monday 7 October 2019  
      The agenda for the next Parks and Amenities Committee to be held Monday 7  
      October 2019 will be prepared on Wednesday 2 October 2019. In accordance with  
      Minute 302, should a member wish an item to be included on this agenda please  
      inform the Town Clerk’s office by Tuesday 1 October 2019 as no items other than  
      those on the agenda can be considered at the meeting.



ROGER GAZZARD  
TOWN CLERK

## REPORT OF THE PARKS AND AMENITIES INSPECTION AND TOUR VICTORIA AND WATERFALL GARDENS AND BOSCAWEN PARK HELD 8 JULY 2019 AT 6.00 pm

**PRESENT:** Councillors Allen, Biscoe, Ellis, Miss Jones, Smith, and Ms Southcombe (Chairman).

**ALSO PRESENT:** Councillor Mrs Carlyon.

**APOLOGIES:** Councillors Mrs Butler, Mrs Callen, Mrs Neale, Mrs Eathorne-Gibbons and Wells.

**Also in attendance:**

Mr R Budge	Parks and Amenities and Amenities Manager
Mr L Shoemith	Deputy Parks Manager
Ms Kate Bell	Compliance Officer
Mr M Phillips	Assistant Gardener – Victoria Gardens
Mr P Kessell	Parks and Amenities Department and Unite Health and Safety Representative

### 1 **VICTORIA GARDENS:**

#### **Staff Mess Room**

The Parks and Amenities Manager pointed out the roof of the staff mess room which had been replaced after falling in. The unsuccessful Heritage Lottery Bid for grant funding by the Friends of Victoria Gardens had included a new staff rest facility. It was hoped this project might be the subject of future fund-raising by the Group. Planning permission for the project had been granted but had now lapsed and permission would have to be renewed.

#### **New Shed**

Members viewed the new, noting that CCTV had been installed and the building was fully alarmed. A second-hand All-Terrain Vehicle (ATV) (capable of pulling a trailer and purchased for £4,500 for the Countryside Ranger Team to use in areas such as Coosebeen and Treffry Road) was parked inside, awaiting vehicle documentation. Alongside, a ride-on mower was parked. The Parks and Amenities Manager noted a larger John Deere ride-on mower was used to mow larger areas such as verges. Outside the shed, the new second-hand digger (which could be loaded onto a trailer) was parked and its operation was described.

#### **Organ Donation Bed**

The Parks and Amenities Manager reminded Members that this bed had been installed on the site of an old large beech tree which had been removed. Temporary bedding planted the previous year had been replaced with permanent planting designed to represent the four arteries leading to and from the heart. It had been sponsored by RCH Treliske as a place for loved ones to remember those people who had donated organs, and those who had benefited from the donation of organs.

#### **Bandstand**

It was commented by the Parks and Amenities Manager, whilst the bandstand looked impressive from a distance, it required significant renovation work. The Friends of Victoria Gardens were currently focussed on developing a refurbishment project which was expected to involve the bandstand being stripped down, sand-blasted, re-roofed and painted; potential funding sources were being investigated. Electricity had been installed and it was planned that this would be utilised for two planned events including a Spooktacular event around Halloween and a (free) Christmas guided illuminated walk event, planned for late night shopping evenings. A Christmas carol concert and Santa's Grotto was also planned.

### **Lower Victoria Gardens**

In response to a query, the Parks and Amenities Manager advised this area, following clearance, was managed as a woodland area; as trees declined and came down, they were not replaced, due to previous overplanting. This approach was also being taken at Boscawen Park. However, it was noted the areas of Coosebean and Treffry Road, might provide new opportunities for donations to be made e.g. for fruit and nut orchards to be established. Trees which had to be taken down due to disease or loss of limbs could also be treated to encourage biodiversity. It was noted trees which were the responsibility of Truro City Council, were inspected by Cornwall Council's Tree Officer bi-annually, and to date, the required major works had been undertaken. Branches could not ordinarily be removed from trees in Victoria Gardens due to tree preservation orders.

### **The Leats**

The Parks and Amenities Manager described the Friends Group's plans for the replacement and relocation of the hydraulic RAM pump, header tank and pipe, and creation of a new discharge point to the river. Operation of the RAM pump was described. Currently the electrical water system was only operated during band concerts and special occasions; watering was undertaken using mains water. The Leats were due to be dredged to remove silt later in the Autumn.

### **Hendra Skate Park**

It was commented by the Parks and Amenities Manager there were currently no problems with the operation of the skate park. The Summer Skate Park Attendant was currently on duty in the evenings 16:30 – 21:00 and on Saturdays and Sundays; in the school summer holidays the hours of work changed to 10:30 – 21:00.

### **Railings**

The Parks and Amenities Manager reported installation of the new railings was complete on the sides of the Gardens. Remaining panels would be installed and welded in place in due course.

[Councillor Jones arrived during this part of the Inspection.]

The Committee then travelled to Boscawen Park

## **2 BOSCAWEN PARK**

### **Play Park**

The Parks and Amenities Manager reported he would be following up with the equipment installer on remedial works to replace part of the safety surfacing following problems with flooding. The wooden seals commissioned by the Friends of Boscawen Park were viewed.

### **Tennis Courts**

The Parks and Amenities Manager pointed out the recently refurbished courts to Members who walked along the walkway from the play park to the tennis pavilion, café and car park. The new on-line booking system was viewed in the Café. The Deputy Parks Manager pointed out the new defibrillator outside the Café. The Committee was reminded of the plans for the new pavilion/ café and public convenience facilities which had been reported at the last meeting. A tree, close to the current pavilion would be felled, and it was hoped, milled on-site to create planks of wood for use as cladding on the new building. Other trees previously planted as underplanting would be thinned out in due course.

### **Wild Truro Project**

The Deputy Parks Manager highlighted an area of rough verge, on the edge of the Park, opposite Trennick Mill. Such areas were being left to grow to encourage voles and mice; and vole runs were evident. Wild-flower seeds had been scattered in these areas and were lying dormant until the Autumn.

### **New Litter Bins**

Close to this area was one of the new multi-purpose litter bins which had recently been installed. Ten more bins had recently been ordered for Redannick and Tremorvah Playing Fields. Stickers would be placed on them indicating dog faeces waste could be disposed of in these bins. The Café currently recycled the usual materials; the paper cups used by the Council were being re-used in a trial scheme to grow plants.

Members then crossed the road and viewed the Duck Pond.

### **Duck Pond**

The Deputy Parks Manager showed Councillors the Sherwin bed which had been established; he noted that previously the area had to be cut once a week, but maintenance work was significantly reduced. The area would be treated prior to judging the following week.

Members then walked to the far end of the pond and viewed the silt trap. The Parks and Amenities Manager reminded Councillors of the current situation regarding the dredging project which would be discussed at the formal meeting following the conclusion of the tour.

Members then crossed back over the road to the Depot/ Nursery.

### **Nursery**

The Parks and Amenities Manager showed Members one of the greenhouses currently in operation which included plants being grown for the forthcoming plant sale scheduled for Thursday 18 July. They passed spare hanging baskets grown as replacements for High Cross in case of any failure or loss through vandalism.

### **Depot**

It was reported by the Parks and Amenities Manager that Building Control approval had just been received for plans to change the existing soil room into an improved staff room facility and convert the office into a staff toilet/ shower room and these were described. Currently staff used the public toilets. It was noted funding for this project had been allocated in the Parks Development Fund.

### **Truro Cricket Club**

Members then arrived at the Cricket Pavilion for refreshments provided by Truro Cricket Club and a formal meeting of the Parks and Amenities Meeting.

The Inspection concluded at 19:20.

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CHAIRMAN

**From:** Swamp Circus Trust  
**Sent:** 13 August 2019 16:00  
**To:** Richard Budge <[richard@truro.gov.uk](mailto:richard@truro.gov.uk)>  
**Cc:** Info Mailbox <[InfoMailbox@TruroCC.onmicrosoft.com](mailto:InfoMailbox@TruroCC.onmicrosoft.com)>  
**Subject:** PLAYFEST 2019

Dear Richard and Truro City Council,

I hope this finds you well.

Playfest took place successfully and we think there was approximately 5500 visitors over the 2 days and we gave out 600 free activity passes to homeless and low income families and groups. The paid traffic managers counted 2100 cars on Thursday and 1100 on Friday plus the walk up visitors.

#### SUMMARY

1. The water was put in by myself with advice from Truro Council staff before hand - the pipe is at the Cattle Markets
2. Biffa arranged recycling under Anna's instructions
3. The stewards were very efficient but we had an issue with a criminal writing bad things on the Playfest website and being offensive to staff. The police have dealt with this situation.
4. There was more for the children than ever before but keeping the event free is a problem as there is confusion regarding activity passes etc. This is being reviewed.
5. The council grant had been applied for by our accounts manager and we hope that the event has broken even with a similar input from Swamp Circus ( £4000 )
6. Very good press and media feedback but a confusing article in the West Britton beforehand with the wrong information ( not submitted by Playfest). Good articles in all the children's magazines
7. 2 x hired generators used this year as running cables in this site is not possible as there are no trees or safe poles.
8. The new village green area was very popular
9. The all day big top cabaret for 5 hours and the outside stage were both very successful
10. The push on 5 storytelling groups was very popular especially by under 5s
11. The giant dinosaur though expensive was popular and was followed around the site by large groups of children
12. The toilets from Cornwall Conveniences were kept clean with no complaints

We need to start earlier to make improvements to the plans. Is there a grant for next year (2020) and how does Playfest relate to the new event in Malpas park (Boscawen) that people are telling me has similarities?

We will send this to the councillors plus any other information as it arrives.  
All comments, ideas and thoughts gratefully received.

Best wishes

Brett

**Brett Jackson**  
Artistic Director

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01326 377008



[www.swampcircus.co.uk](http://www.swampcircus.co.uk)

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charity number 1129011

Please update your records with our new email address: [office@swampcircus.co.uk](mailto:office@swampcircus.co.uk)

**Draft CCTV Policy for Truro City Council**

**DRAFT**

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DRAFT

## 1. POLICY STATEMENT

- 1.1 We believe that CCTV and other surveillance systems have a legitimate role to play in helping to maintain a safe and secure environment for all our staff and visitors. However, we recognise that this may raise concerns about the effect on individuals and their privacy. This policy is intended to address such concerns. Images recorded by surveillance systems are personal data which must be processed in accordance with data protection laws. We are committed to complying with our legal obligations and ensuring that the legal rights of staff, relating to their personal data, are recognised and respected.
- 1.2 This policy is intended to assist staff in complying with their own legal obligations when working with personal data. In certain circumstances, misuse of information generated by CCTV or other surveillance systems could constitute a criminal offence.

## 2. DEFINITIONS

- 2.1 For the purposes of this policy, the following terms have the following meanings:

**CCTV:** means fixed and domed cameras designed to capture and record images of individuals and property.

**Data:** is information which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images. It may also include static pictures such as printed screen shots.

**Data subjects:** means all living individuals about whom we hold personal information as a result of the operation of our CCTV (or other surveillance systems).

**Personal data:** means data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

**Data controllers:** are the people who, or organisations which, determine the manner in which any personal data is processed. They are responsible for establishing practices and policies to ensure compliance with the law. [We are the data controller of all personal data used in our business for our own commercial purposes.]

**Data users:** are those of our employees whose work involves processing personal data. This will include those whose duties are to operate CCTV cameras and other surveillance systems to record, monitor, store, retrieve and delete images. Data users must protect the data they handle in accordance with this policy [and our [Privacy Standard **OR** Data Protection Policy]].

**Data processors:** are any person or organisation that is not a data user (or other employee of a data controller) that processes data on our behalf and in accordance with our instructions (for example, a supplier which handles data on our behalf).

**Processing:** is any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving,

using, disclosing or destroying it. Processing also includes transferring personal data to third parties.

**Surveillance systems:** means any devices or systems designed to monitor or record images of individuals or information relating to individuals. The term includes CCTV systems as well as any technology that may be introduced in the future such as automatic number plate recognition (ANPR), body worn cameras, unmanned aerial systems and any other systems that capture information of identifiable individuals or information relating to identifiable individuals.

### **3. ABOUT THIS POLICY**

3.1 We currently use CCTV cameras to view and record individuals on [and around] our premises. This policy outlines why we use CCTV, how we will use CCTV and how we will process data recorded by CCTV cameras to ensure we are compliant with data protection law and best practice. This policy also explains how to make a subject access request in respect of personal data created by CCTV.

3.2 We recognise that information that we hold about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras in the workplace are personal data and therefore subject to the legislation. We are committed to complying with all our legal obligations and seek to comply with best practice suggestions from the Information Commissioner's Office (**ICO**).

3.3 This policy covers all employees [directors, officers, consultants, contractors, freelancers, volunteers, interns, casual workers, zero hours workers and agency workers].

3.4 This policy is non-contractual and does not form part of the terms and conditions of any employment or other contract. We may amend this policy at any time without consultation.] The policy will be regularly reviewed to ensure that it meets legal requirements, relevant guidance published by the ICO and industry standards.

3.5 A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

### **4. PERSONNEL RESPONSIBLE**

4.1 The Town Clerk has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day-to-day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to The Town Clerk. Day-to-day operational responsibility for CCTV cameras and the storage of data recorded is the responsibility of the Compliance Officer.

4.2 Responsibility for keeping this policy up to date has been delegated to Tamar HR, a HR consultancy firm retained by Truro City Council

### **5. REASONS FOR THE USE OF CCTV**

5.1 We currently use CCTV as outlined below. We believe that such use is necessary for legitimate council purposes, including:

- (a) to prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- (b) for the personal safety of staff, visitors and other members of the public and to act as a deterrent against crime;
- (c) to support law enforcement bodies in the prevention, detection and prosecution of crime;
- (d) to assist in day-to-day management, including ensuring the health and safety of staff and others;
- (e) to assist in the effective resolution of disputes which arise in the course of disciplinary or grievance proceedings;
- (f) to assist in the defence of any civil litigation, including employment tribunal proceedings;

This list is not exhaustive and other purposes may be or become relevant.

## **6. MONITORING**

6.1 CCTV monitors the exterior of the following buildings; The Leats public Toilets, Victoria Gardens Council buildings, Boscawen park Yard, Boscawen Park café and Truro Library.

The cameras film 24 hours a day and this data is continuously recorded.

6.2 These images are not monitored.

6.3 There are also CCTV at various external locations around the City Centre. These are monitored by a third-party monitoring service.

6.4 Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private homes, gardens or other areas of private property.

6.5 Surveillance systems will not be used to record sound.

## **7. Body Worn Video**

7.1 Body Worn Video (BWV) BWV is the use of a camera that is worn by a council employee, usually attached to their uniform clothing. These small cameras can record both sound and video. The Council recognises that BWV is likely to be more intrusive than the more traditional CCTV and we will ensure that consideration is given to the impact on privacy before deploying these. These devices are switched on and off and we will ensure that the System Users, the employees, are provided with training and guidance on when to record. For example, staff may switch on BWV if an individual is being aggressive towards them however, it would not be appropriate to record an individual asking for directions.

7.2 To ensure that the council employees (System Users) provide an individual with a fair processing notice, we supply BWV with notices in the form of a card that attach to the employee's clothing. Because these types of CCTV are portable, we will ensure that there are robust technical and physical security measures in place to protect the images and information captured and prevent unauthorised access.

7.3 When the employees return to their office, the images and information are downloaded to a secure storage facility, and later deleted in line with our published retention schedule (10.1 and 10.2).

## **8. HOW WE WILL OPERATE ANY CCTV**

8.1 Where CCTV cameras are placed in the workplace, we will ensure that signs are displayed at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose for using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.

8.2 Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example to protect health and safety.

8.3 We will ensure that live feeds from cameras and recorded images are only viewed by approved members of staff whose role requires them to have access to such data. This may include HR staff retained by the council involved with disciplinary or grievance matters. Recorded images will only be viewed in designated, secure offices.

## **9. USE OF DATA GATHERED BY CCTV**

9.1 In order to ensure that the rights of individuals recorded by the CCTV system are protected, we will ensure that data gathered from CCTV cameras is stored in a way that maintains its integrity and security. This may include encrypting the data, where it is possible to do so.

9.2 Given the large amount of data generated by surveillance systems, we may store video footage using a cloud computing system. We will take all reasonable steps to ensure that any cloud service provider maintains the security of our information, in accordance with industry standards.

9.3 We may engage data processors to process data on our behalf. We will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

## **10. RETENTION AND ERASURE OF DATA GATHERED BY CCTV**

10.1 Data recorded by the CCTV system will be stored digitally using a cloud computing system. Data from CCTV cameras will not be retained indefinitely but will be permanently deleted once there is no reason to retain the recorded information. Exactly how long images will be retained for will vary according to the purpose for which they are being recorded. For example, where images are being recorded for crime prevention purposes, data will be kept long enough only for incidents to come to light. [In all other cases, recorded images will be kept for no longer than 90 days]. We will maintain a comprehensive log of when data is deleted.

10.2 At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter such as tapes or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

## **11. USE OF ADDITIONAL SURVEILLANCE SYSTEMS**

- 11.1 Prior to introducing any new surveillance system, including placing a new CCTV camera in any workplace location, we will carefully consider if they are appropriate by carrying out a privacy impact assessment (**PIA**).
- 11.2 A PIA is intended to assist us in deciding whether new surveillance cameras are necessary and proportionate in the circumstances and whether they should be used at all or whether any limitations should be placed on their use.
- 11.3 Any PIA will consider the nature of the problem that we are seeking to address at that time and whether the surveillance camera is likely to be an effective solution, or whether a better solution exists. We will consider the effect a surveillance camera will have on individuals and therefore whether its use is a proportionate response to the problem identified.
- 11.4 No surveillance cameras will be placed in areas where there is an expectation of privacy (for example, in changing rooms) unless, in very exceptional circumstances, it is judged by us to be necessary to deal with very serious concerns.

## **12. COVERT MONITORING**

- 12.1 We will never engage in covert monitoring or surveillance (that is, where individuals are unaware that the monitoring or surveillance is taking place) unless, in highly exceptional circumstances, there are reasonable grounds to suspect that criminal activity or extremely serious malpractice is taking place and, after suitable consideration, we reasonably believe there is no less intrusive way to tackle the issue.
- 12.2 In the unlikely event that covert monitoring is considered to be justified, it will only be carried out with the express authorisation of the Town Clerk and after seeking advice from HR advisors if staff will be affected. The decision to carry out covert monitoring will be fully documented and will set out how the decision to use covert means was reached and by whom. The risk of intrusion on innocent workers will always be a primary consideration in reaching any such decision.
- 12.3 Only limited numbers of people will be involved in any covert monitoring.
- 12.4 Covert monitoring will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected illegal or unauthorised activity.

## **13. ONGOING REVIEW OF CCTV USE**

- 13.1 We will ensure that the ongoing use of existing CCTV cameras in the workplace is reviewed periodically to ensure that their use remains necessary and appropriate, and that any surveillance system is continuing to address the needs that justified its introduction.

## **14. REQUESTS FOR DISCLOSURE**

- 14.1 We may share data with other group companies [and other associated companies or organisations, for example shared services partners] where we consider that this is reasonably necessary for any of the legitimate purposes set out above in paragraph 5.1.

- 14.2 No images from our CCTV cameras will be disclosed to any third party, without express permission being given by the Town Clerk. Data will not normally be released unless satisfactory evidence that it is required for legal proceedings or under a court order has been produced.
- 14.3 In other appropriate circumstances, we may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.
- 14.4 We will maintain a record of all disclosures of CCTV footage.
- 14.5 No images from CCTV will ever be posted online or disclosed to the media.

## **15. SUBJECT ACCESS REQUESTS**

- 15.1 Data subjects may make a request for disclosure of their personal information and this may include CCTV images (**data subject access request**). A data subject access request is subject to the statutory conditions from time to time in place and should be made in writing, in accordance with our subject access policy which can be found in the Truro City Council's Procedures and Policies handbook within the data protection policy.
- 15.2 In order for us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.
- 15.3 We reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where we consider it necessary to do so.

## **16. COMPLAINTS**

- 16.1 If any member of staff has questions about this policy or any concerns about our use of CCTV, then they should speak to their manager in the first instance.
- 16.2 Where this is not appropriate or matters cannot be resolved informally, employees should use our formal grievance procedure.

## **17. REQUESTS TO PREVENT PROCESSING**

- 17.1 We recognise that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances to prevent automated decision making (see Articles 21 and 22 of the General Data Protection Regulation). For further information regarding this, please contact Kate Bell, Compliance Manager, Truro City Council.



## **Land at Tregolls – Land Transfer Request**

Representatives of the Beechwood Parc Residents' Association have met with representatives of Wainhomes which owns a number of open spaces in the Beechwood Parc area. Wainhomes have offered to transfer the ownership of these areas of land to the City Council free of charge. There would be no financial assistance from Wainhomes for the ongoing maintenance going forward.

Attached is a map showing this land. I would request that Members accept that this may not be exactly the land that will transfer to the Council, as there may be other small areas that come to light in the future.

In terms of the legal costs of completing the transaction, and the ongoing maintenance, my recommendation is that the Council utilise the monies recently received under the S106 Planning Agreement for the Beechwood Parc land.

### **Recommendation to Council:**

That the City Council takes ownership of the areas of open space at Beechwood Parc (as shown on the attached map) at a nil price, to be used for the benefit of the community. Fees for the purchase and ongoing maintenance to be taken from the S106 Planning Agreement for the Beechwood Parc land.

Roger Gazzard  
Town Clerk  
3 September 2019

## Chairman's Report for September Meeting

The most significant event was SW In Bloom - here is the report from the TIB Chair :-

### Truro in Bloom

It has been an interesting year so far for TRuro in Bloom. Having won Champion of Champions last year we potentially had a very long way to fall. As a Committee we suffered the enormous loss of 'Syd' Platten Syder who sadly died after a short 2 week illness. He was so much more than our Treasurer. As a new inexperienced in Bloom Chairman I was determined we would present Truro in as good a light as possible. We all worked together, our Parks staff, the Community, the Friends Groups and our Committee and I give heartfelt thanks to every single person who contributed. The hedgehogs on Trafalgar Roundabout set the tone and Truro went Hedgehog crazy. Children in their hundreds painted them in their habitats and as many made models to display in the marquee. It is my hope we have helped this endangered species and provided some education to many people. Our beautiful floral displays , Wild Truro, our cleanliness, Green Festival Truro and more, gave the RHS Judges a great deal to admire and showed our City at it's glorious best. I believe we will have succeeded in maintaining a very high standard and, with fingers crossed, look forward to hearing our results in October.

Lorrie E-G

September 2019



We had a very successful Green Truro Festival on Lemon Quay to co-incide with In Bloom judging. We decided to rename the Garden Festival to reflect the need to encourage environmental initiatives.

We had many different groups there - from the Garden Society to Extinction Rebellion and all reported a lot of interest. It was a busy event and thanks go to the Truro in Bloom committee, who were there to run the day to day activity, and the



schools competitions; the Parks Staff for patiently fetching and carrying, the toilet team for keeping the over-used facilities clean, the Mayor for judging school competitions, the Mayor and Deputy for giving us musical entertainment and providing the sound system (Bert) and last, but by no means least, Taren for her organisation skills - not easy to turn other people's vision into a fully functioning reality!!



WILD TRURO is progressing well, largely down to Liam's work and enthusiasm. It is attracting a lot of good feedback, as well as the insects it was



designed to encourage. There are exciting plans ahead but this is time dependent. There are great link ups with social prescribing and

tourism and huge potential to engage with the local community.

Liam is working with TIC on some self-guided walks around Truro.

We held a Bug Hunt with Friends of Daubuz Moor in August which was very well attended. The insect diversity in the area really highlights its importance to the ecosystem.



Finally it has been a very busy summer for the Parks staff - weather conditions have been challenging yet they have managed to produce the most stunning displays imaginable. The SW In Bloom competition puts a huge amount of pressure on everyone, including the committee and the sad loss of a very active member put additional strain, especially on Liam and Lorrie Eathorne-Gibbons

as chair of the committee. Nevertheless, the judging day went smoothly and the judges seemed reluctant to leave us!

## **Report on Public Conveniences**

### **Public Conveniences – Closures**

The shutter was broken at Lemon Street Ladies / Disabled toilets during the summer which created a significant health and safety risk to all users. This resulted in the toilets being closed as a new shutter had to be made.

There will be another brief closure whilst the new shutter is fitted, but this will be kept to a minimum through scheduling the installation at the earliest time slot 7am Friday 6 September.

The Leats toilets were flooded and had to be closed until a plumber had had fixed and then an electrician had made safe.

The toilets were closed temporarily on 3 September whilst the surveyor was taking measurements in order to draw up plans.

Communication about closures is now sent to all office and Truro Tourist Information staff.

### **Toilet Cleaning Operative (include locking up)**

There were four applicants interviewed for the role on Tuesday 2 September. The role has been split between two capable and experienced candidates who will start later this month.

Thank you to the Committee for supporting this new role.

### **Toilet Inspection**

Toilet Inspections were conducted on 21 August following the final clean of the day. These will be discussed during the Cleaning Team appraisals to help formulate a standard operating procedure incorporating the new role(s).

Once the Appraisal process and paperwork is available the Compliance Officer will schedule all of this promptly.

Kate Bell  
Compliance Officer

4 September 2019

Each toilet location and action was considered and progressed as follows (in red):

Priority	Toilet Location:	Ideas for further investigation including costs:	Action update
1	Green Street	Reconfigure building to include Changing Places Toilet.	Cockrams Inspected on 3 <sup>rd</sup> September and will be producing scaled building drawings to assess suitability for changing places configuration the layout in the next three weeks.
		Request approval to site parking space for people with disabilities close to building.	CO to progress at the same time we have plans for the toilet building that require Cornwall Council approval.
		Replace toilet pans with urinals in gents.	Planned installation of new Hand basins, dryers and Urinals as well as deep clean will take place by November.
		When there is a plan and budget for these works the CO will approach First Bus to ask for a contribution. Group supported a more collaborative approach with First Bus to potentially help facilitate the smooth running of the Green Facility.	
2	Lower Lemon Street		Cockrams Inspected on 3 <sup>rd</sup> September and will be producing scaled building drawings to assess suitability for changing the layout in the next three weeks.
3	The Leats	Reconfigure ground floor to create gents' urinals and 1 pan, 2 ladies' cubicles and disabled.	Scoping options but it is not possible to get all toilets downstairs. Cockrams are inspecting (3 <sup>rd</sup> September) and producing scaled building drawings to assess suitability for Changing Places reconfiguration
		It was suggested that Truro City Council look at the ownership of the land to the left-hand side and approach Nadler's Court Management about access to the toilet by way of a gate.	
4	Bridge Street	Reconfigure whole building to include 50% rental space, 1 disabled toilet and 2 unisex cubicles and redecorate	Cockrams Inspected on 3 <sup>rd</sup> September and will be producing scaled building drawings to assess suitability for changing the layout in the next three weeks.  CO cannot find any official requirement for us to supply a staff room to Biffa. Depending on plans for this building we should at least make this chargeable.
5	Moorfield Car Park	No action currently required.	

Disabled toilet users

The Compliance Officer has engaged with three changing places toilet users. The needs and requirements have been explained which has further cemented the conviction that this is something we need to deliver.

The potential users welcomed the idea of a Changing places toilet and were pleased to feed into any plans that Truro City Council made for the toilets.