

**A MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD
ON MONDAY 10 June 2019 at 7.00 pm in the Training Room, First Floor, Truro
Community Library, Union Place, Truro**

PRESENT: Councillors Allen, Biscoe, Butler, Mrs Callen, Ellis, Miss Jones, Smith (the Mayor), Ms Southcombe (Chairman), Tamblyn and Wells.

APOLOGIES: Councillors Mrs Eathorne-Gibbons and Mrs Neale

Also in attendance: Councillor Mrs Carlyon
Richard Budge – Parks and Amenities Manager
Kate Ball – Compliance Officer
One member of the public.

32 DISCLOSURES OR DECLARATIONS OF INTEREST

Councillor Wells declared a personal interest in Item 7 Hendra Playing Field – Request for Use because he had been attending meetings of the Hendra Community Group (the applicant). He abstained from voting on this item.

33 MINUTES

The Minutes of the Meeting held on 8 April 2019, having been before Council on 29 April 2019, were signed as a correct record.

34 VICTORIA AND WATERFALL GARDENS (EP/6)

Request for Use - Organ Donation Garden

The Parks and Amenities Manager reported on plans by Royal Cornwall Hospitals NHS Trust (RCHT) for a grand opening event for the organ donation bed (including work by the Invictus Trust) to take place in Victoria Gardens. An event was planned on 7 August], 16:00 – 18:00, including a garden party, and possibly a band or choir performance in the bandstand. The event would be attended by relatives of people who had donated organs and people who had benefited from organ donation. RCHT had funded the planting of the flower bed.

It was moved by Chairman, seconded by Councillor Biscoe, and

RECOMMENDED that permission be granted, subject to the usual terms and conditions.

35 BOSCAWEN PARK AND THE SWANPOOL (EP7)

(i) Request for Use – Performance Area -Truro Evangelical Church

The Parks and Amenities Manager reported, following the meeting held 19 November 2018 (Minute 242 refers) the open-air church service event took place on 19 May 11:15 – 12:00. He had met the event organiser two weeks before the event to finalise arrangements which were satisfactory; the event had gone well without any issues.

The Committee then considered a further request to hold two further such events on 23 June and 21 July 2019 11:15 - 12:00.

Pursuant to Standing Order 16(b) – Matters of Urgency, due to the date of the next event being on 23 June 2019, the Chairman

RESOLVED that the item below, due to the date of the first event being on 23 June 2019, be considered as a Matter of Urgency.

It was then moved by the Chairman, that it be

RESOLVED that permission be granted, subject to the usual terms and conditions.

(ii) Water Sports at Boscawen Park

Councillor Allen had requested this item be discussed. She suggested once licenses had been granted for clearance of silt from the slipway (the responsibility of Cornwall Council and the Harbours Board) more watersports could take place in Boscawen Park; this might in turn generate more trade for the Council's Café in the Park.

The Parks and Amenities Manager advised the Council had been invited by the Truro Harbour Master to tender for the work to clear the slipway. He reminded the Committee Truro River Rowing Club had been previously granted a lease by the Council to store canoes and kayaks at the end of the tennis courts, next to the slipway. He understood a planning application had been submitted by the Club to Cornwall Council for the erection of a building to store canoes etc. Councillor Wells (who was also a member of the Planning Committee) confirmed the Planning Committee had recommended refusal to Cornwall Council because it considered the proposed design was not in keeping with the location, particularly the view of the Cathedral. In principle the erection of a building and the size were fine, and an improved design could be considered in the future.

(iii) Tennis Pavilion and Café Redevelopment - Project Update

Appendix A

Further to Minute 405 (08.04.19) the Parks and Amenities Manager reported the architect had taken on board the Committee's comments made at the previous meeting. The latest design included switching the servery from the car park to the tennis court side of the building, an increase in the size of the viewing area and a flat linear roof design. Copies of the revised plans were circulated to the Committee for consideration (see Appendix A). Subject to the Committee's views, an application for planning permission would be submitted to Cornwall Council by the architect. He further advised Truro River Rowing Club had requested use of the toilets and showers on a minimal basis e.g. for competitions if it was not being used by tennis court users. This would be subject to a hire agreement with the Council in the future. Following consideration of the revised plans:

It was moved by Chairman, and

RECOMMENDED that the revised plans for the new tennis pavilion and café development be submitted to full Council for approval prior to the submission of an application for planning permission to Cornwall Council.

36 HENDRA PLAYING FIELD (EP8/1)

Request for Use

The Parks and Amenities Manager presented an application for a request to use Hendra Playing Field by Hendra Community Group for a community barbeque on Sunday 30 June 2019 12:00 – 14:00 (set up at 10:00) for about 100 people. The Council's Community Development Worker was liaising with the Compliance Officer regarding the submission of appropriate paperwork such as public liability insurance and risk assessment.

Pursuant to Standing Order 16(b) – Matters of Urgency, due to the date of the next event being on 30 June 2019, the Chairman

RESOLVED that the item below, due to the date of the first event being on 23 June 2019, be considered as a Matter of Urgency.

It was then moved by the Chairman, that it be

RESOLVED that permission be granted, subject to the usual terms and conditions.

[Councillor Wells declared a personal interest in this item because he had been attending meetings of the Hendra Community Group He abstained from voting on this item.]

37 IDLESS NURSERY (EP20)

(i) Project Update

Further to Minute 250, the Parks and Amenities Manager made his regular update report in addition he reported that:

- i. The compost bays had been constructed;
- ii. The buildings work tender process had been completed and Yellands (from Oakhampton) had been selected following the process to construct the new nursery buildings; and
- iii. Quotations had been received for: French drain and attenuation system; septic tank and rain harvesting system; glasshouse erection and construction and skinning the poly-tunnels.

The report was noted.

(ii) Financing for Idless Nursery

The Parks and Amenities Manager presented the Town Clerk's report which had been tabled at the meeting. He apologised for the delay due to awaiting the receipt of quotations. The meeting was adjourned for a short time to enable Members to read the report.

During a discussion, several matters were raised, including:

- i. Members expressed concerns covering the estimated and actual costs of the project, delay in seeking funding and, lack of a business plan at the start of the project. However, it was also acknowledged the project was mid-way through implementation and needed to be completed as soon as possible. It was suggested a business approach for future operation could be developed including some contribution towards operational costs.
- ii. Councillors further suggested, the costs of redeveloping the old Nursery site at Boscawen Park be considered by the Committee at the next Estimates meeting. Further information about the new Nursery project should also be available.
- iii. The Parks and Amenities Manager reported building and drainage system installation work was anticipated to take about 8 and 5 weeks respectively and should be completed just after Christmas 2019.
- iv. It was advised by the Parks and Amenities Manager it was too early to assess whether the new Nursery could make a profit, or not; however, there might be scope for open days or sale of plants to the public.
- v. The Parks and Amenities Manager confirmed there was a 7-year lifespan for a poly-tunnel skins.
- vi. The Parks and Amenities Manager noted the Town Clerk had suggested a 15-year repayment period; perhaps it could be extended over a longer period. Several Members sought clarification and suggested the Finance and General Purposes Committee (F&GPC) be asked to determine the term of any loan.
- vii. A Councillor suggested the potential additional cost of £7,919 (referred to in the Town Clerk's report) could be funded from the Council's Reserves: following the first full year of operation, a clearer view of income generation opportunities should be apparent.
- viii. The Committee agreed Councillor Mrs Carlyon (who was not a Member of the Committee) could speak. She expressed concerns including issues related to drainage, water and health and safety; queried the current Nursery fund contribution of £16,394 and the £24,313 potential annual loan cost; and requested an update on project costs. In response, the Parks and Amenities Manager clarified the land had been gifted to the Council which was required to pay land transfer fees and charges; the Fund had been established by

Council as part of the 2019 Estimates process; he was unable to provide a figure on project costs to date but agreed this would be reported to F&GPC at its meeting on 17 June; and running costs were expected to be similar to current costs. Solar panels would be installed; however, heating could not be generated by ground or solar energy due to the need to heat or cool buildings quickly; the current type of oil heating system technology would be used. Moving the Nursery from Boscawen Park to Idless would be an additional cost.

- ix. The Parks and Amenities Manager confirmed 2019 winter planting would be grown at Boscawen Park. If there was any further delay the 2020 summer planting would not be grown at the new site

It was moved by Councillor Biscoe, seconded by Councillor Ellis, and

RECOMENDED to Finance and General Purposes Committee that:

(i) The Council borrows the sum of £320,000 to pay for the development of the Idless Nursery and, in the first year of operation, the additional cost of £7,919 be met from Reserves; and

(ii) The Finance and General Purposes Committee be requested to consider if the term of the loan proposed by the Town Clerk required extension to reduce costs.

38 STAFFING (F7)

Employee Policies and Procedures Manual - Update

The Parks and Amenities Manager presented the Town Clerk's report. He reported that the manual of employee policies and procedures had been updated following the adoption of the updated Single Status Agreement.

During discussion, several matters were raised, including:

- i. The Parks and Amenities Manager confirmed the Town Clerk and Tamar HR (the Council's HR consultant) had jointly updated the manual. He was unable to confirm when the manual would be reviewed but suggested regular reviews would be undertaken by the Town Clerk.
- ii. The updated manual would be considered by F&GPC on 17 June.
- iii. The policies and procedures covered all Council staff.
- iv. A Member noted a typographical error on page 49 required correction: First line – replacement of "indented" with "intended".

It was moved by Councillor Smith, seconded by Councillor Miss Jones, and

RECOMMENDED that the Council's revised Policies and Procedures Manual be approved, subject to the correction of the typographical error on Page 49.

39 PUBLIC CONVENIENCES (F10)

Appendix B

The Compliance Officer tabled her report at the meeting. The meeting was adjourned for a short time to enable Councillors to read the report. She reported complaints had been received from members of the public about facilities in disabled toilets, faults in all the toilets and the aesthetics of the toilets. She highlighted there was currently no Changing Places Toilet in the City Centre, the Wallgate washing and drying facilities required replacement e.g. reverting to handbasins and installing hand dryer units, a coat of paint was needed in all toilet buildings and more regular deep cleans were required. The views of the Committee were sought on proposed action, including budgetary considerations.

During a lengthy debate, several points were raised:

- i. General concern was raised that no progress had been made in establishing a Changing Places Toilet in the City Centre. It was acknowledged there were plans to install one in the new tennis pavilion/ café building at Boscawen Park

and the Hall for Cornwall was expected to install this facility as part of their on-going redevelopment work.

- ii. The Parks and Amenities Manager reminded the Committee, following a report by the Council's consultant Healthmatic, a Public Convenience Working Group had undertaken work previously. A plan (including financing) was required to be formulated, discussed by the Committee and any recommendations agreed by the Council to enable action to be taken forward. This Group needed to be re-established at the start of this new Mayoral year and would be led by the Compliance Officer (who managed the Toilet Cleaning Team). This approach was generally agreed by the Committee. The Compliance Officer accepted timely action was required, and a long-term strategic approach should be developed.
- iii. A Councillor suggested one priority should be to address the poor condition of the men's toilets in the Green Street toilets by the bus station. It was noted the bus station had no public toilet facilities and this facility had the highest footfall. The Parks and Amenities Manager commented problems at this location included poor design of the toilet furniture.
- iv. Members also highlighted the negative impact poor facilities (caused by a range of problems) had on the reputation of the City.

The Chairman requested the Committee firstly consider a new membership for the Public Convenience Working Group and requested expressions of interest from Members. Accordingly, it was moved by the Chairman, and

RECOMMENDED that membership of the Public Convenience Working Group for 2019 – 2020 be the Chairman and Vice-Chairman of the Parks and Amenities Committee, and Councillors Biscoe, Ellis and Jones.

Secondly, it was moved by Councillor Biscoe, seconded by the Chairman, and

RECOMMENDED that (i) the proposals set out in the Compliance's Officer's report be supported; and (ii) the Public Convenience Working Group be reconvened to prepare a strategic plan for the improvement of the City's public conveniences, to be considered at the next Parks and Amenities Committee meeting for onward recommendation to full Council.

(The Parks and Amenities Manager agreed to send copies of the agendas and notes of previous Group meetings to the new Members for information.)

40 BODY CAMERAS

The Parks and Amenities Manager reported the Council had reviewed its policies (including lone working) following a physical attack on a member of staff. This included body cameras to be used when dealing with challenging members of the public. It could be activated by the wearer as required, and could increase their sense of security, however, it might also encourage aggressive behaviour. Overall it had the capacity to protect both members of staff and public. Equipment had been purchased but would not be used until an appropriate use policy and staff training had been developed and implemented.

Members generally welcomed the stated approach. The Parks and Amenities Manager confirmed two units had been purchased at a cost of £325 each. They would be used by staff who worked in potentially challenging environments. Positive feedback had been received from Falmouth Town Council on their use in Falmouth.

The report was noted.

41 PUBLIC SPACE PROTECTION ORDER

The Parks and Amenities Manager reported members of the public continued to ignore Council signage which aimed to deter anti-social behaviour by dogs in parks and gardens. The Town Clerk had investigated whether a bylaw could be developed for Boscawen Park to prevent dogs without a lead entering the play park and field areas. This work was likely to take between 6 and 8 months to develop and was a bylaw was unlikely to be agreed by Central Government. Falmouth Town Council had advised that alternatively, a public space protection order could be obtained (upon application) from Cornwall Council. This could provide the Council with powers to enforce signage and issue fixed penalty notices for littering or dog fouling. The Council could consider contracting Falmouth Town Council to provide an enforcement management service starting at 1 x per week, then 1 x per month as awareness grew. If the Committee wished to take this approach a plan would need to be drawn up and submitted to Cornwall Council.

During a brief discussion, a councillor advocated the use of bylaws by the City Council for managing its environment. The Parks and Amenities Manager advised the Committee needed to consider if it wished to support making a bylaw, and in the meantime apply for a public space protection order.

It was moved by Councillor Ellis seconded by Councillor Biscoe, and

RECOMMENDED that Truro City Council (i) consider making a bylaw; and (ii) submit an application for a public space protection order to prevent anti-social behaviour including littering and dog fouling in its parks and gardens.

42 PARKS AND AMENITIES MANAGER'S REPORT (EP18) Appendix C

Members received the report of the Parks and Amenities Manager which had been tabled at the meeting. The meeting was adjourned for a short time to enable the Committee to read the report. During discussion:

- i. Boscawen Park – Café Card Machine - the Parks and Amenities Manager confirmed the Town Clerk was investigating the addition of this service because trade was being lost otherwise. A Councillor suggested no minimum spend level should be applied otherwise further trade could be lost.
- ii. Parks Machinery and Equipment and Vehicle Plant Renewals Fund – the Parks and Amenities Manager confirmed to date; it had cost £325 to strip down the damaged John Deere mower to assess whether it was repairable. The Council's vehicle replacement programme may need to be changed should the mower require replacement. Tractors were being used to mow Boscawen Park and the Cemetery but could not be used elsewhere because they were not registered for Road Tax. He confirmed there had been a reduction in the mowing of roadside verges as part of the Wild Truro project. A Councillor suggested Council vehicles could display the www.viisittruro.com website address for public information. The Parks and Amenities Manager agreed to investigate this matter further.
- iii. Sponsorship of Roundabouts Policy – The Parks and Amenities Manager confirmed. appropriate signage would be installed on the roundabout in due course. He also agreed to investigate whether the Visit Truro website address could be displayed on the roundabout.

The report was noted.

43 LETTERS OF APPRECIATION (EP11/4)

The Parks and Amenities Manager reported two messages of appreciation regarding the new gym equipment at Tremorvah Playing Field; the Wild Truro project and management of green space, the Café in the Park (members of staff and the service they provided) and the new Council's annual household tennis membership offer. Positive feedback was also received about the work of the new Countryside Ranger and his assistant.

44 CORRESPONDENCE

There was no correspondence to report.

45 DATE OF TOUR AND INSPECTION OF VICTORIA GARDENS AND BOSCAWEN PARK

It was noted the Committee's annual tour and inspection of Victoria Gardens and Boscawen Park was scheduled for Monday 8 July 2019 meeting at 6.30pm in the car park area under the viaduct at Victoria Gardens. The Inspection would finish with an informal meeting at Truro Cricket Club Pavilion, Boscawen Park, Malpas Road, Truro.

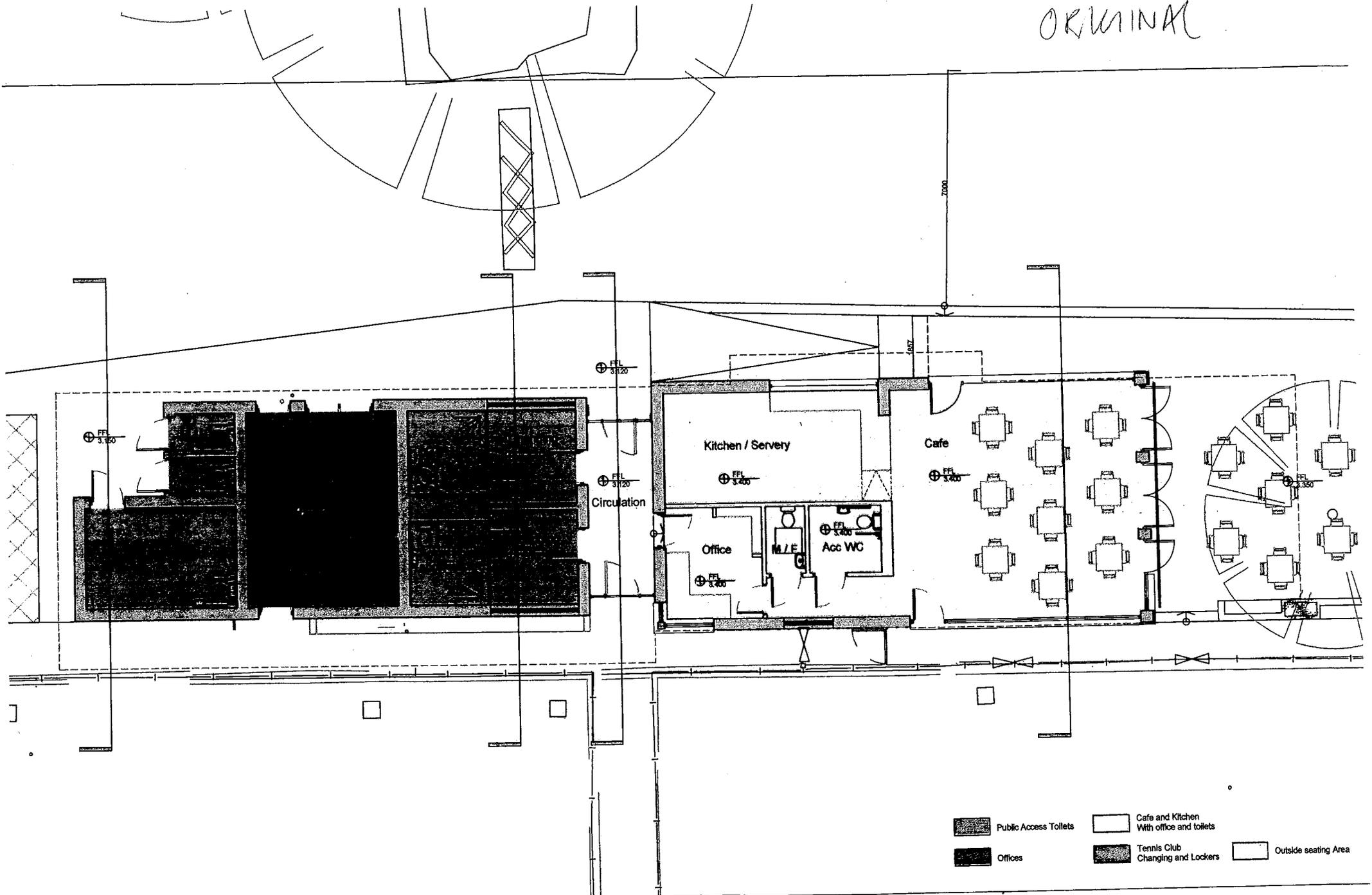
46 DATE OF NEXT MEETING

The Chairman confirmed the next Committee meeting would be held on Monday 15 July 2019 starting at 7pm.

The meeting closed at 8.29 pm.

CHAIRMAN

ORIGINAL



- Public Access Toilets
- Cafe and Kitchen With office and toilets
- Offices
- Tennis Club Changing and Lockers
- Outside seating Area

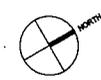
REV	DESCRIPTION	INT.	DATE

CLIENT
 Truro City Council
 PROJECT
 Proposed Mixed Use Pavilion
 DRAWING TITLE
 Proposed Site Plan

SCALE
 1:100 @ A3
 PROJECT No.
 352
 DRAWING No
 P.11

REVISION
 -
 DRAWN BY
 GL
 DATE DRAWN
 Nov 2018

CHECKED BY
 AMS
 DRAWING STATUS
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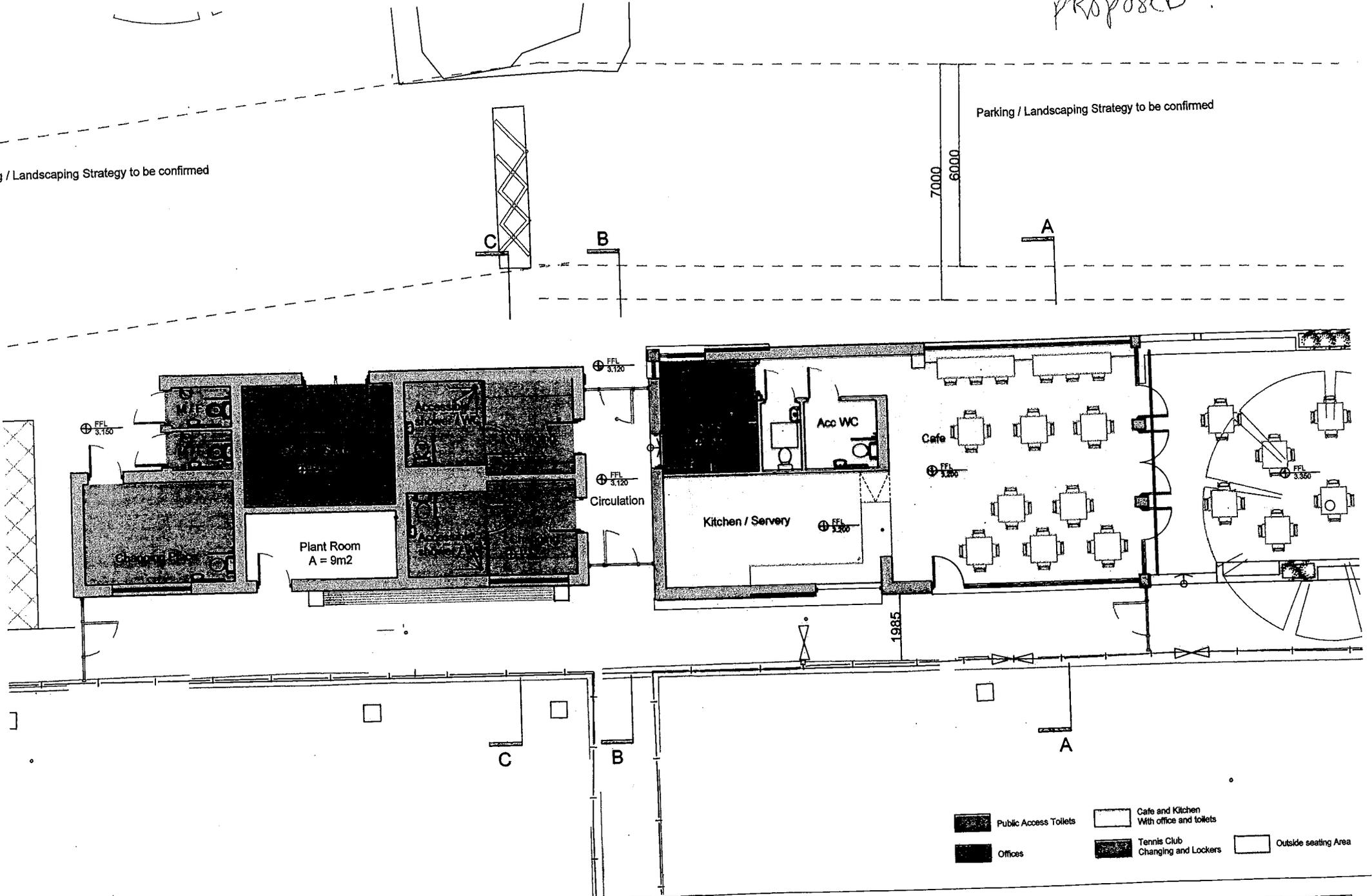


- a PRELIMINARY
- b ISSUED FOR PLANNING
- c ISSUED FOR INFORMATION
- d ISSUED FOR TENDER/COSTING
- e ISSUED FOR APPROVAL
- f ISSUED FOR CONSTRUCTION
- g ISSUED AS BUILT

PROPOSED

g / Landscaping Strategy to be confirmed

Parking / Landscaping Strategy to be confirmed



- Public Access Toilets
- Offices
- Cafe and Kitchen With office and toilets
- Tennis Club Changing and Lockers
- Outside seating Area

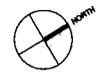
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Report on Public Conveniences

Summary

The cleaning team have not reported any significant issues regarding nuisance behaviour in or around the Public Toilets. The main issues to report have been the facilities themselves (detailed below) and some staffing issues that continue to affect the service we are able to provide.

Complaints

We have received a number of complaints recently about the:

- (i) facilities in the disabled toilets
- (ii) faults in all the toilets
- (iii) Aesthetic of the toilets

- (i) The facilities in the disabled toilets do appear to vary depending on how well used they are and how old the items installed are. There is still no Changing Places facilities which have been requested for a number of years. In the short term I am visiting the information gathered by the PC working Group to see what the regulations stipulate in terms of useable space and layout of alarms etc. I will then add this to the cleaning team's checklist. In the longer term we really need to agree what our approach is and timeline so that we have an agreed way forward.

- (ii) There are multiple faults being reported with the Wallgates (Automated Washer/Dryers) in all of the toilets every week. Some members of the public have been quite animated about their frustrations.

We need to invest in the washing and drying facilities now as the Wallgates are functioning poorly and way beyond their intended life expectancy.

To replace the Wallgates with like for like will cost approximately £2.5k per unit or c£39k to bring the oldest three locations (Old Bridge St, Lemon St and The Leats) up to date. This will also tie us in to servicing and parts from Wallgate for another lengthy period.

A more affordable option is to consider reverting to wash basins which we can install, service and replace cheaply with self-closing taps to reduce water wastage. If there is a problem, we have local plumbers and electricians we use for other work that can quickly fix any problem.

The one area I think it is worth investing in is hand dryer units. As a standalone item these are more affordable, hygienic and less wasteful than using paper towels or similar.



Current Wallgates



Suggested Replacements

My preferred solution is separate basins and dryers, but I do not want to make an Investment in the short term if the PC working group are going to suggest a different plan for facilities.

- (iii) I think the toilets could all benefit from a fresh coat of paint which I will arrange. I believe if members of the public could see some investment in the facilities then it would also enhance their view of the toilets.

I have also spoken to the cleaning team about incorporating a deep clean more regularly to improve the look of the toilets and having a checklist for the toilets when they visit.

Feedback

Can I ask for feedback from the Committee and PC working group on my suggested course of action including any budgetary considerations?

Kate Bell
Compliance Officer

June 2019

10 June 2019

Parks and Amenities Manager's Report:

Friends of Victoria Gardens

The Council's Annual Easter Egg Hunt took place on Saturday 20 April attended. The weather was marvellous and approximately £300 was raised for the Friends Group.

Victoria Gardens - Event

An application was received today for a 'remain in the EU' campaign group to hold a picnic in Victoria Gardens on 23 June following a gathering in Truro. This will be considered under my delegated powers.

Friends of Tremorvah Playing Field

The exercise equipment is installed and available to use. We have closed one piece of equipment because children are using it as a climbing frame and there is no safety surfacing beneath it. Once the safety surfacing has been installed it will be reopened.

Hendra Playing Field

Bouncing Around South West who were granted permission by the Council to hire the field in February have cancelled their booking (Minute 327 refers).

Kenwyn Playing Field

Due to timescale, under my delegated plans I granted permission for Truro City Youth Football Club to hold its Annual Youth Football Festival on 11 – 12 May. The event was a huge success.

Boscawen Park

Events

(a) Due to timescale, under my delegated plans I granted permission for the 2019 ROC 5K Charity Fun Run event to take place in part of Boscawen Park on Tuesday 25 June, starting and finishing at Lemon Quay.

(b) Bosvigo School have cancelled their sponsored bike ride event originally planned for 19.06.19 (Minute 405 (08.04.19) refers).

Café - Card Machine

The Council will be purchasing a card payment device for use by the Café following a recommendation from the Lawn Tennis Association (LTA).

Staff Accommodation – Depot

Plans for improvements to staff accommodation have been finalised and are ready to be submitted for Building Control approval.

South West Britain in Bloom Competition

Truro will be judged this year on 11 July, starting at 9.30am.

Garden and Allotment Competition

Entry forms for the Council's annual garden and allotment competition are available from the Tourist Information Centre, General Office, Council's website and can be sent out on request via email. Judging will take place on Friday 28 June 2019. Arrangements for a celebration and presentation evening will be circulated to Committee Members once they have been confirmed.

Parks Machinery & Equipment & Vehicle Plant Renewals Fund

The Council has an issue with the large ride-on mower due to extensive damage caused to the deck and internal gears of the power frame of the machine, is being investigated. It might need to be written-off due to the significant cost of the repairs and a new one purchased.

Sponsorship of Roundabouts Policy

The Council is currently in negotiation regarding potential sponsorship agreements for the roundabout at Fairmantle Street and Trafagar Roundabout.

Coosebean Land (EP5/25)

Chris Waddle and Christine Blackburn have started their roles as Countryside Ranger and Assistant Countryside Ranger respectively and have done some very good work engaging with the community and works at Daubuz Moor and Beechwood Parc.

Beechwood Parc - Update

The funding has been transferred to Truro City Council, via Cornwall Council, following receipt of the money from Wain Homes.

RECOMMENDED:

That the report be noted.

Richard Budge**Parks and Amenities Manager**

10 June 2019