

**A MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD
ON MONDAY 8 July 2019 at 7.30 pm in the Pavilion, Truro Cricket Club,
Boscawen Park, Malpas Road, Truro**

PRESENT: Councillors Allen, Biscoe, Mrs Callen, Mrs Eathorne-Gibbons, Ellis, Miss Jones, Mrs Neale, Smith (the Mayor) and Ms Southcombe (Chairman).

APOLOGIES: Councillors Mrs Butler, Tamblyn, Wells and Mr Peter Kessell – Parks and Amenities Department and Unite Health and Safety Representative.

Also in attendance: Councillor Mrs Carlyon
Richard Budge – Parks and Amenities Manager
Liam Shoosmith - Deputy Parks Manager
Kate Bell – Compliance Officer.

75 DISCLOSURES OR DECLARATIONS OF INTEREST

There were no declarations of interest.

76 MINUTES

The Minutes of the Meeting held on 10 June 2019, having been before Council on 24 June 2019, were signed as a correct record.

77 ANNUAL INSPECTION BY PARKS AND AMENITIES COMMITTEE

The Committee's Annual Inspection held prior to the Parks and Amenities Committee meeting. The Chairman reminded Members that they had toured Victoria Gardens looking at the staff and storage facilities, the countryside ranger team's new All-Terrain Vehicle (ATV), trees, bandstand, and organ donation bed. Members then inspected Boscawen Park, including the tennis courts and walkway, play-park, Sherwin bed and silt trap at the Duck Pond and viewed the new tennis booking system in the Café.

A number of matters were raised, including:

- i. The Parks and Amenities Manager confirmed the original large-scale project to relocate the RAM and construct a new building to replace the public toilets and staff welfare accommodation and establish a community space had been put on hold. The Friends of Victoria Gardens were currently working on a smaller scale project to restore the bandstand.
- ii. The Parks and Amenities Manager would be contacting the play equipment installation company to arrange the replacement of rubber matting to combat winter flooding at the Boscawen Park Play Park.
- iii. It was reported by the Parks and Amenities Manager the steep step at the end of the walkway between the tennis courts by the current tennis pavilion would be levelled out when the new pavilion was constructed, as part of measures to mitigate flooding risks. Historically, there had been occasional flooding caused by water from the Boscawen Woods estate but in recent years this had significantly reduced since the estate was completed. It was suggested photographic evidence of any future flooding be recorded and sent to Cornwall Council's Highways Department in the event of any future flooding problem.
- iv. It was agreed by the Parks and Amenities Manager that a visit by the Committee to the new nursery site at Idless be arranged in the Autumn.
The Notes of the Annual Tour and Inspection would be considered at the next Committee meeting.

78 HEALTH AND SAFETY AT WORK – PARKS AND AMENITIES DEPARTMENT

(i) Training of Staff

The Parks and Amenities Manager updated the Committee regarding training undertaken by Parks and Amenities staff in 2019. An extract from the list of training courses undertaken was circulated at the meeting and the courses and numbers of

staff attending were highlighted. The budget for training would be reviewed later on in the year. It was clarified that the cost per head or group was listed. A different training provider had been used for working at heights training. The report was noted.

(ii) Parks and Amenities Department – Report of any recent accidents

The Compliance Officer reported that since the February 2019 Committee meeting, there had been four accidents. Two accidents involved members of staff: one related to loading and un-loading of vehicles, following which a new risk assessment was compiled. The second related to a claim of hand-arm vibration syndrome (HAVS): an investigation had since been completed, the results of which had been submitted to the Council's solicitor and insurer. Two accidents involved members of the public: a child had been hospitalized following an accident in the Victoria Gardens pond area. On investigation, the Compliance Officer concluded this accident was not foreseeable; however, as an extra precaution non-stick tape had been attached to the manhole cover involved. Secondly, a person had tripped on a hose pipe during watering by staff; risk assessments had been checked and it was concluded staff had undertaken reasonable action in the circumstances.

The Compliance Officer also reported that following work on archiving accident reports since 2012, it was noted that the number had dropped; it was not clear however, whether this was because the actual number of accidents had reduced or whether there had been a reduction in reporting. She would be meeting the Parks and Amenities Department and Unite Health and Safety Representative to discuss this matter further.

The Deputy Parks Manager reported that a near-miss incident involving a vehicle and member of staff had occurred during work to place signage on Morlaix Avenue (which had a 60MPH speed limit). This had just been reported to him and he was now making the Compliance Officer aware.

The report was noted.

(iii) Shop Steward, Unite.

In the absence of a Shop Steward, Unite, there were no matters to be reported.

(iv) Parks and Amenities Department and Unite Health and Safety Representative

The Compliance Officer reported the Parks and Amenities Department and Unite Health and Safety Representative had suggested that additional signage be installed in Victoria Gardens and Boscawen Park directing people to public conveniences. He had also reported there had been reports of youths congregating in the walkway between the tennis courts following the end of the Park Attendant's shift at 7pm at weekends. The Parks and Amenities Manager agreed to install a gate to mitigate any problems prior to the future replacement of the tennis pavilion and café facilities. The report was noted.

79 **VICTORIA AND WATERFALL GARDENS**
Request for Use

The Parks and Amenities Manager reported on plans to use Victoria Gardens as a meeting point prior to, and refreshment point following, an animal rights public march on 1 August 2019. The organiser had requested permission to arrive at 10:30, leave at 12:15 -13:00 then return to Victoria Gardens for refreshments finishing at 15:00. The Compliance Officer reported the appropriate compliance paperwork submitted was satisfactory. During discussion, the Committee generally agreed it would be sensible for the march to gather and form up in Waterfall Gardens (rather than Victoria Gardens) and then return to Victoria Gardens for refreshments.

Pursuant to Standing Order 16(b) – Matters of Urgency, due to the timescale of the planned event, the Chairman:

RESOLVED that the item below, due to date of the event being 1 August 2019, be considered as a Matter of Urgency.

It was then moved by the Chairman, that it be

RESOLVED that permission be granted for the march to gather in Waterfall Gardens and return for refreshments in Victoria Gardens, subject to the usual terms and conditions.

[Subsequent to the meeting, it was confirmed with the event organizer that the application form had the incorrect date (1 August) the actual date of the event was 10 August. The Parks and Amenities Manager agreed to the change in date under his delegated powers.]

80 **BOSCAWEN PARK AND THE SWANPOOL**

(i) Request for Use

The Parks and Amenities Manager reported on plans by a group of childminders (and their children) to meet and base themselves on the edge of the field between the play park and toilets, use the play area and undertake activities 09:00 – 17:00 on Thursday 1 August 2019. He had advised the organiser this date was also National Play Day taking place at the Cattle Market in Truro. Appropriate compliance documentation was awaited. Following consideration:

It was moved by Councillor Mrs Eathorne-Gibbons, seconded by Councillor Mrs Callen, and

RECOMMENDED that permission be granted, subject to the usual terms and conditions and receipt of appropriate compliance documentation.

(ii) Dredging of Swanpool - Update

Further to Minute 326, Parks and Amenities Manager reported it had been hoped a prospective company could undertake a trial dig (suction and excavate) prior to the submission of a quotation for works. Unfortunately, the company concerned had cancelled twice: the earliest they could do a trial dig was in the Autumn and any work would be undertaken in the Summer 2020. The results of a trial dig, and any quotation received would be reported back to the Committee for consideration, as usual. The Committee's views were sought as to whether this course of action, or alternative action, be further investigated. During discussion, Members generally considered this was the best course of action in the circumstances. It was agreed to note the report and support the Parks and Amenities Manager in his current investigations; a standing item to report back to the Committee at future meetings (for the time being) was also agreed. The Parks and Amenities Manager also agreed to contact Cormac regarding the required works.

81 **PLANT SALE (EP7/6/1)**

Members were requested to nominate a charity to receive the proceeds of the 2019 end of season plant sale to be held at Boscawen Park on Saturday 5 October 2019. The Mayor's nominated charity for 2019, Kernow Carers – Action for Children was suggested, and a summary of the charity's work was provided by the Mayor. Following consideration:

It was moved by the Chairman that it be

RECOMMENDED that the proceeds of the 2019 end of season plant sale be received by Kernow Carers – Action for Children.

82 **IDLESS NURSERY**

Project Update

Further to Minute 250, the Parks and Amenities Manager advised there were no matters to be reported pending the result of the Council's application for funding from the Public Loans Board. This standing item would remain on the Agenda.

83 **PUBLIC CONVENIENCES**

(i) Update Report

Appendix A

The Compliance Officer tabled her report at the meeting. She reported on a recent increase in nuisance activity in the Moorfield Car Park public conveniences during which they had remained operational. The Public Conveniences Lock-Up role was currently vacant and the views of the Committee were sought on changing this role (prior to advertising) to a new role incorporating cleaning of the 5 public conveniences in the City Centre (30 minutes per facility X5 = 2.5 hours cleaning in total), thereby improving the cleanliness of the public conveniences. The current role of lock-up (1 hour per day) was considered to be difficult to recruit to. Locking-up was being covered on a temporary basis but this was not possible on a long-term basis. This change was estimated to cost just under an additional £5,000pa in salary.

During discussion, several points were raised including:

- i. It was confirmed public conveniences were firstly opened, then cleaned in the morning, by the Cleaning Team.
- ii. With the agreement of the meeting, Councillor Mrs Carlyon, who was not a member of the Committee was permitted to address Members. The Parks and Amenities Manager confirmed the Town Clerk was the responsible budget holder for Public Conveniences and appointment to the role was required as soon as possible.
- iii. In response to a Member's concern that a lock-up and cleaning operative might be vulnerable as a lone worker, it was clarified the doors to a public convenience would be locked shut whilst cleaning took place in the evening.
- iv. A Member suggested, in light of the need to recruit to a new role as soon as possible, the Committee firstly consider the matter as a resolved item. The Finance and General Purposes Committee could also be recommended to request the Town Clerk fund a new expanded lock-up role through existing budgets until 31 March 2020. Full Council could be requested to set aside the additional £5,000 for funding the position from 1 April 2020 onwards.
- v. The Compliance Officer anticipated the new role would commence on the basis of 6 days per week with temporary cover provided for a 7-day service. Working hours varied in the summer and winter seasons. The Parks and Amenities Manager confirmed this role would be paid the Council's Living Wage.

Pursuant to Standing Order 16(b) – Matters of Urgency, due to the timescale for advertising this new role, the Chairman:

RESOLVED that the item below, due to the timescale for advertising this new role, be considered as a Matter of Urgency.

It was then moved by Councillor Biscoe, seconded by Councillor Smith, and

RESOLVED that the role of Public Convenience Lock-up be extended to incorporate the cleaning of 5 public conveniences, 30 minutes per facility, an additional 2.5 hours per day.

RECOMMENDED that the Finance and General Purposes Committee consider:

- i. Requesting the Town Clerk to fund the new role from existing budgets until 31 March 2020; and

- ii. Requesting Full Council to consider establishing a budget to fund this expanded role from 1 April 2010 onwards, at an estimated cost of £5,000 at the January 2020 Estimates meeting.

Finally, it was moved by Councillor Smith, seconded by Councillor Southcombe, and

RECOMMENDED that the Compliance Officer be thanked by the Committee in appreciation of her work on this matter.

(ii) Public Conveniences Working Group – Update

Appendix B

The Compliance Officer reported back following meetings of the Working Group held on 18 June and 8 July 2019. A copy of the Notes of the meeting held on 18 June had been circulated to Members for information via email. A report summarising the work of the Group to date was tabled at the meeting and presented to the Committee by the Compliance Officer (see Appendix B). She apologised that, due to the Committee meeting date being brought forward from 15 to 8 July, the Working Group had met earlier that evening, and this was the earliest opportunity to circulate the report. She highlighted the notes printed in italics which were a refresh of the progress and direction of the Group's work.

During discussion, a number of matters were raised including:

- i. The Compliance Officer outlined the potential cost of replacing hand drier units if they were damaged under both lease and purchase options. 32 units would be required for public conveniences in the City Centre, Victoria Gardens and Boscawen Park: no funds had been allocated for such work to date. The electricity power and cost of hand dryers was highlighted by Members. She confirmed the existing Wallgate units required replacement and research into replacement with hand drier units had begun.
- ii. The Compliance Officer reiterated a phased approach had been suggested by Group.

It was then moved by Councillor Biscoe, seconded by Councillor Southcombe, and

RECOMMENDED that:

1. The progress report about the prioritisation of the public conveniences and investigations into improvements by the Working Group be noted.
2. The Compliance Officer continue her research and investigations (including costs), referred to in 1 above.
3. A further progress report be submitted to a future Committee meeting, following consideration by the Working Group.

Following lengthy further discussion about linking funding with strategy development:

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

RECOMMENDED that (i) the Committee agree in principle, with the phased introduction of electric modern hand driers, and, where possible, authority be delegated to the Town Clerk, Parks and Amenities Manager and Compliance Officer, in consultation with the Chairman and Vice-Chairman of the Parks and Amenities Committee to proceed, on the basis of further evaluation (including costs), to undertake a replacement programme.

84 **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. During discussion:

- i. In relation to the hedgehog theme for Truro in Bloom's competition entry, the Parks and Amenities Manager advised that to date there had been 785

shares, 182 comments and 407 likes on the Council's Facebook page with regard to the post about the hedgehog sculptures.

- ii. The Parks and Amenities Manager confirmed funding transferred from the developer of Beechwood Parc would be used to fund the rebuilding of the retaining wall referred to in the report. This funding was separate from monies allocated for maintenance.

The report was noted.

85 LETTERS OF APPRECIATION

The Parks and Amenities Manager reported five messages of appreciation regarding planting in the Parks and Gardens, wildflower planting, play areas, exercise equipment, riverside walk, Café in the Park, Tremorvah Playing Field and the hedgehog display at Tregolls Roundabout organized by the Truro in Bloom Committee.

86 CORRESPONDENCE

There was no correspondence to report.

87 DATE OF NEXT MEETING

The Chairman confirmed the next Committee meeting would be held on Monday 9 September 2019 starting at 7pm.

The meeting closed at 8.50 pm.

CHAIRMAN

Report on Public Conveniences

Moorfield Car Park

There had been a few new rough sleepers in Moorfield Car Park during June, with that the general uplift in nuisance activity in the toilets. Needles were found in the toilet cistern and a pipe within the cistern was stolen leading to minor flooding twice. The toilets remained operational throughout and cleaned as normal as we assessed no increased risk.

Communications between various organisations that help connect these people with support, shelter etc commenced immediately and made a difference within a few weeks.

Vacant role

The Lock-Up role is currently vacant, and the duties are temporarily being covered. There is an opportunity to evolve the role to improve the cleanliness of the toilets by incorporating a clean before they are locked.

I propose that we look to offer a new role based on 2.5 hours a night to encompass cleaning and locking each of the 5 toilets in the town centre, finishing with the Green. This would mean that cleaning products could act overnight which should maximise their effect on cleanliness and odour. This would cost an additional 10.5 hours pay on the existing service.

If the Committee agree with the suggestion, then I suggest:

Recommendation: That the Parks and Amenities Committee request the Finance and General Purposes Committee consider changing the Lock up role to include cleaning and therefore increase the appropriate budget by £5,000 pa.

Kate Bell
Compliance Officer

July 2019

The working group reminded themselves of the Healthmatic report published in December 2017, the May 2018 PC Working group notes and the June 2018 Parks and Amenities Committee to familiarise themselves with the status of previous discussions.

Each toilet location and action was considered and progressed as follows:

Priority	Toilet Location:	Ideas for further investigation including costs:	Committee recommendations:	
1	Green Street	(a) Reconfigure building to create new Changing Places Toilet to include utilization of kitchen area, if possible.	(a), (b) and (c) to be further investigated, including costs.	(a) Meeting architect at the Green on Thursday to look at viability of changing place toilet based on space available. If this looks possible then suggest we proceed with drawing up plans and full quotes.
		(b) Write to Cornwall Council to seek installation of parking space for people with disabilities close to building.		(b) We cannot trace this being done so CO to progress.
		(c) Replace toilet pans with urinals in gents.		(c) Urinals in place but not appropriately sited. Require elevating.
When there is a plan and budget for these works the CO will approach First Bus to ask for a contribution.				
2	Lower Lemon Street	(a) Change disabled toilet door from outward to inward opening to improve ease of access and reduce interference with ladies' access.	(c) to be further investigated, including costs.	(a) Discussed with users of the disabled toilets. None had difficulty with the door at these toilets. However, this can be scheduled into the upgrade works.
		(b) Replace gents pan lid.		(b) This is done
		(c) Redecorate.		
3	The Leats	(a) Reconfigure first floor to different use.	(a) and (b) to be further investigated, including costs.	(a) and (b) Include this in the architects brief for The Green toilets.

		(b) Reconfigure ground floor to create gents' urinals and 1 pan, 2 ladies cubicles and disabled.		
		Group unsure about suitability of The Leats as a location to lease and preferred the option of another use by Truro City Council. It was suggested that Truro City Council look at the ownership of the land to the left-hand side and also approach Nalders Court Management about access to the toilet by way of a gate.		
4	Bridge Street	(a) Install new bin in disabled toilet. (b) Reconfigure whole building to include 50% rental space, 1 disabled toilet and 2 unisex cubicles. (c) Redecorate.	(b) and (c) to be further investigated, including costs.	(a) Completed (b) See Miller Commercial View below
		<p>Debate regarding the suitability of this location to lease out if the toilets were reconfigured as the group were not in agreement.</p> <p>Architect view needed and Changing Places feasibility undertaken for this location.</p> <p>Miller Commercial gave an outline view but until we have decided what space will be available these figures are only estimates:</p> <p>(a) Letting the existing buildings could yield between £5-10,000 pa.</p> <p>(b) Selling the freehold with Pre app could yield a figure of £65-95,000.</p>		
5	Moorfield Car Park	(a) Redecorate. (b) Replace toilet pans with urinals in gents (leaving provision for children).	(a) and (b) to be further investigated, including costs.	(a) Not Necessary (b) Completed

Disabled toilet users

The Compliance Officer has engaged with several disabled toilet users to set up an informal user group that are happy to assist the Council as plans progress.

Feedback was that in general toilets were clean and well-spaced. The Green, Lower Lemon Street and the Leats were the most well known and used. None of those asked used Moorfield due to the it being at first floor level and Bridge Street. Some changes are needed to the rails, shelves and also dispensers in the toilets to make more access friendly.

The issue of Radar keys was mentioned by all as they are easily obtained without any proof of need. One user asked if the Changing Places toilet could be connected via intercom to County Hall as the changing places toilet there also has this facility. It may help reduce the likelihood of misuse. The CO will investigate.

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

Replacing Wallgates

Discussions progressed with suppliers on the type and cost of hand dryer units. There are options to lease or purchase which are as follows:

Lease

QTY	Equipment	Services Per Annum	Unit Price Per Annum (Ex VAT)	Total Per Annum (Ex VAT)
32	Hand Dryer - Oasis - White	Annual	£69.00	£2,208.00
32	Hand Dryer - Dyson V Blade - White	Annual	£250.00	£8,000.00

Purchase

32	Hand Dryer - Oasis - White	Annual	£173.00	£5,536.00
32	Hand Dryer - Dyson V Blade - White	Annual	£787.00	£25,184.00

Product specification of options is attached on a separate sheets.

Victoria Gardens

It was suggested that the toilet provision in Victoria Gardens be included in the consideration of this group.

The Parks Manager is awaiting a quote to 'refresh' the existing facilities to include new roof, doors, sanitisers. A new toilet provision is part of the Friends of Victoria Gardens plans which should include an education facility with staff crib room and toilets.

Parks and Amenities Manager's Report:

Garden and Allotment Competition

Competition entries were judged on Friday 28 June by gardener Ms Sharon Moses, who appears on Radio Cornwall's Garden Line programme. The results will shortly be published. Once arrangements for the celebration and presentation evening have been finalised, invitations will be sent out.

Friends of Victoria Gardens

The Group have arranged two events for the Autumn: a Halloween Spooktacular and a Christmas Carol Concert; along with a festive lights display.

Friends of Redannick Playing Field

The planning query in relation to the planned play park improvements has been resolved with Cornwall Council's Planning Department and prices for installation are now being sought to complete the project.

Boscawen Park

Staff Accommodation – Depot

Plans for improvements to staff accommodation have been granted Building Control approval today.

South West Britain in Bloom Competition

Truro will be judged this Thursday, on 11 July, starting at 9.30am. This year's Truro in Bloom theme is hedgehogs, and you will have noted that four hedgehogs have been installed on Tregolls Roundabout. They have caused the Truro City Council page to go viral. At the time of writing this report, over 116K people were reached with 712 shares, 179 comments and 374 likes alone.

Parks Machinery & Equipment & Vehicle Plant Renewals Fund - Update

Following the report at the last meeting, the ride-on mower has been repaired at a cost of £1,700.

Beechwood Parc - Update

The City Council has been instructed by Cornwall Council Highways Department to make the retaining wall at the entrance to the open space safe because it is collapsing. I will begin seeking quotations for the works shortly.

RECOMMENDED:

That the report be noted.

Richard Budge

Parks and Amenities Manager

8 July 2019