PRESENT: Councillors Allen (Deputy Mayor), Biscoe (Mayor), Mrs Butler (Vice-Chairman from Minute 9), Mrs Callen, Mrs Eathorne-Gibbons, Ellis, Ms Southcombe (Chairman), and Wells.

ALSO PRESENT: Councillors Mrs Carlyon and Roden.

APOLOGIES: Councillors Tamblyn (early departure).

Also in attendance: Richard Budge – Parks and Amenities Manager.
Kate Bell – Compliance Officer (from 7.10 pm).
1 member of the public – Mr Sharpe (Truro Canoe Club).

23 DISCLOSURES OR DECLARATIONS OF INTEREST
There were no disclosures or declarations of interest.

24 MEMBERSHIP OF PARKS & AMENITIES COMMITTEE
The Chairman reported that at the meeting of Full Council on 11 May 2020 (Council Minute 425 pages 239 - 240) Councillor Smith was appointed as a member of this Committee to replace Councillor Allen who was elected Deputy Mayor. Following Councillor Smith’s resignation Council will be requested to consider making a nomination to fill this vacancy at the next Council meeting scheduled for 29 June 2020. The report was noted.

25 APPOINTMENT OF VICE-CHAIRMAN OF PARKS & AMENITIES COMMITTEE
It was reported by the Chairman that following the meeting of Full Council on 11 May (see Item 2 above) the Committee was requested to consider the election of a Vice-Chairman for the period 8 June 2020 to May 2021. In view of meeting timescales, a resolved decision was sought. According to Standing Order 16(b) – Matters of Urgency, due to the need to appoint a Vice-Chairman, the Chairman:

RESOLVED that the matter below, due to the need to appoint a Vice-Chairman, be considered as a Matter of Urgency.

Councillor Mrs Butler indicated her agreement to her nomination to the position of Vice-Chairman.

It was proposed by Councillor Mrs Eathorne-Gibbons, seconded by Councillor Ellis, and

RESOLVED that Councillor Mrs Butler be elected Vice-Chairman for the period 8 June 2020 to May 2021.

26 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS
Item 9 Community Infrastructure Levy (Minute 16)
At the discretion of the Chairman, Mr Sharpe representing Truro Canoe Club, spoke in relation to Item 9. He requested support for the Club which currently had no boat store or clubhouse. It was in the process of constructing a boathouse & had secured some funding. However, due to the coronavirus pandemic, lockdown restrictions & other reasons, construction had been delayed. Support was sought for the ducting of fire alarm & water systems which would benefit other organizations also. No figures were available to hand at this meeting. The Club was already in discussion with the Parks & Amenities Manager. There was also a plan to install a wind turbine on a mast to generate electricity, costing between £7K & £17K i& a further plan for trenching works from the Council’s Nursery area (from Western Power). The new boat store was located adjacent to the tennis courts, Café in the Park, Scout Hut & the Club were looking to reinforce the range of successful amenities located in this area. In
addition, the Club had secured a grant of £2K from the Canoe Foundation for the installation of a low-level kayak-friendly pontoon. In conclusion, Mr Sharpe requested Truro Canoe Club (in relation to the electricity element of the project) be added to the list of options to be considered at Item 9.

In response, the Chairman thanked Mr Sharpe for his suggestion, commenting that the Committee would be discussing this matter at Item 9 on the agenda. Mr Sharpe left the meeting.

27 MINUTES
The Minutes of the Meeting held on 9 March 2020, having been before Council on 27 April 2020, were signed as a correct record.

28 CHAIRMAN’S REPORT
The Chairman made the following report:

i. On behalf of the Committee she thanked all the staff of the Parks & Amenities Department for the part they had collectively played in the Council’s response to the ongoing pandemic. The Parks & Amenities Manager & his Deputy had been working throughout the crisis. In particular she acknowledged the excellent work undertaken by the Public Conveniences Team, managed by the Compliance Officer commenting Truro was one of the few towns where toilets had remained open including two toilets in the City Centre which had been kept open for the homeless & key workers.

ii. She expressed praise for the lovely hanging baskets which were being installed throughout the City Centre as usual, in particular those at High Cross.

iii. A seasonal vegetable growing project was planned at Furniss Island, land at St George’s Road, the Library Garden (to start once the Library had re-opened) & anyone interested in joining the project was requested to contact the Chairman.

iv. Finally, notice was given that an on-line conference with a wilding/ Wild Truro theme would be arranged later in the year. This was because it was not possible to hold a Green Truro event this year due to the pandemic. Ideas for a keynote speaker were requested & the Chief Executive of the Wildlife Trusts was suggested. Any further suggestions for the event should be sent to the Chairman.

The report was noted.

29 HEALTH & SAFETY UPDATE
The Compliance Officer updated the Committee & apologised for not submitting a written report due to pressure of work. She stated that following the Covid 19 pandemic health and safety had been a primary consideration for the Council’s staff and facility users in Truro. There had been regular management meetings to discuss all matters arising while the Council had been trying to operate in challenging times. The Parks and Amenities Department, including the Public Conveniences Team, had worked with reduced numbers of staff and hours and had focused on critical tasks to keep the public spaces safe and open. As the Council moved towards a situation that looked more like the new ‘business as usual’ it needed to get more staff back to work. This involved a detailed back to work induction covering:

- General Health and Safety;
- Specific Covid 19 Risk Assessment and Safety measures;
- Reporting accidents.
- Mental health issues associated with being back at work;
- Communication; &
- PPE and Hygiene.

To date, 16 staff in the Parks Team had undertaken return to work inductions covering the new working practices in place because of Covid-19. The staff briefings
and new working practices had taken time to design and consult on (following the advice of Tamar HR, the Council’s HR consultant); but also working differently meant tasks took longer to do. The Team were doing a sterling job in challenging times and productivity was also affected by the additional safety measures which had to be taken by the Council. She acknowledged it was taking time as the situation evolved to return staff back to work and working safely but everyone was committed to working together.

Following the report, the Chairman acknowledged the hard work of all Council staff who worked together to help make people feel safe. The Parks & Amenities Manager thanked the Deputy Parks Manager & the Compliance Officer for the immense amount of work they had achieved in support of the Department at a time of limited resources in terms of staff & vehicles whilst he had been managing on-going projects. The report was noted.

30 CHANGE TO ORDER OF AGENDA
With the agreement of the meeting, the Chairman changed the order of agenda items so that Item 14 was considered next to facilitate the Compliance Officer leaving the meeting following the conclusion of the above item.

31 PUBLIC CONVENIENCES
The Compliance Officer provided a general update on the facilities covering the areas of closures, re-opening facilities & nuisance behaviour. During discussion, a number of matters were raised, including:

i. In response to a query, the Compliance Officer reported there were steps that needed to be taken before the remaining public conveniences could be re-opened. This included water hygiene and legionella & certification processes & the company contracted to undertake this work for the Council had a back-log of work. It was expected Moorfield would open first & Lower Lemon Street would be the last to open. Therefore, not all of the Council’s public conveniences would be open on 15 June.

ii. Concern was expressed by Councillors regarding increased risks to public health & safety arising from a public demonstration planned for 15 June in Truro. This was the same date the City Centre would be re-opening for the following the easing of lockdown restrictions. In particular, the limited availability of public conveniences was highlighted. The Parks & Amenities Manager agreed to raise this matter with the Town Clerk following the meeting.

It was proposed by Councillor Biscoe, seconded by Councillor Mrs Butler, and

RECOMMENDED that the report be adopted.

32 COMMUNITY INFRASTRUCTURE LEVY
A report by the Town Clerk was presented by the Parks & Amenities Manager. The Committee was requested to make a recommendation to the Finance & General Purposes Committee on the allocation of a community infrastructure levy (CIL) planning contribution of £23,058.75 relating to the development of 8 properties in New Mills Lane. A number of Council improvement schemes, either at a development or planning stage, were listed.

The Parks & Amenities Manager referred to the request made by Truro Canoe Club at Minute 10, reminding Members the Club would benefit from the forthcoming new pavilion shower & changing facilities. He had also offered further support (to be provided by the Maintenance Team) in assisting with electricity connection works. He reminded the Committee that the Truro Harbormaster had secured £10,000 funding from the Cornwall Harbours Board to contribute to the Tidal Defences scheme. Tidal defence work by the Environment Agency in 2001 had cost about £150K – £170K:
such work was expected to be more complex (due to e.g. compliance considerations) & more expensive, than in the past. It was hoped the Council’s Maintenance Team could assist in these works & help mitigate costs. He reported funding for the new nursery at Idless had been secured & he anticipated plans for use of the old nursery site would be developed in the future. Members’ views were requested.

During discussion, a number of matters were raised, including:

i. Whilst expressing sympathy for the situation Truro Canoe Club found itself, Councillors suggested the CIL should be targeted at Council projects, rather than the wider community which was a separate process accessed via the Finance & General Purposes Committee. However, it was suggested perhaps any balance could be considered for the wider community. Further, the Committee was reminded not only Truro Canoe Club but other organizations such as the Scouts used these facilities.

ii. A number of schemes were suggested by Members: the tidal defences scheme - due to concerns about future deterioration; dredging of the duck pond - because this scheme had been delayed for about 3 years. Another suggestion was to link such schemes as the tidal defences, dredging of the Duck Pond & old nursery site schemes together. It was acknowledged appropriate professional advice would need to be sought from organisations such as the Environment Agency or Cornwall Development Company to investigate whether there might be added value in this approach, making the best use of available resources. The Parks & Amenities Manager agreed to undertake such investigations.

Following consideration:

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

RECOMMENDED TO THE FINANCE & GENERAL PURPOSES COMMITTEE that:

1. The Town Clerk & Parks & Amenities Manager accept the Community Infrastructure Levy (CIL) planning contribution of £23,058.75 relating to the development of 8 properties on New Mills Lane.

2. The Parks & Amenities Manager look at the CIL planning contribution (referred to above) together with the £10,000 of funding provided by the Harbour Authority & consider how best to link the Boscawen Park Tidal Defences & Nursery Site developing improvement schemes.

3. A report back be made to a future Parks & Amenities Committee meeting.

Subsequent to the above recommendation, it was proposed by Councillor Wells, seconded by the Chairman, and

RECOMMENDED that, in the absence of Mr Sharpe (Truro Canoe Club) (who was not present during the Committee’s deliberations above) he be advised in writing of the Committee’s response to his request (referred to in Minute 10) & explain what other potential avenues of funding might be available from Truro City Council.

33 REQUESTS FOR FUNDING

The Parks and Amenities Manager reported on a request (made by a councillor) for the purchase of a bat detector & wildlife camera for use by the Countryside Warden.

During discussion a number of points were raised including:

i. In response to a request from a Member, the Parks & Amenities Manager agreed to arrange for the Countryside Ranger to attend a future Committee meeting to make a presentation on his work. Draft management plans for open spaces would also be considered in due course.
ii. The Committee noted this request related to the Parks & Amenities Manager’s operational responsibility, so a decision was not required from Councillors.

iii. Members expressed general encouragement for the request for specialist equipment to be expedited.

It was proposed by Councillor Biscoe, seconded by Councillor Mrs Eathorne-Gibbons, and

**RECOMMENDED** that (a) the report be noted & (b) the Parks & Amenities Manager be requested to make appropriate arrangements for the purchase of suitable bat detector & wildlife camera for use by Parks Department staff.

[Councillor Tamblyn left at 8.00 pm during discussion of the above item.]

### 34 LAND TRANSFER OF PLAYING FIELD AND PLAY EQUIPMENT (INCLUDING FOOTPATH) AT ROSEDALE ESTATE

The Parks and Amenities Manager updated the Committee on further investigations, including the cost implications & associated maintenance costs of any proposed transfer of land from Cornwall Council, since the last meeting (Minute 377 (09.03.20) refers). The Parks and Amenities Manager had visited the site (before the coronavirus lockdown) & reported as follows:

i. The site was generally level.

ii. The play equipment was found to be in relatively good order but in need of repainting. This work could be done by the Council’s Maintenance Team & cost approximately £500 - 600 in paint.

iii. The grass was currently cut on demand by Cornwall Council & when he visited was rather long following a wet winter. The City Council could undertake a programme of more regular cuts: 10 – 18 pa (costing about £3k).

iv. Wildflowers were planted on the riverbank which was quite overgrown.

v. The footpath was in relatively good order although there was some cracking caused by tree roots.

vi. The site fencing required some work including the installation of post & rail fencing by the river (which could be done by the Maintenance Team.)

vii. If the transfer of land was successful, he anticipated working together with local residents, including the Rosedale Community Association in the future, which was already happening in the local area on other schemes.

During discussion, a number of matters were raised by Councillors including:

a. Clarification on which area of woodland was relevant to the proposed transfer & the current ownership. The Parks & Amenities Manager agreed to investigate this further.

b. Acknowledgment that if such a transfer took place the City Council could have riparian responsibilities as the owner of two riverbanks. The Parks & Amenities Manager was asked if a survey had been undertaken & were any works required. Further, as a part of any future negotiations & prior to any devolution agreement, Cornwall Council should be required to ensure the riverbanks were in good order, according to appropriate Environment Agency requirements. In response, the Parks & Amenities Manager agreed to meet with the Environment Agency with a view to seeking their recommendations to be incorporated into any negotiations with Cornwall Council.

c. It was generally agreed such a transfer of land might reinforce the momentum of ongoing work being undertaken by the Rosedale Residents’ Association. Current work on the development of a management plan for the woodland area might also be incorporated into a land transfer.
It was proposed by Councillor Biscoe, seconded by Councillor Wells, and

**RECOMMENDED** that:

1. In principle, Truro City Council agree to the transfer of the playing field, play equipment, footpath & woodland from Cornwall Council at the Rosedale Estate
2. The Parks and Amenities Manager (& Town Clerk, as necessary) proceed to undertake the appropriate investigations (as indicated above). (a) Such investigations to include seeking an understanding of the potential riparian responsibilities involved; & (b) Include discussion with Cornwall Council of appropriate reparations under the advice of the Environment Agency, on the state of the riverbank.
3. The results of the above investigations be reported back to a future meeting of the Parks & Amenities Committee, prior to making such recommendations as appropriate, to the Finance & General Purposes Committee.

**35 BOSCAWEN PARK AND THE SWANPOOL**

Dredging of Swanpool – Update

Further to Minute 241, the Parks and Amenities Manager reported he had been trying to arrange a trial silt excavation, but work had been interrupted by the coronavirus pandemic & lockdown.

During discussion, a number of points were raised including:

i. Councillors suggested if this work was undertaken more regularly in the future then the scale of the job would be correspondingly reduced & avoid deterioration to a critical level. This was acknowledged by the Parks and Amenities Manager who reminded the Committee the processes involved were subject to licensing also.

ii. The Parks & Amenities Manager confirmed staff (and members of the public) were checking the pond & its vicinity on a daily basis.

iii. The Parks & Amenities Manager clarified there was a silt trap at the top of the pond. He confirmed he was investigating a method of switching off the water from entering the silt trap which would enable easy extraction of sludge & divert the water directly to the river.

The report was noted.

**36 IDLESS NURSERY**

Project Update

Further to Minute 250, the Parks and Amenities Manager provided an update report following a site visit earlier that day. Construction works had re-started during the lockdown, the office was being painted & decorated, roller doors were being installed in the building & the windows & doors had also been fitted & glazed. The bathroom & kitchen areas were due to be fitted. Building Inspectors were due to visit the site the following week. He would also be showing the Mayor, Deputy Mayor & Chairman round the site in the next week or so. The report was noted.

**37 PARKS AND AMENITIES MANAGER’S REPORT**

Members received the Parks and Amenities Manager’s report. He also reported:

i. Summer planting orders were in the process of being installed & it was hoped they would brighten up the City.

ii. Dahlias were due to be planted in Fairmantle Street.

iii. The alternative display to thank key workers & the NHS for their work would be planted in lettuce due to the lack of bedding plants.

iv. Earlier in the meeting, on-going work on planning the relocation of the Café in the Park was highlighted. He hoped this would take place in the next 3 weeks.

v. There had been reports of anti-social behaviour, particularly at Coosebean, Malabar & the skatepark during the ongoing lockdown. The Police were
notified as necessary & it was acknowledged their resources were currently stretched. Arrangements were being made to recruit a temporary summer skate park attendant.

The report was noted.

38 LETTERS OF APPRECIATION
A summary of four emails of appreciation concerning Victoria Gardens, Daubuz Moor, Trafalgar Roundabout & the allotment service were reported to Members. The report was noted.

39 CORRESPONDENCE
Two items of correspondence were reported by the Parks & Amenities Manager. Firstly, he had been advised by the Community Development Officer that the Hendra Community Group community barbeque event on Sunday 28 June 2020 had been postponed. Secondly, Truro Cricket Club had cancelled their booking of Boscawen Car Park for overflow parking following the cancellation of the county cricket match originally scheduled for 15 July. Both cancellations were due to the on-going pandemic. The report was noted.

40 DATE OF NEXT MEETING
The Chairman confirmed the next Committee meeting was scheduled for Monday 6 July 2020 and it would be a virtual meeting. The July meeting was normally preceded by the annual inspection of Victoria & Waterfall Gardens & Boscawen Park meeting. Due to the pandemic the Parks & Amenities Manager would investigate the feasibility of arrangements for a virtual inspection and details would be confirmed in due course.

The meeting closed at 8.59 pm.

---------------------------------------CHAIRMAN
Public Conveniences – Update

Public Conveniences – Closures

The following toilet buildings have been closed since 20 March:

- Hendra Playground
- Lemon Street
- Moorfield Car Park
- Old Bridge Street Car Park

The toilets remaining open are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boscawen Park</td>
<td>To provide toilet facilities in our open spaces that were still being used</td>
</tr>
<tr>
<td>Victoria Gardens</td>
<td></td>
</tr>
<tr>
<td>The Leats</td>
<td>To Provide toilet facilities for the town, delivery drivers, bus drivers, taxis and the homeless</td>
</tr>
<tr>
<td>The Green</td>
<td></td>
</tr>
</tbody>
</table>

The cleaning team have focussed on deep cleans of the toilets including all high traffic surfaces including handles, switches, doors, buttons etc that users need to touch.

The contract for cleaning the public conveniences at St Clements has been maintained during this time.

Additional personal protective equipment (PPE) was provided, the rota was altered to maintain social distancing and reduce the chances of infection. Two members of the team have been furloughed, two members of the team needed to self-isolate at separate times based on illness within their household and the whole team pulled together and did a great job.

The team have rightly received a lot of positive feedback from members of the public for keeping the toilets open, thoroughly cleaned, and providing a service at a time when many public facilities were closed.

Re-opening Facilities

Until Truro reopens most retail premises no additional toilets will be opened.

Once the number of Truro visitors increases, we will look at a re-opening toilet facilities in a safe manner. This will require deep cleaning and legionella mitigation.

Nuisance Behaviour

Thankfully there have been no instances of nuisance behaviour recently.

Kate Bell
Compliance Officer

2 June 2020
Community Infrastructure Levy

Truro City Council has been notified that it will receive £23,058.75 for the Community Infrastructure Levy (CIL) planning contribution (which replaces S106) relating to the development of eight properties on New Mills Lane.

The rules on spending the money are:

CIL Regulation 59C sets out that a local council must use CIL receipts passed to it to 'support the development of the local council’s area, or any part of that area, by funding:

a. the provision, improvement, replacement, operation or maintenance of infrastructure; or
b. anything else that is concerned with addressing the demands that development places on an area.

6.2. The Town or Parish Council can pass back CIL to the Charging Authority to support the delivery of infrastructure projects and/or maintenance of infrastructure that the local council does not have jurisdiction or responsibility for, e.g., extensions to schools. Local councils may also wish to pool their CIL receipts with other neighbouring local councils to deliver some infrastructure that will be mutually beneficial.

The Committee currently has a number of improvement schemes in development, or planning stage e.g.:

- Idless Nursery;
- Boscawen Park Tennis Pavilion;
- Boscawen Park Nursery Site;
- Boscawen Park Tidal defences; &
- Dredging of Duck Pond.

Therefore, I would suggest the Committee makes a recommendation to the Finance & General Purposes Committee to use the money to support one project or retain it for allocation at a later date.

Roger Gazzard
Town Clerk
2 June 2020
Parks and Amenities Manager’s Report:

Britain In Bloom & South West Britain Competitions 2020
The Royal Horticultural Society (RHS) cancelled these annual competitions due to the Covid-19 pandemic.

Garden and Allotment Competition 2020
Due to the on-going pandemic & the ‘easing’ of lockdown restrictions, rather than cancelling this popular event, it is a ‘virtual’ event. All allotment plots are automatically entered as usual. Gardens will be judged by the submission of 5 photographs & a brief supporting report. The closing date is Friday 29 June & further details are available on facebook & the Council’s website. Due to social distancing restrictions etc we will not be hosting a presentation evening in the autumn but will be posting certificates direct to competitors.

City Hanging Baskets & Planting
Hanging baskets are expected to be installed in the middle of June. Due to restricted staffing at the height of the pandemic flowerbeds in the City have been planted with wildflower seed & park beds will have a mixture of alternative bedding.

Grass-cutting
During w/c 20 & 27 April regular grass-cutting was undertaken including: Malabar football pitch, land at St Georges Road, the top of Tregolls Road, around County Hall & Redannick Park.

Weeds in the City
The Council’s contractor undertook the first treatment of weeds on the highway network from 7 to 16 April 2020.

Events
Due to pandemic the following events were cancelled:
- Boscawen Park
- Not The Good Friday Rowing Race 28 03 20 (Penryn Rowing Club)
- Debbie Rendell Memorial Row 05 04 20 (Cornwall Rowing Association)
- Fal Hasler Kayak Race 31 May 2020 (Truro Canoe Club)
- Hendra Playing Field
- Funfair 29.04-04.05.20 (Thomas Rowland Amusements)
- No Fit State Circus 11 05 -12 06 20 (Lexicon Circus Show)
- Hendra Park
- Children’s entertainment programme in August.
- Victoria Gardens
- Band concert season at Victoria Gardens has now been cancelled and bands informed of this.

Redannick Park
The Park was re-opened w/c 27 April except for the play equipment which remains out of use. Installation of the new play equipment is on hold because the contractor needs to book accommodation which is not currently available. This is also the case for Tremorvah Playing Field.

Victoria Gardens
The grass has been regularly cut. The play park remains closed & the skate park has re-opened following government advice. The PM has purchased dahlia, lupins & delphiniums from Stonebarn Landscapes. These plants were due to have been used at the RHS Chelsea Flow Show display which I normally work on.

Boscawen Park
The Deputy Parks Manager has been working on the organising of weeding of flower beds, borders and catching up on regular tasks, including the recall of two members of staff from furlough. This involved liaison with the Compliance Officer on the appropriate risk assessments.
**Boscawen Park – Tennis Project**
Whilst the Café in the Park has been closed due to lockdown restrictions I am currently working on the relocation of the café. The telephone & electric supply have been disconnected & a quotation for the disconnection & relocation of the water supply has been received.

**Boscawen Park – Tennis Courts**
The on-line booking system was re-opened on 12 May ready for bookings starting from the 13 May, in line with central government easing of lockdown advice. The Parks Administration team has been busy dealing with enquiries & trouble-shooting customer issues. Following speaking to the Finance Officer, tennis income has been very good in this period & lots of tennis membership renewals have taken place.

**Hendra Skate Park**
The skate park reopened on 12 May but there have been quite a few issues regarding youths drinking alcohol & not following social distancing guidelines. The Police have been informed.

**Sponsorship of Roundabouts Policy**
At the last Council meeting, it was requested that we look at recognising the work of the NHS. We have been in contact with Truro School, our roundabout & Waterloo Bank sponsor, & they have agreed for the Council to plant an alternative display in recognition of the key workers & NHS. We will be planting a celebratory display later in the year when the schools return to normality.

**Beechwood Parc, Coosebean & Daubuz Moor - Update**
The Informal Friends of Coosebean held its first virtual meeting using the Zoom platform on 3 June. The meeting was attended by the Council’s Countryside Ranger & Community Development Officer.

These areas have been exceptional busy with users, especially new users including lots of dog walkers. This has generated extra challenges & the Countryside Warden has been liaising with users on a regular basis.

**RECOMMENDED:**
That the report be noted.

**Richard Budge**
Parks and Amenities Manager
2 June 2020