



TRURO
CITY COUNCIL

Know your City Council

Portfolio of services, property and projects that are delivered by Truro City Council

Dated: August 2020

TCC Portfolio of services

Services delivered

Reference to Accounts	Location	Purpose of service	Tasks	Employees	Hours Per Week
Admin and Democratic	Truro Library		Oversee the administration and management of Truro City Council	Town Clerk	37hrs
		Council and Planning Committee administration	Council Administration Planning Administration Mayors diary Conservation committee administration. General business support - across the office. Bennett Charity Administration	Admin Officer Admin Assistant Office Apprentice (4 days in office 1 day at College)	37hrs 26.5hrs 37hrs
		Parks and Amenities Committee administration	Clerk to Parks and Amenities Committee Parks Staff meeting Parks supervisors meeting Allotments administration Events on Parks land administration Enquiries and complaints Summer and winter planting contract administration Football and cricket bookings Parks HR - annual leave recording	Administrative Officer - Parks and Amenities Admin Assistant	37hrs 22.5hrs
		Town Clerk PA and Finance and General-Purposes committee administration	PA to Town Clerk Clerk to Finance and General Purposes Committee Furniss Coal Charity administration Grants Sub Committee Administration Truro Public Cemetery administration Website management HR administration & liaison with professional advisor.	Secretary / Administrative Officer	37hrs

		Building facilitator 1 (Municipal Offices)	Premises management, prep rooms for letting. Caretaking duties. Supervision of cleaner. Cleaning internal building.	Building facilitator (works around the hrs needed) Cleaner	37hrs 6hrs
		Building Facilitator 2 (Truro Public Library)	Premises management, prep rooms for letting. Liaison with tenants. Cleaning staff	Building facilitator (works around the hrs needed) Cleaners	37 hours 46 hours
		Finance Department	Finance department - Management Accounts, payroll, BACs payments and invoicing. VAT, audit, bank reconciliation. Charity account support and completion. Spending overview and savings (utilities etc) Preparing estimates	Finance and Projects Officer Admin Assistant	37hrs 37hrs
Lemon Quay		Events Management	Event booking system Event Policy management and development Events Co-ordination Lemon Quay Event management Providing advice on event policies and management City event planning and management	Events Co-ordinator	37hrs
Tourist Information Centre	Boscawen Street	Visitor information, box office services and 'What's on Truro' for advertising local events and activities. Retail of gifts and souvenirs	Provide information to visitors and residents Retail management, stock purchasing, staff management. Premises management, cleaning, H&S Social media account management to promote local events and activities. Ticket box office for several organisations. Accommodation scheme promoting local accommodation across Cornwall through membership of businesses Promoting Truro through trade and holiday shows	TIC Manager TIC Manager Deputy Manager Visit Centre assistant Visit Centre assistant Visit Centre assistant Visit Centre assistant Visit Centre assistant	22.5hrs 22.5hrs 22.5hrs 22.5hrs 15hrs 7.5hrs 37hrs

			Contact centre for Visit Cornwall RADAR key selling point		
Community Work	Office base Truro library Mobile	Building strong communities. Covering nine areas and City centre.	Walking around communities to meet people. Residents and association meeting attendance and facilitation Advice and support to community groups Represent the Council at several stakeholder groups Social media account for community engagement and surveys and consultations	Community Officer Community Assistant	37hrs 10hrs
Parks and Amenities	Office Base Truro Library Mobile		HR management, training plans, staff meetings. Parks strategy and funding opportunities Contract management Project management Budgeting and account allocation Purchasing (over £500) H&S compliance across park staff Event management Serving Parks committee Dealing with complaints and compliments Allotment allocations	Parks and Amenities Manager	37hrs
	Compliance	Ensuring compliance across the Council	Compliance systems and policy management including H&S, equipment housekeeping etc IT Compliance Paperless office change agent H&S advice for staff Insurance administration	Compliance Officer Ellis Whitton – Portal and consultant support	37hrs
	Maintenance Team all areas		Maintenance for the city council. Works include; Toilet repairs. Bench, bin installation, maintenance of play equipment,	Maintenance Supervisor Maintenance Assistant	39/35hrs 39/35hrs

			all maintenance jobs from pathways, walling to water leaks.		
	Boscawen Park & Duck Pond, Malpas	Large park with children's play area, planted gardens and a separate area with a duck pond	Organising all works for parks Designing flowerbeds & Baskets Staff management, appraisals Seed & Plant purchasing Vehicle maintenance checks Cost management Pricing and negotiating contracts Contract work management Cover for Parks and Amenities Manager	Deputy Parks and Amenities Manager	39/35 hrs
			Amenity Horticulture Play equipment checks and repairs Sports ground management Amenities Horticulture. Pond management	Gardener Gardener Gardener Apprentice Gardener (1 day at college) Summer Park Attendant (6 months) Winter Park Attendant	39/35hrs 39/35hrs 39/35hrs 37hrs 39hrs 23.25hrs
	Boscawen Park Nursery	Staff only nursery	Plant propagation.	Nursery Supervisor Nursery Supervisor Apprentice Nursery Assistant (1day at college)	39/35hrs 39/35hrs 37hrs
	Town Centre planting & baskets	Floral displays around the city	Watering, planting, baskets, weeding.	Town Centre Head Gardener	39/35hrs 39/35hrs

	Truro In Bloom, various areas	Showcase planting around the city	Planning route, cleaning and maintaining areas throughout competition	Town Centre Head Gardener Town Centre Gardener Gardener/craftsman Town Waterer (5 months) Waterer (5 months)	39/35hrs 39/35hrs 28hrs 28hrs
	Highways, various areas	Bedding displays on highways and roundabouts across the city	Planting and verge cutting		
	Tennis Courts Boscawen Park	8 tennis courts for public use	Online booking system. Maintenance managed by Parks Queries managed by Café, admin and TIC		
Churchyard	Kenwyn Church, Kenwyn	Local church	Strimming once a year. New section mowed on regular basis.		
Allotments	Barrack Lane, Redannick, Tregurra, Nancemere	Allotments	Allotment maintenance, grass cutting		
Parks and Amenities	Hendra Park, Hendra	Enclosed children's play park	Amenity horticulture, bin emptying, play equipment safety checks	Head gardener Assistant Gardener Park Attendant (average hrs 28.75) Summer Attendant (6 months) Seasonal Skate Park Attendant (17 weeks) Countryside Warden Countryside Ranger-6 mths Apprentice Gardener (1day college)	39/35hrs 39/35hrs
			Staff management, volunteer coordinating, equipment H&S checks		39/16.5hrs
			Chainsaw tree works		39hrs
	Waterfall Gardens, St Georges Road	Gardens with river walk along the Leats	Amenity horticulture, bin emptying	35.55hrs 39/37hrs	
Dreadnought Playing field, Hendra	Playing field (no play equipment)	Amenity horticulture, bin emptying	39hrs 37hrs		

	Victoria Gardens,	Gardens with bandstand	Amenity horticulture, bin emptying		
	Skate Park, Hendra	Skate park with ramps, poles etc	Maintenance of area, bin emptying, welfare of users		
	The Leats system		Cleaning whole Leats, maintenance.		
	Victoria Garden Nursery	Small staff plant nursery	Plant propagation for baskets and boxes		
	Amenity Land at Daubuz Moor, Coosebean, Beechwood Parc	Public open space for recreation	Maintain and enhance the spaces for wildlife and people Work with communities and groups to encourage greater use of the spaces		
Coffee Bar	Boscawen Park	Café providing refreshments and equipment hire for tennis and table tennis	Refreshments and snacks Inside seating for 10. Outside seating for 30. Free WiFi. Café management – HR, cleaning, ordering stock and equipment. Tennis court bookings. Racket and balls hire. Bats and balls for table tennis. Dealing with issues the users may have with tennis courts.	Coffee Bar Manager Coffee Bar Assistant Coffee Bar Assistant Coffee Bar Assistant 10 wks p/a	37hrs 37hrs 16hrs 35hrs
Public Cemetery	St Clements Hill	Public cemetery	Sexton services. Maintenance of cemetery grounds. Supervises burials, memorials etc. Some of this work is currently spread across the parks and maintenance teams	Sexton	35/39hrs
Public Conveniences	Moorfield Carpark Shoppers carpark The Leats		Ordering consumables, management of service contracts, complaints and HR.	Compliance Officer (1day approx.)	

	Lemon Street Lemon Quay Boscawen Park Victoria Park Victoria Gardens St Clement (contract)	Organising maintenance works, internal and external. Cleaning, maintenance checks, lock and unlock. Welfare of the public users.	Cleaning Operative Cleaning Operative Cleaning Operative (Evening Cleaning Operative)	40hrs 38hrs 30hrs 17.5)
Truro Library Service	Truro Library, Pydar Street	To provide a library service in accordance with the service level agreement with Cornwall Council. To provide community rooms for hire	Library Manager Library Assistants (1f/t & 4p/t) Room bookings admin.	37 hrs 129 hours 25 hours

Truro City Council Properties

Property	Location	Use	Arrangement / Planned Maintenance
Municipal Building	Boscawen Street	Town Hall, 3 x offices for City Council, Council Chamber, 3 rooms available to let. All currently closed	Leased, 50% external, 100% internal repairs.
Passmore Edwards Building	Pydar Street	Library plus sub lets	Owned
Central Technical School building		Library, offices, sub lets, community rooms.	Leased from Trustees. Full repairing obligation
Tourist Information Centre	Boscawen Street	TIC, office and shop	Leased, sublet upstairs.
Hendra Hall (formerly Carrick Sports and recreation centre)	Carew Road, Hendra	Boxing club, various community sessions for all ages. Some availability for letting.	Owned by us, leased to trustees with full repair agreement
8 x Tennis Courts	Boscawen Park	Leisure. Coaching sessions available	Resurfaced in 2018 next resurface due 2029
River slip way	Boscawen Park	Canoe and boat launch	Owned rent received for launching
Changing shower room	Boscawen Park	Let with sports field facilities	Owned
Concrete store and mess room	Boscawen Park	Parks & gardens storage and staff facility	Owned
Large and small greenhouses	Boscawen Park	Plant propagation	Owned
Machinery Store	Boscawen Park	Machine and tool storage	Owned
Parks Department Garage	Boscawen Park		Owned
Cricket / youth football (hockey) Pavilion	Boscawen Park	Between Nursery and Cricket club	Owned
Tennis Pavilion	Boscawen Park	Changing rooms	Owned
Bandstand	Victoria Gardens	Entertainment	Owned
Shelter (top of garden)	Victoria Gardens		Owned
Lodge	Victoria Gardens	Staff accommodation	Owned
Malpas Community Centre	Malpas Estate		Owned by CC leased to us
Timber Chalet	Victoria Garden	Refreshment café run by volunteers	Owned
Chapel	Truro Public Cemetery, St Clements Hill	Truro Band practice room. Band rent from us.	Owned, let to Truro Town Band

The Lodge	Truro Public Cemetery, St Clements Hill	Accommodation for staff	Owned, tied to cemetery staff
Idless Nursery field	Idless, Truro	Field being developed into plant nursery	Owned, Ongoing project
Zebs Building	The Leats	Young People Cornwall youth project	Owned, leased to YPC
Public Convenience	Lemon Bridge	Male and female toilets	Owned
Public Convenience	The Leats	Male, female and disable toilet facilities	Owned
Public Convenience	Old Bridge Street Carpark	Male and female toilets	Owned
Public Convenience	Boscawen Park	Male and female toilets	Owned
Public Convenience	Garras Wharf Bus Station	Male and female toilets	Owned
Public Convenience	Moorfield Carpark	Owned by Cornwall Council	Leased from CC
Public Convenience	Victoria Gardens	Male and female toilets in gardens	Owned
Public Convenience	Victoria Park	Male and female toilets	Owned
Squash Club	Hendra	Membership Squash Club	Ground rent from TSC.
Car Park	Hendra	Carparking spaces let	Owned
Lander Monument	Lemon Street		Owned, maintenance on Lightning conductor carried out regularly
Donkey Field	Bosvigo Road	Used by school as playing / sports field	Leased from CC. Agreement to remain in use outside of school times
Allotments	Barrack Lane, Redannick, Tregurra, Nancemere		TCC Own land, manage the leases and general maintenance
Tremorvah Playing Field	Bodmin Road		Owned
Redannick Park	Redannick	Play area with play equipment.	Owned
Coosebean		40+ acres land and cycle track	Owned
Green at end St Georges Road	St Georges Road	Green area	Owned
Truro Boys Club	St Clement Street	Boys Club	Ground Rent from Boys Club
War Memorial	Boscawen Street		
War Memorial	Knights Hill, Kenwyn		
War Memorial	Union Cross, Tregolls		
Daubuz Moor	Daubuz Moor	Public open space gifted to City Council	Owned
Newbridge Playing Field	Newbridge	Devolved from Cornwall Council with S106 maintenance monies	Owned

Open space and woodland	Beechwood Park	Transferred to City Council with S106 Maintenance monies	Owned
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Final Draft

Vehicles and Machinery Details (Purchase price over £1000)

Description	Purchased	Approx Age	Main Use / Based at	Purchase Price	Suggested Year of Replacement
John Deer Ride on Mower - WK14 BUO	02.07.14	4 years	Cemetery	£19,000	2022-2023
Kubota L4240 Compact Tractor with loader WK14 CLF	18.06.14	4 years	Boscawen Park	£19,000	2022-2023
Peugeot Boxer - WK66 XAO	11.01.11	7 years	Boscawen Park	£17,999	2020-2027
Mitsubishi L200 - WL16 CVE	10.08.16	3 years	Maintenance Team	£16,779	2026-27
Kubota BX2350 Tractor - Serial No: 66616	03.05.12	7 years	Cemetery	£16,000	2022-2033
Peugeot Boxer - WL59 NNU	13.04.10	9 years	Boscawen Park	£12,999	2019-2020
Takeuchi TB216 excavator Serial No.: 216001165	22.03.18	5 years	Maintenance Team	£11,250	2028-2029
Peugeot Partner - WK67 DXC	29.01.18	1 year	Boscawen Park	£9,999	2027-2028
Peugeot Partner - WK13 EJJ	03.09.14	4 years	Victoria Gardens	£9,999	2023-2024
Peugeot Partner - WL09BZX	13.04.10	9 years	Boscawen Park	£7,499	2018-2019
Kubota GR2120 Ride-on mower - Serial: 11315	03.05.12	7 years	Victoria Gardens	£7,450	2022-2023
Peugeot Bipper - WK12 ZDC	24.03.12	7 years	Toilet Cleaners	£7,445	2023-2024
Groundsman Turf Aerator Serial No: 8120618	21.12.06	12 years	Boscawen Park	£6,800	2016-2017
Kubota G21 ride-on mower	09.05.08	11 years	Boscawen Park	£6,700	2018-2019
Major 8400 Roller Mower - Serial: CB6297	15.06.09	9 years	Boscawen Park	£6,000	2018-2019
Kerston K1500 Weed brush - Serial No:59230	04.06.17	2 years	Maintenance Team	£5,355	2027-2028
Turbocast 1000 Salt Gritter	12.12.11	7 years	Boscawen Park	£5,250	2021-2022
1 ton 1001 Lifton Dumper - Serial No: BB001359	21.12.18	13 years	Maintenance Team	£4,500	2026-2027
Nissan Forklift Truck Chassis No. - FDO2E701556-2000	05.06.17	18 years	Boscawen Park	£4,000	2029-2030
Falcon 822 Compressor Aerator - Serial No: 001044	02.04.07	12 years	Boscawen Park	£3,600	2017-2018
Ground Hog Welfare Unit	22.11.18	Unknown	Maintenance Team	£3,500	2028-2029
Greenmech Wood Chipper - Serial: 9326	27.11.09	9 years	Boscawen Park	£3,500	2019-2020
Ransomes Super Certes 61 Cricket Mower - Serial No: JG 400329	21.07.15	3 years	Boscawen Park	£2,990	2029-2030
PPT Pressure Washer (Petrol) - Serial No. 1000360967	16.4.04	15 years	Boscawen Park	£2,462	2014-2015
Tipping Trailer - Serial No:1865	13.04.15	4 years	Boscawen Park	£2,200	2024-2025

Wessex Transport Trailer - Serial No: 06800514	29.07.14	4 years	Boscawen Park	£2,150	2029-2030
Skid Mounted Polythene Plant Watering Unit - PW3656	1995	24 years	Boscawen Park	£1,800	2005–2006
Kubota Trailer - Serial KTR: 12093	03.05.12	7 years	Victoria Gardens	£1,650	2022-2023
Soil Steriliser Electric	14.11.13	5 years	Boscawen Park	£1,500	2024-2025
Wessex 1300kg 2 wheel axle trailer - Serial No: 9156104	16.04.04	15 years	Boscawen Park	£1,300	2014-2015
Lewis Snow Plough	02.12.11	7 years	Boscawen Park	£1,150	2021-2022
Turbocast 300 Manual Salt Gritter	12.12.11	6 years	Boscawen Park	£1,028	2021-2022
Bomag Roller 750	12.06.09	Unknown	Boscawen Park	£1,000	2022-2023

Loans currently in place

Purpose	Loan with	Start date	Amount at start date	Term	End date
Boscawen Park Sewage works	PWLB	31/03/2016	£77,000.00	15 years	31/03/2031
Tennis Court Project	PWLB	30/4/2019	£250,500.00	15 years	30/04/2034
Tennis Court Project	Lawn Tennis Association	21/03/2019	£60,000.00	10 years	21/03/2029
Idless Nursery Development	PWLB	03/08/2020	£320,000.00	30 years	02/08/2050

Contract work, work that is carried out for other organisations by TCC

Organisation	Service Provided	Contract Start Date	Contract Term
Churchill Retirement	Horticultural services		
Cornwall Council	Horticultural services		
Duchy Hospital	Horticultural services		
Enys Quay managers	Horticultural services		
Furniss Island (Cornwall Council)	Horticultural services		
Kenwyn with St Allen PCC	Horticultural services		
Nalders Court Agents	Horticultural services		
National Tyre Services Ltd	Horticultural services		
Robartes Court management	Horticultural services		
Royal Cornwall Museum	Horticultural services		
Totally Truro- BIDS	Horticultural services/ Visitor Information		
Tregolls Lodge	Horticultural services		
Truro Cathedral	Horticultural services		
Truro Tech Park	Horticultural services		
Williams Court	Horticultural services		
St Clements Parish Council	Public convenience cleaning		
Visit Cornwall Contact centre	Visitor information services		



TRURO
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Current approved Projects

Approval documents and progress reports on projects that have been approved by Council and are now awaiting start or 'work in progress'

Current Projects

Department	Reference Number	Project Title	Brief description	Start date	Expected completion date
P&A	0002	Duck pond dredging	Dredging of duck pond sides and silt trap	?	?
P&A	0003	Boscawen Park flood defence	Protect park from flooding by building up walls	?	?
F&GP	0004	Malabar Land	To convey land from Cornwall Council at nil price. Complete agreement with New Beginnings Community Association to enable it to construct community building.	01/06/2017	
TCC	0005	Neighbourhood plan review	To work with Kenwyn Parish Council to review the Neighbourhood Plan.	01/05/2018	
P&A	0007	Idless Nursery Development	Construct new plant nursery	01/06/2014	01/03/2021
TCC	0008	Parish Boundary Review	To consider and implement a change to the boundaries of the parish.	01/07/2019	09/2020 Completed
P&A	0009	Boscawen Park Pavilion	Construct new pavilion and café		
P&A	0010	Redannick Park Play Equipment	Remove and replace equipment in park	01/10/2018	Complete
F&GP	0011	St Clement Street Property	To convey the property from owners Cornwall Council, carry out building works, agree Management Agreement with Churches Together in Truro.	29/07/2019	
P&A	0012	Victoria Gardens Staff Accommodation	Repair, decorate and fit new kitchen to staff rest area	01/06/2019	Complete
P&A	0013	Boscawen Park Staff Accommodation	New larger staff accommodation and training room	01/09/2020	Complete
P&A	0014	Treffry Road	To convey public open spaces from Persimmon Homes (developer) in accordance with planning S106 agreement, nil charge. Create allotments.	01/04/2013	

			Agree a funding agreement to provide funds to pay for transfer fees and ongoing maintenance.		
P&G	0015	Tremorvah Play Equipment	Installation of exercise and play equipment		Complete
F&GP	0017	Social Prescribing Project	2-year joint funding project, with partners, Feock Parish Council, Kernow Health cic. One part time (21 hrs staff member employed by Kernow Health)		Complete
F & GP	0018	Towns Fund	To apply for funding to the Towns Fund Board	April 2020	ngoing

This project was started prior to the proposal document being adopted

<p>Project name: Dredging of duck pond at Boscawen Park</p> <p>Project manager: Richard Budge</p> <p>Details of project. To dredge Silt Trap and sides of Duck Pond.</p>
<p>Benefit to Truro Community / City Council Reduce flooding to Park and Mill and silting of the pond.</p>
<p>Project scope To dig out and remove all silt and dispose off site to outside approved tip.</p>
<p>Date project started:</p> <p>Intended date of completion:</p>
<p>Project costs Approx £17,500. Awaiting prices from IC Groundworks SW Ltd and Cormac. Going to carry out trial dig.</p>
<p>Ongoing costs</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
Autumn 2019	Awaiting trail of suction excavation.

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

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This project was started prior to the proposal document being adopted

Project name: Flood defence Boscawen Park Project manager: Richard Budge Details of project Protection of park from ingress of river water. Protection of River from landfill waste escaping from Park.
Benefit to Truro Community / City Council Protect Park from erosion.
Project scope Build up side walls with granite and backfill. Bring in granite via road or river.
Date project started:
Intended date of completion:
Project costs Anticipated costs of £300k
Ongoing costs

Approved	
Date of meeting approved by committee: see below, included in Towns Fund application process	
Date approved by Full Council: as below	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
27 July 2020	Council approved scheme to be included in Towns Fund accelerated projects application.
01 September 2020	Council advised not included in accelerated projects but included in Boscawen park main fund application bid.

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)	

Malabar Land, Transfer of Freehold,

<p>Finance Committee</p> <p>Lead Officer: Roger Gazzard</p> <p>Details of project To convey land from Cornwall Council at nil price. Complete agreement with New Beginnings Residents Association to enable it to construct community building.</p> <p>Benefit to Truro Community 1 To provide a community building in a much needed area as a replacement for the current sub-standard building.</p>
<p>Project costs 1 Legal Costs – from Legal Costs budget</p>

<p>Approved</p> <p>Date of meeting approved by committee: June 2017</p> <p>Date approved by Full Council : June 2017</p>

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Project negotiations continue with the residents association and Cornwall Council and solicitor instructed .

Project complete

<p>Completed</p> <p>Date</p> <p>Signed by Committee Chair</p> <p>Signed by The Mayor</p> <p>Date all Councillors informed</p>
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<p>Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)</p>

Neighbourhood Plan Revision,

Council Lead Officer: Roger Gazzard Details of project To work with Kenwyn Parish Council to review the Neighbourhood Plan.
Benefit to Truro Community 1 To update the existing Plan and to amend to ensure policies fully reflect the Council's policies.
Project costs 1 No budget provision has been approved although vote 6710 in Admin. Is relevant. Currently grant application has been made to cover third party costs; and Cornwall Council paying for project management and professional costs.

Approved	
Date of meeting approved by committee:	
Date approved by Full Council : Approval to Proceed May 2018 Approval for public consultation November 2019	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Public consultation complete and Neighbourhood Plan group instructed consultancy work on landscaping. Application made to Locality for grant support.

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)	

This project was started prior to the proposal document being adopted

<p>Project name: Building of new Nursery Depot at Idless</p> <p>Project manager: Richard Budge at present</p> <p>Details of project: Construct new Nursery</p>
<p>Benefit to Truro Community / City Council Council able to grow more diverse range of plants and have enough space, also contract grow for outside organisations. Community benefit in freeing up space for new development on old site.</p>
<p>Project scope Construction of New Plant Nursery at Idless</p>
<p>Date project started: Nov 2017</p>
<p>Intended date of completion: Spring 2021</p>
<p>Project costs £310, 000</p>
<p>Ongoing costs</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
November 2019	Contract let for construction.
March 2020	Emergency procedure used to authorize additional ground works costs.
July 2020	Construction contract complete
August 2020	Tender for water and drainage advertised.

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

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Parish Boundary Review

<p>Council</p> <p>Lead Officer: Roger Gazzard</p> <p>Details of project To consider and implement a change to the boundaries of the parish.</p> <p>Benefit to Truro Community 1 To more align the beneficiaries of the work of the Council to those contributing by Council Tax</p>
<p>Project costs 1 No budget provision has been approved</p>

<p>Approved</p> <p>Date of meeting approved by committee:</p> <p>Date approved by Full Council : Approval to Apply; July 2019</p>
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Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
July 2019	Application made to Cornwall Council for a revision to the boundary
27 January 2020	Council resolved not to submit any further responses to the process

Project complete

<p>Completed</p> <p>Date 27th January 2020</p> <p>Signed by Committee Chair</p> <p>Signed by The Mayor</p> <p>Date all Councillors informed</p>

<p>Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)</p>

This project was started prior to the proposal document being adopted

<p>Project name: Tennis Pavilion and Café Boscawen Park</p> <p>Project manager: Richard Budge/ Roger Gazzard</p> <p>Details of project: Construct New Pavilion/Cafe</p>
<p>Benefit to Truro Community / City Council: Larger trading space and new modern changing facilities with public toilets and changing space toilet.</p>
<p>Project scope: Knock down old rotting pavilion and replace with new building.</p>
<p>Date project started: Planning Permission obtained 27th February 2020 (PA19/09069)</p>
<p>Intended date of completion:</p>
<p>Project costs: Unknown at this time, final design work being undertaken prior to tenders being sought.</p>
<p>Ongoing costs</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
27 July 2020	Additional funding from Towns Fund of £60k sought relating to inclusion of "Loops" project room

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)	
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This project was started prior to the proposal document being adopted

<p>Project name: Installation of play equipment, Redannick Park</p> <p>Project manager: Richard Budge/ Friends of Redannick Park.</p> <p>Details of project: Remove old equipment and replace.</p>
<p>Benefit to Truro Community / City Council. New kit, community involvement and ownership.</p>
<p>Project scope Add new kit following consultation.</p>
<p>Date project started: Winter 2018</p>
<p>Intended date of completion: Winter 2019</p>
<p>Project costs: £72,000 equipment purchase costs.</p>
<p>Ongoing costs £98,000 installation costs. Money grant funded by working with FoRP.</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Work Completed

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

<p>Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)</p>

St. Clement Street day Centre; Ownership/ building Works/ management Agreement for use as a Community Centre

<p>Committee: Finance & General Purposes</p> <p>Lead Officer: Roger Gazzard</p> <p>Details of project To convey the property from owners Cornwall Council, carry out building works, agree Management Agreement with Churches Together in Truro.</p>
<p>Benefit to Truro Community There is a need in the City Centre for community buildings which was formally recognised during the development of the Neighbourhood Plan; and more recently in the consultation commissioned by Cornwall Council.</p>
<p>Project scope</p> <ol style="list-style-type: none"> 1 To convey the property from Cornwall Council 2. To develop a list of building works to be carried out. 3. To commission the works, complying with Standing orders and financial regulations. 4. To complete management agreement with Churches Together in Truro 5. To review agreement and usage at regular intervals to monitor compliance with objectives.
<p>Project costs</p> <ol style="list-style-type: none"> 1 Legal Costs – Budget line 2. Building Costs – estimated at £88k 3. Agreement costs – cost of £11k total, spread over first two years.

Approved	
Date of meeting approved by committee: Finance & General Purposes 22 nd July 2019	
Date approved by Full Council 29 th July 2019	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
27 th July 2020	Council approved to include scheme in bid to Towns Fund Board of £100k building works and £10k revenue cost

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	

Date all Councillors informed

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

This project was started prior to the proposal document being adopted

<p>Project name: Refurbishment of staff accommodation Victoria Gardens</p> <p>Project manager: Richard Budge</p> <p>Details of project: Restore old buildings fit for purpose.</p>
<p>Benefit to Truro Community / City Council Improving staff welfare conditions for breaks and lunch.</p>
<p>Project scope Re-roof hut and shed, fit new kitchen. Paint and tile. Following removal of store cupboard.</p>
<p>Date project started: June 2019</p>
<p>Intended date of completion: July 2019</p>
<p>Project costs £3638 plus VAT</p>
<p>Ongoing costs Extra cost £771 for kitchen. Total £4249 plus VAT.</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Works complete

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)
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This project was started prior to the proposal document being adopted

<p>Project name: Refurbishment of staff accommodation Boscawen Park</p> <p>Project manager: Richard Budge/ Lavigne Lonsdale</p> <p>Details of project: New larger staff accommodation.</p>
<p>Benefit to Truro Community / City Council Improving staff welfare conditions for breaks and lunch</p>
<p>Project scope Re-design current Mess Room to become small kitchen and office. Old potting shed to become mess/training room and old office to become toilets/shower room.</p>
<p>Date project started: Autumn 2019</p> <p>Intended date of completion: Spring 2020.</p>
<p>Project costs £18,000 approx. Awaiting quotations</p>
<p>Ongoing costs</p>

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Works Complete

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)
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Treffry Road open spaces, Transfer of Freehold, creation of allotments, ongoing maintenance

Parks Committee

Lead Officer: Roger Gazzard

Details of project

To convey public open spaces from Persimmon Homes (developer) in accordance with planning S106 agreement, nil charge. Create allotments. Agree a funding agreement to provide funds to pay for transfer fees and ongoing maintenance.

Benefit to Truro Community

- 1 To provide well maintained public open space.
- 2 To provide childrens play areas.
3. To provide allotments.

Project costs

- 1 Legal Costs – from S106 monies
- 2 Ongoing service provision costs – from S106 monies.

Approved

Date of meeting approved by committee: April 2013

Date approved by Full Council : April 2013

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
27 th July 2020	Council approval to seal documents relating to this transaction.

Project complete

Completed

Date

Signed by Committee Chair

Signed by The Mayor

Date all Councillors informed

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

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Project name: Installation of play equipment and fence, Tremorvah Playing field Project manager: Richard Budge/ Friends of Tremorvah Playing Field. Details of project
Benefit to Truro Community / City Council New exercise equipment and play facilities
Project scope Addition of new equipment to complement old, and picnic areas and seating.
Date project started:
Intended date of completion:
Project costs: Fitness kit £23,938 Play equipment and installation £19,949.
Ongoing costs

Approved	
Date of meeting approved by committee	
Date approved by Full Council	

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
August 2020	Project complete

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

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Project name: Truro Towns Fund Board
Project manager: Roger Gazzard
Details of project Truro has been chosen by the Government as a place that will qualify for the Towns Fund Funding. The City Council has been allocated a seat on the Board and is also able to apply for funding subject to the criteria set by Government
Benefit to Truro Community / City Council Potential to bring forward schemes, with external funding to pay for both developing the scheme and funding it thereby providing additional facilities at no development cost to the community.
Project scope Applications for funding may be made within the criteria set by the government
Date project started: January 2020
Intended date of completion: Spending has to be complete by 2026
Project costs: Subject to schemes
Ongoing costs Subject to schemes

Approved	
Date of meeting approved by committee	See below
Date approved by Full Council	See below

Project Progress (dates to be agreed at time of approval)

Date	Information about the current position of the project / changes required
27 April 2020	Council approve Town Clerk as representative on Board
June 2020	Outline of application approved by Council
July 2020	Committees and Council approved eight schemes for "Accelerated Funding Grant"

Project complete

Completed	
Date	
Signed by Committee Chair	
Signed by The Mayor	
Date all Councillors informed	

Project review. Date to be bought back to review the project performance against the business case (date agreed when project is signed off)

