

TRURO CITY COUNCIL



*Town Clerk's Department
Municipal Buildings
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7 April 2021

To: The Mayor (Cllr B Biscoe)
Deputy Mayor & Mayor-Elect (Cllr J Allen)
Deputy Mayor-Elect (Cllr Webb)
Chairman and members of the
PARKS AND AMENITIES COMMITTEE

Dear Councillor

NOTICE IS HEREBY GIVEN that a **virtual** meeting of the Parks and Amenities Committee will take place on **MONDAY 12 APRIL 2021 at 7.00 pm** via Zoom Virtual Meetings (via an email link*) for the transaction of the under mentioned business:

*Members of the public who wish to attend are requested to email: info@truro.gov.uk

AGENDA

- 1 **APOLOGIES**
- 2 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS (5 minutes)**
Members of the public wishing to attend this meeting should email info@truro.gov.uk
- 4 **PUBLIC MINUTES AND CONFIDENTIAL MINUTE OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 8 MARCH 2021 HAVING BEEN BEFORE COUNCIL ON 29 MARCH 2021**
- 5 **CHAIRMAN'S REPORT**
To receive a verbal report at the meeting.
- 6 **HEALTH AND SAFETY: PARKS DEPARTMENT - UPDATE**
To receive an update at the meeting from the Compliance Officer following the ongoing coronavirus pandemic (Minute 415 refers).
- 7 **PUBLIC CONVENIENCES**
 - (i) **Update (standing item)** - To receive a general update at the meeting from the Compliance Officer (Minute 416 refers).
 - (ii) **Public Conveniences Working Group** – Refurbishment of Green Street Public Conveniences (Minute 416 refers). Compliance Officer to report at the meeting.
 - (iii) **Ivy on Lower Lemon Street Public Conveniences Building** – Item requested by Chairman. This matter was raised at the Council meeting held on 29 March 2021.

- 8 **DISCUSSION ON PARKS EVENTS AND EVENTS HELD BY THIRD PARTIES IN TRURO CITY COUNCIL'S PARKS AND GARDENS SUMMER 2021**
Parks, Amenities and Facilities Officer to introduce the discussion.
- 9 **HENDRA PLAYING FIELD (DREADNOUGHT PLAYING FIELD) - REQUESTS FOR USE**
To consider the following requests for use:
(i) Rowlands Funfair: Use of the playing field to operate a small children's funfair. Setting up on 28 06 21, operating 02 to 04 07 21, & packing down 04 07 21.
(ii) Adrenaline Circus: Use of the playing field to operate a circus. Setting up 19 & 20 07 21, operating 21 to 25 07 21, packing up 25 07 21. Dates to be confirmed.
(iii) Circus Funtasia: Use of the playing field to operate a human circus. Setting up 31 08 to 02 09 21, operating 03 to 12 09 21 & packing down 12 09 21.
- 10 **TREMORVAH PLAYING FIELD – INSTALLATION OF FENCING**
Parks, Amenities and Facilities Officer to update the Committee on the proposed installation of fencing to Lowena Hostel next to the playing field (Minute 422 refers).
- 11 **BOSCAWEN PARK**
(i) Request For Extension To Boscawen Park Playpark
To consider a request from Councillor J Allen to extend the playpark with a natural play area located between the Playpark & river.
(ii) Request For Pop-Up Restaurant Facility In Boscawen Park Summer 2021
To consider a request from Councillor J Allen for Council to consider franchising a pop-up restaurant in Boscawen Park during the Summer 2021.
(iii) Request For Use
To consider a request from a group in Truro linked to the Cornwall WI climate ambassador group to put up a climate change banner in Boscawen Park. To be introduced by the Chairman.
- 12 **BOSCAWEN PARK AND THE SWANPOOL**
Dredging of Swanpool – Update (Standing Item)
Parks, Amenities and Facilities Officer to report (Minute 263 refers).
- 13 **IDLESS NURSERY - PROJECT UPDATE**
Parks, Amenities and Facilities Officer to report (Minute 423 refers).
- 14 **PROPOSED TRURO CITY COUNCIL ZERO CARBON WORKING GROUP**
Appendix A
To consider in principle draft terms of reference for a zero carbon working group to be recommended to Council for consideration by the successor Committee in the new Council (Minute 419 refers).
- 15 **TOWNS FUND PROJECT**
The Parks, Amenities and Facilities Officer will update the Committee at the meeting.
- 16 **PARKS, AMENITIES AND FACILITIES OFFICER'S REPORT** Appendix B
Report from Parks, Amenities and Facilities Officer relating to any information for Members that does not require a recommendation.
- 17 **PARKS MANAGER'S REPORT** Appendix C
Report from Parks Manager relating to any information for Members that does not require a recommendation.
- 18 **TWO, FIVE AND TEN YEAR PLAN** Appendix D
To consider a bi-annually updated draft Two, Five and Ten Year Committee Work Plan (Minute 266 refers). Parks, Amenities and Facilities Officer and Chairman to report.

19 **LETTERS OF APPRECIATION**

20 **CORRESPONDENCE**

21 **DATE OF NEXT MEETING – PARKS AND AMENITIES COMMITTEE**

Monday 21 June 2021

The agenda for the next Parks and Amenities Committee to be held on Monday 21 June 2021 will be prepared on Wednesday 16 June 2021. In accordance with Minute 302 (03.12.12), should a member wish an item to be included on this agenda please inform the Town Clerk's office by Tuesday 15 June 2021 as no items other than those on the agenda can be considered at the meeting.



ROGER GAZZARD
TOWN CLERK



Truro City Council

Truro City Council Carbon Zero Working Group

Terms of Reference

Purpose

The Working Group has the core purpose to report on and suggest methods to reduce Truro City Council's (TCC) carbon footprint. This group will work toward the 2030 net zero ambition agreed upon by Truro City Council in February 2019.

Aims and Responsibilities:

The aims of the Working Group are:

- Develop and agree an on-going methodology for recording TCC Green House Gas (GHG) emissions.
- Develop and deliver a reduction strategy, aiming to achieve net zero by 2030.
- Develop a wider communication plan which will allow TCC to take an active role for achieving carbon neutrality within Truro. The plan will aim to encourage and support local residents and businesses to tackle their own GHG emissions, leading to a wider benefit across Truro.
- Consider relevant pledges/schemes which TCC could participate in.
- Explore potential funding options which could help progress TCC's ambitions of carbon neutrality.

Authority:

Set up in accordance with Standing Order 5 and although a working party of the Parks and Amenities Committee, the group will comprise of members across the entire council.

The group will report back to the Parks and Amenities Committee with recommendations, as necessary.

Membership:

The membership of the group will draw on capable and enthusiastic Councillors, TCC staff and members of the public/ local businesses. At a minimum, membership of the group will include the Chairman and Vice-Chairman of the Parks and Amenities Committee, the Parks, Amenities and Facilities Officer and one representative from each of the other standing committees. The group's membership will not exceed 6 Councillors.

A Chairman, Vice Chairman (if appropriate) and Secretariat will be appointed at the initial meeting of the Group.

Meeting schedule and ways of working:

The group will aim to have structured meetings once a month and will aim to hold them a fortnight before the Parks and Amenities Committee meets. The exact dates and times of those meetings are to be agreed at the group's inaugural meeting.

The Group will decide how best to operate; platforms like Zoom and MS Teams could be applied.

Parks, Amenities and Facilities Officer's Report:

Boscawen Park – Applications for Use

Permissions Granted

- Truro Morlaix Twinning Association – Use of boules piste for playing boules from 4 April Sundays & Monday 4 April (Easter Monday) 11:00 – 13:30.
- The Rotary Club of Truro Evolution – Litter Pick Saturday 03.04.21 14:00 – 16:00.
- Charlotte Little - Outdoor yoga classes - Sundays 4 April to 26 September 10:00 – 11:00.
- Truro City Youth Football Club U18s Team – Training at Boscawen Park - 18:00- 20:00 Thursdays 01 & 08 04 21.
- Carrick U3A – Use of boules piste to play petanque from 1 April Tuesdays 11:00 – 13:00, Wednesdays 11:00 - 15:00 & second Sundays 11:00 – 14:00.

Green Truro Festival 2021

Following the success of last year this event has been provisionally booked to take place from Friday 2 July to close of play Sunday 4 July, including an on-line conference style event on the Friday. The event will, of course, be subject to whatever national Covid-19 restrictions are operating at the time of the event. Members will be sent further details by the Events Coordinator in due course.

Maintenance Team

- The installation of solid roadway at Nancemere Allotment Site has almost been completed to allow use of the facilities at the top half by allotment holders being able to drive up with materials for their plots.
- On 6 April we were due to commence work dredging the Leats at Victoria Gardens. Unfortunately, this has been postponed due to the requirement of footpath closures & an application to Cornwall Council for this & advice is currently being sought from the Environment Agency on the disposal of the dredgings. The Environment Agency have cleared the blockage in the pipe running down the river from Carvedras. This will enable fully functioning of the Leats in the Town Centre. These works were originally planned for Easter last year but were postponed due to the pandemic.
- A pedestrian access gate to Redannick Park which had been removed last year due to vandalism has now been replaced with a metal gate.
- Motor & General Engineering will be welding the final instalment of railings at Victoria Gardens in early May which had also been delayed by the pandemic.

Outdoor Sport

Following Central Government's announcement about outdoor sport the tennis courts, outdoor gym equipment, skatepark & football pitches re-opened for use on 29 March.

Parks Machinery and Equipment and Vehicle Plant Renewals Fund & Asset Register

As part of the financial year-end accounting process the Asset Register has been updated. This covers all the machinery and vehicles used by the Maintenance Team, Parks staff & Toilet Team and held at Boscawen Park and Victoria Gardens. Once the new vehicles have been received & added, the Parks Department schedule of machinery will be presented to Parks & Amenities Committee.

Tree Planting at Cornubia Green

The previous date was cancelled & a new date was pencilled in for Tuesday 6 April in line with Easter holidays. The families who expressed an interest were able to participate in the planting & the day was a huge success.

Truro Methodist Church

On 9 March, following a request to provide information about the nature of the pieces and how they would be suspended, Truro Methodist Church thanked us for our help but withdrew a proposal to hang large wooden egg shapes decorated with Easter stories, in the trees at Boscawen Park and Victoria Gardens (Minute 428 refers).

Victoria Gardens

Pilot Refreshment Facility – Two people expressed interest in the trial operation of a refreshment facility located in the existing ‘tea hut’ starting after Easter 2021, following the lifting of current national lockdown restriction. Following a request for business cases, one person withdrew their interest due to other commitments. A business case tender document was received from the other person. The operational details will be finalised by the Town Clerk, in conjunction with myself with a view to commence a trial operation.

Applications for Use Permission Granted

Zoe Mote: Flow Dance & Yoga – outdoor yoga classes - Mondays 18:00 – 19:00 05 04 21 – 30 08 21.

RECOMMENDED:

That the report be noted.

Richard Budge
Parks, Amenities & Facilities Officer
7 April 2021

Parks Manager's Report:

Town

The colder weather has delayed some of our planned work. Wild Truro areas are being prepared but the planting of them has slowed due to the forecasted frost. However, ground preparation is underway. The dry weather has also forced us to do more watering than expected. Some newly planted areas need water as the plants are not quite established. New Wild Truro beds have been made in the Public Cemetery and along St Clements Street. These will contain features as well as plants. Elsewhere in the town we are clearing areas for more of our pollinator friendly mixes. These once again will be dotted around Truro. The seed will be sown at the end of April.

Nursery

We have now got all the customers baskets planted; this is around 400. The rest of the baskets, window boxes and hayracks are also underway and will be finished in the next two weeks. Seeds are germinating well, and all plug plants have arrived. These along with 700 plus dahlias are being potted and grown for our main bedding displays.

Boscawen Park

We are continuing to mulch and clear through the perennial beds. Football has restarted, so the pitches are being maintained more regularly. Cricket is also looking like it will be going ahead and work on the square, which has been mainly left for nearly twelve months, is increasing. The first game will be on 17 April.

Victoria Gardens

We now have a new Skate Park Attendant. He will be here for the summer months and will be working on the usual duties but also working with the other users of the park to look at combatting the littering problems. He already has two young volunteers with bin bags. We hope over the next few months to work with the skating community there and improve the area for all. Work in the main gardens is continuing at pace. Clearing is continuing and planting of some areas has started. Again, we are being a little hampered with the colder weather. The Head Gardener is growing smaller shrubs in pots. These will be planted in the autumn.

Contract Work

This is increasing as we enter April. Most of our contract work has now doubled. During 2020, we have increased our regular work and have taken on two new contracts. A new contract for work at Newham has come into place and we are working with Newham BIDS and other businesses on the industrial estate to increase what we do.

RECOMMENDED:

That the report be noted.

Liam Shoesmith
Parks Manager
7 April 2021

HIGH LEVEL PROJECT LIST

LOCATION	PROJECT	WORK REQUIRED	ACTION OWNER	TIMESCALE	COST
Victoria Gardens	Band Stand	Repair & refurbishment of bandstand and top shelter. Small project which the Group want to raise money for. Detailed structural survey undertaken by Calibre Metal Works. Detailed report received & ready to go out to contract.	Friends of Victoria Gardens	Investigating – review 2021	Once report received tenders will be sought.
	RAM	Excavation and relocation to top by weir gate. Own water supply. Separate supply to town and RAM.	Parks, Amenities and Facilities Officer	2024	No Costing
		All water features to be upgraded.	Parks, Amenities and Facilities Officer	2024	No Costing
	New Build	Planning permission-building to match house (see plans).	Parks, Amenities and Facilities Officer	2024 (Planning Lapsed)	No Costing
Idless	Install new Nursery	Steel frame building erected & completed.	Parks, Amenities and Facilities Officer is Project Manager	2020 Q2	£178k + £26k for extra foundations
		Install septic tank and drainage. Tenders have been received & JB Andrews contractor appointed to begin work spring 2021. Complete. Awaiting installation of rain harvesting system.		2021	£54,893
		Install 1. Glasshouses		2021	No costings

HIGH LEVEL PROJECT LIST

LOCATION	PROJECT	WORK REQUIRED	ACTION OWNER	TIMESCALE	COST
		<ul style="list-style-type: none"> 2. Skin poly-tunnels 3. Irrigation 4. Heating 5. Surfacing 			
Boscawen Park tennis facilities	Improvement of tennis facilities	<p>Demolition of existing Tennis Pavilion</p> <p>Build New Tennis Pavilion with Café, viewing area, modern changing & public toilet facility. Contract let.</p>	Parks, Amenities and Facilities Officer	<p>Works due to commence Summer 2021</p> <p>Late Summer 2021 26-week build</p>	£490K
Boscawen Park Nursery	<p>Staff facilities</p> <p>Clear site</p> <p>Future Project</p>	<p>New staff mess room, toilet and shower facilities.</p> <p>Dismantle Greenhouse and Polytunnels. Demolish wooden greenhouse.</p> <p>Development of sports hall, visitor attraction etc unknown.</p>	<p>Parks, Amenities and Facilities Officer</p> <p>Parks, Amenities and Facilities Officer</p> <p>Parks, Amenities and Facilities Officer</p>	<p>Project completed</p> <p>Autumn 2021</p> <p>Planning to commence 2021/22 as part of Towns Fund Bid</p>	<p>£40K</p> <p>Not Costed. Work to be undertaken by Maintenance Team</p> <p>Costs are being sought</p>
Daubuz Moor	Bridge	Liaise with all relevant parties on design, build and mitigating factors. Awaiting negotiation of licence with Cornwall Council which could be a long time.	Led by Parks, Amenities and Facilities Officer with Rosedale Community Association	2020/21	£7,500 Section 106 Funding allocated but price TBC.

HIGH LEVEL PROJECT LIST

LOCATION	PROJECT	WORK REQUIRED	ACTION OWNER	TIMESCALE	COST
Redannick Park	Playpark Installation	Final works on installation (weather dependant) to reopen.	Parks, Amenities and Facilities Officer and Friends of Redannick Park	Installation of equipment completed. New path to be surface. Contract let, awaiting date to commence following Covid-19 restrictions lifting.	£98,932.61
Tremorvah Playing Field	Playpark	Install 5 Items of Play Equipment and relocate fence	Parks, Amenities and Facilities Officer	Play equipment installed. Fence relocated. Project complete.	£56,516.47
Beechwood Parc	Maintenance of land	Path works – measurement	Countryside Ranger	2020	Awaiting quotation. More quotations required.
		New friends' group to be established	Countryside Ranger	2021	Nil
Treffry Road	Allotments	Create new allotments once land has been transferred	Parks, Amenities and Facilities Officer	Awaiting Cornwall Council to transfer land	Section 106 funding will be available

PARKS AND AMENITIES DEPARTMENT - PROJECTS CALENDAR

2020	2021
<p>BOSCAWEN PARK – STAFF FACILITIES <i>(completed)</i></p> <p>REDANNICK PARK – PLAYPARK <i>(completed)</i></p> <p>TREMORVAH – PLAYPARK <i>(completed)</i></p>	<p>VICTORIA GARDENS – BANDSTAND (Ready to go out to tender)</p> <p>VICTORIA GARDENS – REPLANTING (started in-house)</p> <p>BOSCAWEN PARK NURSERY – CLEAR SITE</p> <p>IDLESS NURSERY – COMPLETE PROJECT</p> <p>BOSCAWEN PARK – TENNIS FACILITIES <i>(tender let)</i></p> <p>BEECHWOOD – PATH MAINTENANCE <i>(needs to be advertised via Contracts Finder)</i></p> <p>DAUBUZ MOOR – BRIDGE & POND <i>(held up through CC licence transfer)</i></p>
2022	2023
<p>BOSCAWEN PARK NURSERY – FUTURE SITE</p>	<p>REDEVELOPMENT OF BOSCAWEN PARK NUSERY SITE</p>
2024	2025
<p>VICTORIA GARDENS – RAM AND WATER FEATURE</p>	<p>VICTORIA GARDENS – NEW BUILD</p>

Updated 07 04 21