



CITY OF TRURO

Roger Gazzard  
Town Clerk

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F6/3/RG/RD

March 2021

**YOU ARE HEREBY SUMMONED TO ATTEND A ZOOM MEETING OF THE TRURO CITY COUNCIL TO BE HELD AT 7.00 pm ON MONDAY 29 MARCH 2021**

For the transaction of the under-mentioned business:-

- 1 **Prayers**  
Prior to the formal business of the Council, The Dean of Truro, the Mayor's Chaplain, to say prayers.
- 2 **To receive apologies for absence**
- 3 **Disclosure or Declarations of Interest**  
Councillors will be asked to make disclosures or declarations of interest in respect of items on this agenda
- 4 **To confirm the Minutes of the Council Meeting held 1 March 2021 pages 196-203 (Minute Nos: 388 - 404).**
- 5 **Open Session for Cornwall Councillors verbal, written or tabled reports (15 minutes)**  
This is an opportunity to discuss Cornwall Council issues relevant to the Council. If there are any matters that require a Council decision, please notify the Town Clerk four working days before the meeting.
- 6 **Open Session for Electors of Truro – Verbal Questions (15 minutes)**  
This is an opportunity for electors to raise issues with the Council. The Council is unable to make any resolutions at this meeting on any issues raised
- 7 **To receive verbal communications from the Mayor**  
This item will include arrangements for St Piran's Day.
- 8 **To receive Correspondence**
- 9 **Question Time pursuant to Standing Order No. 5k – Written Questions only**  
Councillors may ask the Mayor or the Town Clerk questions in writing. A minimum Of four clear working days is required, unless the matter is urgent, when the question must be received by the Town 'Clerk before twelve noon of the day of the meeting
- 10 **To receive information and/or determine action as appropriate in the following report:**

**MEETING OF THE PLANNING COMMITTEE HELD 4 MARCH 2021**

Page Nos: 204 - 206, (Minute nos: 405 – 409)

(Appendix 1)

**MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD 8 MARCH 2021**

Page Nos: 207- 212, (Minute nos: 410 – 432)

(Appendix 2)

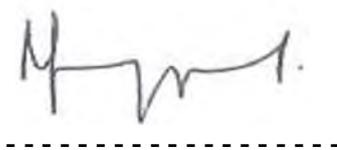
**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 15 MARCH 2021**

Page Nos: 213 - 216, (Minute nos: 433 – 440)

(Appendix 3)

- 11 **Boscawen Park Tennis Pavillion** (Appendix 4)  
To consider a resolution to take out a loan from the Public Works Loans Board to complete the funding of this project
- 12 **Town Clerk's Report** (Appendix 5)  
To consider the report of the Town Clerk
- 13 **Truro/Roseland Community Network Panel**  
Councillor Wells to report
- 14 **To receive verbal or written reports of meetings or conferences attended by members**  
If members wish the Council to pass resolutions based on their reports, the reports must be in writing and submitted to the Town Clerk at least four clear working days prior to the meeting.
- 15 **To authorise the sealing of documents to give effect to any Resolutions passed by the Council at this meeting**

**DATED this Twenty-Fourth of March, Two Thousand and Twenty One**



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**PRESENT:** The Mayor (Councillor Bert Biscoe), Honorary Freeman Cllr Wells, Councillors Allen, Mrs Callen, Mrs Carlyon, Mrs Eathorne-Gibbons, Ellis, Green, Mainwaring-Evans, Mrs Neale, Nolan, Mrs Nolan, Pascoe, Rich, Roden, Ms Southcombe, Mrs Stokes, Mrs Swain, Tamblyn, Mrs Tudor, Vella, Webb and Wilkins.

**APOLOGIES:** There were no apologies of absence.

Also in Attendance: Roger Gazzard, Town Clerk;  
The Dean of Truro, The Very Rev'd Roger Bush (Mayor's Chaplain);  
David Harris CC;  
John Floyd, The Office for National Statistics;  
Nikki Santolamazza and Isabelle Reisner, Administrators  
Graham Smith, press  
and other members of the public;

### **PRAYERS**

Prior to the formal business of the Council, the Dean of Truro said prayers. After prayers had been given, the Dean left the meeting as he had other engagements.

### **388 DISCLOSURES OR DECLARATIONS OF INTERESTS**

There were no disclosures or declarations of interest.

### **389 MINUTES OF COUNCIL**

The Minutes of the Council Meeting held on 25 January 2021 were taken as read and signed by the Mayor as a correct record with the following comments:

#### **Agendas**

It was raised by Councillor Wilkins, and agreed by the Mayor, that it would be useful for the PDF of the Council agenda (and any large Committee agendas) to be numbered sequentially for reading ease.

#### **Healthy Streets Working Group (Minute 339, page 171)**

Councillor Allen (Deputy Mayor) commented the resolution was not quite what she read out as her written proposal. The Mayor clarified that the resolution itself was read out by the Town Clerk prior to the vote taking place and therefore the minutes were an accurate reflection of the resolution that was agreed.

### **390 PRESENTATION TO COUNCIL**

**[N.B. This item was swapped with the above, changing the order of the agenda items, by agreement of the Mayor, as Mr Floyd was not in the meeting at the time of the meeting's commencement]**

Mr John Floyd, Census Engagement Manager from The Office for National Statistics, briefly presented to the City Council, and circulated slides relating to changes to the Census this year, including its digitalisation, discussing the importance of collecting accurate data on the population. Notification of the Census would arrive towards the end of the week/start of the next week.

After the presentation, the Mayor thanked Mr Floyd for attending, and Mr Floyd left the meeting.

### **391 CORNWALL COUNCIL**

#### **(i) Highways – Installation of traffic island at Kenwyn Hill**

Councillor Harris CC informed Members that Cornwall Council was planning to install a traffic island at the top of Kenwyn Hill near Truro Heights, to improve safety for pedestrians crossing. This was due to take place at the same time as the Quiet Lanes project.

**(ii) Truro Development Company**

**(N.B. Also refer to the Finance & General Purposes Committee (15.02.2021), Minute 396, Page 199 below)**

Councillor Harris CC referenced the proposed Truro Development Company (Minute 375, page 188 of the Finance & General Purposes Committee, 15.02.2021), commenting he had seen how similar companies have worked at Cornwall Council, suggesting caution should be exercised in the set-up, and that a Chairman should not be appointed prior to the formation of the company. Directors should be advertised for instead of co-opted.

**(iii) Private Housing Rental in Truro**

Councillor Rich CC commented he had been approached by several local people who had found it very difficult to get affordable private housing in Truro due to the high costs. Councillor Rich CC had spoken to an estate agent who informed him it was usual to have over 150 applicants for each property, and people outside of Cornwall were offering a year's rent upfront to secure properties, making it very difficult for local people. Cornwall Council did have a legal duty to house people who were unable to find accommodation. However, this could be as far away as Devon, making it impossible to continue school or work in Truro. Councillor Rich CC had been speaking to Cornwall Council, and was finding it hard to explain how widespread this issue was, particularly when emphasis was usually on affordable accommodation (of the social housing) instead of ensuring private rental was affordable too.

**(iv) Road Map and local issues – Covid19.**

Councillor Nolan commented that though there is now a road map out of lockdown, it was important to note that each tier would only be reached if data showed that improvements to infection levels and mortality rates had been made, and therefore it was important to still only travel if necessary. The enforcement teams would be in place until at least May and had reported encounters with aggressive members of the public harassing those queueing for their vaccinations.

Councillor Mrs Swain asked for advice regarding anti-vaccination stickers littering street furniture, and newsletters and notes from unofficial groups being posted through letterboxes. Councillor Nolan CC replied that it was important to report these incidents to Cornwall Council, and in the case of the stickers, if a location could be provided, these would be removed.

**(v) Anti-social Behaviour and Covid19**

Councillor Biscoe CC mentioned that people were struggling with this latest lockdown and tempers were short. Anti-social behavioural issues because of lockdown were difficult to resolve, and the City Council was working towards a solution to reopen the public toilets following an assault on a member of cleaning staff. There were also issues around the futures of young people who were entering the job market, and disruption to education was ongoing.

It was confirmed the toilets at Boscawen Park were open and that it was the toilets in the City Centre that had been closed.

**(vi) Pydar Street**

Councillor Biscoe felt the refusal of the application was detrimental, and it was important to work with officers to get the scheme back on track with a design that worked for everyone. Councillor Roden suggested that City Councillors could compile their ideas for the scheme and present them collectively to Cornwall Council. The Mayor asked the Town Clerk to think about the best way of approaching this.

**392 OPEN SESSION FOR THE ELECTORS OF TRURO**

There were no questions from the electors of Truro.

**393 MAYOR'S VERBAL COMMUNICATIONS****St Piran's Day**

The Mayor informed Members there would be a virtual parade on Facebook for St Piran's Day on Friday 5 March 2021, and an activity pack was available by either contacting the page, Truro City Council's Events Co-ordinator, or at Truro Public Library. At 12:30pm there would be an online tea party where people could join in from their own homes via Zoom. The events of the day would also include greetings and best wishes from several dignitaries including the Lord Lieutenant, the High Sheriff of Cornwall, and the Mayor of Truro, amongst others. At 6pm, the Mayor and Town Crier would do a shouting of 'Oggie, Oggie, Oggie' in the main street of Truro, which would be shown virtually via the page. Truro Voice would be printing a supplement. If Members wished for more information, they were asked to either contact the Mayor or the Events Co-ordinator.

**394 CORRESPONDENCE**

There was no correspondence to report.

**395 QUESTION TIME – WRITTEN QUESTIONS**

There were no written questions.

**396 COMMITTEE REPORTS**

The Minutes of the Meetings of the under-mentioned Committees were approved and adopted by the Council, except where otherwise stated:

**MEETING OF THE PLANNING COMMITTEE**

4 FEBRUARY 2021

Proposed by Councillor Webb, seconded by Councillor Pascoe

It was confirmed that Councillor Webb, who would be Chairing the next Planning Committee meeting, to be held on Thursday 4 March 2021 at 7:00pm, would speak about the work of the Truro Conservation Area Advisory Committee, who were a sub-committee to the Planning Committee.

**MEETING OF THE PARKS AND AMENITIES COMMITTEE**

8 FEBRUARY 2021

Proposed by Councillor Ms Southcombe, seconded by Councillor Mrs Eathorne-Gibbons

**Public Conveniences** (Minute 357, page 180 of the Parks & Amenities Committee, 08.02.2021)

The Town Clerk was asked whether signage at Boscawen Park could be improved as members of the public were reporting they were finding it difficult to find out where the toilets were.

**Boscawen Park Project** (Minute 360, page 183 of the Parks & Amenities Committee, 08.02.2021)

Councillor Mrs Neale pointed out she had asked for it to be recorded in the minutes that she was not in favour of the recommendation of the above item as she felt it was too ambitious.

**Idless Nursery** (Minute 364, page 185 of the Parks & Amenities Committee, 08.02.2021)

The Town Clerk reported that work at Idless Nursery was almost complete, and it would soon be time for the planting to go into the tunnels.

**Staffing Structure** (Minute 369, page 186 of the Parks & Amenities Committee, 08.02.2021)

It was reported that a report on this matter had gone to the Parks & Amenities Committee and if any Councillor wished to see this report, they could ask for a copy from the Town Clerk or the Parks & Amenities Manager.

### **MEETING OF THE FINANCE and GENERAL PURPOSES COMMITTEE**

15 FEBRUARY 2021

Proposed by Honorary Freeman Councillor Wells, seconded by the Mayor.

**Truro Development Company** (Minute 375, page 188 of the Finance & General Purposes Committee, 15.02.2021)

It was agreed that as it was important that discussion should be as open and transparent as possible, Councillors would strive to stick to the subject of principles on this topic and not discuss individuals.

The Town Clerk gave a brief history of Council discussions about forming a development company, from April 2020, and the agreement at the December 2020 meeting that the Council agreed to own a company. The Town Clerk commented he felt this would benefit the City of Truro and if Councillors were concerned then the creation of the company should be paused until Councillors felt reassured about moving forward.

Councillors discussed concerns regarding appointments to the board of directors as the company had yet to be created, however the Mayor commented any suggestions were to be considered expressions of interest at this stage. There was additional concern about how the formation of the company was being carried out, with the comment that it seemed to be working backwards, which highlighted an urgent need for the company's formation to be planned out, and at the most, individuals could be pencilled into positions as suggestions, but nothing should be set in stone, and the positions should be advertised in the public domain.

Members discussed the merits of having a less formal meeting to discuss concerns (and to include other interested parties) and then the item could go through the usual channels of being discussed formally at the Finance & General Purposes Committee and then at Council again for ratification. It was also mentioned that one City Council representative on the board was not enough, and the Mayor and Deputy Mayor should also be on the board in an ex-officio capacity. There was also concern expressed over deferring a decision and running the risk of being out of the loop, instead of voting on an amendment to this meeting from Councillor Roden (that had been circulated to Councillors prior to the meeting) that asked for an independent appraisal of options open to the City Council and also the possibility of an independent report weighing up the risks and benefits to the City Council of creating and running the company. A request was made for sight of the legal document referred to in the Town Clerk's covering report. It was agreed this would be made available for any informal meeting that was arranged. It was added that linking this with the Truro and Kenwyn Neighbourhood Development Plan would give added weight to the company, which would then be complying with planning legislation at a foundational level.

It was also commented that a separate informal meeting would be useful for Councillors to discuss Pydar Street.

Following the above discussion, it was proposed by Councillor Biscoe (the Mayor) and seconded by Honorary Freeman Councillor Wells that it be

**RESOLVED** that an informal meeting be held to discuss issues relating to the creation of the Truro Development Company, which

would then be followed by a formal discussion at a later meeting of the Finance & General Purposes Committee and a recommendation made to Council. A separate informal meeting to discuss Pydar Street proposals would take place for the City Council to inform Cornwall Council of its wishes for the development.

**Healthy Streets Working Group** (Minute 381, pages 192-194 of the Finance & General Purposes Committee, 15.02.2021)

Honorary Freeman Councillor Wells pointed out that this was not a resolved item and the wording at Full Council on 25 January 2021 (Minute 339. Page 171 refers) stated the item would come back to Council to resolve after consultation between the Working Group and its stakeholders.

Members discussed the issue of closing the City Centre, with general comments that this was a good thing during lockdown to allow for socially distanced business in the City Centre, and that this should continue until lockdown ceased, to ensure the best chance at lifting all restrictions.

There was conversation regarding what should happen in the long term, particularly in relation to ensuring ease of access to the buses, along with enough stops throughout the City to provide access for those with mobility issues, should any permanent pedestrianisation of the City Centre occur. Also, consideration should be given to encouraging people to utilise the City Centre, as well as bearing in mind the Climate Emergency Declaration. However, it was agreed the current focus was on making sure the City could operate in a safe and productive manner for the rest of the pandemic.

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

**RESOLVED** that the City Council asks Cornwall Council's Highways Department to reinstate the temporary pedestrianisation that was in place during Lockdown1 during 2020 on the same terms from 12 April 2021, for the period of the Covid emergency.

Councillor Biscoe wished for his name to be recorded as having voted against the above resolution.

Councillor Harris left the meeting at 8:42pm.

### 397 COMMITTEE SELECTION

Following an email advising Councillors that the only Committee vacancy at present was on the Parks & Amenities Committee, it was proposed by the Mayor and

**RESOLVED** that Councillor Green would sit on the Parks & Amenities Committee for the remainder of the Council year.

### 398 FURNISS COAL CHARITY

Councillor Biscoe (the Mayor) reminded Members that the Furniss Coal Charity had been seeking ways to expand the terms of reference of the charity to offer other methods of fuel besides coal, due to the Climate Emergency Declaration. Advice from an independent solicitor for the Council was that the Council should advise the Charity Commission that the terms of reference were changing and would be implemented by a specific date, and then to go ahead with the changes if there was no response to the contrary.

It was therefore proposed by Councillor Biscoe (the Mayor) and

**RESOLVED** that the Town Clerk writes to the Charity Commission to inform them that upon advice of an independent Solicitor, the terms of reference for the Furniss Coal Charity would be expanded to include alternative fuel to coal.

### 399 CITY COUNCIL ORGANISATIONAL REVIEW

Councillor Webb spoke briefly on his written motion, that following the praise given to the City Council and staff about the successful continuation of running the Council with adaptations due to the pandemic, it was important to have a review to see what worked well and what did not work so well during lockdown to allow for the implementation of new ways of working to continue where successful. Councillor Webb's suggestion was to include all Committees, Councillors, and staff in this assessment, and to collate all the responses into a cohesive document for the Council to consider. Councillor Webb also commented the National and Cornwall Associations for Local Councils were looking at introducing measures such as virtual meetings to allow individual Councils to have an option about how they work.

Councillor Mrs Stokes, who seconded the motion, commented working from home was a successful way of working for many employers and employees, and she felt it was very easy for the Council to revert to previous ways of working without carrying forward the benefits the pandemic has produced in working practices. It was also important to take note of what to avoid should another similar situation occur in the future.

Councillor Biscoe (the Mayor) felt it was important to include the last four years of the previous Council in this work, not just the pandemic, to gain a broader picture of structural or organisational work that may need changing, and felt the conclusions could be written into the business plan for after the next election, when a new Council would be formed.

Members discussed the suggestions, and felt it was important that it was not just management who had input into this but also individual staff, and that this was led from the bottom up instead of the top down. It was also mentioned that it was important the benefits were continued after the cessation of lockdown and not just considered after the next election.

It was therefore proposed by Councillor Biscoe (the Mayor) and

**RESOLVED** that Committees, Councillors, the Town Clerk, Officers and staff of the City Council were invited to review the work of the Council over the last four years, and to consider lessons learned during the Covid emergency, to feed into the new business plan preparation process.

Councillor Mrs Neale abstained from voting on the above resolution.

### 400 SELECTION OF THE MAYOR AND DEPUTY MAYOR 2021/2022

#### (i) Mayor Elect 2021-2022

The Town Clerk explained the Mayoral Selection process in accordance with Procedural Guidance and called for a proposer and seconder in respect of the nomination of Mayor Elect for the forthcoming Municipal Year. It was proposed by Councillor Mrs Eathorne-Gibbons and seconded by Councillor Rich that the present Deputy Mayor, Councillor Allen, be nominated.

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

**RESOLVED** that the election for the Mayor for 2021/2022 proceed via a

secret ballot, as per Standing Order 9b and Procedural Guidance 1 and 3.

The Council then proceeded to vote by secret ballot via Zoom poll, and Councillor Allen was duly elected with a vote of sixteen votes for and four against.

Councillor Allen thanked members of the Council for their support and electing her to serve as Mayor.

**(ii) Deputy Mayor Elect 2021-2022**

Members were informed the most senior Councillor who had agreed for his name to go forward for nomination of Deputy Mayor was Councillor Webb.

The Town Clerk then called for a proposer and seconder in respect of the nomination for Deputy Mayor Elect for the forthcoming Municipal Year. It was proposed by Councillor Nolan and seconded by Councillor Tamblyn that Councillor Webb be nominated.

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

**RESOLVED** that the election for the Mayor for 2021/202 proceed via a secret ballot, as per Standing Order 9b and Procedural Guidance 1 and 3.

The Council then proceeded to vote, by secret ballot via Zoom poll, and Councillor Webb was duly elected by a unanimous vote.

Councillor Webb thanked members for their confidence and electing him to serve as Deputy Mayor.

It was therefore proposed by the Mayor that it be

**RESOLVED** that

- (a) Councillor Allen be invited to accept the office of Mayor of the City of Truro for the Municipal year 2021-2022;
- (b) Councillor Webb be invited to accept the office of Deputy Mayor of the City of Truro for the Municipal Year 2021-2022.

**401 TOWN CLERK'S REPORT**

**(Appendix A)**

The Town Clerk read out his report, informing Members the Tourist Information Centre would reopen, if all was well, on 12 April 2021, that the café at Boscawen Park had taken its highest ever income the previous week, and that the Public Conveniences staff member who had been assaulted was doing well.

Councillor Roden commented that it was expected that there would be an extension to the legislation allowing virtual meetings of Councils, which would otherwise cease in May. It would be useful for the Town Clerk to join with other Councils and write to the local MP to push for the extension to take place.

It was confirmed that local elections would take place on 6 May 2021.

The Town Clerk's report was noted.

**402 TRURO & THE ROSELAND COMMUNITY NETWORK PANEL**

Honorary Freeman Councillor Wells reported the Network Panel met on 26 January and there was a presentation from Dr Ruth Goldstein on the pandemic. It was a sobering presentation that reiterated the pandemic was not over yet and it was

important to keep to guidelines until told otherwise. A second presentation was given by Jon Drew, Enforcement Officer at Cornwall Council, who issued a reminder that Councillors could ask for updates on enforcements they knew were ongoing. Councillors briefly discussed enforcement of trees, issues relating to lack of communication between Tree Officers and Enforcement Officers, with the consensus that not enough was being done to protect trees within the area.

**403 REPORTS OF MEETINGS OR CONFERENCES ATTENDED**

There were no meetings or conferences to report.

**404 COMMON SEAL**

**RESOLVED** that the Common Seal be affixed to any document or documents necessary to give effect to the resolutions passed by the Council at this Meeting.

The meeting closed at 9:25pm

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MAYOR

## **Town Clerks Report Council 1<sup>st</sup> March 2021**

### **Financial Position**

I reported to the Finance and General Purposes committee that the accounts to the end of January show a small overspend against the revised budget, but I remain confident of at least a breakeven position at the year end.

### **COVID Lockdown**

We are currently in Lockdown 3 which has once again impacted upon our services, but not as severely as lockdown 1. Staff are working from home where possible, the Library is open on a click and collect basis and the TIC shop is closed. The Boscawen café continues on a take-away basis only. Apart from this our services are open.

The government has now announced the intended timescale to re-open and at present our outdoor sports provision will re-open on the 29<sup>th</sup> March and the TIC and Library will open again on the 12<sup>th</sup> April. I am awaiting further information regarding the extent of the re-opening of the library.

### **Public Conveniences**

At the time of writing the City Centre public conveniences have been shut following an incident last weekend. As a responsible employer we need to provide our employees with a safe working environment and we are currently working with the Police and Cornwall Council to achieve this. The public conveniences will re-open as soon as this is achieved.

### **Towns Deal Board**

#### **1 Delivery of Accelerator Projects, (Boscawen Park pavilion, St. Clement St. Day Centre, Mobile Stage, City Centre Infrastructure improvements)**

The City Council is responsible for delivery of the above schemes before the end of the financial year.

#### **Infrastructure (£198k)**

- New seating and benches (up to 100)
- New cycle racks and storage for 100 bikes
- Parklets, individually designed.

We have come up against a problem of extraordinary long lead times for the supply of some items due to various issues with suppliers relating to covid and have asked for some flexibility in the end date, currently the 31<sup>st</sup> March.

#### **Mobile Stage (£82k)**

- New stage on trailer

- New audio equipment and lighting
- Construction of garage.

The stage has been purchased and delivered and we are assessing the tender for the sound and lighting. The Parks committee has agreed a site for the garage and a planning application is being prepared.

#### **St. Clement Street Day Centre (£110k)**

The contractor is on site with a completion date at the end of March. The contract has been delayed from a completion date of the end of February by the discovery of a small amount of asbestos.

#### **Boscawen Park Pavilion contribution (£60k)**

Tenders have been received and I am awaiting details from our technical advisors.

**2** The Town Deal Board submitted the Town Investment Plan to the government at the end of January. I circulated the document to Councillors We expect to hear from the government at the beginning of April.

#### **Council Elections in May 2021**

We are advised that the elections will go ahead in May 2021. The period of purdah will begin on the 22<sup>nd</sup> March.

#### **Council Meetings**

We are awaiting to hear whether the current legislative change to allow Councils to hold virtual meetings will be extended from the current end date in May.

#### **Recommendation**

That the report is noted.

**Roger Gazzard**  
**Town Clerk**

**PRESENT:** Councillors Allen, Biscoe, Mrs Carlyon, Ellis, Nolan, Pascoe, Mrs Swain, Webb (Chairman) and Wells

**APOLOGIES:** An apology of absence was submitted by Councillors Mainwaring-Evans, Tamblyn and Vella

Also in attendance: Councillor Roden, Damien Richards (Community Development Worker);  
Two members of the public;  
Councillor David Harris CC and Paul Bareham speaking for Land Adjacent to 31 Albany Road (PA20/10693), and David Shrimpton speaking for 157/159 Bodmin Road (PA21/00801).

**405 DISCLOSURES OR DECLARATIONS OF INTEREST**

Councillor Webb declared an interest on 157/159 Bodmin Road (PA21/00801) as his parents were a neighbour, and Councillor Wells declared an interest in Land Adjacent to 31 Albany Road (PA20/10693) as he is a Director and Trustee of New Beginnings Community Centre. Neither Councillor participated in the discussion or voted on these respective applications.

**406 PLANNING MINUTES**

The Minutes of the Planning Committee meeting held 5 February 2021, having been before Council on 22 February 2021, were considered a correct record.

**407 PLANNING CONSULTATION**

**(a) Schedule 1A**

Further to all Councillors of Truro City Council being given the opportunity to submit comments to applications in their Ward (by an agreed deadline), and for Members of the Planning Committee to comment on this Schedule prior to publication of the agenda for this meeting, it was proposed by Councillor Webb (Chairman), and that it be unanimously

**RESOLVED** that the recommendations contained within Schedule 1A, as proposed by the Chairman, be adopted by the Planning Committee.

**(b) Schedule 1B**

Councillor Webb (Chairman) spoke briefly about the Truro Conservation Area Advisory Committee (TCAAC) and its scope of influence, commenting that the Committee was set up to advise the Planning Committee on matters within the Conservation Area and on Listed Buildings, which can then be incorporated into the Planning Committee's responses to Cornwall Council. The Committee also submit their own comments to Cornwall Council as a member of the public. Councillor Wells commented he did not feel the TCAAC was a sub-committee of the Planning Committee, but it was important that their comments were formally recognized. It was agreed, therefore, that the recommendations of the TCAAC would be noted within the minutes of the Planning Committee under Schedule B.

The TCAAC last met on Monday 1 March 2021 and made the following recommendations:

(i) PA20/10813 - 7- 8 Boscawen Street: Approval recommended

(ii) PA20/11425 - Lander House, 5 Upper Lemon Villas: Approval recommended. Members commented that a folding door would be more appropriate in a Conservation Area and that the Planning/Conservation Officers should keep a watching brief on the Barrack Lane area.

(iii) PA21/00744 – 35 Lemon Street: Approval recommended.

(iv) PA21/01034 - 2 The Parade, Malpas: Approval recommended.

Further to all Councillors of Truro City Council being given the opportunity to submit comments to applications in their Ward (by an agreed deadline), and for Members of the Planning Committee to comment on this Schedule prior to publication of the agenda and at the meeting having heard the comments of the TCAAC, it was proposed by Councillor Pascoe, seconded by Councillor Ellis, and that it be unanimously

**RESOLVED** that the recommendations contained within Schedule 1B, as proposed by the Chairman, be adopted by the Planning Committee.

(c) **Schedule 2**

The Committee considered plans submitted in accordance with the planning consultation procedure, details of which are attached (Schedule 2), and, that it be

**RESOLVED** that Cornwall Council be informed of the following recommendations as voted upon by Truro City Council's Planning Committee: -

(i) **Land Adjacent to 31 Albany Road (1)**  
(PA20/10693)

Unanimous approval recommended

Proposer: Councillor Biscoe  
Seconder: Councillor Mrs Carlyon

Councillor Ellis joined the meeting at 7:14pm during the speakers' section of this application, and therefore participated in the discussion and vote.

As Councillor Wells declared an interest in the above application, he did not take part in the discussion or vote on the above recommendation.

(ii) **Lander House, 5 Upper Lemon Villas (2)**  
(PA20/11425)

Unanimous approval recommended, with a request from Members to either retain the concertina garage doors, or update with a modern version of them, to retain the integrity of the aesthetic of the area, and for a watching brief to be kept on the Barrack Lane entrance.

Proposer: Councillor Biscoe  
Seconder: Councillor Mrs Carlyon

(iii) **157 & 159 Bodmin Road (3)**  
(PA21/00801)

Unanimous approval recommended as Members felt the design set a good benchmark for tight rear garden sites to be developed due to the specifications and the design values, and also subject to there being no sustainable objections from the neighbours.

Proposer: Councillor Biscoe  
Seconder: Councillor Mrs Carlyon

As Councillor Webb declared an interest in the above application, he did not take part in the discussion or vote on the above recommendation. Councillor Wells took the Chair for the above item, and Councillor Webb resumed his position in the Chair following the vote.

(iv) **1A Woodland Heights, Squirrels Leap, Tremorvah Crescent (4)**  
(PA21/00866)

Unanimous refusal recommended due to insufficient justification for the proposed works. As the application was complex and incomplete, and there was an ongoing enforcement case investigating claims the ground floor of the annexe was not being used as a garage, the outcome of which could change this current application, Members felt they were unable to make any other decision than the above.

Proposer: Councillor Wells  
Seconded: Councillor Biscoe

**408 CHAIRMAN'S REPORT**

Councillor Webb (Chairman) had nothing to report other than that raised under correspondence below.

**409 CORRESPONDENCE**

(i) **Letter from a Member of the Public regarding Pydar Street proposals**  
(PA20/00963)

A letter was received and circulated to Members prior to this meeting from a member of the public who was interested in retiring to Truro and had put forward observations regarding the above proposal. The letter had also been sent to Cornwall Council.

(ii) **Organisational Review of the City Council**

Following a motion at Council (Min X, page Y, date refers), Councillor Webb (Chairman) informed Members there would be an item on the next agenda of the Planning Committee asking for comments from Members about what has gone well and what could be changed as part of permanent working practices due to the changes in the Committee that have taken place over the last four years, with an emphasis on lockdown working. Councillor Wells added that as staff opinions had been included in the original resolution, it would be useful for the Committee Clerks to write a brief report to be circulated to the Committee, to be considered within the Committee's final recommendations to Council.

(iii) **Climate Emergency DPD Consultation**

Councillor Webb (Chairman) reminded Members they had been forwarded an email regarding the Climate Emergency DPD Consultation and he encouraged Members to sign up for one of the webinar dates to get a better idea of the consultation. Comments would then be considered at the next meeting of the Planning Committee, after which a formal response could be submitted to the consultation.

The meeting closed at 8:10pm

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CHAIRMAN

# Schedule <sup>16</sup>1A

## PLANNING APPLICATIONS – FOR THE MEETING OF 4 MARCH 2021

### SCHEDULE 1A – To Receive a Single Recommendation for the Entire Schedule at the Meeting.

*If Members of the Planning Committee wish for an application to be transferred to Schedule 2, please inform the Chairman and Clerk by Thursday 25<sup>th</sup> February at 5pm for it to be included on the agenda. Please use material planning considerations only.*

*If the recommendation already states “transfer to schedule 2” there is no need to comment further on this application until the meeting.*

Application Details	Proposal	Ward	Comments from Case Officers	Recommendation from Chairman/ Vice-Chairman & Councillors
<b>(1) PA21/00849</b> <b>Bodinnick, Kenwyn</b> <b>Church Road</b> <b>Mr Alex Atkins AA Tree</b> <b>&amp; Garden Services</b>	T1 Lime - crown raise lime by 3 metres, T2 Oak 1 - Reduce 2 x branches back to main stem and T3 Oak 2 - Reduce 2 x branches back to main stem. Removing small branches to improve view from garden	<b>Trehaverne</b>	<b>Janice Taylor:</b>	Approval recommended subject to the agreement of the Tree Officer.
<b>(2) PA21/00769</b> <b>11 Treyew Road</b> <b>Mr and Mrs N Vinson</b>	Conversion of former Lloyds bank (Class A2 & B1) to residential use plus extensions, construction of garage and formation of garden amenity area	<b>Redannick</b>	<b>Sophie Rogers:</b> The site has planning permission for ten two bed apartments approved under application PA19/10060 on the 25th March 2020. Therefore the loss of the commercial premises is accepted. Any comments should relate to the way in which the building is being altered and extended, rather than the use.	Approval recommended.
<b>(3) PA21/00809</b> <b>Land to the rear of 126</b> <b>Moresk Road</b> <b>Mr J Chapman</b>	Proposed erection of a detached garage	<b>Boscawen</b>	<b>Janice Taylor:</b>	Approval recommended, subject to the building not being used as residential accommodation

# Schedule <sup>17</sup>1A

<p><b>(4) PA21/00726</b>  <b>Highway Verge North East Of The Boundary Fence Of 6 Manor Gardens</b>  <b>Mr Kevin Bryant CC</b>  <b>Economic Growth and Development</b></p>	<p>T1 - Lime - lapsed pollard. Reduce crown and lift lower branches</p>	<p><b>Boscawen</b></p>	<p><b>Jacque Byatt:</b></p>	<p>Approval recommended subject to the agreement of the Tree Officer.</p>
<p><b>(5) PA21/00866</b>  <b>1A Woodland Heights, Squirrels Leap, Tremorvah Crescent</b>  <b>Mr R Dolman</b></p>	<p>Retention and completion of works for existing dwelling squirrels leap (retention of parking area for Japonica)</p>	<p><b>Boscawen</b></p>	<p><b>Sophie Rogers:</b></p>	<p>Schedule 2</p>
<p><b>(6) PA21/00801</b>  <b>157 and 159 Bodmin Road</b>  <b>Mr and Mrs David Shrimpton</b></p>	<p>Full planning for the construction of two, two bed bungalow style houses</p>	<p><b>Boscawen</b></p>	<p><b>Tim Marsh:</b></p>	<p>Schedule 2</p>
<p><b>(7) PA20/10693</b>  <b>Land Adjacent to 31 Albany Road</b>  <b>Mr Roger Gazzard</b></p>	<p>Demolish redundant children's centre and construct a single storey community centre with car park for 35 vehicles, create outdoor communal space and allotment area</p>	<p><b>Trehaverne</b></p>	<p><b>Sophie Rogers:</b></p>	<p>Schedule 2</p>
<p><b>(8) PA21/00491</b>  <b>The Mowhay, Coosebean Lane</b>  <b>Mr M Nicholls</b></p>	<p>Change of use of agricultural land and conversion and extension of an agricultural store building for accommodation providing residential care facilities in C2 use</p>	<p><b>Trehaverne</b></p>	<p><b>Sophie Rogers:</b></p>	<p>Approval recommended</p>
<p><b>(9) PA21/00825</b>  <b>31 Trelander North</b>  <b>Mr Jonathan Hurst</b></p>	<p>Proposed dropped kerb and replacement of grass verge with hard surface</p>	<p><b>Tregolls</b></p>	<p><b>Sophie Rogers</b></p>	<p>Refusal recommended due to the dangerous situation created for pedestrians, the loss of highway verge, and unacceptable loss of public pavement.</p>

# Schedule 1<sup>18</sup>B

**PLANNING APPLICATIONS – FOR THE MEETING OF 4 MARCH 2021**  
**SCHEDULE 1B – APPLICATIONS WITHIN THE CONSERVATION AREA/LISTED BUILDING APPLICATIONS**

*These applications have been seen by ward members/Planning Committee within the month and therefore have recommendations (far right column). However, following recommendations from the Truro Conservation Area Advisory Committee, these applications may be revisited, upon request, at the Planning Committee meeting.*

*This schedule (minus any applications revisited at the meeting) will then receive a single ‘en-bloc’ recommendation as per Schedule 1A*

*If Members of the Planning Committee wish for an application to be transferred to Schedule 2, please inform the Chairman and Clerk by Thursday 25<sup>th</sup> February at 5pm for it to be included on the agenda. Please use material planning considerations only.*

*If the recommendation already states “transfer to schedule 2” there is no need to comment further on this application until the meeting.*

<b>Application Details</b>	<b>Proposal</b>	<b>Ward</b>	<b>Comments from Case Officers</b>	<b>Recommendation from Chairman/ Vice-Chairman &amp; Councillors</b>
<b>(1) PA20/11425 Lander House, 5 Upper Lemon Villas Mr L Annear</b>	Listed building consent for proposed amendment to PA20/02533 for alterations to existing outbuilding	<b>Redannick</b>	<b>Camellia Bullingham:</b>	Schedule 2
<b>(2) PA20/10813 7-8 Boscawen Street Mr Kevin Cunning Lloyds Banking Group c/o C&amp;S Group Ltd</b>	Listed building consent works to First Floor: Removal of internal partition walls. Creation of new partition walls to changed layout. Second Floor: Redecoration works, repositioning of floor and wall power sockets as required	<b>Boscawen</b>	<b>Martin Woodley:</b>	Approval recommended subject to the requirements of the Conservation Officer.
<b>(3) PA21/00744 35 Lemon Street Mrs Connie White, A1 Complete Builders Limited</b>	Listed building consent for removal of old plaster lath from the rear first floor external elevation, replace the lath with wood wool heritage board and fix to existing wood studwork, apply NHL lime base coat with a plastic layer bedded into first coat, apply second coat NHL lime, apply third coat CLS 35 lime mix to finish	<b>Boscawen</b>	<b>Claire Broughton:</b>	Approval recommended subject to the requirements of the Conservation Officer.

# Schedule 1<sup>19</sup>B

<b>(4) PA21/01034</b> <b>2 The Parade, Malpas</b> <b>Dr Ellen Wilkinson</b>	Listed building consent for repair and refurbishment of 11 sash windows and 2 casement windows and for replacement of damaged rear gate with identical design	<b>Tregolls</b>	<b>Camellia Bullingham:</b>	Approval recommended subject to the requirements of the Conservation Officer.
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# Schedule<sup>20</sup> 2

**PLANNING APPLICATIONS – FOR THE MEETING OF 4 MARCH 2021**  
**SCHEDULE 2 – Applications to be considered at the Meeting.**

<b>Application Details</b>	<b>Proposal</b>	<b>Ward</b>	<b>Comments from Case Officers</b>	<b>Recommendation from Chairman/ Vice-Chairman &amp; Councillors</b>
<b>(1) PA20/10693 Land Adjacent to 31 Albany Road Mr Roger Gazzard</b>	Demolish redundant children's centre and construct a single storey community centre with car park for 35 vehicles, create outdoor communal space and allotment area	<b>Trehaverne</b>	<b>Sophie Rogers:</b>	
<b>(2) PA20/11425 Lander House, 5 Upper Lemon Villas Mr L Annear</b>	Listed building consent for proposed amendment to PA20/02533 for alterations to existing outbuilding	<b>Redannick</b>	<b>Camellia Bullingham:</b>	
<b>(3) PA21/00801 157 and 159 Bodmin Road Mr and Mrs David Shrimpton</b>	Full planning for the construction of two, two bed bungalow style houses	<b>Boscawen</b>	<b>Tim Marsh:</b>	
<b>(4) PA21/00866 1A Woodland Heights, Squirrels Leap, Tremorvah Crescent Mr R Dolman</b>	Retention and completion of works for existing dwelling squirrels leap (retention of parking area for Japonica)	<b>Boscawen</b>	<b>Sophie Rogers:</b>	

**A VIRTUAL MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD  
ON MONDAY 8 MARCH 2021 AT 7.00 PM VIA ZOOM**

**PRESENT:** Councillors Allen (Deputy Mayor), Biscoe (Mayor), Mrs Callen, Mrs Eathorne-Gibbons, Ellis, Ms Green, Mainwaring-Evans, Ms Southcombe (Chairman), Webb (Deputy Mayor-Elect), Wells and Wilkins.

**APOLOGIES:** Councillor Mrs Neale and Tamblyn.

**Also in attendance** Councillor Mrs Carlyon.

Richard Budge – Parks and Amenities Manager.

Kate Bell – Compliance Officer (until Minute 416).

4 members of the public – Ms L Ashton, Mr G Mundy, Mr P Caruana and Mr B Sharpe (until Minute 428).

**410 FORMER COUNCILLOR MISS FOZZARD**

The Chairman introduced a minute's silence in honour of former Councillor Miss Fozzard who had been a Chairman of the Parks Committee and Mayor of Truro City Council, and who had donated land on which the new nursery was being developed at Idless. The Mayor paid tribute to her intellectual rigour in leading the Parks Committee and City Council, and also when serving as a councillor of the former Carrick District Council. She had established a ten-year capital plan for the Parks Committee, which laid the foundation for a significant expansion of the Parks Department and the work which continued in this area. Arrangements for her funeral on Tuesday 9 March were noted.

**411 DISCLOSURES OR DECLARATIONS OF INTEREST**

Item 7 Hendra Playing Field (Dreadnought Field) Request for Use: Councillor Wells declared an interest as a member of the Hendra Community Group and did not vote on this item (Minute 418 refers).

**412 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS  
AGENDA - VERBAL QUESTIONS**

Item 9 Health and Safety – Parks Department.

Mr B Sharpe asked a number of questions: Was there an Automated External Defibrillator (AED) defibrillator at Boscawen Park? The Parks, Amenities and Facilities Officer confirmed an AED was available to park users during working hours at the Café in the Park 08:00 to dusk, it was not locked away (and did not require access via a code provided by telephone) for safety reasons. Mr Sharpe further asked, what happened if an AED was needed out-of-hours? The Parks, Amenities and Facilities Officer confirmed the AED was not available out of hours. The Chairman suggested that in this case 999 should be rung. Mr Sharpe then referred to a recent incident of cold-water immersion in the river close by; he noted on contacting the emergency services the operator asked where the nearest AED was. Further, Mr Sharpe asked was the AED registered? The Parks, Amenities and Facilities Officer confirmed the AED was not registered and asked Mr Sharpe when this incident had taken place. Mr Sharpe concluded by suggesting that the Committee consider two matters: firstly, he suggested AEDs were usually registered on-line; and secondly, what was the balance between 24-hour access or limited access. Mr Sharpe noted he was a member of the Harbours Forum and this body was also interested in this matter in relation to water safety.

The Chairman thanked Mr Sharpe for attending the meeting and agreed the Parks, Amenities and Facilities Officer would consider the matters raised and the Committee would discuss them at a future meeting.

**413 MINUTES**

The Minutes of the Meeting held on 8 February 2021, having been before Council on 1 March 2021, were signed as a correct record.

**414 CHANGE IN ORDER OF THE AGENDA**

The Chairman announced that Items 9 (Health and Safety – Parks Department) and 10 (Public Conveniences) would be considered following Item 5 Minutes.

**415 HEALTH AND SAFETY – PARKS DEPARTMENT**

The Compliance Officer presented her regular update regarding the on-going coronavirus pandemic. She apologised for not providing a written report, noting such information would quickly be out-of-date. Following Central Government's announcement of a roadmap for the gradual easing of national Covid-19 restrictions, work was on-going, including the review and update of risks assessments, however, at this stage it was too early ascertain the detailed controls which might be required in the future. Community engagement was an area of focus and it was acknowledged, following the various restrictions over the past year, this work was particularly important. It was hoped there would be opportunities to work with various groups in the near future. Anti-social behaviour continued to be problem, particularly associated with drinking in public places, and several agencies were working on this matter. In particular, the Police were concerned about the enforcement of the existing Truro Public Spaces Protection Order (PSPO) and its publication and prevention thereof. They were concerned the reports they received were an accurate reflection of the current problem and all businesses and employees based in or working in the City Centre were encouraged to report such issues. The Mayor stated, due to the risks to users and staff, he agreed with the Compliance Officer that the correct action had been taken to date. In addition, he had written separately to the Devon and Cornwall Police and Crime Commissioner and requested, together with the Chief Constable, the current style of policing be reviewed, advocating a change in emphasis on prevention and deterrence. A response was awaited, and he was hopeful of a positive outcome. The report was noted.

**416 PUBLIC CONVENIENCES**

**(i) Update (standing item)**

The Compliance Officer's update report was considered by Members:

Public Conveniences – Closures

A member of staff was assaulted at work on 19 February and, as a direct result the toilets in the town centre were closed for safety reasons for staff and users. The assault related to the frequent and continuous problems of anti-social behaviour, street drinking/drug taking and intimidation, issues which only the Police had the powers to resolve. Various meetings had taken place so Old Bridge Street, Lower Lemon Street and The Leats Public Conveniences could be reopened on 8 March. Cornwall Council and the Covid Marshall provision was thanked for the partnership and assistance offered.

Nuisance Behaviour

Criminal behaviour continued to be a problem and was widely discussed through a number of groups affected including: Traders, Truro City Council, Cornwall Council, Bus Companies, and members of the Public. Many business owners and members of the public were understandably frustrated and raised this matter with City Council staff. She reiterated this was a Police matter urged everyone to report incidents to the Police (via 101 for non-emergencies) to ensure accurate statistics were being reported.

Current Toilet Provision

The current provision of open toilets on 8 March was Lower Lemon Street, Old Bridge Street Car Park, The Leats and The Parks (Boscawen, Hendra and Victoria Gardens). The toilets at Moorfield Car Park and The Green / Bus Station were closed. The toilets still closed are being visited to carry out cleaning and various checks so they did not require a professional clean before they could be reopened. The situation would continue to be monitored and toilets would be reopened when possible.

The Parks, Amenities and Facilities Officer noted work to refurbish the Lower Lemon Street Public Conveniences, including the removal of the old Wallgates and replacement of urinals was complete.

During a brief discussion, the Mayor repeated that he agreed the Compliance Officer had undertaken the right action. It appeared relevant organisations were working to address the issues raised in advance of the future re-opening of the City Centre. He re-iterated the importance of public conveniences to the City, acknowledging the importance of dealing with complex issues in challenging times.

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

**RECOMMENDED** that:

1. The Compliance Officer and Parks, Amenities and Facilities Officer be thanked for taking a robust, sensible and careful stance in managing the public convenience facilities and Toilet Cleaning Team.
2. The report be noted.

**(ii) Public Conveniences Working Group – Refurbishment of Green Street Public Conveniences**

In her capacity as lead officer for the Working Group, the Compliance Officer acknowledged that a meeting of the Working Group was required. She undertook to make appropriate meeting arrangements involving the new members following this meeting. The report was noted.

The Chairman thanked the Compliance Officer for her reports and the Compliance Officer left the meeting at this point.

**417 CHAIRMAN'S REPORT**

Appendix A

The Chairman's report was taken as read and noted by the Committee.

**418 HENDRA PLAYING FIELD (DREADNOUGHT FIELD) - REQUEST FOR USE**

An application from Hendra Community Group was considered for the use of Hendra Playing Field for a family picnic on Sunday 11 July 2021 12:00 – 15:00 for 50 – 100 people. The Parks, Amenities and Facilities Officer reported an application form for the event had been submitted but appropriate compliance documentation was awaited.

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

**RECOMMENDED** that permission be granted, subject to the usual terms and conditions, including appropriate compliance conditions.

(Councillor Wells declared a non-pecuniary interest as a member of the Hendra Community Group and did not vote on this matter.)

**419 CARBON AUDIT OF TRURO CITY COUNCIL**

Appendix B

Councillor Mainwaring-Evans submitted a comprehensive report on a carbon audit he had recently undertaken for the Council (Minute 257 refers). The report covered:

- The current climate crisis and the Council's commitment.
- Reporting style.
- Summary of results
- Analysis of results.
- Potential next steps.

A Member suggested a) the report be used in the preparation of the business plan for the forthcoming new Council and form a subject area for one of the plan's themes; b) a working group be established by the successor Committee; and c) draft terms of reference for a working group be formulated by the Committee Chairman, Vice-Chairman, Councillor Mainwaring-Evans and the Parks, Amenities and Facilities Officer. The suggestion was generally welcomed by the Committee.

During discussion of the report Councillor Mainwaring-Evans made several points and answered questions:

- Since the agenda had been published, he had confirmed the City Council had declared a climate emergency on 25 February 2019.
- In response to a Member, he highlighted the issue of water emissions (referred to in Chart 1 on page) and acknowledged it would be borderline impossible to eliminate all such emissions.
- Carbon off-setting was a separate area (requiring a second opinion) from carbon audit which concerned the generation of emissions.

The Committee noted work was already being undertaken in Truro on carbon reduction by other organisations. It was also suggested the City Council might have a leadership and advocacy role in this area in the future.

The Chairman thanked Councillor Mainwaring-Evans for his comprehensive report.

It was proposed by Councillor Biscoe, seconded by the Chairman, and

**RECOMMENDED TO COUNCIL** that:

1. The 'Truro City Carbon Audit and Report 2019/20' be used in the preparation for the next Council Business Plan and form a subject area for one of the plan's themes.
2. The successor Parks and Amenities Committee consider the establishment of a carbon audit working group.
3. The Chairman and Vice-Chairman of the current Parks and Amenities Committee, together with Councillor Mainwaring-Evans and the Parks, Amenities and Facilities Officer, formulate draft terms of reference for the above working group to be considered for approval in principle at the next Parks and Amenities Committee meeting on 12 April 2021.
4. Membership of a working group to be drawn from the membership of Full Council or from outside the City Council.

**420 TENNIS COURTS, BOSCAWEN PARK**

The Parks, Amenities and Facilities Officer reported Lawn Tennis Association (LTA) recent statistics which showed that Boscawen Park was an extremely popular site, rated in the top 45 parks nationwide at number 31, based on the number of unique people that had made a court or coach booking in the past 12 months. This was a particular achievement for the facility which compared favourably with those in cities such as Bristol with larger populations. Further, this success reflected the recent

investment in the improvement of facilities. Members commended the Clubspark on-line booking system. The report was noted.

**421 BOSCAWEN PARK**

The Parks, Amenities and Facilities Officer reported a request from Truro Cricket Club to site a locked mobile storage container next to the existing scoreboard on the cricket ground adjacent to Boscawen Park. It was reported the Club currently had limited storage available. The request was directed to the Council, as the landowner. Following consideration of the request:

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

**RECOMMENDED** that, permission to site a mobile storage container next to the scoreboard at the cricket ground be granted to Truro Cricket Club, subject to any planning permission required by the Local Planning Authority, Cornwall Council.

**422 TREMORVAH PLAYING FIELD**

The Parks, Amenities and Facilities Officer reported a request from CBRE Global Workplace Solutions (instructed by Cornwall Council) to install fencing to Lowena Hostel next to the playing field. He reported the request had been received following repeated incidents of park users climbing over the neighbouring hedge and causing damage at the premises; wooden fencing installed previously had not alleviated the problem. The fencing was described as similar to that currently at Bosvigo School, Chapel Hill. It would be 1.8 – 2m high and would be installed on the Council's rather than the hostel's side of the hedge to deter people climbing over the hedge. He anticipated undertaking a site meeting in the event of any permission being granted. A member queried liability for such a fence, in particular, that of the Council, should permission be granted. Following further consideration of the request:

It was proposed by Councillor Biscoe, seconded by the Chairman, and:

**RECOMMENDED** that, in principle, permission to install a fence on the boundary of Tremorvah Playing Field and Lowena Hostel, be granted to CBRE Global Workplace Solutions (on behalf of Cornwall Council) subject to the draft terms of an appropriate agreement, clearly specifying any liabilities for the fence, being considered by the Committee at a future meeting,

**423 BOSCAWEN PARK AND THE SWANPOOL**

Dredging of Swanpool – Update

The Parks, Amenities and Facilities Officer reported this project formed part of the Truro Town Deal Board: Boscawen Park Project.

**424 IDLESS NURSERY**

Project Update

The Parks, Amenities and Facilities Officer reported since the last meeting that:

- i. Work to install the septic tank and rainwater harvesting system was on-going.
- ii. The attenuation pump system would be connected to the mains supply on 12 March.
- iii. The results of water samples were still awaited from Aquasource.
- iv. Once the works at (i) and (ii) had been completed work could start on the installation of pipework to connect the nursery and staff accommodation.

The report was noted.

**425 PARKS, AMENITIES AND FACILITIES OFFICER'S REPORT**

Appendix C

Members received the Parks, Amenities and Facilities Officer report. Concern was expressed by a Councillor a longer-term solution was needed to enable the Leats to

function normally in the City, especially as it was a unique feature. The Parks, Amenities and Facilities Officer responded that the removal of sludge and keeping the pipe completely clear of obstruction was essential to enable water to flow. He also reminded the Committee about the history to the current water supply to the Leats. Further the relocation of the RAM and feeder pipe to the top of Victoria Gardens formed part of a longer-term Friend of Victoria Gardens plan to refurbish and improve facilities. The Chairman suggested this project be considered by the new Council in due course. The Parks, Amenities and Facilities Officer thanked the Administrative Officer (Parks Team) for her work and effort during her employment by the Council and wished her good luck in her new post; this was echoed by the Mayor. The report was noted.

**426 PARKS MANAGER'S REPORT**

Appendix D

Members received the Parks Manager's report. The Parks, Amenities and Facilities Officer reminded the Committee a temporary skate park attendant had been an annual appointment for some years. The Parks Manager was thanked for his report in his absence and the report was noted.

**427 LETTERS OF APPRECIATION**

There were none reported.

**428 CORRESPONDENCE**

The Parks, Amenities and Facilities Officer reported an email received from Truro Methodist Church Children and Family Worker. Permission was sought to hang large, light wooden egg shapes from some branches in both Boscawen Park and Victoria Gardens for about 10 days over the Easter period and the continuing national lockdown. It was also requested the egg shapes be decorated with scenes from the Bible story of Easter together with some commentary. Additional information had been requested and was awaited. The Parks, Amenities and Facilities Officer suggested the egg shapes might be similar to those displayed at National Trust gardens, such as Lanhydrock in the past. The views of the Committee were requested, noting a decision on the request could not be made at this meeting. During discussion views expressed included: support for the creation of a focus of interest to families using the Park at Easter time, concern about the quality of the proposed decorations and potential non-Christian objections. Members generally expressed the view that the Parks, Amenities and Facilities Officer determine the request once sufficient information had been received, particularly in relation to public health risks.

**429 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by the Chairman, and

**RESOLVED** that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following item by reason of its confidential or special nature.

**430 NEW TENNIS PAVILION PROJECT**

The Parks, Amenities and Facilities Officer reported on the recent tender exercise for the works to construct the new tennis pavilion. A copy of the report, discussion and Committee recommendation to the Finance and General Purposes Committee is set out in a separate confidential minute.

**431 PRESS AND PUBLIC**

The press and public were invited back into the meeting.

**432 DATE OF NEXT MEETING**

The Chairman confirmed the next Committee meeting was scheduled for Monday 12 April 2021 and it would be a virtual meeting.

The meeting closed at 9.03 pm.

-----CHAIRMAN

## CHAIR'S REPORT FOR FEBRUARY 2021

I am sure everyone has noticed the colour in the parks and flower beds lately, indeed all over the winter months, bringing much needed uplift to a very gloomy winter. We have thanked and thanked the parks staff for their hard work and creativity over this last year and I do hope they know how much we appreciate them. If you are ever passing any of them it would be good to make yourself known and have a SD chat. Anyone who has ventured to Boscawen Park will know how popular it is at the moment and how good the coffee and hot chocolate is, sold by Lloyd and his staff.



The unsung heroes are the Toilet Team members, who have kept the Green Street and Leats toilets open and useable for most of lockdown. Unfortunately, one of them was assaulted at Green Street so the toilets are not shut until we can be assured that our public partners - police, adult social care and Covid Marshall, can work with us to offer our staff some support. Kate Bell and Richard have to prioritise staff safety and I am sure we all fully support their actions. It is clearly important for the town that we have these facilities open once the town reopens but that requires everyone working together.



Chris Waddle and Dominic have been working hard to keep the woodland areas accessible. Although there is little that can be done about the muddy paths - they have kept the sloping areas safer by creating steps. Also, Chris has made a load of best boxes ready for spring.

Once lockdown is eased we are ready to work with the community in the green spaces. I think this will be of huge benefit to both the green spaces and the participants - nature therapy is so effective in relieving stress, anxiety and depression. Catherine Williams has been working hard on keeping the group in touch and hosting Zoom meetings.

We have had the lovely surprise of being invited to enter the Britain in Bloom competition again, having been Champion of Champions only three years ago. There is a change of emphasis this year with more attention being paid to green initiatives and wildlife - we are ready to accept that challenge. With that in mind, we have started planning our annual Green Truro event - which will be web based, plus, we hope, some actual events in our green spaces and a scaled down event on Lemon Quay. The 2020 webinar Right Tree Right place: Wild about Truro and Cornwall is now on line and Taren can supply a link to this.

I should like to thank Tom Mainwaring-Evans for the production of a carbon audit for the council. This will provide us with an excellent base-line to create a plan for the council, which can then be a part of a Climate and Ecological Emergency Plan for Truro, in partnership with other key players. I believe Tom's report is being circulated and he will be presenting at the meeting and be able to take questions.

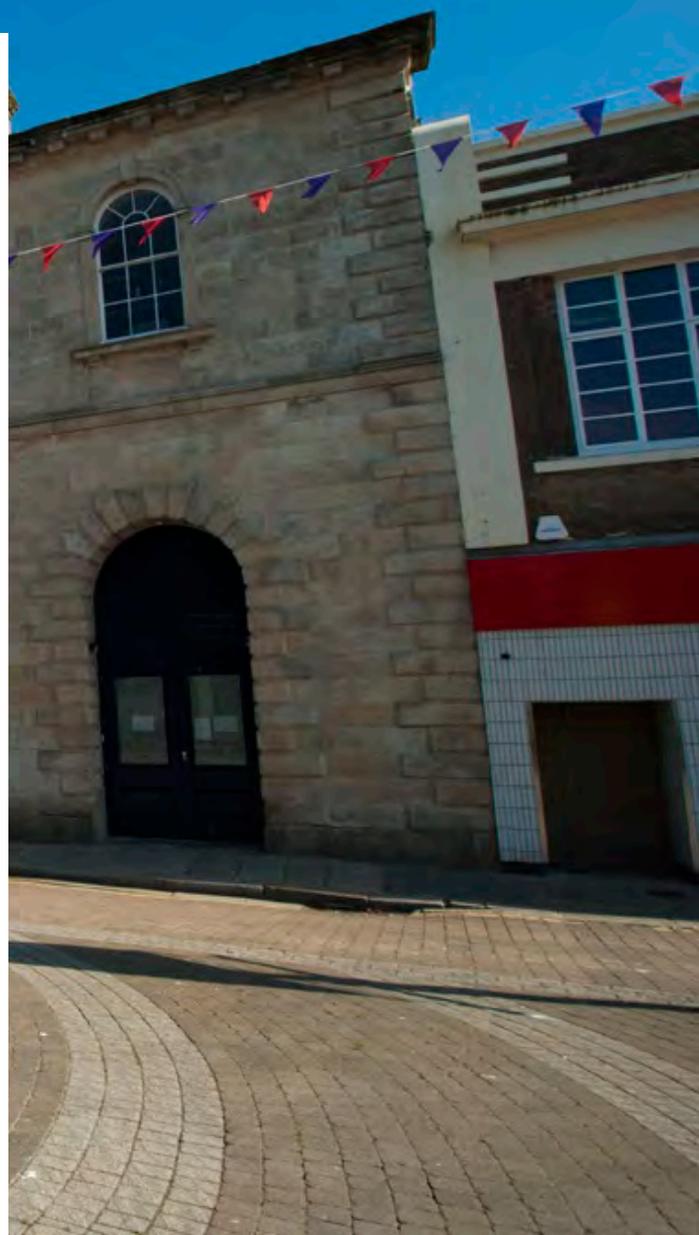
The nursery at Idless is now on track for opening late summer/early autumn. This major project had been a significant challenge and headache for Richard. It is very sad that former Councillor, Mayor and Chair of Parks, Ms Connie Fozzard, who donated the land, was never able to see her dream fulfilled. However, Richard kept her informed as much as he was able and I am sure she found the updates very uplifting.

Finally, thanks to our management team, who have had to deal with significant challenges in the last few weeks. Kate can never relax and is constant monitoring the conditions for her team. Richard and Liam are having to deal with all the problems of lockdown, as well as plan for the coming season and all their routine work. Cheryl and Isabelle steer the mother ship and facilitate all our meetings so smoothly.



# Truro City Carbon Audit and Report

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2019/20

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Truro City Council  
Authored by: Cllr Thomas Mainwaring-Evans



Truro City Council

# Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>1.1 The Climate Crisis and our commitment.....</b>	<b>3</b>
<b>1.2 Benefits from reducing our carbon footprint.....</b>	<b>3</b>
<b>1.3 Our position and commitment.....</b>	<b>4</b>
<b>1.4 How do we achieve carbon neutrality? .....</b>	<b>4</b>
<b>2. Reporting style .....</b>	<b>5</b>
<b>2.1 Local Government Association.....</b>	<b>5</b>
<b>2.2 Green House Gas measurement.....</b>	<b>5</b>
<b>2.3 What is in Scope? .....</b>	<b>5</b>
<b>3. Summary of Results .....</b>	<b>7</b>
<b>4. Analysis of results.....</b>	<b>8</b>
<b>4.1 Emission sources .....</b>	<b>8</b>
<b>4.2 Truro City Council intensity matrix .....</b>	<b>8</b>
<b>4.3 Carbon capturing tool for Truro .....</b>	<b>9</b>
<b>4.4 Potential future emissions.....</b>	<b>10</b>
<b>5. Potential next steps .....</b>	<b>11</b>
<b>5.1 Opportunities to reduce the City Councils Carbon footprint .....</b>	<b>11</b>
<b>5.2 Future reporting.....</b>	<b>13</b>
<b>5.3 Acknowledgments .....</b>	<b>13</b>

# 1. Introduction

## 1.1 The Climate Crisis and our commitment

Climate change is an increasing issue of critical importance facing our society. Caused largely by the release of greenhouse gases from consuming fossil fuels like oil, coal, and gas. Climate change is affecting our entire world, extreme weather conditions such as, heavy rain, heat waves, floods and droughts are becoming more frequent occurrences affecting the UK. Other consequences of the rapidly changing climate include sea level rise, loss of biodiversity and ocean acidification.

In order to limit global warming to 1.5 degrees Celsius (The agreed target set within the Paris Agreement) achieving carbon neutrality by mid-21st century is paramount.

- **Truro City Council:** In 2019 Truro City Council (TCC) declared a climate emergency with a commitment to be Net Zero by 2030.
- **Cornwall Council:** In January 2019 Cornwall Council (CC) declared a climate emergency with the aim of making Cornwall carbon neutral by 2030.
- **UK Government:** In June 2019, the UK became the first major economy to pass legislation committing to end its contribution to global warming by 2050.

## 1.2 Benefits from reducing our carbon footprint.

Reducing our carbon footprint can provide a variety of benefits, such as:

- **To protect our communities:** Climate change can negatively impact communities in a variety of ways, examples locally could be through increased flooding, food security, damage to buildings or transport as well as harm to human health.
- **To protect nature:** The Environment Agency (EA) stated in 2019 that climate change is already having 'dire consequences'. Nature is feeling the brunt of anthropogenic driven climate change, destroying their habitats and ecosystems.
- **To reduce costs:** Reducing consumption of fossil fuels often leads to a reduction in costs, efficiency improvements should have a direct correlation to reduced consumption and therefore reduced spending.

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## 1.3 Our position and commitment

Truro City Council recognises the crucial importance of addressing the climate emergency. We must all do our bit and take responsibility for our actions. Achieving carbon neutrality however should not be underestimated. We must act quickly, but more importantly is the need to act correctly, using suitable science and available evidence to inform our decision making. The choices we make today will impact our future and the future of other generations. We must now ensure these choices create positive impacts for the all the people of Truro now, and tomorrow.

We are an environmentally conscious and friendly Council who take pride in the variety and biodiversity of the green spaces we manage. Due to this we have taken the decision not to attempt to claim any carbon offsetting from our tree planting and management of green spaces. We will continue to manage our green spaces for the benefit of Turo's public and wildlife because it is the right thing to do, helping to enhance our local wildlife and improve our public's health and wellbeing.

## 1.4 How do we achieve carbon neutrality?

Carbon neutrality is achieved by firstly calculating your carbon footprint and then reducing it to zero through a combination of efficiency measures in-house and supporting external emission reduction projects.

This can be broken down into 5 clear steps:

1. **Define:** Decide what services or products to include within the carbon reporting.
2. **Measure:** Identify what data needs to be collected and calculate carbon emissions from it.
3. **Target:** Use the results from the carbon reporting to set a target and a plan to achieve this target.
4. **Reduce:** Deliver internal emission reductions.
5. **Communicate:** Ensure stakeholders are efficiently communicated with. Consider publishing the results and reduction plan.

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## 2. Reporting style

### 2.1 Local Government Association

The audit follows the guidelines of the LGA's Carbon Accounting Tool produced in accordance with the Carbon Disclosure Project. This tool enables us to benchmark our significant emission sources and to prioritise available actions we can take to reduce these emissions. Following a consistent approach with other Councils will enable us to accurately compare our emissions.

### 2.2 Green House Gas measurement

Tonnes of carbon dioxide equivalent or tCO<sup>2</sup>e is the combination of the 7 main GHGs (Carbon dioxide, Methane, Nitrous oxide, Hydrofluorocarbons, Perfluorocarbons, Sulfur hexafluoride and Nitrogen trifluoride). Allowing a simpler comparison between the emissions of other greenhouse gases relative to one unit of CO<sub>2</sub>.

### 2.3 What is in Scope?

GHG emissions can be sourced from 3 main areas, called Scopes:

#### Scope 1

All Direct Emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers and fleet vehicles.

This report calculates GHG emissions from TCCs:

- Fleet
- Gas consumption
- Heating oil consumption

## Scope 2

Indirect Emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy and eventually used by the organisation.

This report calculates GHG emissions from TCCs:

- Electricity consumption

## Scope 3

All Other Indirect Emissions from activities of the organisation, occurring from sources that they do not own or control. These have the potential to be the greatest share of the carbon footprint, covering emissions associated with business travel, procurement, waste and water.

This report calculates GHG emissions from TCCs:

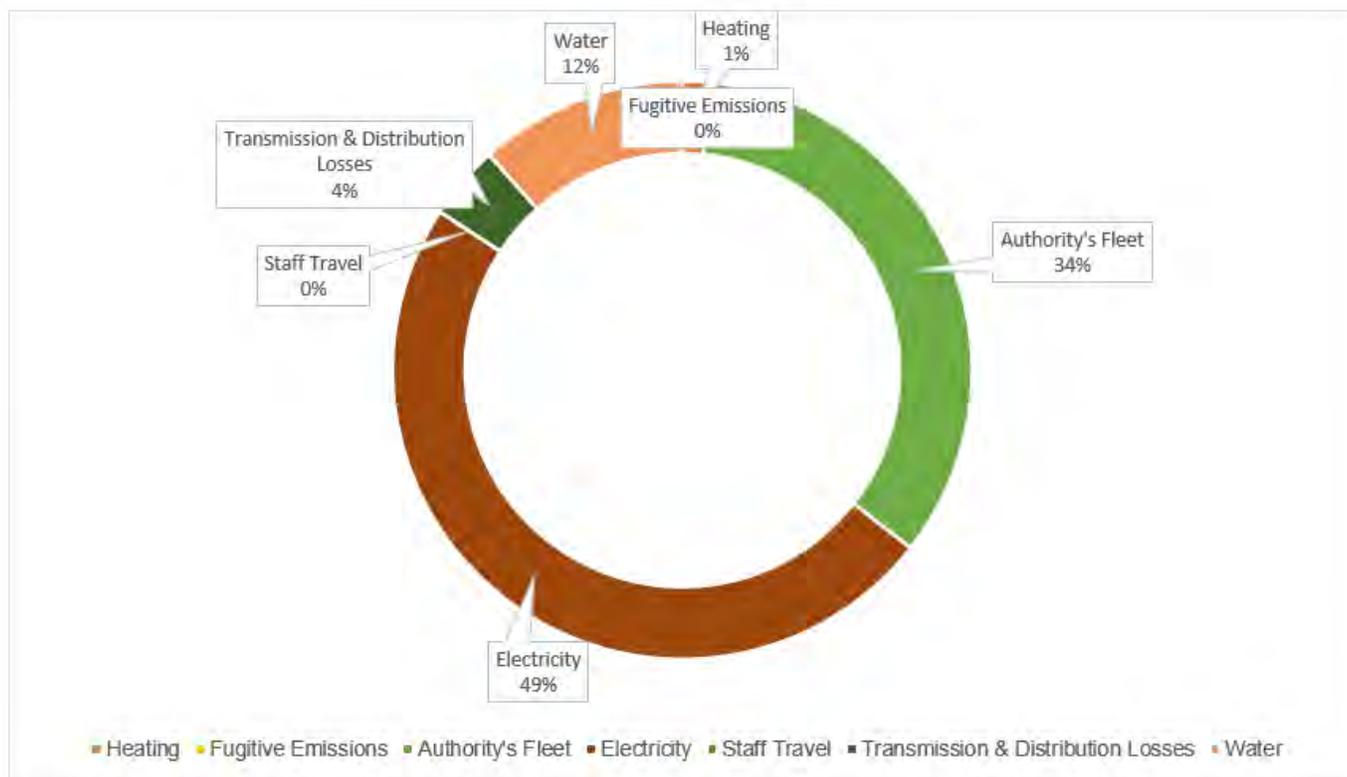
- Water consumption
- Transition and distribution losses
- Staff travel
- Flights
- Hotel stays.

### 3. Summary of Results

**Table 1:** Showing the amount and type of emissions for each scope and their overall percentage of the total emissions for Truro City Council in 2019-20.

Scope	Emissions Type	Emissions (tCO <sub>2</sub> e)	Percentage of Total Emissions
Scope 1	Heating	0.69	1.6%
	Fugitive Emissions	0.00	0.0%
	Authority's Fleet	14.93	34.0%
Scope 2	Electricity	21.39	48.7%
Scope 3	Staff Travel	0.00	0.0%
	Transmission & Distribution Losses	1.82	4.1%
	Water	5.11	11.6%
<b>Total Emissions</b>		<b>43.94</b>	<b>100.0%</b>

**Chart 1:** Visualising the percentage break down from each type of emission.



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## 4. Analysis of results

### 4.1 Emission sources

No data was captured for Fugitive Emissions or Staff Travel, this has led to their emissions not being quantified. The desire was to include emissions from waste management operations; however, this was not possible during the audit. Future audits should attempt to capture these emissions if possible. For the financial year 2019-20 no flights or hotel stays were recorded and therefore no emissions have been generated through these sources.

Electricity (49%) and Authority's Emissions (34%) equal a combined 36.32 tCO<sub>2</sub>e (83%) of the total emissions recorded within this audit. This would therefore indicate that attempts to reduce Truro City Council's carbon emissions should be targeted toward these two emission sources to maximise any results.

### 4.2 Truro City Council intensity matrix

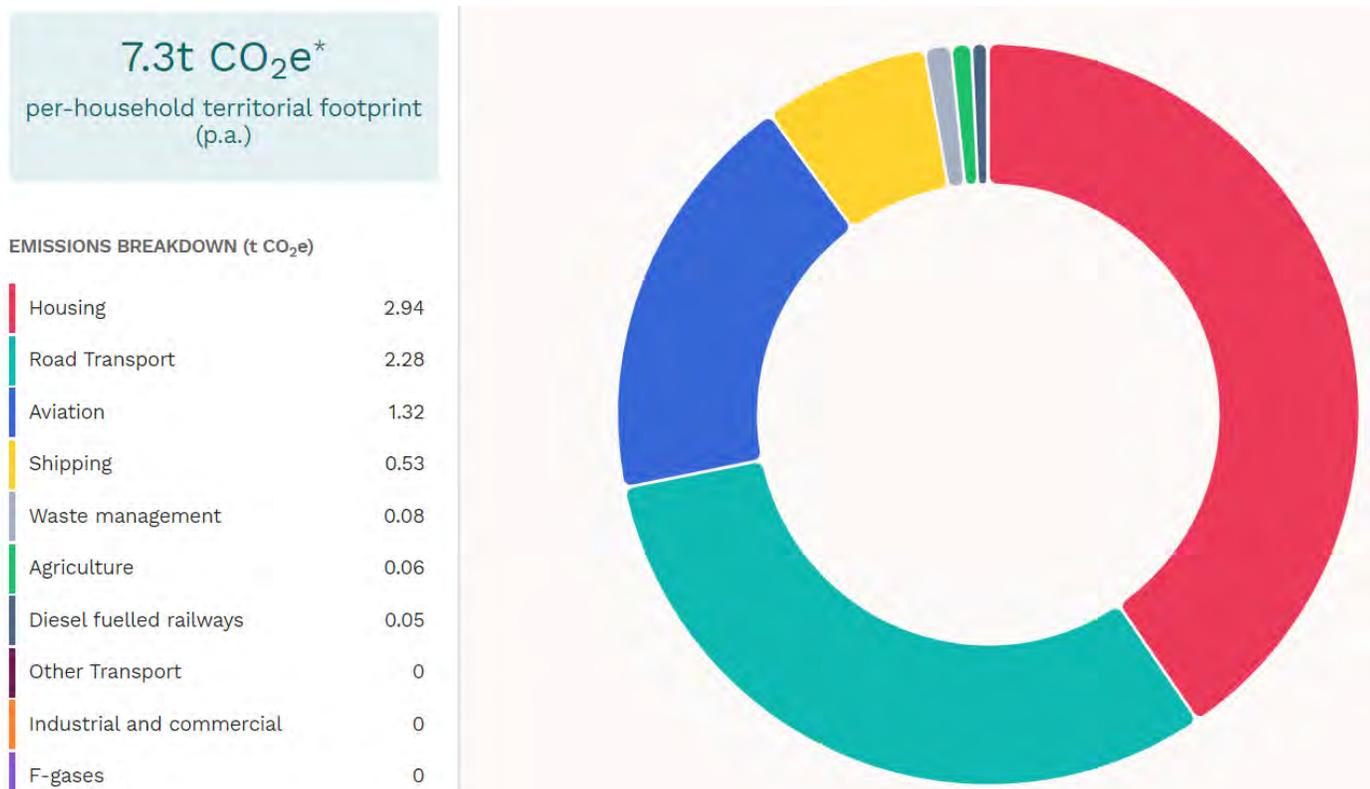
The assets and responsibilities of Truro City Council appear to have increased in the last 5 years. Changes in an organisation need to be taken in to account when comparing 1 year's carbon audit results to another for the same organisation. This can be achieved by using an intensity matrix. Examples of this could be:

- tCO<sub>2</sub>e per sq ft of building space
- tCO<sub>2</sub>e per £million turn over.
- tCO<sub>2</sub>e per staff member.

### 4.3 Carbon capturing tool for Truro

A new carbon capturing tool 'Impact Community Carbon Calculator' has just been created by the Centre for Sustainable Energy in partnership with Exeter University. This tool provides estimated data on the average tCO<sub>2</sub>e for a Truro household. When using the tool on the 26/02/2021 it stated that the average Truro household has a carbon footprint of 7.3 tonnes annually (please see table 2 for details). This tool provides Parish Councils the ability to get a break quickly and easily of total carbon emissions and their sources from within their parish.

**Chart 2:** Showing the breakdown of carbon emission sources for an average household in Truro.



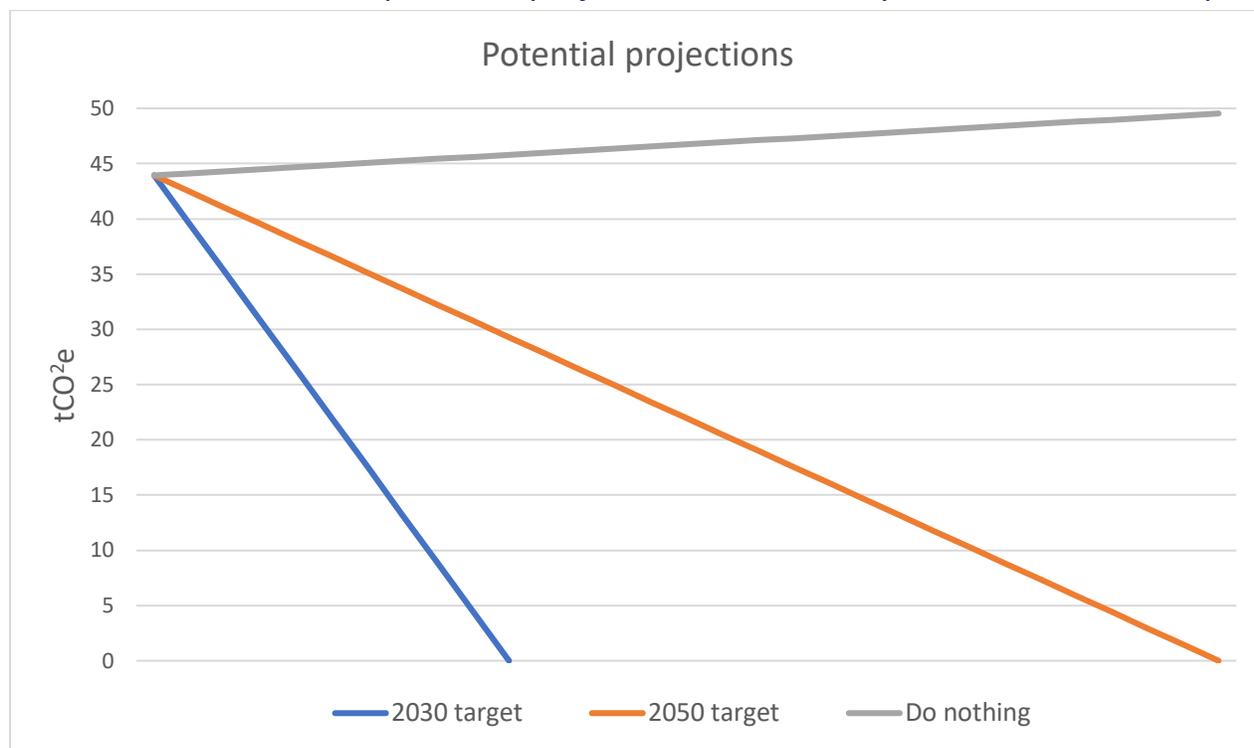
## 4.4 Potential future emissions

If Truro City Council is to achieve carbon neutrality by 2030 this would require an annual reduction of 4.39 tCO<sup>2</sup>e. To achieve this by 2050 would require an annual reduction of 1.46 tCO<sup>2</sup>e. If we do not act and there are no unforeseen significant changes, then in line with Cornwall Councils (1) predictions our emissions could rise by 5.64 tCO<sup>2</sup>e by 2050.

**Table 2:** Shows the total predicted emissions emitted from Truro City Council before it reaches its target.

Target dates	2030	2050	2050 (Do nothing)
Total emissions emitted (tCO <sup>2</sup> e)	241.81	680.78	1448.94

**Chart 3:** Shows 3 different potential projections of Truro City Councils carbon output



1. <https://www.cornwall.gov.uk/environment-and-planning/climate-emergency/the-carbon-neutral-challenge/>

## 5. Potential next steps

For the Council to achieve the aspiration of being net zero by 2030 would be difficult and require serious calculated and well-resourced action driven by engaged council staff, Councilors and residents. To help bring about active engagement and keep momentum on achieving this ambition it could be beneficial to create a working group aimed at reducing the City Councils Carbon emissions.

There are various pledges the Council can agree to take which help to keep momentum on reducing the carbon footprint and to show this commitment to residents, partners and others. An example of this is the Climate Neutral Now Pledge (2), this pledge requires an organisation to follow 3 main steps:

1. Measure the company/organization's climate footprint.
2. Reduce its greenhouse gas emissions as much as is possible.
3. Compensate the emissions that are unavoidable by using United Nations Certified Emissions Reductions (3) (CERs).

### 5.1 Opportunities to reduce the City Councils Carbon footprint

- Property retrofitting:

Having an energy efficiency survey undertaken on the properties under Truro City Councils ownership could show properties which are currently inefficient. The Council can then target and well evidenced actions to improve these inefficacy's having benefits through reducing the Councils carbon emissions and saving on costs.

Improving buildings energy efficacy's is a current 'green initiative' being promoted by National Government, this could mean there is available funding for this.

- Renewable energies:

With the number of properties and land Truro City Council has there is potential to install renewable energy generating equipment, using this energy ourselves or feeding back to the grid. Helston Parish Council for example have installed solar panels on some of their properties. Cornwall Council have various funding options to help begin carbon reduction projects, some specifically aimed at parish councils.

- Electric vehicles:

Beginning the transition from diesel and petrol-powered vehicles to electric would help to reduce the City Councils Carbon emissions as well as improve air quality locally. The increasing price of fuel and committed transition from fossil fuel powered vehicles to an electric fleet globally indicates this move will be inevitable, the question appears to be more when.

- Rainwater harvesting:

The plant nursery facilities of the City Council are a great asset, these facilities are currently expanding and could potentially grow further still. Having good rainwater harvesting at the nurseries could help to lower the amount of water used at these facilities, dropping the associated carbon emissions and cost.

- Support from other groups

Cornwall has numerous organisations and establishments which are actively engaging with groups, people and Parish Councils with the aim of improving their environmental credentials and lowering the carbon emissions of these groups. Groups such as Tevi and Exeter University might be able to support Truro City Councils carbon reduction ambitions.

4. [https://www.falmouthpacket.co.uk/news/18877993.bid-put-solar-panels-helston-guildhall-roof-approved/?fbclid=IwAR0x5y6R66HraN8m\\_4pnPhyAzJABYRNQhtz2Tul8oNAYYHLSelpoDkNpUXI](https://www.falmouthpacket.co.uk/news/18877993.bid-put-solar-panels-helston-guildhall-roof-approved/?fbclid=IwAR0x5y6R66HraN8m_4pnPhyAzJABYRNQhtz2Tul8oNAYYHLSelpoDkNpUXI)

5. <https://www.crowdfunder.co.uk/funds/cornwall-town-parish-fund>

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## 5.2 Future reporting

Now we have a baseline for emissions it is important to continue annually reporting on our carbon emissions and then using these reports to identify and act on actions which can reduce them.

Emissions reported in future audits are likely to fluctuate, a report next year for example could show a decline in tCO<sub>2</sub>e due to the Covid-19 pandemic and the change of working conditions most had forced upon them. It may however show an increase if we are able to calculate waste management-based emission sources. These changes need to be identified and recorded.

Proportionately capturing changes related to the growth or decline of an organisation is the main reason an intensity matrix needs to be used. If the TCC were to take over responsibility of several more buildings from Cornwall Council for example then our total electricity consumption is likely to rise, this cause in change should be reflected.

## 5.3 Acknowledgments

I want to thank the staff at Truro City Council for their input which was fundamentally important in completing the carbon audit of TCC's assets. I also want to thank Cllr Ms. Southcombe and Cllr Webb for the support and on-going progressive dialog they readily provided.

These results of the audit were informally cross checked by a member of Cornwall Councils Carbon Neutral team and the Environmental Manager at Corserv. I thank them both for their support in helping to deliver this audit.

### **Parks, Amenities & Facilities Officer's Report:**

#### **Weed Control**

In early February we received a quotation from Alun Jones of Complete Weed Control for weed spraying around Truro street pavements. This was accepted and work is due to start in April. It will come under the budget for the new financial year.

#### **Parks Machinery and Equipment and Vehicle Plant Renewals Fund**

Two Ford Courier vehicles will be delivered to the Council on 15 May. The Ford Ranger 4X4 will be delivered by the end of June. The Ford Transit Connect has no delivery date at present but is expected to be delivered around 15 May.

I am currently going through parks schedule of machinery & equipment to get it up to date. This has been completed for the Maintenance Team. Victoria Gardens will be completed this week before moving on to Boscawen Park shortly.

#### **Tree Planting at Cornubia Green**

The previous date has been cancelled & new date pencilled in for Tuesday 6 April in line with Easter holidays. Hopefully, the families who have expressed an interest will be able to participate in the planting.

#### **Outdoor Sport**

Following Central Government's announcement about outdoor sport due to take place from 29 March, I expect the tennis courts, skatepark & football pitches to be back open & ready for use.

#### **Maintenance Team**

Starting this week & continuing for the next couple of weeks the Team are installing a solid roadway at Nancemere Allotment Site 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 they will commence work dredging the Leats at Victoria Gardens & the Environment Agency have been contacted to clean the pipe running down the river from Carvedras. This will enable us to get the Leats fully functioning in the Town Centre. These works were originally planned for Easter last year but were cancelled due to the pandemic.

Also pencilled in, Motor & General Engineering are going to weld up the final instalment of railings at Victoria Gardens which have been delayed by the pandemic.

#### **Former Parks Committee Chairman – Miss Fozzard**

Tomorrow, 9 March, I am attending the funeral of former Councillor, Mayor & Chairman of Parks Committee Miss Fozzard & will represent the Parks Committee & Parks Department staff.

#### **Isabelle Risner**

Sadly, we are losing Isabelle Risner, Administrative Assistant in the Parks & Administration Team who has been offered a full-time job with another organisation & we wish her all the best for the future. Talks have commenced within the Parks Team on how to best design the job description for her replacement.

#### **RECOMMENDED:**

That the report be noted.

Richard Budge  
Parks, Amenities & Facilities Officer  
8 March 2021

**Parks Manager's Report:**

The following is a roundup of work currently being undertaken by the Parks staff.

**Boscawen Park**

The Park has had minimal maintenance over the last twelve months. The clearance of winter debris and general thinning out of shrubs is being done on a grander scale this year. We should be back into a manageable state by mid-March.

The Park is suffering from increased foot traffic, which combined with the rain has create a lot of mud. This is causing bare patches of grass, which will be seeded as soon as temperatures improve.

A new wildlife garden has been created on the entrance to the main car park. We will continue to plant this as we go further into the spring. The bed will also provide propagation material for future projects.

Seeds have been collected and dried to help with pollinator friendly areas.

Large perennial areas are being mulched with recycled waste from the depot dump.

**Nursery**

Preparation work for the delivery of plug plants in the next few weeks. Seeds have already been sown and are being planted into cell packs, which is the second phase of their production.

Pots and growing areas have been cleaned and sterilized ready for production.

During the last year the nursery has produced up to 5000 plants, which are being used on Wild Truro and other beds. The whole of Pydar Street and Union Place were planted during the summer with inhouse produced plants.

**Victoria Gardens**

The Sexton now works until 10.00am in the cemetery and then relocates to Victoria Gardens for the rest of the day. This is of course if there are no immediate, necessary Sexton duties.

This is working well and over the last fortnight lots of shrub areas have been cleared and cut back. The extensive pruning opens up the areas for light and air also, rejuvenating the plants.

The Head Gardener has also overseen the replanting of one of the rose beds. This has involved the removal of the old soil, incorporation of organic matter and planting of the sourced bare root roses.

There are now further plans to rejuvenate other areas of the gardens.

The Skate Park remains closed until further government advice.

The Council is in the process of hiring a Skate Park Attendant, with the hope of having someone in the position for 1 April.

**Town**

Pruning and cleaning through of perennial beds.

Mulching of all perennial beds and trees.

Replanting/ replacement of perennial plants in our sustainable beds.

Removal of basket poles, which have degraded. These are now going through a health and safety check.

More sustainable Wild Truro beds being created.

**Liam Shoesmith  
Parks Manager**

**3 March 2021**

**ZOOM MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
MONDAY 15 MARCH 2021 at 7:00 pm**

**PRESENT:** Councillors Wells (Chairman), Biscoe (Mayor), Allen (Mayor Elect), Mrs Callen, Mrs Carlyon, Mrs Cox, Mrs Eathorne-Gibbons, Mrs Nolan, Rich, Roden, Ms Southcombe and Mrs Stokes

**Also, in attendance:** Roger Gazzard, Town Clerk/Responsible Financial Officer.  
Mrs Joanne Trevelyan, Financial Officer.  
Councillors Mrs Swain and Webb (Deputy Mayor Elect).

**APOLOGIES:** No apologies of absence were received.

**433 DISCLOSURE OR DECLARATIONS OF INTEREST**

There were no disclosures or declarations of interest reported.

**434 MINUTES**

The Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2021, having been before Council on 1 March 2021, were confirmed and signed by the Chairman as a correct record.

**435 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**

The management accounts for the eleven months to the end of February 2021 were considered by the Committee. The Town Clerk explained the estimate figures used were those approved by the Council at the end of January 2021 and reflected the significant impact that the covid restrictions have had upon the finances of the Council. The result showed an underspend of £22k against the budget and the Town Clerk remained confident that the City Council would achieve a breakeven position at the year end. The Town Clerk explained the TIC would remain closed for the rest of the financial year and that the library would be restricted to click and collect. Whilst the coffee bar at Boscawen Park was restricted to take away only, it had continued to provide its highest turnover figures since the City Council took over.

**Covid Grant**

The Town Clerk explained that the City Council was still awaiting the outcome of an application to Cornwall Council for another Covid grant to the end of December, and he explained that he would then put in another application by 6<sup>th</sup> April for the last quarter of the year, which would be quite small.

**Lemon Quay**

Whilst the income was much lower than expected, there had been income (£23k) generated as there were still some events carrying on such as markets and various events over the Christmas period.

### **Municipal Buildings**

The Town Clerk explained that he had not had an update on the clock tower. He said he had a long discussion with the Cornwall Council engineer regarding concerns over the Town Clerk's office as it does not comply with building regulations. There would be a discussion over how to move forward with this.

Members expressed concerns over the cost of these works and that the City Council would be liable to pay 100% of the cost of these works. The City Council should be more involved in the process. There were concerns over the City Council having no control over the lease and spending lots of money on a building that would never-belong to the City Council.

Members discussed how many staff would be returning to the Municipal Buildings/staying at the library building, as there were now more staff and it had been cramped at the Municipal Buildings in the past. It was suggested that the Town Clerk submits a report to a future meeting of the Committee addressing the accommodation needs of the staff.

It was proposed by the Chairman, and

**RECOMMENDED** that the Town Clerk's report is noted.

### **436 ANNUAL CALENDAR OF MEETINGS**

The Chairman explained that there had been a change to the annual calendar of meetings to accommodate the annual meeting and mayor making ceremony being held within two weeks of the election of new Councillors. The Chairman pointed out that the Council meeting on 28<sup>th</sup> June 2021 was an error and would remain on 5<sup>th</sup> July 2021.

It was proposed by the Chairman, and

**RECOMMENDED** that the amended dates be adopted with the exclusion of the date of Council which would remain on 5 July 2021.

### **437 BOSCAWEN TENNIS DEVELOPMENT**

The Town Clerk explained that this item was in response to the Parks Committee recommendation and that the City Council had reached a point where building regulations permission had been granted, competitive tenders had been sought, and finding that the current costs of raw materials had also pushed prices higher than anticipated. Five tenders had been received, three of which were extremely close in price.

There were two primary questions that the business plan sought to address:

- Firstly, were the usage assumptions in the original business plan relating to income generated by the refurbished tennis courts being confirmed in reality?
- Secondly, were the design improvements in the current pavilion plans going to result in additional revenue over the assumption made in the original plan?

Members indicated the café increasing from 8 covers to 40 covers would suggest the need for more staff. The Town Clerk explained that due to the increase in covers, more staff could be employed as this would be in turn mean more income. There was discussion over opening times and the Town Clerk explained this would be down to trial and error to start with, also taking into account the time of year. It was suggested that the food on offer could be improved, with updated menus and that local suppliers should be used.

The Town Clerk confirmed there would be a project manager running the project and the timescale would be 4 weeks from a Full Council resolution at the of March, 4 weeks from that date to get the loan approved (end of April), with the work starting at the end of May. He explained it was anticipated it would be 26-28 weeks work.

The Town Clerk explained that during the detailed design and planning phase the Council agreed a revised plan for the building, highlighting the following differences:

- A far larger café area providing 40 covers inside as opposed to the original 6;
- An information room for the Truro Loops Project;
- Improved public conveniences including a changing places toilet; and
- Changing rooms including showers.

He explained to members that the Towns Fund Grant had been awarded to support the Loops Information room. However, there were terms that required the money to be spent by the end of March and he had requested an extension of time. If the City Council do not obtain the grant then the amount borrowed would need to increase by £60,000.

The Town Clerk told the Committee that there were three options to be considered:

1. To not build the pavilion;
2. To reduce the costs of the pavilion to meet the current resources; and
3. To accept the current lowest tender, with minor reductions, and borrow an additional £140k.

He explained that he felt that the increase in capacity of the café would result in enough additional profit to cover the additional loan costs.

It was proposed by Chairman, and

#### **RECOMMENDED**

- That the Town Clerk prepares an application for an additional Public Works Loans Board loan which will be the subject of a formal resolution by the full Council (a requirement of the PWLB).
- That subject to the success of that application the City Council completes the tender acceptance process as contained in standing orders and lets the work. The Council will have a professional report from the architect/quantity surveyor to provide a recommendation.

- That the City Council additionally seeks a loan from Cornwall Council to give another option to explore.

#### 438 TOWNS FUND

The Town Clerk informed the Committee that there were four accelerator projects:

- Boscawen Pavilions
- Town Centre Infrastructure Project. The Town Clerk explained that this had a very challenging timescale to be delivered by the end of March including receiving the payment into the City Council's bank account by the end of March. There was currently a problem with obtaining hardwood due to a nationwide shortage. However, everything was in order and going well.
- Moresk Day Centre. It had been agreed that this would be managed by a Trust, Churches Together in Truro. The costs did not need to be paid by the City Council as this is being paid for out of the Towns Fund.
- Mobile Stage. The Town Clerk explained that the stage had been purchased for use at community events and audio equipment was in the process of being purchased. A garage had also been looked at to purchase and there were currently four tenders to examine. The Town Clerk informed members that all costs would be recovered from the Towns Fund.

#### 439 CORRESPONDENCE

##### Cornwall Council Letter

The Town Clerk explained to the Committee that he had received a letter from Councillor Geoff Brown, the Cabinet Member for Transport at Cornwall Council, regarding Buses accessing Boscawen Street – 12th April to 21st June 2021 (High Street Reopening).

He explained that the letter stated that following a number of discussions at various meetings regarding vehicle access during the period of lockdown re-opening, Cornwall Council would concede on the City Council's request to enable the removal of all vehicles during the period 12<sup>th</sup> April 2021 until the lifting of all restrictions (currently planned for 21st June 2021) to create more space for people as a result of the COVID pandemic. Buses would return to operate in Boscawen Street as soon as restrictions allowed. Cornwall Council's preference had been to find a compromise that would enable bus access and temporarily widen pavements for pedestrians but unfortunately there was not the time to propose and implement a temporary solution since the City Council confirmed their decision and the proposed re-opening on 12 April 2021.

It was agreed that the letter would be circulated to all Councillors via email.

#### 440 DATE OF NEXT MEETING – FINANCE AND GENERAL PURPOSES COMMITTEE

The Chairman confirmed the next Committee meeting would be held via the Zoom platform on Monday 19 April 2021 starting at 7.00pm.

The meeting closed at 8.13pm.

-----  
CHAIRMAN

## Council 29<sup>th</sup> March 2021

### Application for Borrowing Approval For Tennis Pavilion project

#### Background

The City Council approved the business plan for the tennis court project in September 2017. This included the financing of the project partly using loans from two providers, the Lawn Tennis Association and the Public Works Loans Board. In the intervening time we have received additional support from S106 Grants, and the Towns Fund.

The Parks committee on the 8<sup>th</sup> March recommended that the current specification for the Tennis Pavilion is agreed and the Finance & General Purposes Committee on the 15<sup>th</sup> March considered and approved a supplementary Business plan taking into account the increased costs of the proposed borrowing which is offset by the estimated increase in the surpluses earned from the enhanced café provision.

The rules of the Public Works Loans Board requires that the Council passes a specific resolution approving the loan application which is attached in Appendix 1.

In terms of the overall debt position for the Council it currently has the following loans:-

Purpose	Loan provider	Start Date	Term (years)	Amount of Loan £	Outstanding at 31 March 2021 £	Annual Repayment £
Boscawen Park Sewage Works	P.W.L.B.	31.3.2016	15	77,000	54,097	6,060
Tennis Court Project	Lawn Tennis Association	1.4.2019	10	60,000	51,000	6,000
„Tennis Court project	P.W.L.B	30.4.2019	15	250,500	228,710	20,000
Idless Nursery Development	P.W.L.B	3.8.2020	30	320,000	316,369	16,394
<b>Total</b>				<b>707,500</b>	<b>650,176</b>	<b>48,454</b>

Note that the Annual Repayment costs are already included in the approved estimates.

P.W.L.B. is the Public Works Loans Board

#### Current Position

There are two phases to the completion of this project. The first was the refurbishment of the eight tennis courts and the introduction of a computerised booking/access system. This has been completed within budget and on time with the courts

refurbished to a very high standard and the usage for the first eleven months of this financial year, despite closures due to covid, has exceeded expectations; and I understand we are high on the “usage” ranking kept by the Lawn Tennis Association. Currently we have 550 “live” annual household tickets, resulting in the last eleven months in 7,780 bookings. There have also been 1,021 pay and play bookings in that period. We have no comparative figures before the computerised booking was introduced but there has been a very significant increase in use. Financially, the results have been in line with that anticipated in the 2017 business plan. Completion of this phase enabled us to make the savings predicted in the business plan, particularly a reduction in establishment of one post.

The second phase is the demolition and reconstruction of the Tennis Pavilion. This has been delayed by the need to satisfy planning conditions and other factors beyond our control. We have now reached a position where all permissions are in place, tenders have been sought and on the recommendation of our architect we are in a position to accept a tender. Due to design improvements and increases in material costs due to covid costs have risen.

The current funding for the total scheme is: -

Public Works Loans Board loan	£250,000
Lawn Tennis Association Loan	£60,000
Lawn Tennis Association Grant	£39,500
Sport England Grant	£50,000
S106 Planning contribution	£120,000
Towns Fund Grant*	£60,000
Total	£579,500

The Towns Fund grant has been awarded to support the Loops Information room. Its terms require money to be spent by the end of March. This will not be possible and we have applied for an extension of time. If we do not obtain the grant then the amount borrowed will need to increase by £60,000.

The result will see a combined set of tennis courts and pavilion operating on a sustainable basis which will serve us well into the future.

### **Resolved**

That the City Council approve the attached Borrowing Application for an additional loan of £140,000 for a period of fifteen years from the Public Works Loans Board, and if we do not receive the Towns Fund grant of £60,000; the loan will be increased to £200,000.

**Roger Gazzard**  
Town Clerk

## APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

<b>Name of Council</b>	Truro City Council
<b>Name of Clerk</b>	Roger Gazzard
<b>Working Address (inc. Postcode)</b>	Municipal Offices, Boscawen Street, Truro
<b>Email address</b>	roger@truro.gov.uk
<b>Telephone</b>	01872 274766
<b>Name of Chair</b>	(Mayor) Cllr. B.M.M Biscoe
<b>Home Address (inc. Postcode)</b>	3, Lower Rosewin Row, Truro TR1 1EN
<b>Email address</b>	bertbiscoe@btinternet.com
<b>Telephone</b>	01872 242293
<b>District/Unitary Council area</b>	Cornwall
<b>Purpose of Borrowing</b> Please give a brief description of the purpose for which funds are required.  Example of Capital projects : Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital expenditure	In 2019 the PWLB provided a loan for this, project comprising the refurbishment of eight tennis courts and the demolition and replacement of the tennis pavilion. The tennis courts have been successfully refurbished and the pavilion contract ready to be let. Due to design improvements and increases in raw material prices following covid we need to apply for a further loan f=to carry out the construction works which will commence on receipt of the offer of loan.
<b>Total Contract/Project Value</b>	£ 719,500
<b>Funding from Council's own resources</b>	£ 0
<b>Funding from other sources</b>	£ 579,500 (please see detail in Appendix 1)
<b>Amount to be borrowed</b>	£140,000
<b>Deadline for approval (if applicable)</b> If borrowing is required by a specific date – eg an auction date, or to meet matchfunding requirements - give details here.	20th April 2021
<b>Is funding from other sources confirmed?</b>	Yes



<p><b>Have you provided the following supporting evidence?</b></p> <p>a) <b>Full Council minutes with resolution to apply to DCLG for borrowing approval</b></p> <p>b) <b>Report to the Council</b></p> <p>c) <b>Council Budget for current year and next year if available</b></p> <p>d) <b>Business Plans (2017 &amp; 2021)</b></p> <p>e) <b>Consultation and outcome of consultation</b></p>	<p>Please tick the appropriate box</p> <p>a) Yes Appendix 2</p> <p>b) Yes Appendix 1</p> <p>c) Yes Appendix 3</p> <p>d) Yes Appendix 4</p> <p>e) Yes included in Appendix 4</p>
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**Approval of Full Council**

The above application was agreed by resolution of the full council on 29<sup>th</sup> March 2021, the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.

The Council undertakes to notify the Department for Communities and Local Government (DCLG), as soon as reasonably practicable, in the event:-

- of not exercising the approval, or,
- it finds that the original amount requested is greater than the actual borrowing need.

**SIGNED..... DATE.....**  
(Chair of the Council)

**NAME...Cllr BMM Biscoe**

**SIGNED..... DATE.....**  
(Responsible Financial Officer)

**NAME.....Roger Gazzard**

*Please send signed, completed forms and all supporting information to your county association of local councils.  
Failure to submit all required information will delay your borrowing approval*

## **Town Clerks Report Council 29th March 2021**

### **Financial Position**

I reported to the Finance and General Purposes committee that the accounts to the end of February show a small underspend against the revised budget, and I remain confident of at least a breakeven position at the year end.

### **COVID Lockdown**

We remain in Lockdown 3 which has once again impacted upon our services, but not as severely as lockdown 1. Staff are working from home where possible, the Library is open on a click and collect basis and the TIC shop is closed. The Boscawen café continues on a take-away basis only. Apart from this our services are open.

The government has now announced the intended timescale to re-open and at present our outdoor sports provision will re-open on the 29<sup>th</sup> March and the TIC and Library will open again on the 12<sup>th</sup> April. I am awaiting further information regarding the extent of the re-opening of the library.

### **Public Conveniences**

There are currently three public conveniences open in the City Centre and this will be increased to four in time for the re-opening of non essential shops on 12<sup>th</sup> April.

### **Towns Deal Board**

#### **1 Delivery of Accelerator Projects, (Boscawen Park pavilion, St. Clement St. Day Centre, Mobile Stage, City Centre Infrastructure improvements)**

The City Council is responsible for delivery of the above schemes before the end of the financial year.

#### **Infrastructure (£198k)**

All expenditure has been made. We will be reporting in April on the detail. It has been extremely challenging to fulfil the criteria of spending by the 31<sup>st</sup> March during the period of lockdown

#### **Mobile Stage (£82k)**

- New stage on trailer
- New audio equipment and lighting
- Construction of garage.

The position is that the stage and equipment have been purchased. We are preparing a planning application for the garage on Kenwyn Hill playing field. We tendered the provision of the building but due to not being able to expend the money prior to the

end of March I am requesting the Towns Fund to transfer the unspent money (£18k) to other projects.

**St. Clement Street Day Centre (£110k)**

This work is being completed and the money will be spent.

**Boscawen Park Pavilion contribution (£60k)**

Detail on the progress on this project is the subject of a separate item on the agenda.

**2** The Town Deal Board submitted the Town Investment Plan as an expression of interest to the government at the end of January. I circulated the document to Councillors We expect to hear from the government at the beginning of April.

**Format of Council Meetings**

The government is proposing to extend the emergency covid legislation for a period of six months from May which will permit us to continue to hold meetings remotely. In due course the Council will need to agree when to return to face to face meetings. This will be difficult to facilitate until the social distancing restrictions are removed.

**Pydar Street Planning Application**

In accordance with the Council resolution on the 1<sup>st</sup> March I have requested an informal meeting with Cornwall Council officers to discuss the project plans, and this has been agreed as soon as the plans have progressed sufficiently.

**Truro Development Company**

In accordance with the Council resolution of 1<sup>st</sup> March I am requesting the attendance of a representative of the government financial advisor for the Towns Fund, Grant Thornton, at an informal meeting of the Council to discuss the proposal. This has to be approved by the lead government advisor Arup.

**Recommendation**

That the report is noted.

**Roger Gazzard**  
**Town Clerk**