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To: The Mayor (Cllr Mrs C Swain)  
Deputy Mayor (Cllr S Rabey)  
Chairman and members of the  
**PARKS AND AMENITIES COMMITTEE**  
and all other Members of **TRURO CITY COUNCIL** *for information*

Dear Councillor

NOTICE IS HEREBY GIVEN that a meeting of the Parks and Amenities Committee will take place on **MONDAY 3 JULY 2023 at 7.30 pm** in the **Truro Cricket Club, Boscawen Park, Malpas Road TR1 1SG** for the transaction of the under mentioned business:

#### AGENDA

1. **APOLOGIES**
2. **DISCLOSURES OR DECLARATIONS OF INTEREST**
3. **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS (5 minutes)**
4. **TO CONFIRM THE MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 5 JUNE 2023 AND ASSOCIATED CONFIDENTIAL MINUTE**  
For accuracy. *Appendix A (and confidential minute sent separately)*
5. **STANDING ITEMS**
  - (i) **Boscawen Park - Dredging of Swanpool – Update**  
This item is included in the Towns Deal grant funding bid for facilities in Boscawen Park No 4 Committee Work Plan 2022 – 2025 Agenda Item 5 (ii) below refers. Minute 26, page 8 (05.06.2023) refers.
  - (ii) **Committee Work Plan 2022 – 2025**  
Further to Minute 26, page 8 (05.06.2023) to consider the updated Committee Work Plan in line with the Council's Medium-Term Plan.  
Parks and Amenities Manager to update the Committee.
6. **INFORMATION ITEMS**
  - (i) **Boscawen Park New Tennis Pavilion Project and Timeline**  
This item is referred to at No 2 Committee Work Plan 2022 – 2025 Agenda Item 5 (ii) above refers. Minute 27(i), page 9 (05.06.2023) refers.
  - (ii) **Idless Nursery - Project and Timeline Update**  
This item is referred to at No 10 Committee Work Plan 2022 – 2025 Agenda Item 5 (ii) above refers. Minute 27(ii), page 9 (05.06.2023) refers.
  - (iii) **Parks and Amenities Manager's Report** *Appendix to follow*  
Relating to any information for Members that does not require a recommendation.  
Parks and Amenities Manager to update the Committee.
7. **BOSCAWEN PARK**
  - Car Parking at Boscawen Park**  
Further to Minute 28 pages 9 – 10, the Parks Manager to provide an update.

8. **HEALTH AND SAFETY AT WORK – PARKS AND AMENITIES DEPARTMENT**  
Regular item normally considered at February and July Committee meetings.
- (i) Training of Staff – Parks and Amenities Manager to report.
  - (ii) Parks and Amenities Department – Report of any Recent Accidents – Parks & Amenities Manager to report.
  - (iii) Shop Steward- Ben Minns, Unite Representative and Unite Health and Safety Representative - In the absence of a Unite Representative(s), Parks and Amenities Manager to report.
9. **COOSEBEAN**
- (i) **Fairy Doors At The Enchanted Trail, Coosebean**  
Members to consider measures to prevent vandalism. Parks & Amenities Manager to report.
  - (ii) **Update**  
Further to the Mayor's request at Council (26.06.23), the Parks & Amenities Manager to provide a verbal report on progress of the land at Coosebean.
10. **CORRESPONDENCE**
11. **EXCLUSION OF THE PRESS AND PUBLIC**  
In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of its confidential or special nature.
12. **PURCHASE OF LAND**  
Parks & Amenities Manager to provide a verbal update.
13. **READMITTANCE OF THE PRESS AND PUBLIC**  
Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.
14. **DATE OF NEXT MEETING – PARKS AND AMENITIES COMMITTEE**  
**Monday 18 September 2023**  
The agenda for the next Parks and Amenities Committee to be held on 18 September 2023 will be prepared on Wednesday 13 September 2023. In accordance with Minute 302 (03.12.12), should a member wish an item to be included on this agenda please inform the Town Clerk's office by Tuesday 12 September 2023 as no items other than those on the agenda can be considered at the meeting.



ROGER GAZZARD  
TOWN CLERK

**MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 5 JUNE 2023 AT 7.00 PM IN THE LARGE COMMUNITY ROOM, TOP FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO**

**PRESENT:** Councillors Mrs Eathorne-Gibbons (Chairman), La Borde, Nolan, Mrs Nolan, Rabey, Roby, Roden, Sealy, Ms Southcombe, and Mrs Swain (Mayor)

**APOLOGIES:** Councillor Green.

**ALSO PRESENT:** Councillors Mrs Carlyon, Rich and Webb

**ALSO IN ATTENDANCE:** Richard Budge, Parks & Amenities Manager and Roger Gazzard, Town Clerk

**23 DISCLOSURES OR DECLARATIONS OF INTEREST**

**Beechwood Parc Funding** (Minute 29, pages 10-11 below)

Councillor Mrs Swain (Mayor) declared an interest in the above item due to being a trustee of the Beechwood Parc Residents Association.

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

There were no public questions.

**25 TO CONFIRM THE MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 3 APRIL 2023 AND ITS ASSOCIATED CONFIDENTIAL MINUTE.**

It was proposed by Councillor Mrs Eathorne-Gibbons (Chairman), seconded by Councillor Sealy, and

**RESOLVED** that the Minutes of the Parks & Amenities Committee Meeting held on 3 April 2023 were signed as a correct record.

**26 STANDING ITEMS**

**i) BOSCAWEN PARK – DREDGING OF THE SWANPOOL – UPDATE**

Further to minute 404, page 189 (03.04.23), the Parks & Amenities Manager reported that no further work had been actioned since the meeting in March.

**ii) COMMITTEE WORK PLAN 2022-2025**

Further to minute 404, page 189, (03.04.23), the Parks & Amenities Manager informed Members he had not had time to update the plan and therefore he verbally covered a couple of items that were not elsewhere on the agenda, as follows:

**Treffry**

Planting had been completed at Treffry (a fruit and nut orchard and a native woodland), the allotments had been cleared, the green waste from Boscawen Park had been spread and they would now be required to be ploughed and rotavated. The Parks & Amenities Manager had met with the landscape architect, who was now drawing up plans which would be submitted to Cornwall Council for the change of use application.

**Leats**

Certain areas of the leats were now running with the best flow in years. Traditional management methods for the leats were utilised, that included balancing sandbags to move the water around.

Councillor Mrs Carlyon, speaking with permission from the Committee, asked about an issue with water from the leats outside of Wilko and across the road to Waterstones. The Parks & Amenities Manager replied that the leats branched off underground towards Highcross, being fed from Pydar Street. There were two pipes that came down from Pearson's ope where there was too much water gathering there and not moving down Cathedral Lane. Readjusting the sandbags here would hopefully address this issue.

## 27 INFORMATION ITEMS

### i) BOSCAWEN PARK NEW TENNIS PAVILION PROJECT & TIMELINE

Further to minute 405, page 189 (03.04.23), the Park & Amenities Manager reported the new café would be opening on Wed 14 June, and several pieces of equipment would be relocated for use. Three new members of staff would be starting work and would receive training on how to operate the equipment, such as the coffee machine. The Manager was currently off sick, but a temporary manager had been brought in to help with the transition.

The Parks & Amenities Manager commented a decision now needed to be made as to how to formally open the café e.g., whether there should be an official event, and that he had also received a request from Lavigne Lonsdale to ask whether it would be possible to include a plaque to commemorate the life of a colleague who had unfortunately passed away several years ago.

Councillor Rich joined the meeting at 7.08pm.

Following discussion, it was proposed by Councillor Roden, seconded by Councillor Mrs Swain (Mayor) and

**RECOMMEDED** that in principle, approval be given for an official event be held for the opening of the new café at Boscawen Park and that a plaque be placed on the café. The Mayor, the Chairman of the Parks & Amenities Committee and the Parks & Amenities Manager would meet to decide on the arrangements for the above.

### ii) IDLESS NURSERY - PROJECT & TIMELINE UPDATE

The Parks & Amenities Manager advised that further to minute 405, page 189 (03.04.23), the parks department was in the process of growing plants at Idless Nursery, and the hanging baskets, many of which were sponsored by Truro BID, would be going up around the city this week.

The Parks & Amenities Manager had met with Ward Williams Associates to consider proposals for the glass houses, as three separate opportunities to tender had been unsuccessful. The issue was that the required greenhouses were too small for commercial glass house businesses to supply a quote for, but too big for domestic. The current potential solution was to obtain 2 – 3 glass houses instead of a single large one, or a large one with a partition in the centre. This would also allow for better control of the temperatures for growing. Current estimates were in the region of £46 – 94k, with the original budget at approximately £60k. Following a question from a Member, the Parks & Amenities Manager confirmed the installation costs would be in addition to this, but he would confirm the amount with the suppliers and report back.

### iii) PARKS & AMENITIES MANAGER'S REPORT

The Parks & Amenities Manager read out his report. There were no questions.

## 28 BOSCAWEN PARK

### **Car Parking at Boscawen Park**

The Parks & Amenities Manager informed Members that several complaints had been posted on social media regarding the carpark being closed due to the resurfacing, however, equally, complaints had been received previously about the condition of the tarmac. Alternative parking had been provided in the playing field. The works should be completed by the end of the week and the car park was due to be reopened on Friday night.

Concerns from the Harbour Master, Scouts, Canoe Club etc. about accessing the car park due to the addition of installation of height barriers had been addressed as they would receive a pin code. The Parks & Amenities Manager had met with Amtrak, who would attend the park once the resurfacing had been completed, to advise on how they thought the car park should operate. Some of the options available included the use of signs indicating a maximum allowance of four hours of parking, the possibility of a patrol, or a camera system that took photographs of vehicle registrations. Both the emergency services and the Harbour Master had no concerns about the proposals.

The Committee discussed the possibilities of monitoring the car park, and the Parks & Amenities Manager informed them that there would be no cost to the City Council if Amtrak was utilised as their income came from any fines issued. However, he would check if there were any installation fees for the cameras and would report back. Amtrak was employed by the City Council at the old Hendra swimming pool site where several staff had permits to park.

It was suggested that other security companies were contacted for proposals and quotes. The Town Clerk added the threshold for going out to tender was £5k, however, this was a more complex situation as there were no costs involved for the City Council, but income would be generated for the security company.

Discussion also took place around the four-hour parking limit with comments that certain walks in the area would take longer than four hours. However, the Parks & Amenities Manager pointed out that the car park was for users of Boscawen Park specifically, so people going on walks further afield should really be parking elsewhere. Members also discussed the system utilised by the Cathedral, where users could go to the office and register that they were parking there and therefore avoid a fine. However, it was acknowledged this would create additional work for the café or other staff at the park.

## **29 BEECHWOOD PARC FUNDING**

**(Appendix 1)**

[N.B. The Mayor had declared an interest in this item due to being a trustee on the disbanded Beechwood Parc Residents Association. However, as this matter involved the group directly, and the Mayor had no pecuniary interest, Members agreed it was appropriate for the Mayor to talk them through the item.]

The Mayor reported that the officers of the Beechwood Parc Residents Association (BPRA) had stood down. At the Annual General Meeting there were no volunteers to join the group, so the constitution was followed, and the group dissolved. However, the association had some funds in their account and their constitution indicated that it needed to be spent for the benefit of the residents. They also had several assets.

The Chairman of the BPRA had discussed the above with the Parks & Amenities Manager. The assets included a bench which had been supplied by the parks department, so could be transferred to the City Council's ownership; a noticeboard on the green space by the post box, which had been sourced and installed by the City Council, who was the legal owner but residents had a key in order to install and remove notices themselves; and four grit bins which the association had been paying

the City Council to have filled as some of the slopes in the development were steep and became icy during winter. If the City Council was willing to take the bins on, there was a new scheme from Cornwall Council where they would fill up the bins for free every autumn. Of the funds available, a portion could therefore be given as a gritting fund to the City Council, which would mean that if there was a bad winter and a second top-up of grit was needed, this could occur without there being costs to the taxpayer. It was confirmed this fund would likely last ten years.

Other suggestions of use of the funds included planting more trees on the City Council land as many of the original trees Wainhomes had planted had not survived. The remaining funds would be given to the City Council to use if any additional repairs to the assets were required, or if any more planting needed to take place.

It was therefore proposed by Councillor Mrs Eathorne-Gibbons (Chairman), seconded by Councillor Roden and

**RECOMMENDED** that:

- 1) the assets of Beechwood Parc Residents Association be transferred to the City Council's ownership.
- 2) the monies of the Beechwood Parc Residents Association be transferred to the City Council, earmarked as follows:
  - a) £800 for refilling of grit-bins as required until the funds run out;
  - b) £600 for replanting of trees around the Beechwood Parc development;
  - c) £450 for any future repairs and maintenance of the assets and/or future replanting.

As she had declared an interest in the above item, Councillor Mrs Swain (Mayor) did not vote on the recommendation.

**30 SPRING FAIR**

The Parks & Amenities Manager confirmed that the spring fair at Hendra had been due to arrive on 21 April, but they cancelled due to rain. The fair made further contact two weeks ago to ask if they could attend instead today, 5 June 2023. The Parks & Amenities Manager confirmed this date would be fine and the paperwork had already been signed off as it had been sent for the previously agreed date and was easily transferable.

**31 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Mrs Eathorne-Gibbons (Chairman), seconded by Councillor Mrs Swain (Mayor), and

**RECOMMENDED** 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 items by reason of its confidential or special nature.

**32 COMMUNITY INFRASTRUCTURE LEVY (CIL): CONFIDENTIAL MINUTE**

*[N.B. Narrative in a separate, confidential minute.]*

**33 PURCHASE OF LAND: CONFIDENTIAL MINUTE**

*[N.B. Narrative in a separate, confidential minute.]*

**34 READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by Councillor Mrs Eathorne-Gibbons (Chairman), seconded by Councillor Mrs Swain (Mayor), and

**RECOMMENDED** that the press and public be invited back to the meeting.

**35 CHANGE OF MEETING DATE**

It was noted that the September meeting of the Parks & Amenities Committee would take place on 18 September 2023 (not 14 September as advertised).

**36 CORRESPONDENCE**

There was no correspondence to report.

**37 DATE OF NEXT MEETING – PARKS AND AMENITIES COMMITTEE  
Monday 3 July 2023**

The meeting closed at 8.12pm.

-----CHAIRMAN

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