

CITY OF TRURO

Roger Gazzard
Town Clerk

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
Fax. (01872) 225572
www.truro.gov.uk
email: info@truro.gov.uk

RG/RD

February 2023

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE TRURO CITY COUNCIL
TO BE HELD AT 7.00 pm ON MONDAY 27 FEBRUARY 2023 IN THE COUNCIL CHAMBER,
NEW COUNTY HALL, TREA WLS ROAD**

For the transaction of the under-mentioned business:-

- 1 **Prayers**
Prior to the formal business of the Council, Reverend Patrick Gilbert, 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 (Precept) held 30 January 2023 pages 127-135 (Minute Nos: 276 - 294)** *(Appendix 1)*
- 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**
- 8 **To receive Correspondence**
- 9 **Question Time pursuant to Standing Order No. 6k – 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 2 FEBRUARY 2023

Page Nos: 112 - 116, (Minute nos: 295 – 303)

(Appendix 2)

MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD 6 FEBRUARY 2023

Page Nos: 141- 145, (Minute nos: 304 – 319)

(Appendix 3)

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE (ESTIMATES)
HELD 13 FEBRUARY 2023 - & CONFIDENTIAL MINUTES**

Page Nos: 146 - 150, (Minute nos: 320 – 333)

(Appendix 4)

- 11 **Mayor/Deputy Mayor Selection 2023/2024** *(Appendix 5)*
In accordance with Procedural Guidance (attached). Town Clerk to report.
- 12 **Committee Selection** *(Appendix 6)*
Members to consider the attached report.
- 13 **Langarth Garden Village Stewardship**
Discussion following the presentation preceding this meeting.
- 14 **Truro Loops: Consultation** *(Appendix 7)*
Members to consider the attached proposals. Town Clerk to update.
- 15 **Town Clerk's Report** *(Appendix 8)*
Town Clerk to update
- 16 **Truro/Roseland Community Network Panel**
Councillor Mrs Carlyon to report.
- 17 **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.
- 18 **To authorise the sealing of documents to give effect to any Resolutions passed by the Council at this meeting**

DATED this Twenty Second of February, Two Thousand and Twenty Three



**MEETING OF TRURO CITY COUNCIL HELD ON
MONDAY 30 JANUARY 2023 at 7.00 pm
in the Trelawney Room, New County Hall, Treyew Road, Truro**

PRESENT: The Mayor (Councillor Webb), Honorary Freeman Councillor Wells, Councillors Biscoe, Mrs Carlyon, Mrs Eathorne-Gibbons, Green, La Borde, Mrs Nolan, Nolan, Pascoe, Rabey, Roby, Roden, Ms Southcombe, Mrs Stokes, Swain and Walker-Sunderhauf.

APOLOGIES: Apologies of absence were received from Councillors Ambler, Rich, Mrs Stokes, Tamblyn, Sealy and Unwin.

Also in Attendance: Roger Gazzard, Town Clerk, Jo Trevelyan, Finance Officer and Kate Bell, Compliance Officer.

PRAYERS

Prior to the formal business of the Council, Reverend Patrick Gilbert said prayers.

276 DISCLOSURES OR DECLARATIONS OF INTERESTS

Cultural Strategy (Minute 250, pages 108 and 109)

Honorary Freeman Councillor Wells declared an interest in the above item as he is a director and trustee of Young People Cornwall, who are a partner of the Cultural Strategy.

Agenda Item 11 To resolve the Precept upon Cornwall Council for 2023-24

Councillor Roby declared an interest in the above item as he is a director of Totally Truro and Truro Business Improvement District (BID).

Agenda Item 11 To resolve the Precept upon Cornwall Council for 2023-24

Councillor Roby declared an interest in the above item as he is a director of Totally Truro and Truro Business Improvement District (BID).

Planning Committee 5 January 2023 ((Minute 2 257, page 113)

2 Strangways Villa Councillor Mrs Carlyon declared an interest in this item as she is a neighbour.

277 CHANGE TO ORDER OF AGENDA

The Mayor agreed for Council to consider Agenda Item 14 next to enable the Cornwall Council Officer to leave the meeting early.

278 TRURO AND KENWYN NEIGHBOURHOOD DEVELOPMENT PLAN (TKNDP)

Council considered the recommendation from the Special Planning Meeting held on Thursday 26 January. Mr Rob Lacey from Cornwall Council provided a brief presentation setting out the scope of the revision to the TKNDP. He highlighted the changes, examination process, proposed modifications and next stages and anticipated timetable in the process.

Mr Lacey reported, subject to Council's decision and the decision of Kenwyn Council on 13 February, a report would be considered by the relevant Cornwall Council Portfolio-holder to sign off the modifications; a referendum would be arranged around mid-April, which would be decided by a simple majority. Cornwall Council would provide the City Council with funding for appropriate publicity. If the City Council did not accept the proposed modifications the revised plan could not go to referendum and the existing plan would remain in place. Further, Cornwall Council would provide some funding to the City Council for promotion, the detail of which was up to the City Council.

Following discussion, it was proposed by Councillor Biscoe seconded by Councillor Pascoe and

RESOLVED that:

- (i) To accept the recommended modifications and ask Cornwall Council to progress the revised TKNDP plan to referendum.
- (ii) Thanks be placed on record to Mr Rob Lacey, Mr Adam Birchall, and other Cornwall Council Officers who had been involved in the TKNDP revisions, for their hard work.

279 MINUTES OF COUNCIL

The Public Minutes of the Council held 6 December 2022 and the associated Confidential Minute were received by Council.

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

RESOLVED that the Public Minutes of Council held 6 December 2022 and the associated Confidential Minute were considered a correct record with the following comments or corrections:

Cornwall Council (i) Shared Prosperity Fund (Minute 238, page 102

Councill La Borde clarified that regarding the second paragraph the request for an update on the Towns Deal Fund was not due to the Loops project. She felt it was important that the City Council did not duplicate Cornwall Council's work so clarification was needed before the Towns Deal Fund progressed.

Shared Prosperity Fund Applications – Cont. (Minute 253, Page 110)

Fifth paragraph, second line: Deletion of "participate in the discussion".

280 CORNWALL COUNCIL**(i) Towns Deal Fund**

Following a question from Councillor Biscoe asking if the Towns Deal Fund projects had all been successful. Councillor Wells CC agreed he would contact the Chairman of the Towns Deal Fund Board to seek a project update and advise Councillor Biscoe accordingly. He commented that some details remained confidential at the present time.

(ii) Kenwyn Road

Councillor Mrs Carlyon asked about recent hedge-cutting in Kenwyn Road. Councillor Wells advised that, following complaints received by Cornwall Council, the Highways Department had requested that trees and hedges covering streetlights be removed.

(iii) Cathedral Lane

Councillor Biscoe thanked Councillor Wells CC for liaising with Cornwall Council's contractors who had recently undertaken water and electricity works in the street. However, he commented that reinstatement of the granite slabs had created trip hazards and potential future movement and wear and tear to the slabs. Councillor Wells CC confirmed that emergency work had taken place the preceding weekend and he agreed to visit the site and follow up as necessary.

(iv) Electric (Beryl) Bikes

Councillor Nolan CC noted that provision of the electric bikes had been delayed further from November 2022 to spring 2023.

(v) Dudman Farm

Councillor Nolan CC continued to contact Cornwall Council regularly regarding progress.

(vi) Truro Park and Ride

Councillor Nolan CC reported that from 9 February passengers would be able to get on and off where they would like, further, ticket machines would cease operation in park and ride car parks. There were plans to extend the times of operation, but this would be subject to

appropriate planning permission. In response to a matter raised by Councillor Swain Councillor Nolan CC agreed to ask if previously purchased tickets could be refunded or transferred.

(vii) Truro City Football Club Stadium

Councillor Nolan CC noted that the football club were planning to establish a new stadium following the defunct plan for a Stadium for Cornwall.

(viii) Cornwall Council 2030 Net Zero Target

Councillor Nolan CC noted that during a meeting of Cornwall Council's Neighbourhoods Overview and Scrutiny Committee it had been reported that Cornwall Council would not be able to achieve its 2030 target unless it utilised carbon off-setting to reduce its carbon emissions (meeting papers were available on Cornwall Council's website.)

(ix) Cornwall Councillor Remuneration

Councillor Nolan CC noted that a special meeting of Cornwall Council would be considering the results of a review of Cornwall Councillors' remuneration on 31 January at County Hall.

(x) Temporary Housing

Councillor Pascoe asked if there had been any recent progress or feedback from this project. Councillor Nolan CC noted an open day had recently taken place for residents and a leaflet drop of 200 neighbours had been undertaken by the scheme operators who appeared to be responsive to issues such as installing extra fencing following a report of a shortcut by a resident through a neighbouring garden. He understood that about 3 out of 17 pods were currently occupied, the number increasing gradually each week. He was aware of discussion to expand the scheme but there was an issue about identifying suitable land.

281 OPEN SESSION FOR ELECTORS OF TRURO

There were no questions or comments.

282 MAYOR'S COMMUNICATIONS

Former Mayor and Councillor, Mr Ron Cooke

Councillors were advised of the recent passing of Mr Ron Cooke, former Mayor and Councillor at the City Council. He had been Mayor on two occasions. The funeral would take place on 7 February at Penmount Crematorium and if any Members wished to attend, and they were requested to contact Mrs Rachael Dartnell.

Councillors' Workshop on Agendas

The Mayor reported that this workshop would take place on a date to be advised.

New Councillor David Walker-Sunderhauf

The Mayor welcomed Councillor Walker-Sunderhauf to his first Council meeting following his recent election to represent the Tregolls Ward. Councillor Walker-Sunderhauf had met the Town Clerk for an initial introduction to the City Council and had met Councillor Swain for a meeting about the Tregolls Ward he represented. The Mayor agreed to contact Councillor Walker-Sunderhauf and Councillor Hall in due course to arrange a welcome meeting.

Mayor's Events

The Mayor reported that he has attended a number of carol services at Christmas time and had also attended the Holocaust Memorial Service at the Cathedral which he commented was particularly poignant at the present time.

283 CORRESPONDENCE

There was no correspondence reported.

284 QUESTION TIME PURSUANT TO STANDING ORDER NO. 6K – WRITTEN QUESTIONS ONLY

Appendix 1

A written question was received from Councillor Mrs Carlyon regarding the storage arrangements for paintings, photographs, memorabilia, City history records and minute books. The Town Clerk read out the question, and his written response, which is included in the Appendix.

285 COMMITTEE REPORTS

The Minutes of the meetings of the under-mentioned Committees were received by the Council, with recommendations adopted except where otherwise stated.

MEETING OF THE PLANNING COMMITTEE

5 JANUARY 2023

There were no recommendations for consideration by Council. The Minutes were noted.

MEETING OF THE PARKS AND AMENITIES COMMITTEE(ESTIMATES)

9 JANUARY 2023

The resolution relating to the Precept (Minute 264 page 118-119) was considered at Item 11.

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE (ESTIMATES)

16 JANUARY 2023

The resolution relating to the Precept (excepting (iii) and (iv)) (Minute 269 page 121-122) was considered at Item 11. Minutes 272 related to Item 13 on the Agenda later.

The remaining recommendations of the Finance and General Purposes Committee were considered en bloc.

Proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons and **RESOLVED.**

Item	Min No.	Page No.	Recommendation from Committee	Resolution at Council
F&GP Minutes: Draft Estimates 2023/2024 Operations Plan Idless Nursery	269 (iii)	122	The report be noted.	See above.
F&GP Minutes: Draft Estimates 2023/2024 Operations Plan Boscawen Park	269 (iii)	122	The report be noted.	See above.
Discussion took place on the above items. In response to Councillor Mrs Carlyon, the Town Clerk confirmed that no tenders for the greenhouse had been returned to date. Once the tender process was complete the results would be reported back to the Parks and Amenities Committee. It was planned the Maintenance Team would undertake the necessary groundworks. Councillor La Borde expressed concern at the lack of detail in both operations plans and the lack of business plans for both projects. The Town Clerk confirmed they were both operation plans (looking forward), not business cases. He agreed to provide Councillor La Borde with a breakdown of relevant costs for both sites. In due course the budget for the new nursery would be separated off from the Parks Department and this would provide a better position when considering a business case and predicted income and costs etc.				

Internal Audit report	270	123	The Interim audit Report be noted, and thanks be given to Jo Trevelyan, Liz Ayres and Jo Wheildon in the finance team for their work on this	See above.
Accommodation Working Group Terms of Reference set out on page 36 of the agenda	271	123	The Town Clerk carries out the suggested amendments to the Terms of Reference and reports back to Full Council on 30 th January 2023 with a revised draft and a meeting of the Working Group be arranged as soon as possible.	The Council agreed the minute and approved the revised Terms of Reference

MEETING OF THE EMERGENCY COMMITTEE

25 JANUARY 2023

There were no recommendations.

286 TO RESOLVE THE PRECEPT UPON CORNWALL COUNCIL FOR 2023-2024

The estimates report, which reflected the recommendations of the Parks and Amenities Committee and the Finance and General Purposes Committee was considered. The recommendations relating to the precept from both committees were set out on pages 13-14 and 27-29.

The Town Clerk reported back on Shared Prosperity Grant and Anti-Social Behaviour Officer (ASBO) (Page 121 F&GPC 16 01 23 minutes). Firstly, the potential saving of £25K Shared Prosperity Grant figure had not been included in the budget because a decision was awaited from Cornwall Council. Secondly, a £10K contribution from Truro Business Improvement District (BID) to fund the ASBO post had been secured. The net effect of both was therefore no change.

Members considered the Parks and Amenities Committee's recommendation to reduce funding a new Zero Carbon officer post from full-time to part-time. During discussion concerns were raised that: immediate action was needed by the City Council in light of the deadline of 2030 it had set for itself to be carbon zero, a full-time post was needed to kick-start the work required (including internal carbon-auditing). The increasing rate of reduction in biodiversity as predicted by the United Nations was also highlighted. The financial challenges and difficult balance currently faced by the Council and the rising cost of Council Tax affecting local residents were reiterated. In light of these challenges, it was suggested that a new part-time position would be a positive step in the right direction. The Town Clerk considered that the financial issue facing the Council would remain for some years and outlined the potential financial impact of a full-time position on the precept. It was impossible to calculate the potential financial gains which might be achieved by a zero carbon officer at this time. He reminded Councillors that Council had ruled out using external consultants or training providers due to their potential limited impact. He also acknowledged the need for the Council to make the reduction of carbon a priority. In conclusion Members were not minded to increase the hours of the zero carbon officer from full to part-time.

[Councillor Roby declared an interest and left the meeting room at 20:27.]

Members commented on the positive impact of the appointment of the (jointly funded) ABSO which had resulted in a reduction in antisocial behaviour, was generally supported by Truro businesses and provided assurance to shops and visitors. Councillor Nolan expressed concern that the £10K funding he had helped secure from Cornwall Housing had not been ring-fenced to the ABSO post. The

Town Clerk assured Council that this funding 01 08 21-31 07 22 had been allocated and would be spent for this purpose.

[Councillor Roby returned to the meeting room at 20:36pm.]

In response to concern raised about potential loss of capacity in other work areas, the Town Clerk clarified that a significant amount of training would be delivered in-house by Ms Sharon Reardon, the external change consultant and Ms Nikki Santolamazza, HR Manager, which would result in net savings and provide a legacy for the future.

Concerns raised by Councillor Mrs Carlyon and La Borde about the new pavilion café at Boscawen Park were reiterated. These included: predicted profit, lack of business plan, lack of financial details, menu offer, competition with Trennick Mill, and fitting and running costs. The Town Clerk emphasised that the estimates were pessimistic in terms of the predicted turnover and challenging, particularly in the management of staff wages budget; however, he was confident looking forward. He anticipated that the building would be handed over by the contractor to the Council in a few days' time and an opening at the end of March was planned. It was intended to build a new menu based on the current menu offer. The Mayor thanked the Town Clerk and staff colleagues for their precept work.

It was proposed by Councillor Roden, seconded by Councillor Swain and

RESOLVED that:

1. The revised estimate for 2022-23 is approved.
2. The estimates for 2023-24 are approved.
3. The Precept is set at £2,382,665 for 2023-24.
4. The financial forecasts for 2024-25 and 2025-26 are agreed in principle.

[Councillor Mrs Carlyon requested that her name be recorded as voting against the above decision and Councillor Rob Nolan requested that his name be recorded as abstaining from voting.]

287 LANGARTH GARDEN VILLAGE STEWARDSHIP

Town Clerk reported that all Councillors had been invited to attend a meeting arranged by Cornwall Council on 21 February 2023 starting at 6pm and these arrangements had been notified to Members. Following some apparent confusion on the details the Town Clerk agreed to confirm the meeting arrangements to all Councillors.

288 TOWNS FUND BOSCAWEN PARK DEVELOPMENT

Further to Minute 272, page 123 of the Finance and General Purposes Committee (16.01.2023), Members were requested to consider making a resolution to proceed to requesting a loan from the Public Works Loan Board (PWLB) to fund the remainder of this project not covered by grants.

The Town Clerk explained that, to enable the project to progress to the next stage, Cornwall Council required the City Council to confirm three different sources of co-funding. One source was a loan provided by the PWLB and a letter setting out of the offer of such a loan would suffice. He assured Councillors that commitment to a loan was not necessary at this stage and financial details would be considered by Council in the future; however, the project could not progress otherwise. He confirmed that the potential financial terms of any loan would not be known until the money was actually required. Councillor Mrs Carlyon queried the cost of 30 year, rather than a 50 year loan. Councillor La Borde also commented that the project business case referred to a 30 year loan and asked why this had changed. She also felt that more details about due diligence (particularly due to the current high risk of the

commercial property market) and the views of the public on the project were required by Council so it could understand future potential commitments before a decision was made.

Following Councillors' requests for an update on the Boscawen Park Development Project, the Town Clerk reminded Members that Council had already agreed the business case in March 2022. Cornwall Council and central government had also approved the business case in September 2022. Copies had also been circulated to all Councillors. Due diligence work was in progress including Cornwall Council's requirement to confirm the City Council's ability to secure match-funding. The design had not altered; an area for commercial leisure had been identified. Cornwall Council and central government had considered detailed figures provided by a commercial provider and these had been accepted. The results of the public consultation could be considered at a future meeting of the Parks and Amenities Committee. Consultants were working with the Environment Agency regarding flood protection. He was currently working on funding an all-weather pitch and flood protection works. The Town Clerk also agreed to check with the PWLB on their loan requirements and confirm that an in-principle decision was sufficient.

It was proposed by Councillor Biscoe, Seconded by Honorary Freeman Councillor Wells, and

RESOLVED that in principle, Truro City Council proceed to request a loan from the Public Works Loan Board (PWLB) to fund the remainder of this Boscawen Park Development Project not covered by grants.

[Councillor Mrs Carlyon requested that her name be recorded as voting against the above resolution.]

289 TRURO TRANSPORT STRATEGY WORKING GROUP

Council considered the recommendation from the Working Group regarding Boscawen Street at its meeting held on 20 January.

During debate, a number of concerns were raised including, no baseline or economic data had been available to the Working Group in making the recommendations, lack of data about the benefits or disbenefits to members of the public, lack of data about whether people were not visiting Truro due to access issues caused by the experimental scheme, lack of compliance with signage. There was also concern that Cornwall Council could resurrect an old idea (which was shelved) to create a new junction alignment between Charles Street and Fairmantle Street which might damage the visual impact of Lemon Street. It was also considered that, it would be sensible to proceed despite the issues flagged in relation to consultation and it was hoped that additional information would be available to the Working Group in the future. It was acknowledged that while a traffic regulation order could be reversed, the experimental traffic order could not be extended.

Honorary Freeman Councillor Wells clarified that he attended the Working Group on 20 January as an observer and had not taken part in the Group's discussion. Further he noted that a camera had recent be installed in Lower Lemon Street which should provide additional data and evidence. He also had concerns about the number of buses using this road, acknowledging that in the long term the bus station may need to move to a new location.

290 EXTENSION OF TIME

It was proposed by Councillor Webb, seconded by Councillor Swain and

RESOLVED that the meeting be extended up to, but not past, 10:00pm, to enable the conclusion of Council business.

291 TRURO TRANSPORT STRATEGY WORKING GROUP - CONTINUED

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

RESOLVED that the motion be put to a vote,

It was proposed by Councillor Roden, seconded by Councillor Rabey, and

RESOLVED that:

In view of the need for a decision by mid- February at the latest to provide sufficient time to implement the paperwork before the end of the current Experimental Traffic Regulation Orders and whilst discussions are ongoing with regard to any physical changes to Boscawen Street the following request is made to Cornwall Council;

- Implement the Restrictions on Driving Traffic Regulation Order and enhance the signage to make the restrictions more conspicuous.
- Allow the waiting restrictions Experimental Traffic Order to lapse, which will revert Boscawen Street to the previous waiting and loading restrictions that were in place before the experimental scheme. Given the need to reconsider how the streetscape is formed, it is likely that there will be compliance issues until a revised Traffic Regulation Order for waiting and loading could be consulted on by Cornwall Council.

[Councillors Biscoe and Mrs Carlyon wished for their names to be recorded as having voted against the above resolution.]

292 TRURO/ROSELAND COMMUNITY NETWORK PANEL

Councillor Mrs Carlyon provided a report back from the last meeting of the Truro and Roseland Community Network Panel held at County Hall on 17 January 2023. Mr Glenn Caplin Gray of Cornwall Council provided information about devolution and Mayor for Cornwall following which there was discussion. The cost of implementing a Mayor for Cornwall was estimated by Cornwall Council to be about £750K and the closing date for Cornwall Council's public consultation was 17 February. The Panel also discussed Cornwall Council's Community Network Highway Scheme. Mrs Carlyon also asked the Panel how it was going to respond to the central government consultation on a revision of the National Planning Policy Framework (NPPF). An update on biodiversity and climate emergency was also considered. Topics suggested for future meetings included South West Water, housing associations, 20mph limits in villages and clarification of recycling. The next meeting was due to take place on 23 March 2023 starting at 7pm.

Honorary Freeman Councillor Wells confirmed that two highways schemes affected the parish of the City of Truro. Firstly, a scheme to install yellow lines at Sunny Corner, Malpas (Councillor Rich was the relevant Cornwall Councillor for this area). Secondly, the provision of fees to enable investigations to take place with a view to improving the Edwards Street/ Frances Street junction.

[Councillor Hall left the meeting room at 21:32 and returned at 21:36.]

293 TO RECEIVE VERBAL OR WRITTEN REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS

Earlier in the meeting, Councillor Biscoe suggested, following attendance at a CCTV management meeting earlier that day, that Councillors consider extending the scope of the role of our representative on the CCTV Management meeting also to Truro Safe meetings. Councillor Roden agreed that this matter be discussed at the next meeting of the Finance and General Purposes Committee.

294 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 21:38pm

MAYOR

DRAFT

Council Meeting

30th January 2023

Question Time Pursuant to Standing Order No.6k

Question from Cllr. Carlyon

I am becoming increasingly concerned that there is seemingly no 'appetite' or urgency to return to the Municipal Buildings in the near future and it must be four years since we left the building.

The Civic history of Truro was stored in this building and there are a considerable number of Councillors who have not even visited/seen the Council Chamber.

So my questions are as follows -

Where are all the oil paintings of the former Mayors stored which hung in the Council Chamber and the Committee room and the inventory?

Where are the photographs of the former Mayors of the City stored which hung on the staircase and in the gallery outside the Council Chamber and the inventory?

Where is the memorabilia stored which was displayed in the glass cases and the inventory?

Where are the papers and records of the history and minute books of the City stored and the inventory?

Please may the inventories and the items listed be checked and the Council receive photographic assurance the above are still in good condition and the access

Answer

1 Where are all the oil paintings of the former Mayors stored which hung in the Council Chamber and the Committee room and the inventory?

These are being professionally stored at Lanes storage at Threemilestone. We have an inventory of the items. At the time we moved out of the Municipal Buildings Lanes were commissioned to move all these paintings.

Where are the photographs of the former Mayors of the City stored which hung on the staircase and in the gallery outside the Council Chamber and the inventory?

These are also being professionally stored at Lanes storage at Threemilestone. We have an inventory of the items.

Where is the memorabilia stored which was displayed in the glass cases and the inventory?

This has been professionally packed into the strongroom at the base of the staircase beneath my office in the Municipal Buildings, under lock and key.

Where are the papers and records of the history and minute books of the City stored and the inventory?

Prior to us moving out we worked with the professional team at Kresen Kernow who have set up some collections of the documents which are being stored under proper environmental conditions in the new building in Redruth. They have catalogued them and they are available if we need to access them.

As far as the paperwork and the memorabilia is concerned I have no concerns about the need to confirm their condition. I will organise a confirmation with Lanes regarding the paintings and photographs.

Roger Gazzard

Town Clerk

DRAFT

**MEETING OF THE PLANNING COMMITTEE HELD 2 FEBRUARY 2023
at 7.00 pm**

PRESENT: Councillors Mrs Carlyon, La Borde, Mrs Nolan, Nolan, Pascoe (Chairman), Mrs Swain, Walker-Sunderhauf, Webb and Wells

APOLOGIES: An apology of absence was received from Councillors Ambler, Hall, Sealy and Smith

Also in attendance: John Marshall, agent for Land Adjacent to Hangman's Cottage, Hamilton Close (PA22/11019);
Mr David Rabey, applicant and member of the Truro Community Hub Project Steering Group and a trustee of Truro Methodist Church (PA22/10849), and Matthew Small, neighbour of Truro Methodist Church.
Several members of the public.

At the start of the meeting, the Chairman informed Members of the evacuation procedures.

295 DISCLOSURES OR DECLARATIONS OF INTEREST

1 Strangways Villas (PA22/10751 & PA22/10752) (Minute 297(c)(iii), page 138)
Councillor Mrs Carlyon declared an interest in the above item as she is a neighbour.

10 The Parade, Malpas Road (PA23/00425 & PA23/00426) (Minute 297(b), page 137)
Councillors Nolan and Mrs Nolan declared an interest in the above item as this was a former property. However, this item was not discussed at the meeting.

296 PLANNING MINUTES

The Minutes of the Planning Committee meeting held 5 January 2023 were considered for accuracy. Councillor Mrs Carlyon apologised for having given the incorrect date for the deadline for comments for the National Planning Policy Framework (NPPF) Consultation (Correspondence, Minute 259(iii), page 116), and confirmed the closing date was 2 March 2023.

It was proposed by Councillor Webb (Mayor), seconded by Councillor Mrs Swain, and unanimously

RESOLVED the minutes of the Planning Committee meeting held 5 January 2023, with the above comments and corrections, were considered a correct record.

297 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 (Mayor), seconded by Councillor Mrs Swain, and that it be

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

Councillor Nolan wished for his name to be recorded as having abstained from voting on the above resolution.

(b) Schedule 1B

The TCAAC recommendations for the February meeting cycle were as follows:

(i) PA22/10495 – *The Carriage House, Infirmary Hill.*
Refusal (see comments). A suitable resubmission would be welcome.

(ii) PA22/10751 & PA22/10752 – *1 Strangways Villas*
Approval, no objection. See comments.

(iii) PA22/10849 – *Methodist Church, Union Place*
Approval, no objections.

(iv) PA22/11265 – *Truro Courts of Justice, Edward Street*
Approval in principle – see comments

(v) PA22/11298 – *Truro Foyer*
Approval – subject to comments

(v) PA22/11358 – *Flat 2, St George's Road*
Approval in principle – see comments

(vi) PA23/00320 – *19-20 King Street (Clarks Shoes)*
Deferral – see comments. A suitable resubmission would be welcome.

(vii) PA23/00425 & PA22/00426 – *10 The Parade, Malpas Road*
Approval, see comments.

Further 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 Mrs Carlyon, seconded by Councillor Webb (the Mayor), that it be

RESOLVED that the recommendations contained within Schedule 1B, as proposed by the Chairman, be adopted by the Planning Committee, with items 3 & 7 moved to Schedule 2 for discussion by the Committee, as per below.

Councillors Nolan and Mrs Nolan wished for their names to be recorded as having voted against the above resolution.

(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 Hangman's Cottage, Hamilton Close (4)**
(PA22/11019)

Approval recommended for the Technical Details Consent.

Proposer: Councillor Webb (Mayor)
Seconder: Councillor Mrs Swain (Deputy Mayor)

Councillor Mrs Carlyon wished for her name to be recorded as having abstained from voting on the above recommendation.

(ii) **Methodist Church, Union Place (3)**
(PA22/10849)

Unanimous deferral recommended, as though in principle Members supported the creation of the community hub due to the need for community space in the City Centre, they considered it important for the applicant to investigate the impact of the back extension on the neighbours due to the significant concerns raised.

These concerns related to, but were not limited to, potential overshadowing of gardens resulting in loss of light, potential noise disturbances, visual impact, and the design, which was not felt to be sympathetic to its surroundings or the church. Members requested the applicant reports back to the next meeting of the Planning Committee following consultation with the neighbours, recognising the extensive work that had gone into the designs to date, and the timeline due to the Towns Fund Deal funding.

Proposer: Councillor Mrs Nolan
Seconder: Councillor Mrs Swain

(iii) **1 Strangways Villas (1&2)**
(PA22/10751 & PA22/10752)

Approval recommended for the garden room and associated works.

Proposer: Councillor Webb (Mayor)
Seconder: Councillor Mrs Swain

Councillor Mrs Carlyon, having declared an interest in the above application, left the room during the discussion and did not vote on the recommendation.

(iv) **Kelsey, City Road (5)**
(PA22/11118)

Refusal recommended for the demolition of the existing dwelling house and creation of ten new apartments on the grounds of overlooking of Chy Barham from the windows at the back of the apartments, and the lack of aesthetic appeal of the design (See Chapter 6, 'Asking for Beauty', of the proposed revisions to the National Planning Policy Framework – Gove, December 2022).

(v) **20 Penair Crescent (6)**
(PA23/00043)

Unanimous refusal recommended for the proposed single storey extension due to inaccuracies of the application (there are several trees on the property that would be significantly impacted) and the proposal constituting overdevelopment.

Proposer: Councillor Webb (Mayor)
Seconder: Councillor Pascoe (Chairman)

The following applications were moved from Schedule 1B as per Minute 297(b), page 137, above.

(vii) **The Carriage House, Infirmary Hill (3 on 1B)**
(PA22/10495)

Unanimous approval recommended for the installation of solar panels in principle, though Members would prefer the use of conservation area-specific panels that would lie flush with the roof.

Proposer: Councillor Webb (Mayor)
Seconder: Councillor Mrs Nolan

(vi) **19 – 20 King Street (Clark’s Shoes)** (7 on 1B)
(PA23/00320)

Unanimous approval recommended for the Listed Building Consent subject to the size and distribution of the windowpanes matching the existing.

298 CORNWALL COUNCIL NOTICES

(Appendix 4)

(i) Five Day Notices

Members noted the report of five-day notices.

(ii) Premises Licence Applications

Members noted the report of premises licence applications.

299 TRURO TRANSPORT STRATEGY WORKING GROUP

(i) Terms of Reference

It was proposed by Councillor Webb (Mayor), seconded by Councillor Mrs Swain and

RECOMMENDED to Council that the Terms of Reference for the Truro Transport Strategy Working Group be approved as amended.

(ii) Standing Item for Updates/Discussion

The Chairman informed Members the Standing item would appear on each Planning Committee agenda in order for Members to discuss anything arising from the Working Group. Members briefly discussed the decision from the Working Group that the minutes from the meetings were to be confidential. Members felt that it was important that discussions were recorded openly for public record and reiterated that the purpose of minutes was not to include every detail of discussion but to accurately record decisions taken.

Therefore, it was proposed by Councillor Pascoe (Chairman), seconded by Councillor Mrs Swain and

RECOMMENDED that the Truro Transport Working Group reconsiders the process of the meeting and the creation of the minutes as the Planning Committee strongly felt these should not be confidential. The minutes should also be submitted to the Planning Committee each month for consideration as part of the Standing Item for discussion.

300 TRAFFIC REGULATION ORDERS

Members discussed the estimated cost for the Traffic Regulation Orders that had been submitted to Cornwall Council, which was significantly higher than expected.

Following discussion around the City Council’s Precept, which had just recently been resolved at Council (30.01.2023), and whether there were any available funds, it was proposed by Councillor Pascoe (Chairman), seconded by Councillor Nolan and unanimously

RECOMMENDED that:

- (i) the Town Clerk inform the Planning Committee as to whether there were any available funds to cover the predicted costs;
- (ii) the Chairman, working with Councillors Wells, Nolan and Rich as the local members who were also Truro City Councillors, contact Viv Bidgood, Cornwall Council, regarding the quote given, to seek justification of the cost and to explain the City Council wished to

submit one Traffic Regulation Order (TRO) application that covered the multiple sites listed.

301 NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION

Further to Minute 259(iii), page 116, 05.01.2023), the Chairman asked Members to review the amended NPPF documents and submit any comments to him and the Planning Clerks within fourteen days (17 February 2023) so he could collate them and forward them as a singular response from the City Council.

302 CHAIRMAN'S REPORT

There was nothing to report.

303 CORRESPONDENCE

Correspondence that had been sent to the City Council regarding planning matters had been added as agenda items as per the minutes above.

The meeting closed at 8:41pm

Chairman

DRAFT

PLANNING APPLICATIONS – FOR THE MEETING OF 2 FEBRUARY 2023**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 26th January 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	Recommendation from Chairman/ Vice-Chairman & Councillors
(1) PA22/11019 Land Adjacent to Hangmans Cottage, Hamilton Close	Application for Technical Details Consent in relation to Permission in Principle PA22/00708 for the construction of six new dwellings and associated works	Moresk and Trehaverne	Schedule 2
(2) PA22/11361 Street Record, Cathedral View	Application for tree works within a TPO Area: 1 x Sycamore to prune to clear lights and crown reduction and 1 x Ash remove all deadwood	Moresk and Trehaverne	Approval recommended
(3) PA23/00043 20 Penair Crescent	Proposed single storey extension	Tregolls	Schedule 2
(4) PA23/00075 The Cedars, Park View	Application for tree works in a Tree Preservation Order: Reduction of the lower limbs and internal large dead wood to be removed to a Monterey Cypress tree	Boscawen and Redannick	Approval recommended
(5) PA23/0018 11 Cotsland Road	Works to trees under a tree-preservation order (TPO) namely: T1 - Sycamore - remove to basal dysfunction of approx 50 stem circumference. Replace with a Quercus robur Koster.	Tregolls	Approval recommended
(6) PA23/10770 10 Trewinnard Grove	Works to trees subject to a TPO: T1- Fraxinus excelsior. Suffering from Ash Dieback. Fell to ground. T2- Fraxinus excelsior. Suffering from Ash Dieback. Fell to ground	Moresk and Trehaverne	Approval recommended

(7) PA23/00055 1 Hendra Veau	Proposed single storey extension to rear	Moresk and Trehaverne	Approval recommended
(8) PA23/00184 81 Tinney Drive	Works to trees subject to a Tree Preservation Order (TPO), works include T1 remove lowest limb and thin out crown by 10%. T2 remove lowest limb to encourage growth of smaller plant. T3 remove lowest limb to encourage growth of smaller adjacent tree	Tregolls	Approval recommended
(9) PA22/11118 Kelsey, City Road	Demolition of existing single dwelling house and replace with 10 new apartments with associated, access, parking and amenity without compliance of condition 2 in relation decision notice PA19/07927 dated 12/12/2019	Boscawen and Redannick	Schedule 2
(10) PA22/11406 18 Woodland Court	Application for tree works in a Tree Preservation Order to include: Crown reduction of a mature large Yew tree	Morsk and Trehaverne	Approval recommended

PLANNING APPLICATIONS – FOR THE MEETING OF 2 FEBRUARY 2023**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 26th January 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	Recommendation from Chairman/ Vice-Chairman & Councillors
(1)(a) PA22/10751 1 Strangways Villas	Provision of a garden room and provision of conservation roof lights to the rear of the ground floor pitched roof	Boscawen and Redannick	Schedule 2
(b) PA22/10752 1 Strangways Villas	Listed Building Consent for the above	Boscawen and Redannick	
(2) PA22/10849 Methodist Church, Union Place	Creation of Truro Community Hub, comprising of the demolition of 20th Century single storey extension to, and minor demolition and refurbishment of, former Wesleyan School. New extension to former Wesleyan School, and associated minor alterations to Truro Methodist Church, all with associated external works including new terraces, entrance ramp, alterations to car park and soft landscaping.	Moresk and Trehaverne	Schedule 2
(3) PA22/10495 The Carriage House, Infirmary Hill	Installation of black solar panels on roof	Moresk and Trehaverne	Approval recommended
(4) PA22/11298 Truro Foyer, Lander Court	Works to trees subject to a tree preservation order - We would like this tree to be dismantled to ground level. The tree is not likely to regrow, so we have proposed mitigation planting.	Moresk and Trehaverne	Approval recommended

<p>(5) PA22/11265 Truro Courts of Justice, Edward Street</p>	<p>Listed Building Consent:- Replacement of the existing mechanical heating, cooling and ventilation equipment with new. Internally air handling units and VRF systems will be replaced, with new pipework and ductwork installed. Externally, the smaller condenser units will be removed and new air handling units placed in the location of the existing air handling units. Two of the air handling units will be moved internally to reduce the impact on aesthetic significance. Repairs internally will use plasterboard, scrim and paint in colours to match the existing. Externally, a liquid roofing system will be used to repair the roof (like for like).</p>	<p>Moresk and Trehaverne</p>	<p>Approval recommended</p>
<p>(6) PA22/11358 Flat 2, 14 St Georges Road</p>	<p>Listed Building Consent: Retrospective: Internal alterations/ renovations</p>	<p>Moresk and Trehaverne</p>	<p>Approval recommended</p>
<p>(7) PA23/00320 19-20 King Street</p>	<p>Listed Building Consent for the replacement of steel windows to south and west elevations to aluminium</p>	<p>Moresk and Trehaverne</p>	<p>Approval recommended</p>
<p>(8)(a) PA23/00425 10 The Parade, Malpas Road</p> <p>(b) PA23/00426 10 The Parade, Malpas Road</p>	<p>Proposed refurbishment and alterations to grade II listed building including change of use of part B'n'B to residential dwelling.</p> <p>Listed Building Consent for the above</p>	<p>Tregolls</p> <p>Tregolls</p>	<p>Approval recommended</p> <p>Approval recommended</p>

PLANNING APPLICATIONS – FOR THE MEETING OF 2 FEBRUARY 2023
SCHEDULE 2 – Applications to be considered at the Meeting.

Application Details	Proposal	Ward	Recommendation from Chairman/ Vice-Chairman & Councillors
(1) (a) PA22/10751 1 Strangways Villas (b) PA22/10752 1 Strangways Villas	Provision of a garden room and provision of conservation roof lights to the rear of the ground floor pitched roof Listed Building Consent for the above	Boscawen and Redannick Boscawen and Redannick	
(2) PA22/10849 Methodist Church, Union Place	Creation of Truro Community Hub, comprising of the demolition of 20th Century single storey extension to, and minor demolition and refurbishment of, former Wesleyan School. New extension to former Wesleyan School, and associated minor alterations to Truro Methodist Church, all with associated external works including new terraces, entrance ramp, alterations to car park and soft landscaping.	Moresk and Trehaverne	
(3) PA22/11019 Land Adjacent to Hangmans Cottage, Hamilton Close	Application for Technical Details Consent in relation to Permission in Principle PA22/00708 for the construction of six new dwellings and associated works	Moresk and Trehaverne	
(4) PA22/11118 Kelsey, City Road	Demolition of existing single dwelling house and replace with 10 new apartments with associated, access, parking and amenity without compliance of condition 2 in relation decision notice PA19/07927 dated 12/12/2019	Boscawen and Redannick	
(5) PA23/00043 20 Penair Crescent	Proposed single storey extension	Tregolls	

Five Day Notices

Planning Application	Truro City Council Comments	Case Officer Comments	Outcome
PA22/09856 and PA22/09857 Mount Charles House, Infirmary Hill	Unanimous approval recommended for the planning application and associated Listed Building Consent application.	Officer support is not forthcoming for the scheme, unless the comments of the conservation officer are overcome, to ensure that there is less than substantial harm to the listed building. HIA lacks clear or robust justification for the proposed works. In addition, there is little information regarding the significance of the proposed loss of historic fabric.	Agree
PA22/09965 and PA22/10112 45 Lemon Street	Unanimous approval for the redevelopment and the associated Listed Building Consent, subject to appropriate materials that comply with Conservation Area policies (such as hand painted timber or aluminium) being used, and subject to no sustainable planning objections from the neighbours.	<p>Having accessed the information provided the proposed works are not considered acceptable. This is due to works being assessed as overdevelopment in heritage terms of an existing garage at the rear of a grade II listed property.</p> <p>Specifically, the proposed works are considered to harm the setting of the listed building due to the inappropriate use of materials such as UPVc, design and mass, which not only detracts from the setting of heritage asset but the conservation area as a whole.</p>	Agree

		<p>Considering the above, the proposals in their current form would cause harm to the setting of the listed building due to the introduction of inappropriate development and would also fail to preserve or enhance the designated conservation area.</p>	
<p>PA22/06920 and PA22/06919 South Penarth</p>	<p>Refusal recommended for the proposed conversion and extension and associated listed building consent due to the loss of trees, the proposal constituting overdevelopment, and the design being inappropriate for within the curtilage of a Listed Building and the adjacent barn.</p>	<p>The agent has provided another revision, that includes a glazed link, between the existing building and the extension. The extension still is on the same footprint as originally proposed that projects forward of the building line of the existing, to create an Lshape and it has a flat sedum roof.</p> <p>I am still minded to refuse the application.</p>	<p>Refusal</p>
<p>PA22/09199 Land South West of Rosewarne, Tregolls Road</p>	<p>Approval recommended with the condition the conversion remains ancillary to the main dwelling and therefore cannot be sold separately.</p>	<p>The application is for a holiday let not an annexe as such we would not condition ancillary use as this will be independent use of the main dwelling. A holiday use condition would be imposed to ensure that this is not used as an independent dwelling.</p> <p>It has however been considered reasonable that the holiday let and no.34 are maintained as one</p>	<p>Agree</p>

		<p>planning unit at this time noting the lack of amenity serving no.34 if split off and the current shared parking arrangement as such this would form a condition accordingly.</p> <p>In light of the above, I intend to recommend the application for approval.</p>	
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Premises Licence Applications

Licensing Application	Type of application	Truro City Council comments
Bunters, 58 Little Castle Street	Review Ref :Public Nuisance	No objection subject to added conditions of the application (and any laws) being adhered to.
Mediterraneo 18 Victoria Square	On and Off Sales/Supply of alcohol	No objection

MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 6 FEBRUARY 2023 AT 7.00 PM IN THE TRAINING ROOM, FIRST FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO

PRESENT: Councillors Mrs Eathorne-Gibbons (Chairman), Biscoe, Green, La Borde, Rabey, Roden, Sealy, Southcombe, Swain (Deputy Mayor) and Webb (Mayor).

APOLOGIES: Councillors Roby and Tamblyn.

ALSO IN ATTENDANCE: Councilors Mrs Carlyon and Walker-Sunderhauf
Richard Budge – Parks and Amenities Manager.

At the start of the meeting, the Chairman informed Members of the evacuation procedures.

304 FORMER COUNCILOR RON COOKE

The Committee stood for a minute's silence as a mark of respect for former Mayor and Councillor Ron Cooke, whose funeral took place earlier that day.

305 DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest.

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

There were no public questions.

307 TO CONFIRM THE MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 9 JANUARY 2023

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

RESOLVED that the Minutes of the Parks and Amenities Committee Meeting held on 9 January 2023, were signed as a correct record.

308 EXCLUSION OF THE PRESS AND PUBLIC

Further to the following Minute, there was no exclusion of press and public.

309 PADEL TENNIS

This item was deferred to the next Committee meeting, as necessary.

310 PRESS AND PUBLIC

Further to the above Minute this was not relevant.

311 HEALTH AND SAFETY AT WORK – PARKS AND AMENITIES DEPARTMENT

The report had been circulated to the Committee in advance of the meeting by email.

(i) Training of Staff

The Parks and Amenities Manager provided his six-monthly regular report on training courses undertaken by staff in the Parks Department.

(ii) Parks and Amenities Department – Report of any Recent Accidents

The Compliance Officer's report was presented by the Parks and Amenities Manager. The Chairman requested that the Committee's best wishes for a speedy recovery be passed on to the member of staff who had an accident outside of work.

(iii) Shop Steward, Unite Representative and Unite Health and Safety Representative

In the absence of a Unite Representative(s), the Parks and Amenities Manager reported there continued to be no staff union representatives in the Parks Department, but union members had direct access to union representatives based in St Austell.

The report was noted.

312 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. The Parks and Amenities Manager advised there were no matters to report at this time. No 4 Committee Work Plan 2022 – 2025 below also refers.

(ii) Committee Work Plan 2022 – 2025

The report was circulated to the Committee in advance of the meeting by email. It set out the latest position on a high-level project list and projects calendar for the Parks Department which was presented by the Parks and Amenities Manager and considered alongside Items 10 (i) and (ii) following. He commented that a new path had been tarmacked at Truro Public Cemetery enabling disabled access to Section T.

During discussion it was acknowledged that a plan for works to repair the Leats was awaited. It was also suggested the Leats should be listed to help protect them for the future. The Parks and Amenities Manager agreed to spike or aerate the bottom entrance to the Dreadnought Playing Field to improve drainage. In response to query about non-indigenous planting in front of a Cornish hedge at Newmills Playing Field, the Parks and Amenities Manager agreed to inspect the site.

A report by the Community Development Officer on the ongoing consultation by the new Hendra Skatepark Group would be considered at a future Committee meeting. The Chairman agreed Councillor Mrs Carlyon's request to discuss Towns Deal Fund Project: Truro City Council Vehicle Storage Provision at Boscawen Park would be considered at the next Committee meeting. The Chairman also requested that Councillor La Borde request an agenda item for a future meeting agenda to the Chairman or send a question direct to the Parks and Amenities Manager about the potential for the City Council to reduce water use in the future.

It was proposed by Councillor Biscoe, seconded by Councillor La Borde, and

RECOMMENDED that, in order to safeguard the future of the Leats water system, Truro City Council apply to list the Leats.

313 INFORMATION ITEMS**(i) Boscawen Park New Tennis Pavilion Project and Timeline**

The Parks and Amenities Manager updated Members on the latest position.

Outstanding works included:

- i. Sealing by skirting board and doors prior to pressure testing.
- ii. The new (domestic) kitchen had been ordered from a local supplier and was due to be fitted by the Maintenance Team on 20 February.
- iii. Quotations for cafe furniture (including fittings such as dishwasher) (interior and exterior) were awaited.
- iv. It was planned to open the new pavilion in the first week of April.

The sustainability of the new café facility was queried, and the Parks and Amenities Manager confirmed the aim was that the Café would be as sustainable as possible. The report was noted.

(ii) Idless Nursery - Project and Timeline Update

Members were updated by the Parks Amenities Manager as follows:

- i. Quotations for the installation of a greenhouse, as advertised on Contract Finder, were still awaited.
- ii. Plans for the new chemical store had just been received and would be considered by the Parks and Amenities Manager shortly.
- iii. A heating system had been purchased and would be temporarily plumbed in.
- iv. Despite attempts to contact the original installer direct, installation of the doors to the polytunnels was outstanding. An alternative installer was being sought and the cost would be invoiced to the original polytunnel installer.
- v. He clarified that once the new nursery at Idless was open, the provision of a planting display at a future Royal Cornwall Show would be considered.

The report was noted.

(iii) Parks and Amenities Manager's Report

The report was circulated to the Committee in advance of the meeting by email and highlighted by the Parks and Amenities Manager. In response to a question, he agreed to contact the Beryl Bike project leader and circulate a copy of bike locations in the Truro area (in addition to City of Truro Parish) to the Committee for information. The report was noted.

314 TREMORVAH PLAYING FIELD**(i) Consultation 2021 Fifth Report - Outstanding matters from the Preliminary Report i.e. new litter bins and benches**

The Parks and Amenities Manager had met the Truro Antisocial Behaviour Officer (ABSO), together with a PCSO, on-site on 13 January. The ABSO did not see any problem in installing three benches alongside the field boundary with Bodmin Road. This area was in dappled light from the streetlights and away from local residents.

It was proposed by Councillor Roden, seconded by Councillor Webb, and

RECOMMENDED that the three picnic benches be installed in Tremorvah Playing Field alongside the field boundary with Bodmin Road, as recommended by the Truro Antisocial Behaviour Officer.

(ii) Potential Provision of Compost Toilets

The report had been circulated to the Committee in advance of the meeting by email. The Parks and Amenities Manager advised that, following research, compost toilets were not suitable for the location of Tremorvah Playing Field.

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Webb, and

RECOMMENDED that the report be noted.

315 BOSCAWEN PARK TENNIS COURTS: ANNUAL HOUSEHOLD MEMBERSHIP CHARGE

Further to Minute 264, the Parks and Amenities Manager reported back on: how many memberships re located outside of the City of Truro Parish; and the potential of introducing different rates for Parish residents and users living outside of the Parish boundary. On 11 January there were 424 active memberships, of which 202 were from a TR1 postcode and 226 from a non-TR1 postcode. The ClubSpark booking system currently could not be figured to charge different rates and check eligibility. The Town Clerk was also concerned any differential charge might reduce the number of memberships, reduce income and would be contrary to the Lawn Tennis Association's objectives in supporting the refurbishment of the tennis courts.

There was a brief discussion during which Members generally considered a significant price difference could reduce use of the courts. Differential rates could also

PARKS AND AMENITIES COMMITTEE – 6 FEBRUARY 2023

have other unintended negative impacts on users. The Parks and Amenities Manager commented the courts were not normally congested.

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

RECOMMENDED that no further action be taken regarding charging differential rates for annual household tennis memberships at Boscawen Park Tennis Courts.

316 PARKS DEPARTMENT: SCHEDULE OF MACHINERY AND EQUIPMENT - JANUARY 2023

The Committee received the latest schedule of machinery and equipment which would be reported to Council. Members' attention was drawn by the Parks and Amenities Manager to Ref. No. TCC 2 Peugeot Boxer Flatbed and TCC 8 Kubota Compact Tractor. Following a number of engine faults in 2022 which resulted in the flatbed being out of action for a long period of time, this vehicle would be replaced in 2023 within existing budgets. He was also planning to replace the tractor at a later date. He commented vehicle costs had also increased significantly.

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

RECOMMENDED that the Committee next consider the Parks Department Schedule of Machinery and Equipment at the November 2023 meeting, in advance of the Estimates meeting in January 2024.

317 COOSEBEAN – NORTHERN MEADOWS OFF COMPRIGNEY HILL

The Parks and Amenities Manager reported this ten-acre site had been purchased using City Council Reserves and part of the S106 funding arising from the Pydar Street development would be utilised to return money back to the Reserves. A steering group had been established to consider the future development and maintenance of this land and had already walked the site and held an initial informal meeting. Attempts to check availability for a further meeting had proved unsuccessful before Christmas. The area was located adjacent to land at Coosebean and the first section of the first field included a public footpath. When the area was cut the aim was to keep the land in a useable condition which could be maintained, rather than allowed to grow in. It was intended to manage the area as a natural hay meadow, in line with RSPB guidance, for the use of green hay to encourage indigenous wildflowers which kept grass down such as yellow rattle. Two areas had been left to provide habitat for woodcock birds. Hedges on the boundary with neighbours had been cut back but remained untouched on the boundary with Coosebean. He corrected a possible misunderstanding that this area formed an extension to Coosebean; this was not correct, the land was separate from Coosebean. He noted that he did not attend Friends of Coosebean meetings or receive minutes of their meetings. In conclusion, he apologised that his action had caused concern and hoped to move forward from this point.

Councillor Southcombe, who had requested that the Committee consider this matter, addressed the Committee expressing concern at the significant devastation caused by the work described above. She felt it should not have taken place at this time of year (winter) due to hibernating mammals and invertebrates. Further, Cornwall Wildlife Trust advised such work be undertaken gradually to enable wildlife to move. She also reminded the Committee that the City Council had already declared an ecological emergency.

During discussion, matters raised by Councillors included: It was noted the process of acquiring the land was a separate matter. The Town Clerk had requested some initial proposals for use of the land for potential grant funding purposes from the Parks and

PARKS AND AMENITIES COMMITTEE – 6 FEBRUARY 2023

Amenities Manager. It was generally considered an urgent meeting of the Steering Group was needed to begin work including consultation with the community (such as community associations, friends' groups and members of the public) and report back to the Committee to enable the Parks and Amenities Manager to develop a management plan.) In the meantime, it was suggested the land should be maintained in a useable condition. It was also queried whether consultation with the Steering Group should have taken place prior to the action taking place. The Parks and Amenities Manager said he did not know the costs of the work undertaken by the Council's contractor and agreed to report back to the next meeting. The Chairman noted the Steering Group did not currently have formal terms of reference and suggested these should be considered by the Committee.

It was proposed by Councillor Roden, seconded by Councillor Webb, and

RECOMMENDED that:

- a. A meeting of the Land off Comprigney Hill Steering Group, be convened as soon as possible.
- b. The Steering Group consider draft terms of reference at the above meeting.
- c. The Steering Group report back to the next Committee meeting.

In conclusion, on behalf of the Committee, the Chairman apologised for the distress which had been caused.

318 CORRESPONDENCE

There was no correspondence.

**319 DATE OF NEXT MEETING – PARKS AND AMENITIES COMMITTEE
Monday 6 March 2023**

The Chairman confirmed the next scheduled Committee meeting was Monday 6 March 2023 starting at 7.00pm.

The meeting closed at 7.56 pm.

-----CHAIRMAN

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
MONDAY 13 FEBRUARY 2023 at 7:00 pm**

PRESENT: Councillors Biscoe, Mrs Carlyon, Mrs Eathorne-Gibbons, Rich, Roden (Chairman), Rich, Mrs Swain (Deputy Mayor), Unwin, Webb (Mayor) and Wells.

Also, in attendance: Roger Gazzard, Town Clerk/Responsible Financial Officer

APOLOGIES: Apologies of absence were received from Councillors Nolan and Smith.

320 DISCLOSURES OR DECLARATIONS OF INTEREST

GRANTS (minute 324, page, 147)

Councillor Biscoe declared an interest in the above item as Chairman of the Civic Society.

321 OPEN SESSION FOR THE ELECTORS OF TRURO

There were no electors of Truro present.

322 FINANCE AND GENERAL PURPOSES MINUTES

Accuracy Minutes

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

RESOLVED that the minutes of the Finance and General Purposes Committee Meeting held on 16th January 2023 are signed as a correct record.

323 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT

A) Management Accounts April 2022-January 2023

The Town Clerk reminded Members that in July 2022 he had reported to the Committee that the City Council was facing a deficit of £90k in this financial year, primarily due to a larger than predicted pay award and increase in inflationary costs.

He explained that a number of measures had been put in place in order to mitigate the increased costs:

- non pay costs were maintained to their pre-inflation level, apart from those such as business rates and power costs, where there was no alternative but to pay the increased figures;
- where possible filling of staff vacancies was being delayed, primarily in the Parks Department where fewer staff were required over the winter months;
- staff workshops were held to identify further cash savings and efficiencies.

The Town Clerk informed Members he did not anticipate reaching a zero deficit, although other ways of saving money were being considered. He explained the shortfall could be taken out of reserves, however, if the Revenue Reserve went below 10% of the precept, the auditor would deem it high risk. The current deficit was £36k.

A Member queried why a second HR administrator and a Zero Carbon Officer were being hired when the City Council was trying to reduce costs. The Town Clerk confirmed the Zero Carbon Officer's position was approved by the Council as part of the new

structure, the salary for which would be paid out of funds for the next financial year, and the HR assistant, recruited to assist the HR Manager, who he explained had been carrying out the work of three people which was not sustainable.

Concerns were expressed over the prospects of being able to recruit parks staff at short notice, as they would soon be required for the summer months. The Town Clerk confirmed adverts would be going out shortly but given that we had lost four parks employees to “better” jobs in recent months accepted that this was a real risk.

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), and

RECOMMENDED that the report be noted.

B) Banking Arrangements

By way of an update, following a discussion at Council last Autumn, the Town Clerk informed Members that banking arrangements would be going out to tender in July this year and ethical banking would be taken into account when the decision was taken.

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), and

RECOMMENDED that the verbal report be noted.

Councillor Biscoe left the meeting at 7.13pm

324 GRANTS

Following discussion, Members agreed they were in full support of this application for grant funding and were pleased work was underway to ensure the event went ahead.

It was proposed by Councillor Webb, seconded by Councillor Wells, and

RECOMMENDED that the sum of £650 be granted to Truro Civic Society.

As Councillor Biscoe had declared an interest in the above item, he did not take part in discussion or vote on the above recommendation. Councillor Biscoe re-joined the meeting at 7.16pm.

325 COMMITTEE SELECTION

(Appendix A)

Councillor Mrs Stokes explained she was suggesting the attached proposal as she had been unhappy with the Committee selection process for several years. She felt some newer Members saw the process as a closed shop that shaped the Committees. Councillor Mrs Stokes felt this proposal would provide a more transparent and fair process.

It was felt by some Members that the current process, that had been in place for many years, did not need to be changed. It was highlighted that all Members, new or old, were welcome to attend the Committee Selection Committee and that all Members should be reminded of this. It was agreed that a large amount of the new Members had joined the City Council throughout the pandemic and had not received the usual welcome from other Councillors that they otherwise would have learned informally from. It was agreed there was a much better atmosphere since the informal Council meeting. A Member suggested that if the existing process was to remain in place, it should be made clear to new Members that they can apply to sit on any Committee, regardless of the length of time they have served as a Councillor.

Councillor Unwin suggested an amendment to Councillor Mrs Stokes' proposal, that the selection process of Chair and Vice-Chairman remains unchanged. After taking it to a vote, Councillor Mrs Stokes' proposal, taken with Councillor Unwin's amendment fell, meaning the current process would remain unchanged, as per Procedural Guidance.

326 MORESK CENTRE/WARM WELCOME

The Town Clerk explained that during the current financial year the centre had been used for two purposes by the City Council, the "Truro Bridges" initiative on Thursdays and for the winter months it had been used as part of the "Warm Welcome" initiative that Truro City Council's Community Development Officer, Damien Richards, organised.

This followed the resolution of the Council in July:

Resolved that the City Council: -

1. Investigates potential funding sources to enable centres to open to the public.
2. Works with its community development team, who are already planning for cold weather provision with the community associations and with Volunteer Cornwall, who are braced for a very challenging winter.
3. Requests that the Moresk Centre be made available on another day apart from the routine Truro Bridge Day.
4. Facilitates a conference about the cost of living crises, in association with appropriate external stakeholders and members of the public, to bring greater awareness to the issues raised.

Following the above Resolution, the City Council was offered a grant from the NHS, administered by Volunteer Cornwall, to cover the costs of providing "Warm Welcome" centres in Truro throughout the winter. It was explained by the Town Clerk that this had been considered a huge success and the NHS was considering funding this scheme for another year.

It was noted that Thursdays at the Moresk Centre had low attendance and queried whether this low attendance warranted the amount of money paid on renting the centre. A Member commented that it would be helpful to know the number of visits compared to the number of different individuals on each visit. It was agreed Damien Richards would attend a future meeting to clarify this.

It was proposed by Councillor Webb, seconded by Councillor Roden, and

RECOMMENDED that the report be noted, thanks be given to Damien Richards for his work on this and that he is asked to attend a future meeting.

327 SHARED PROSPERITY GRANT APPLICATIONS

The Town Clerk reminded Members he had submitted three grant applications, two cultural and one business. With regards to the cultural applications, he had been informed that these had not been successful and he was working with the Good Growth team at Cornwall Council to re-submit. He explained that no decision had yet been made on the business application.

A Member suggested the City Council employ a grant writer to complete and submit the applications. The Town Clerk commented that there was a small Arts Council grant of £15k that was to be used to employ a part time Cultural Compact co-ordinator for a year and bid writing would form part of their duties.

The Town Clerk explained he had a further meeting with Cornwall Council on Wednesday 15th February, and would know more then. It was felt the applications not being successful was due to the scheme being oversubscribed with limited funds.

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), and

RECOMMENDED that the verbal report be noted and the Town Clerk thanked for his efforts in completing and submitting the grant applications within a limited time frame.

328 **CORNWALL COUNCIL'S PROPOSED NEW CAR PARKING CHARGES**

The Chairman explained that this consultation was due to go live at the beginning of March, however, it was felt that discussion should take place prior to this to enable time for the City Council to work with relevant bodies for a coordinated response.

Members expressed concern over the possible increase in parking charges, as there was already a reduction in footfall in the City Centre and this could contribute further to this. It was felt that free parking in the evenings attracted members of the public to visit restaurants and the increase in parking charges would have a detrimental effect on the economy of the City Centre. A Member commented that the increase could result in residents shopping at shopping centres outside of the City, where parking was free.

It was agreed that the Town Clerk meet with Alun Jones at Truro BID to work together on a joint response to the consultation and progress reported to the meeting of Full Council on 27th February.

Councillor Mrs Eathorne-Gibbons left the meeting at 8.27pm

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

RESOLVED that the Town Clerk contact Truro BID to work with them on a joint response to the Consultation, with a view to approaching outside towns through appropriate mechanisms.

329 **CCTV MANAGEMENT**

The Town Clerk explained that further to Full Council on 30th January 2023, Members were being asked to consider extending the scope of the role of Truro City Council's representative (currently Councillor Biscoe) on the CCTV Management meetings also to Truro Safe meetings. After general discussion, it was agreed that this would be supported as the more joined up conversations between the two groups, the better.

It was proposed by Councillor Webb (Mayor), seconded by Councillor Wells, and

RECOMMENDED Truro City Council's CCTV Management representative, also attends Truro Safe meetings.

330 **CORRESPONDENCE**

Tamar Toll Action Group

The Town Clerk read out an email he had received from the Treasurer of the Tamar Toll Action Group reaching out to all MPs, Cornwall and Plymouth Council, plus all Town and Parish Councils in Cornwall to help gain support for their campaign to abolish tolls on the Tamar Bridge and Ferry.

Generally, Members felt the tolls should be abolished and concern was expressed as to how the money was being spent. A Member pointed out that the money was spent on ongoing maintenance, which was carried out efficiently, with very little disruption and without the tolls these works would not be carried out, which could result in the bridge closing.

It was agreed the Town Clerk would contact the Treasurer of Tamar Toll Action Group to confirm the City Council supports the campaign.

Councillor Biscoe requested his name be recorded as against the above action.

331 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), 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.

332 EXTENSION OF TIME

It was proposed by Councillor Wells, seconded by Councillor Unwin, and

RESOLVED that the meeting be extended up to, but not past, 10:00pm, to enable the conclusion of Council business.

333 ORGANISATIONAL REVIEW

Members considered a confidential report.

334 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Webb (Mayor), Seconded by Councillor Roden, and

RESOLVED that the press and public be invited back to the meeting.

The meeting closed at 9.45pm.

CHAIRMAN

I have been thinking about the committee selection process, as there is currently absolutely no criteria to appoint councillors or chairs to each committee, I have come up with the following clear and transparent process it (it is more complicated to describe than it is to actually do it!).

I believe that this process removes any political or personal influences that may be perceived as playing out in the current process and is the starting point of a more transparent and open council.

At full Council we have three 'pots', one for each committee. Names will go into each pot. Three rounds of selection will be held.

- 1) One standard Name Sheet is given to each Councillor, their name is already printed on it with a tick box that says they do not wish to be chair or vice chair. They leave the box blank or tick it if they do not wish to be nominated. Councillors are only allowed to put their name in one pot in any round that is applicable to them.
- 2) Round 1 - all councillors put their name in the committee pot that is their first choice to sit on. Councillors are only allowed to put their name in one pot. All names are pulled out of the pots for each committee and recorded in the order they are pulled out. Where a committee is 'filled' in round 1, the pot is removed before proceeding to round 2 (See paragraph 7 for appointment of chair and Vice chairs)
- 3) At the end of round 1, the Name Sheets of councillors not selected to a committee, where there were more names than places required by the committee membership, are returned to the councillors to use in the next round. Councillors that have been selected to a committee will receive their Name Sheet back for Round 3.
- 4) Round 2 – Councillors not appointed in Round one put their name into the remaining committee pot/s. Names are pulled out and appointed in the same way as Round 1. If two committees are fully appointed, the remaining councillors are appointed to the final committee. Where a committee is filled in round 2, the pot is removed before proceeding to round 3. Round 2 will have allocated all councillors to one committee.
- 5) Round 3 - This round fills the gaps and enables people to sit on two committees, but only the ones that have not been filled in the first two rounds. So for example if F&GP and Parks are full, then councillors can put their name into the planning pot, and sit on planning as a second committee. If following round 3 there remain gaps on any committee, all

councillors not already on that committee will be put in the pot and the number of spaces left will be filled.

- 6) Chair and Vice Chair appointments - again there is no criteria to become Chair or vice chair, so the first and second names pulled from each pot in round 1 are allocated as Chair and vice chair. Where a Councillor does not wish to be nominated as chair or vice chair they will have indicated this on the name paper before putting it in the pot in round 1. The chair or vice chair is then the next name pulled.
- 7) Where a Councillor/s cannot attend the council meeting when committees are selected – the Councillor will confidentially submit their 1st and 2nd choices to a nominated officer 5 working days before the Adjourned Council Meeting. They will also state if they do not want to be chair or vice chair. This officer will put the Councillors name in the appropriate pot on behalf of the absent councillor/s.
- 8) The recording of this process should be recorded on the Committee Selection Spreadsheet. All names in each pot at the end of each round, in the order they were pulled from the pot for each committee and the appointed Chair and Vice Chair will be recorded and saved.
- 9) This process shall run in line with the mayoral term, every two years as standard or where a mayor stands for only one year, the process will be run at the next Adjourned Council meeting.
- 10) The process will be run at the Adjourned Council meeting in May.

To note - This process is likely to leave planning as the committee that has the least applicants, but this is no different to the current process. However, this new process fairly allocates the second committee membership to either those that want to sit on two committees, or those required to sit on two committees (one of which they may not have chosen at all) to ensure the proper functioning of our Council. For the councillor, this demonstrates their commitment to represent areas fully even though it may be outside of their comfort zone.

Nominating chairs and vice chairs at the round 1 stage will encourage people to think about what interest they have in the committee they select as their first choice.

1 Co-option of Councillors

(i) Prior to the agenda being distributed for the co-option meeting, candidates shall be invited to submit a personal statement setting out their experience, skills and why they want to join the council. These shall be circulated to members of the council together with the notice and agenda. Each candidate shall be asked to address the meeting for no longer than five minutes (the order to be decided by lot).

(ii) The Mayor (or in his absence the chairman of the meeting) shall ask all the candidates randomly the same questions, selected from those submitted by members to the Town Clerk prior to the meeting.

(iii) The Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot, without discussion. Otherwise, the vote shall be by show of hands.

(iv) In accordance with standing order 9(a), where there are more than two candidates for one vacancy, a person must get a majority of votes over all the other candidates. Thus, where candidate A receives four votes, and candidates B and C each receive two, A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two candidates the candidate with the least number of votes is eliminated, so the final vote is between two candidates only. An abstention is not a vote and not part of the count.

2 Order of Seniority

Following the election or co-option of new members of the council, a list of members in order of seniority shall be drawn up. Members shall appear on the list according to their length of continuous service. This list shall determine the order of seating at council meetings.

Where, following an election, two or more members are elected to the council for the first time or return after a break of service, they shall be placed on the council's order of seniority list according to the number of votes cast, expressed as a percentage of the total ward electorate eligible to vote on the day of poll, with the new member achieving the highest percentage point across the city placed at the head of the list of new members and the other new members following in percentage point order.

Where new members have been returned unopposed or are co-opted to the council, they shall not have precedence over members, with the same length of continuous service, from contested elections and their positions shall be decided by drawing lots.

3 **Selection of Mayor and Deputy Mayor in a Non-Election Year and Election of Mayor/Deputy Mayor in an Election Year**

(i) Prior to February/March, or in an election year, at the annual meeting held in May at the first meeting of council, at which the selection of the Mayor and Deputy Mayor shall take place, members of the council shall be circulated with a list of members in their respective groups together with an order of seniority. The groups shall comprise of the following:-

Group A Members who have served continuously for at least three years and have not previously held the office of Mayor;

Group B Members who have not served continuously for at least three years in their current term, but have at least three years interrupted service and have not previously held the office of Mayor;

Group C Members who have at least three years continuous or interrupted service and have previously held the office of Mayor more than four years previous to the forthcoming Mayoral year;

Group D Members who have at least three years continuous or interrupted service and have previously held the office of Mayor fewer than five years previous to the forthcoming Mayoral year;

Group E Members who have served less than three years, either continuously or interrupted, and have not previously held the office of Mayor.

Group F Members who have served less than three years, either continuously or interrupted, and have previously held the office of Mayor.

Note: Groups E and F are particularly applicable in the event of a completely new council being elected.

The duration of service shall be calculated, as at the date the new Mayoral year will commence.

(ii) **Eligibility for Nomination**

Members who are not prepared to allow their name to go forward for nomination shall notify the Town Clerk in writing, prior to the meeting at which the selection is undertaken. Otherwise, a proposer shall be sought to nominate the member, in order of seniority, in the first group, as defined in part 2(i), who has not indicated his unwillingness to serve. Should no one in this group wish to serve then the nomination shall pass to the member, in order of seniority, in the second group who has not indicated his unwillingness to serve and so on.

(iii) Selection of Mayor in a Non-Election Year and Election of Mayor in an Election Year

At the February/March meeting of the council, or in an election year, at the annual meeting held in May, the Town Clerk shall remind the members of the policy of the council that, in normal circumstances the office of Mayor of the city for the ensuing year shall be offered to the current Mayor unless he has served two consecutive years. If the Mayor has served two consecutive years, the office shall be offered to the Deputy Mayor for the current year.

If the current Mayor is eligible to serve for a further year, unless the present holder of the office indicates he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall, without discussion, call for a proposer and seconder in respect of the nomination for Mayor, after which the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful.

In the event that the office of Mayor is to be offered to the current Deputy Mayor, unless the present holder of the office indicates that he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall, without discussion, call for a proposer and seconder in respect of the nomination for Mayor, after which the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful.

In the event of the previously nominated candidate not receiving the majority support of the council the Town Clerk shall advise the council of the name of the next member who meets the criteria set out in part 3(ii). The Mayor (or in his absence the chairman of the meeting) shall then call for nominations from the council. Without discussion, the Mayor (or in his absence the chairman of the meeting) shall next request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands.

(iv) Selection of Deputy Mayor in a Non-Election Year and Election of Deputy Mayor in an Election Year

In the circumstances that the current Mayor is to serve for one further year, unless the present holder of the office of Deputy Mayor indicates that he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall call for a proposer and seconder in respect of the nomination for Deputy Mayor, after which, without discussion, the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands to determine whether or not the nomination is successful.

Alternatively, immediately after the selection of the Mayor or election of the Mayor (or in his absence the chairman of the meeting) in an election year, for the ensuing year the Town Clerk shall advise the council of the name of the next member who meets the criteria set out in part 3(ii).

The Mayor (or in his absence the chairman of the meeting) shall then call for a proposer and seconder in respect of the nomination for Deputy Mayor, after which, without discussion, the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands to determine whether or not the nomination is successful.

In the event of a previously nominated candidate not receiving the majority support of the council, the Town Clerk shall advise the council of the next member who meets the criteria set out in part 3(ii) and the procedure shall be repeated, until a nominee has been chosen by the council.

4 **Selection of Committees**

A Committee Selection Committee, comprising the Mayor and Deputy Mayor for the time being, together with five other Members of the council, shall be elected by ballot of the whole council at the ordinary meeting of the council held in March/April. The Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot, without discussion. Otherwise, the vote shall be by show of hands.

Provided that, in the year of the ordinary election of councillors, the Committee Selection Committee shall be elected at the annual meeting of the council, in accordance with standing order part B 6(j)(vii).

The Mayor and Deputy Mayor for the time being, shall be Chairman and Vice Chairman respectively of the Committee Selection Committee or, in the absence of both, the committee shall be chaired by a member appointed at the meeting.

Immediately following the election of the Committee Selection Committee, or in the year of the ordinary election of councillors immediately following such election, the Town Clerk shall circularise all members of the council requesting details of their preference for membership of the standing committees for the time being of the council, and shall submit details of the replies received to the meeting of the Committee Selection Committee to enable the committee to make its nominations to the council. Each member to be informed that they must indicate their first, second and third choices, but that they can also indicate the committee(s) on which they do not wish to serve.

At a meeting of the Committee Selection Committee held between the adjournments (i.e. after the Mayor Making Ceremony in a non-election year) of the council's Annual Meeting it shall consider the preferences expressed by members and nominate members to serve on the standing committees of the council, such nominations to be reported to the Annual Meeting of the council each year, for approval.

5 Composition of Committees

(i) Except where otherwise provided by statute or a scheme made under statutory authority, the Mayor and Deputy Mayor shall be a member of every committee, sub-committee or working party appointed by the council or its committees.

(ii) The membership of each standing committee shall be:

(a) Finance and General Purposes

Mayor, Deputy Mayor and nine members elected in accordance with standing order part B 5 together with the Chairman of the Parks and Amenities Committee. In the absence of the Chairman of the Parks and Amenities Committee the vice-chairman is permitted to attend and to vote.

(b) Parks and Amenities

Mayor, Deputy Mayor and nine members elected in accordance with standing order part B 5 together with the chairman of the Finance and General Purposes Committee. In the absence of the Chairman of the Finance and General Purposes Committee, the Vice-Chairman is permitted to attend and to vote.

(c) Planning

Mayor, Deputy Mayor, and ten members elected in accordance with standing order part B 5.

6 Bank Account Signatories

Except where otherwise provided by statute, all cheques, bank mandates and other orders for payment of purchase orders not exceeding £500 in total shall be signed by the Mayor or Deputy Mayor or, in the absence of both, by the Chairman or Vice-Chairman of the Finance and General Purposes Committee and countersigned by the Town Clerk or Treasurer.

All cheques, bank mandates and other orders for payment of purchase orders totalling £500 or more shall be signed by two members, one of whom shall be the Mayor or the Deputy Mayor, or in the absence of both, the orders for payment shall be signed by the Chairman and Vice-Chairman of the Finance and General Purposes Committee, and countersigned by the Town Clerk or Treasurer.

Committee selection process arising from Minute 325, pages 147 and 148 of the Finance & General Purposes Committee held 13.02.2023.

Background.

At the Finance and General purposes committee held on Monday 13th February the committee was asked to consider a proposal to replace the current committee selection process with an alternative ballot procedure. The rationale behind this proposal was to remove any perceived bias or discrimination in selecting committee members.

The view of the committee

Following a full discussion and an amendment to the original proposal, on being put to the vote it was agreed that the committee did not wish to alter the current procedure and that the majority view was that the current procedure was robust and had stood the test of time. It was felt that it provided an open, transparent process and was fully democratic.

Due to this matter being with regard to the standing order and or the procedural guidance which F&GP has no delegated powers to determine on behalf of the full council. This matter is now reported to Full council. The options open to full council, are they can either: -

- a. Leave as current, which confirms what happened at F&GP
- b. Vary or amend the procedures.

The Proposers arguments in favour of their proposal

The proposers believe that the revised process removes any political or personal influences that may be perceived as playing out in the current process and is the starting point of a more transparent and open council which would be free from any perceived bias or discrimination.

The proposed procedure

The process would be that the committee selection committee procedure would be deleted and replaced with a new balloting process as outlined below. This would mean that the procedural guidelines would have to be amended and brought to Full Council in March to be confirmed so that if the new procedure was agreed it could be implemented in May 2023.

Ballot procedure.

At the adjourned Annual Council meeting in May each year there would be three 'pots', one for each standing committee. All councillors would place their name into the pot of their first preference committee. Three rounds of selection would be held by an exhaustive process until all committee places have been filled. The process would be as follows.

- 1) One standard Name slip would be issued to each Councillor; their name will have been already printed on the Name slip. Councillors will only be allowed to put their name into one pot in any round.
- 2) Round 1 - all councillors put their name in the committee pot that is their first choice to sit on. Councillors are only allowed to put their name in one pot. All names will be pulled out of the pots for each committee and recorded in the order they are pulled out. Where a committee is 'filled' in round 1, the pot for that committee is removed before proceeding to round 2

3) At the end of round 1, the Name Slip of councillors not selected to a committee, where there were more names than places required by the committee membership, are returned to the councillors to use in the next round. Councillors that have been selected to a committee will receive their Name slip back for Round 3.

4) Round 2 – Councillors not appointed in Round one will put their name into the remaining committee pot/s. Names are pulled out and appointed in the same way as Round 1. If two committees are fully appointed, the remaining councillors are appointed to the final committee. Where a committee is filled in round 2, the pot is removed before proceeding to round 3. Round 2 will have allocated all councillors to one committee.

5) Round 3 - This round fills the gaps and enables people to sit on two committees, but only the ones that have not been filled in the first two rounds. So for example, if F&GP and Parks are full, then councillors can put their name into the planning pot and sit on planning as a second committee. If following round 3 there remain gaps on any committee, all councillors not already on that committee will be put in the pot and the number of spaces left will be filled.

6) Chairman and Vice Chairman appointments – Once all committees are filled, each committee convenes and appoints the Chairman and Vice Chairman for the following Year as is the current procedure.

7) Where a Councillor cannot attend the annual council meeting when committees are selected – the Councillor will confidentially submit their 1st and 2nd choices to a nominated officer 5 working days before the Adjourned annual Council Meeting. This officer will put the Councillors name in the appropriate pot on behalf of the absent councillor.

8) The recording of this process should be recorded on the Committee Selection Spreadsheet and added as an appendix to the minutes. All names in each pot at the end of each round, will be recorded in the order they were pulled from the pot and allocated against the committee.

9) The process will be run at the Adjourned annual Council meeting in May immediately prior to the standing committee annual meetings.

To note from the proposers - This process is likely to leave planning as the committee that has the least applicants, but this is no different to the current process. However, this new process fairly allocates the second committee membership to either those that want to sit on two committees, or those required to sit on two committees (one of which they may not have chosen at all) to ensure the proper functioning of our Council. For the councillor, this demonstrates their commitment to represent areas fully even though it may be outside of their comfort zone.

My ref: Infra22-093
Date: 6th February 2023

Dear Sir or Madam

Truro Town Loops Phase 1 – Newham Road

Cormac Solutions Ltd on behalf of Cornwall Council is inviting comments on a proposal to improve walking and cycling routes in and around Truro.

Details of scheme

This scheme will improve the cycle link between Lemon Quay in central Truro and the Newham trail.

1. Realign junction of Garras Wharf car park access road.
2. Widen the footway along Newham road alongside Tesco carpark to convert it to an unsegregated shared use pedestrian and cycle path. This requires the removal of the right turn lane into Aldi.
3. Replacement of the pedestrian refuge on Newham Road between Aldi and Tesco with a zebra crossing.
4. Realign the junction of the Tesco access road to provide a safer crossing point.
5. South of the Tesco access the footway along Newham Road is to be widened and the carriageway width reduced to provide an unsegregated shared use pedestrian and cycle path for 320m.
6. Proposed shared zebra crossing on Newham Road, just north of the junction with Gas Hill.
7. Proposed lighting columns on the Newham Trail between Gas Hill car park and Lighterage Hill.
8. A priority build-out is proposed where the Newham Trail crosses Lighterage Hill, to create a safer crossing point.



If you have any comments to make on the proposals, I would be grateful to receive them no later than:

27th February 2023

To respond to this consultation, you can either:

1. Use Cornwall Council's Consultation finder, an on-line facility for viewing and responding to traffic consultations. This can be accessed by visiting www.cornwall.gov.uk/TrafficConsult. Once registered you will be able to submit responses to this and other current traffic consultations.
2. E-mail Infrastructure Design at traffic@cormacltd.co.uk, quoting the scheme name and reference, and indicating your support or objection to the proposals.
3. Respond in writing using the attached Consultation Response Form, indicating your support or objection to the proposals. Please return the form to the address shown at the foot of it.

If you wish to discuss any aspect of this scheme, please do not hesitate to contact me.

Yours sincerely

On behalf of Cormac Solutions Ltd



Infrastructure Design Consultation Response Form

Scheme Name:

Scheme Reference:

Designer Name:

Start of Consultation:

End of Consultation:

Title: Mr Mrs Miss Ms Other

Name: Please print in block capitals

Organisation:

Address: Postcode:

E-mail:

Date: DD / MM / YYYY

What is your view on this scheme? Support Object

- 1. (please tick one) Please use the box below to provide any comments you have with regards to this scheme. If you wish to object to the proposal, you must state your reasons for doing so.

Large empty box for comments with horizontal dashed lines.

Please continue overleaf if necessary

Please return this form to: Infrastructure Design, CORMAC Solutions Ltd, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



Privacy Information

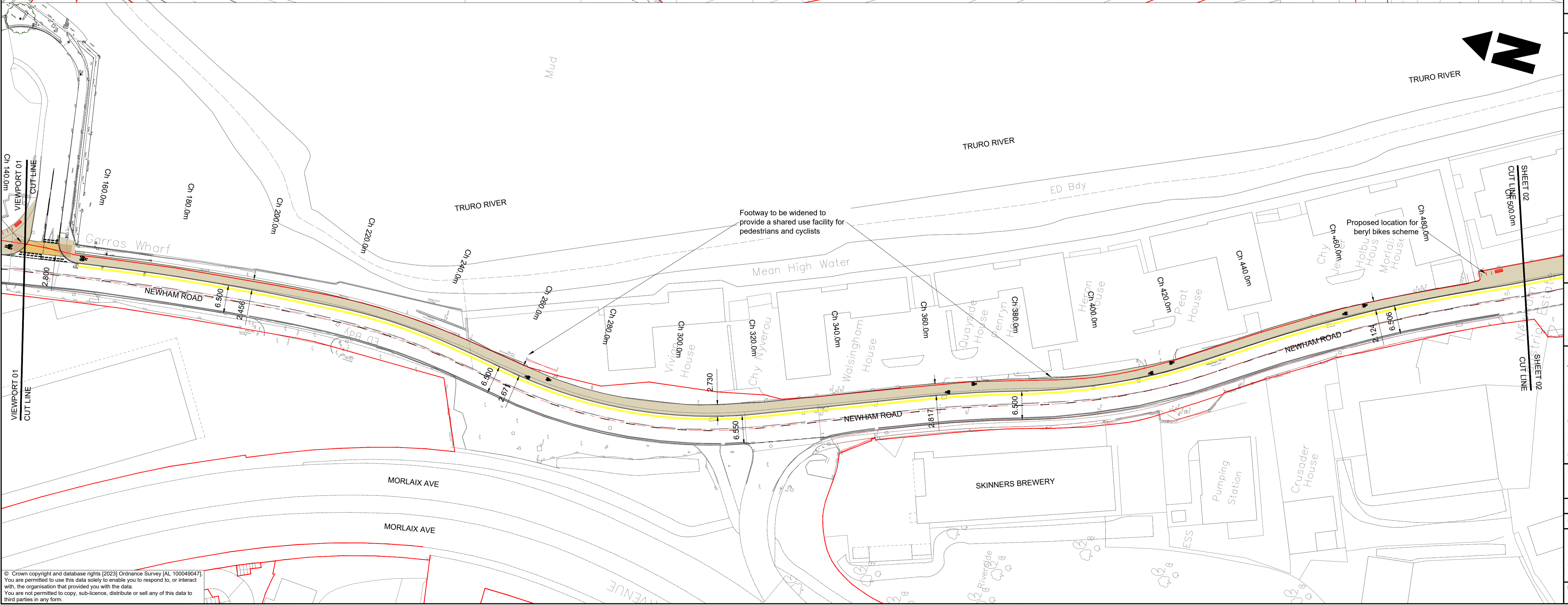
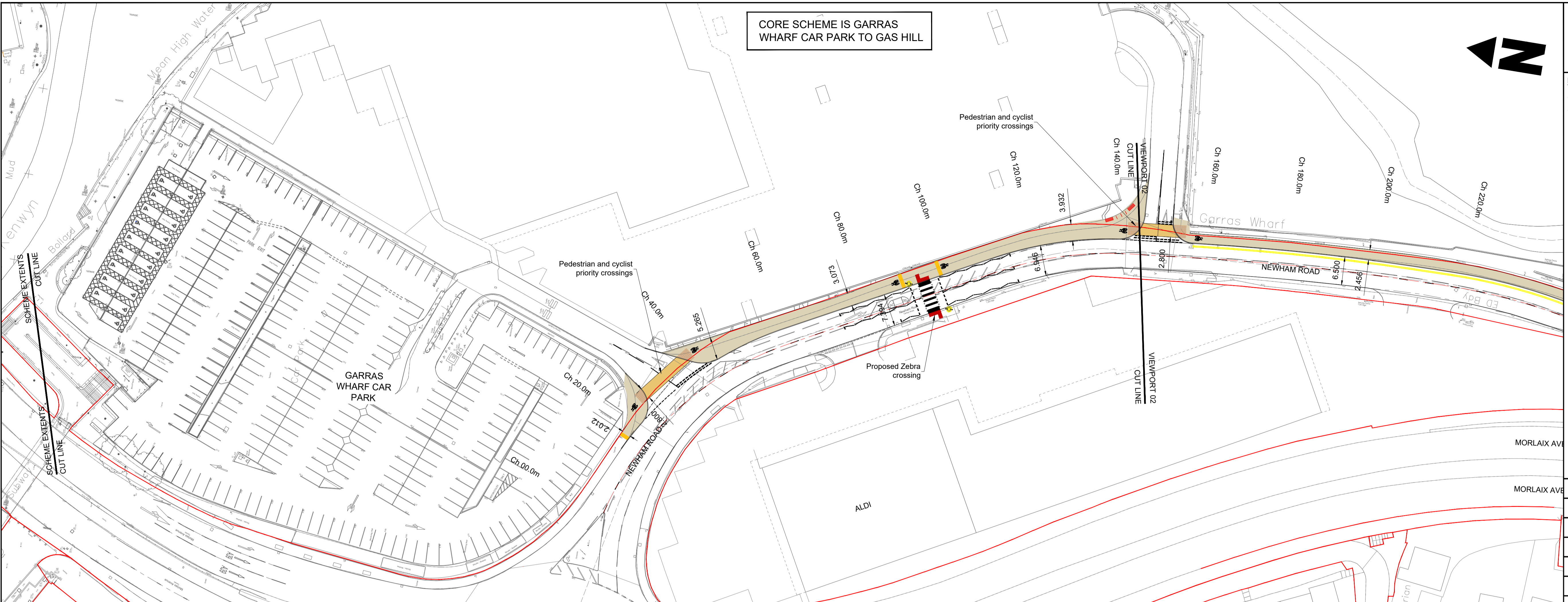
CORMAC Solutions Ltd collects personal information from you when you register a consultation response. We will use this information to assist in collating feedback and to respond to you if we require clarification or further information on the response you have provided. The secure management of your information is very important to us and work has been undertaken to ensure that the Company is GDPR compliant.

Please note that any personal information collected from you as part of the consultation process will be securely destroyed within 12 weeks of completion of the scheme. However, you have the right to request that your information is removed at an earlier point, by using the contact details provided in this letter.

If you choose not to provide your address with your response or withdraw your personal information before completion of the scheme, we regret that we may be unable to consider your response in regard to a particular aspect of it. Nonetheless, any points made will still be considered as general comments.

You can find out more information about how your information is used, how we maintain the security of your data and your rights in regard to the information we hold about you on our website: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

If you have any other queries regarding the use of your data, you can contact the Data Protection Officer at CORSERV Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall TR16 5EH or phone 01872 323 313.



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- NOTES:
1. All dimensions are in metres unless otherwise stated.
 2. Do not scale from this drawing.

KEY:

- Carriageway
- Ramp
- Footway
- Shared use unsegregated pedestrian and cyclist path
- Courtesy crossing
- Uncontrolled tactile paving
- Controlled tactile paving
- NWAT
- Proposed seating
- Proposed Bike stands
- Public highway boundary

REV	DATE	NATURE OF REVISION
P02	02.02.23	MINOR AMENDMENTS
P01	01.02.23	First Issue

REVISIONS		
REV	DATE	NATURE OF REVISION
P02	02.02.23	MINOR AMENDMENTS
P01	01.02.23	First Issue

European Union
 European Regional Development Fund

HM Government

CORNWALL COUNCIL
one and all - omen hag oll

CORMAC SOLUTIONS
 RADNOR ROAD
 SCORRIER
 CORNWALL TR16 5EH
 www.cormactd.co.uk 01872 323 313

PROJECT TITLE:
TRURO LOOPS PHASE 1
NEWHAM ROAD - PRELIMINARY

 DRAWING TITLE:
GENERAL ARANGMENT FOR
PUBLIC CONSULTATION
SHEET 01 OF 02

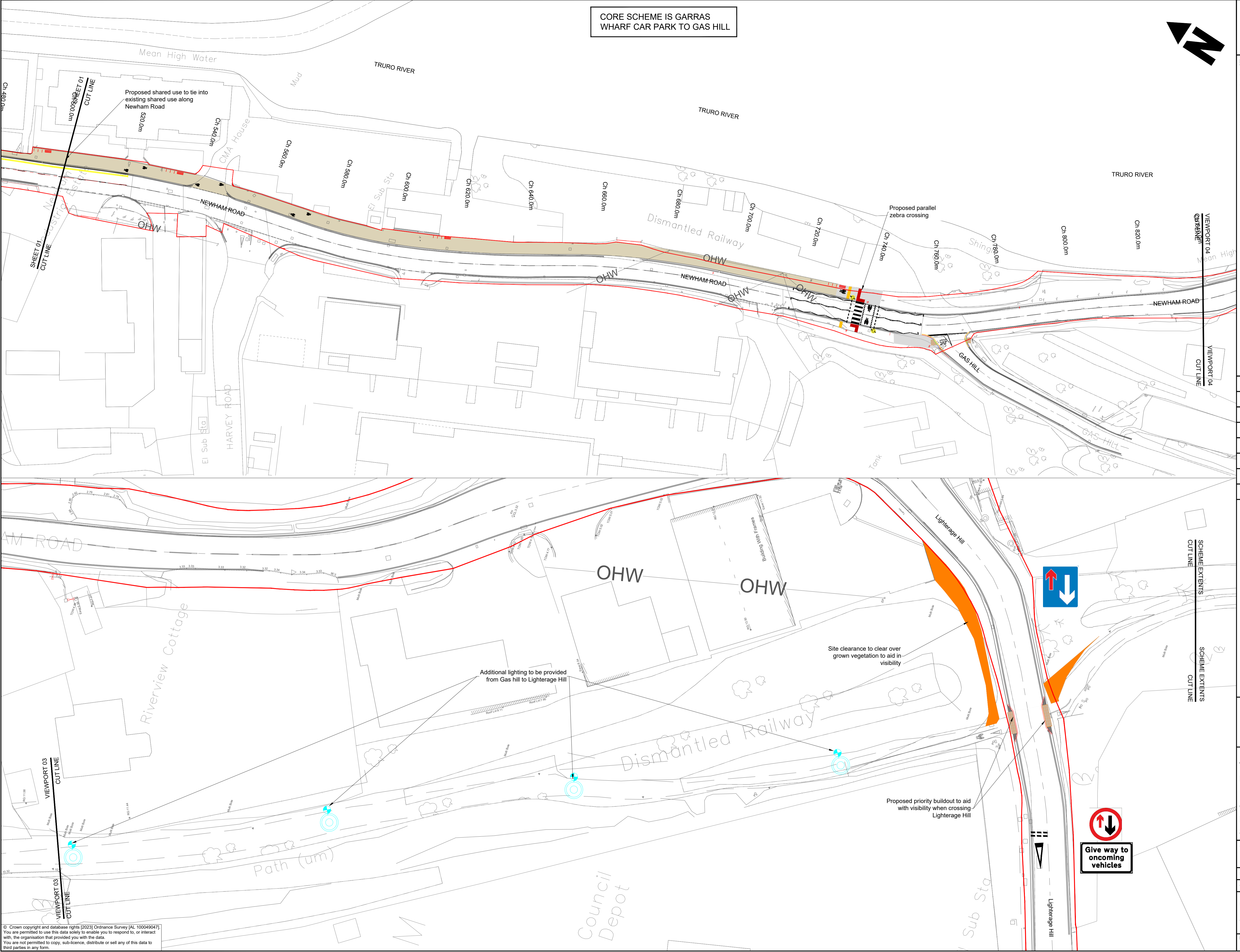
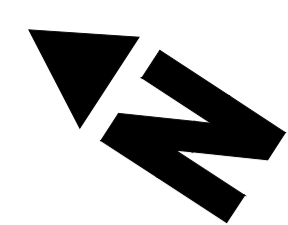
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PROJECT MANAGER: JE	DRAWN BY: TW
CHECKED: GR	02.02.23
APPROVED: JE	02.02.23

PROJECT NO:	ORIGINATOR:	VOLUME:	LOCATION:
Infra22-093	CSL	GEN	SW830439
TYPE:	ROLE:	NUMBER:	
DE	CH	0002	
PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
Infra22-093	Consultation	S2	P02

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CORE SCHEME IS GARRAS WHARF CAR PARK TO GAS HILL



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- KEY:
- Carriageway
 - Ramp
 - Footway
 - Shared use unsegregated pedestrian and cyclist path
 - Courtesy crossing
 - Uncontrolled tactile paving
 - Controlled tactile paving
 - NWAT
 - Proposed seating
 - Proposed Bike stands
 - Site Clearance
 - Public highway boundary

REV	DATE	NATURE OF REVISION
P02	02.02.23	MINOR AMENDMENTS
P01	01.02.23	First Issue

REVISIONS



CORMAC SOLUTIONS
 RADNOR ROAD
 SCORRIER
 CORNWALL TR16 5EH
 www.cormactd.co.uk 01872 323 313

PROJECT TITLE:
 TRURO LOOPS PHASE 1
 NEWHAM ROAD - PRELIMINARY

DRAWING TITLE:
 GENERAL ARANGMENT FOR
 PUBLIC CONSULTATION
 SHEET 02 OF 02

SCALE: VIEWPORT ONE = 1:500 @A1 VIEWPORT TWO = 1:250 @A1		
PROJECT MANAGER: JE	DRAWN BY: TW	
CHECKED: GR	02.02.23	
APPROVED: JE	02.02.23	
DRAWING NO: PROJECT Infra22-093 - CSL - GEN - SW830439 -	VOLUME - GEN -	LOCATION - SW830439 -
TYPE DE - CH -	NUMBER - 0003	
PROJECT REF: Infra22-093	DRAWING STATUS: Consultation	SUITABILITY: S2
	REVISION: P02	

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Town Clerks Report Council 27th February 2023

Financial Position

I reported to the Finance & General Purposes committee that our current position to the end of January showed a £36k overspend against the budget. This should be compared with the £90k additional commitment I reported in July which had reduced to £45k at the end of October. Whilst we continue to generate cost reductions I am not expecting that we will reach a breakeven position by the financial year end. However, we have sufficient reserves to cater for the shortfall.

Neighbourhood Plan

Following approval by the Council at our last meeting, Kenwyn Parish Council has also approved that the Plan proceeds to referendum. I am awaiting a referendum date from Cornwall Council. The Steering Group will need to consider the documentation that is sent to householders. All Councillors will receive a briefing note to enable them to respond to public questions.

Shared Prosperity

The three proposals we submitted in December were not approved but we have been encouraged to review and resubmit for the next submission date of the 3rd April. The Cornwall Council team has offered to work with us on our resubmission to ensure compliance with the criteria required by the grant.

Boscawen Park Towns Fund Project

For several weeks we have been working with Cornwall Council to satisfy the requirements of the S151 officer, particularly in regard to the confirmation of co-funding. A point was reached where our professional team led by Ward Williams associates were warning that we needed to proceed with the main building without further delay in order to achieve the deadline date of 31st December 2025 for the completion of the project. In order that this can happen the proposal is that we split the scheme, allowing the Towns Fund grant to fund the main building in its entirety which will enable Cornwall Council to make a grant funding offer to the City Council for this phase of the project right away, with other elements of the work being funded by the other funding streams. The grant funding offer for this second phase will follow at a later date, and because these elements do not require so long to construct this is not critical.

I anticipate a grant funding offer later for phase 1 very shortly and this will need the approval of the Council.

Recommendation

That the report is noted.

**Roger Gazzard
Town Clerk**