

# TRURO CITY COUNCIL



CITY OF TRURO

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

26 March 2025

## TO MEMBERS OF THE COUNCIL:

Councillors: Biscoe, Mrs Carlyon, Eathorne-Gibbons, Green, Griffiths, La Borde, Mrs Nolan, Nolan, Pascoe, Rabey, Rich, Roby, Roden, Sealy, Southcombe, Stokes, Swain, Sunderhauf, Webb, Wetherill, Wells, Unwin and two vacancies.

Dear Members,

I hereby give you notice that an Ordinary Meeting of Truro City Council will be held on Monday 31 March 2025 in the Large Community Room, Truro Community Library (Second floor), Union Place, Truro at 7.00pm.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

David Rodda MBE  
Town Clerk.

**Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.**

*Before the meeting the Chairman will read out the Fire Procedures*

If there are any matters that require a Council decision, please notify the Town Clerk four working days before the meeting.

### 1 PRAYERS

Prior to the formal business of the Council, Reverend Simon Clarke, the Mayor's Chaplain, to say prayers.

### 2 COUNCILLORS IN ATTENDANCE AND APOLOGIES

To **note** apologies (to **resolve** to accept apologies if required).

### 3 TO NOTE DECLARATIONS OF INTEREST AND TO RESOLVE TO APPROVE DISPENSATIONS

### 4 TO RECEIVE AND RESOLVE TO APPROVE THE MINUTES OF:

Meeting held on 24 February 2025 Pages 268 - 274 (Minute Nos: 1274 - 1308)

(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.

### 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 on the day.

# TRURO CITY COUNCIL

- 7 **TO RECEIVE THE TOWN CLERK'S REPORT** (Appendix 2)
- 8 **TO RECEIVE COMMUNICATIONS FROM THE MAYOR** (Appendix 3)
- 9 **TO RECEIVE VERBAL OR WRITTEN PORTFOLIO REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS**
- 10 **QUESTION TIME PURSUANT TO STANDING ORDER NO. 6K – WRITTEN QUESTIONS ONLY**
- 11 **AGENDA ITEMS**
- a. To **note** the Minutes of the Planning and Licensing Meeting held 20 February 2025 (Appendix 4)
- i. Minute P/24/1270 Call for Sites**  
**Recommended** that Council explores Neighbourhood Priority Statements as a way of feeding on to the Cornwall Local Plan.
- b. To **note** the Minutes of the Parks and Amenities Committee held 3 March 2025 (Appendix 5)
- i. Minute PK/24/1318 Commemoration and Memorials Policy** (Appendix 6)  
**Recommended** that the draft Commemoration and Memorials Policy, as amended be approved.
- ii. Minute PK/24/1319 Closure of Kenwyn Churchyard**  
**Recommend** that the cost of maintenance of Kenwyn Churchyard is included in future Parks budgets. To **note** that it is included in 2025/26 budget - this change of status does not constitute a change to the maintenance programme already in place.
- iii. Minute PK/24/1320 Application for Use**  
**Recommended** that (a) the Truro Running Club application for the use of Penarth Lane for its 10km Trail Running Race be refused and (b) the Parks and Amenities Officer offer support to the Club to find an alternative route.
- c. To **note** the Minutes of the Finance and General Purposes Committee held 10 March 2025 (Appendix 7)
- i. To note** that the quote provided for town council insurance on a three-year agreement had been accepted.
- ii. Minute F/2/1345 Permit to Work Policy** (Appendix 8)  
**Recommended** the Permit to Work Policy is adopted.
- iii. Minute F/24/1346 Contractors and Vendor Management Policy** (Appendix 9)  
**Recommended** that the Contractors and Vendor Management policies and procedures, as amended, necessary for creating an approved register of preferred contractors are adopted.
- d. To **note** the Minutes of the Truro Nature Recovery Forum meeting held 11 March 2025 (Appendix 10)
- e. To **note** and check for accuracy the Minutes of the Annual Town Meeting held on 12 March 2025 (Appendix 11)
- f. To **note** the Minutes of the Planning and Licensing Committee held on 13 March 2025 (Appendix 12)

# TRURO CITY COUNCIL

## g. Motions

### i. Amendment to Procedural Guidance and Seniority List

(Appendix 13)

To **consider** the following motion proposed by Councillor Biscoe and seconded by Councillor Mrs Carlyon: "Truro City Council elect a Mayor and Deputy Mayor to serve for a one-year period only but not consecutively. All elections to comply with the agreed protocol for Mayoral selection."

### ii. Amendment to Lemon Quay fees and charges

(Appendix 14)

To **consider** the following motion proposed by Councillor Roden and seconded by Councillor Nolan: "*Truro Based Charities and community group bookings*  
*Charity Rate: Free of charge.*

- *Small space booked by a Truro based charity for an event, promotion or collection.*

*\*Charity Event Rate has a £44.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are not transferable and non-refundable.*

*\*\*Multiple dates booked at the same time will only be charged one administration fee"*

h. To **review** the draft Annual Meeting agenda and consider holding Committee Selection Committee meeting directly after this meeting or on Thursday 15 May

(Appendix 15)

### i. Municipal Buildings – Hire of Town Hall to the Hall For Cornwall for 2025/26

(Appendix 16)

Recommendations:

1. To **note** the contents of this report.
2. It **resolves** that future meetings of Full Council and Committee meetings will be held in the Council Chamber in the Municipal Buildings from the 1st of April 2025.
3. It **resolves** to agree to hire the Town Hall and the main offices in the Municipal Buildings to the Hall for Cornwall for the period 1st April 2025 to 31st March 2026 in order to generate income to help cover the operation costs of the building.
4. It **resolves** to instruct the Town Clerk to generate income from the hire of the Committee Room and Council Chamber wherever possible as this will also contribute to the operational costs of the building.
5. It **recommends** that the Accommodation Working Group investigates the commissioning of condition surveys and options analysis on the future use of the Municipal buildings so that it can bring forward recommendations about how to proceed with a medium to long term strategy for the Municipal Buildings to the Finance and General Purposes Committee.

### j. Truro City Council Off-Street Car Parking Order 2025

(Appendix 17)

Recommendations:

1. To **note** the contents of the report
2. To **review** the responses received to the car parking consultation and resolve on changes to the Order if appropriate.
3. To **resolve** to approve and publish the 'made' Off-Street Car Parking Order 2025 (unless changes are made following review of feedback from the initial consultation. NB: If changes are made a further period of consultation will be required).
4. To **resolve** that enforcement of the Off-Street Car Parking Order 2025 shall commence as soon as possible once the order is "made".

## 12 TO RECEIVE CORRESPONDENCE

a. To **review** and **resolve** on a response to email dated 26 February 2025 from Farmers Movement Cornwall regarding farms and food security.

(Appendix 18)

b. To **note** thank-you card from Ms Liz Ayres, from Finance Assistant.

(Appendix 19)

# TRURO CITY COUNCIL

- c. To **note and resolve** on a response to letter dated 10 March 2025 from the Grand Bard (Appendix 20) regarding plans to hold its 100<sup>th</sup> ceremony in Truro in 2028; to invite the Grand Bard to make a presentation to a Council meeting from June.
- d. To **note and resolve** on a response to the email dated 4 March 2025 from Cornwall Council regarding 2 and 4 Newquay Road, Truro. (Appendix 21)
- e. To **note** an email dated 25 March 2025 from Great Western Railway regarding Customer and Community Improvement Fund 2025/26. (Appendix 22)

## 13 EXCLUSION OF THE PRESS AND PUBLIC

In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following item by reason of its confidential or special nature: business.

## 14 Parks and Amenities Committee 3 March 2025

### i. Minute PK/24/1329 Additional Recreation/Public Amenity Land Purchase

**Recommended** that it investigates the potential to take an "option" to secure land for future recreational and sports use in Truro and that it delegates authority to progress the negotiations to the Town Clerk.

## 15 Municipal Buildings - Clock Tower Repair Financing

(Appendix 23)

Recommendations:

1. To **note** the contents of this report.
2. To **resolve** that Truro City Council accepts the proposed terms offered by Cornwall Council for the repayment of 50% of the works undertaken to repair the Clock Tower on the Municipal Buildings.
3. To **resolve** that quarterly payments would be the preferred repayment option and that the Town Clerk be delegated to agree the final terms of the repayment agreement with Cornwall Council.

## 16 Procurement of Design for the Boscawen Park Sports Hub Project

(Appendix 24)

Recommendations:

1. To **note** the contents of this report.
2. To **note** that under the delegated authority given to the Town Clerk for Town Deal funded projects during the pre-election period Fox Construction Solutions Limited will be appointed as the contractor to undertake the next stage of the design and build contract for the Boscawen Sports Hub building.

## 17 READMITTANCE OF THE PRESS AND PUBLIC

Press and public will be permitted to re-join the meeting following the conclusion of the confidential item.

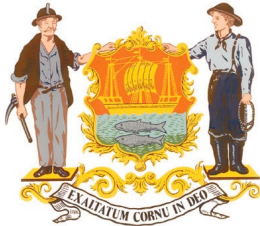
## 18 DATE FOR NEXT MEETING AND ITEMS FOR FUTURE MEETINGS

28 April 2025.

Investigation into additional land use for future recreational and sports use in Truro.

- 19 To **authorise** the sealing of documents to give effect to any resolutions passed by the council at this meeting.

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## MEETING OF TRURO CITY COUNCIL HELD ON MONDAY 24 FEBRUARY 2025 at 7.00 pm

in the Large Community Room, Top Floor, Truro Public Library, Union Place, Truro

**PRESENT:** The Mayor (Councillor Mrs Swain),  
Councillors: Biscoe, Mrs Carlyon, Eathorne-Gibbons, Green, La Borde, Mrs Nolan,  
Nolan, Pascoe, Rabey, Rich, Roden, Southcombe, Stokes, Sunderhauf, Webb,  
Wetherill and Wells.

**APOLOGIES:** Councillors Roby, Sealy and Unwin.

**ABSENT:** Councillor Griffiths,

Also in Attendance: David Rodda MBE, Town Clerk and Cheryl Simpson, Committee Clerk and one member of the public.

### 1. PRAYERS

Prior to the formal business of the Council, the Mayor's Chaplain said prayers.

### 2. APOLOGIES

#### a. Apologies

Apologies were **noted**.

#### b. Vacancy

It was **noted** that Councillor Hall had ceased being a councillor

c. It was proposed by Councillor Sunderhauf, seconded by Councillor Eathorne-Gibbons, and

**RESOLVED** that the vacancy is run until the 2025 election.

24/1274

### 3. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

None.

24/1275

### 4. MINUTES OF COUNCIL

It was proposed by Councillor Pascoe, seconded by Councillor Sunderhauf, and **RESOLVED** that the Minutes of the Council Meeting held on 27 January 2025 were considered a correct record.

**24/1276**

### 5. OPEN SESSION FOR CORNWALL COUNCILLORS

#### Councillor Wells Cornwall Councillor Moresk and Trehaverne

Councillor Wells reported the latest Pydar street redevelopment newsletter had been published, and copies were circulated at the meeting.

**Councillor Nolan, Cornwall Councillor for Boscawen and Redannick**

Councillor Nolan reported that the new waste contract continued to be rolled out and the recycling rate had increased from 30% to 45%; it was hoped that this would increase to 51% once the areas of the former Kerrier and Carrick District Council areas were included. There continued to be a regular police and ranger presence in the City. Cornwall Council were due to decide their budget on 25 February and Cornwall Council's recycling centre opening hours would not be reduced. In relation to the on-going Higher Newham Farm development, he had requested a presentation by the developer for the City Council's Planning and Licensing Committee and a response was awaited.

**Councillor Rich, Cornwall Councillor for Tregolls**

Councillor Rich expressed the hope that Cornwall Council would not cut its handyman scheme which represented a lifeline to many people. As part of the new harbour revision order the Port of Truro had been granted new powers to tackle the growing problem of abandoned vessels and he was due to speak on this issue in Falmouth on 28 February.

Councillor Harris, Cornwall Councillor for Gloweth, Malabar and Shortlanesend sent apologies for the meeting.

24/1277

**6. OPEN SESSION FOR ELECTORS OF TRURO**

The member of the public raised the issue of Cornwall Council's public car park at the start of the Newham Trail being used by workers on the industrial site thus limiting parking for trail users. These concerns were echoed by Councillors. The Town Clerk agreed to write to Cornwall Council drawing their attention to this problem with a view to seeking a solution.

24/1278

**7. TOWN CLERK'S REPORT**

The Town Clerk reported that since the report had been written he had received a communication from Cornwall Council regarding the repayment plan for the Clock Tower works. Whilst the final agreement has still to be negotiated the repayment term would be over 20 years. He would submit a detailed report to the Finance and General Purposes Committee at the next meeting to confirm the detail.

Regarding the New Life for City Buildings project, a second grant application had been received and three new expressions of interest that would create an additional ten residential units had been received. All councillors were invited to attend the Regenco AGM which is currently planned to be held at 14:00 on 31 March (TBC).

It had been confirmed that the Williams Court obelisk would be returned to the Truro Municipal Charities and relocated in front of properties at Williams Court (which replaced the alms houses).

Members were reminded that the play park at Boscawen Park was not included in the Sport Hub project, and it was anticipated drainage at that location would be considered when the play park was refurbished. It was also

noted that the Council's risk register was the subject of a fundamental review to be reported back to Councillors by the end of this Council's term of office. The Accommodation Sub-Group were due to consider a next steps analysis report; it was also planned that the last Council meeting of this term should take place in the Municipal Buildings.

It was proposed by Councillor Biscoe, seconded by Councillor Mrs Carlyon, and **RESOLVED** that Mr Barry West be thanked for his efforts in relocating the obelisk from Dairyland to Truro.

Report **noted**. 24/1279

**8. COMMUNICATIONS FROM THE MAYOR**

The Mayor's report was **noted**. 24/1280

**9. VERBAL OR WRITTEN PORTFOLIO REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS**

The Deputy Mayor reported back on the last meeting of the Truro and Roseland Community Area Partnership meeting which he had attended in the absence of Councillor Mrs Carlyon. He also took the opportunity to report on the Boscawen Park Sports Project and the Council's draft car park order. The theme of the next meeting was transportation.

Councillor Wetherill also reported back from the latest Langarth Design Review Panel which took place at the end of January and commended the on-going series of meetings. It was noted that bus routes planned for Langarth were in development. The report was **noted**.

24/1281

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

None. 24/1282

**11. AGENDA ITEMS**

**a)** The Minutes of the Parks and Amenities Committee Meeting held 3 February 2024 were **noted**. 24/1283

i. Minute PK/24/1165 Email dated 4 January 2025 from Royal Observer Corps Association requesting at Victoria Gardens and flag flown at the Municipal Buildings.

It was proposed by Councillor Webb seconded by Councillor Roden, and **RESOLVED** that a simplified design for a Royal Observer Corps Association commemorative flower bed for planting in Victoria Gardens, for one year only be approved. **24/1284**

ii. Minute PK/24/1166 Email dated 19 January 2025 from a member of the public asking Truro City Council to explore whether it can facilitate Padel Tennis in Truro. It was suggested that due to the sport's popularity, the Parks and Amenities Committee should, rather than ending initial engagement, engage at the next stage.

It was proposed by Councillor Wells, seconded by the Deputy Mayor, and **RESOLVED** to request the Parks and Amenities Committee consider in more detail if Truro City Council could accommodate a padel tennis facility. **24/1285**

iii. Minute PK/24/1167 Email dated 17 January 2025 from Water Officer, West Cornwall Search and Rescue Team requesting permission to conduct training exercises on public land and rivers at including Daubuz Moor, Festival Gardens, Furniss Island and the St George's Road and Victoria Gardens areas. It was proposed by Councillor Webb, seconded by Councillor Roden, and **RESOLVED** to grant permission to undertake training exercises to take place in all areas requested with the exception of Daubuz Moor, due to its ecological importance and suggest the Truro River Basin as another site. **24/1286**

iv. Minute PK/24/1168 Email dated 28 January 2025 from Senior Safety Advisor RCHT to request the landing of helicopters at Boscawen Park. It was proposed by Councillor Webb, seconded by Councillor Roden, and **RESOLVED** that Truro City Council should not be prepared to accommodate RCHT's request to land helicopters at Boscawen Park but would allow the landings until May and help with finding an alternative site. It was also requested the insurance company be consulted. **24/1287**

v. Minute PK/24/1171 Application for Use – Truro Cricket Club It was proposed by Councillor Webb, seconded by Councillor Roden, and **RESOLVED** that parking of vehicles on the field at Boscawen Park by Truro Cricket Club be refused. **24/1288**

b) The Minutes of the Finance and General Purposes Committee held 10 January 2025 were **noted**. **24/1289**

i. Minute F/24/1194 Government Consultation on Strengthening The Standards And Conduct Framework For Local Authorities In England It was proposed by Councillor Roden, seconded by Councillor Eathorne-Gibbons, and **RESOLVED** that the CALC draft as the response to the consultation be approved.

[Councillor Mrs Carlyon requested that her name be recorded as having voted against the motion.] **24/1290**

ii. Minute F/24/1196 Updated Seniority list The Town Clerk outlined options for the Annual Meeting. He explained that there were essentially two choices for Members; they could either have a short first meeting, then a second longer meeting, similar to a non-election year or attempt to deal with the majority of business in a single meeting.

If the process used in a non-election year was followed this would involve the Annual Meeting on being held on Monday 12 May which would include the election of Mayor and Deputy Mayor and the election of a Committee Selection Committee followed by an adjournment.

The Committee Selection Committee could then meet on Thursday 15 May followed by the Adjourned Council meeting on Monday 19 May dealing with outstanding business. A separate civic ceremony for the Mayor and Deputy Mayor would then take place on Monday 2 June. Standing Order 6.e. states that the first business to be conducted at the annual meeting was the election of Mayor and Deputy Mayor.

The Town Clerk clarified that the Council's current procedural guidance stipulated that election of the Mayor and Deputy Mayor take place at the first meeting in May after the election, this was contrary to previous practice at Truro City Council whereby the Mayor and Deputy Mayor designates were selected before the election (and Annual Council meeting) with their appointment being confirmed (or not) at the Annual Meeting in May.

However, if the Council wished to select a Mayor and Deputy Mayor prior to the Annual Meeting, then the Council's procedural guidance would require amendment accordingly. This subject was not on the agenda for discussion at this meeting.

The Mayor agreed that a copy of the current procedural guidance be circulated to members for information following the meeting. Procedural guidance would also feature as an item on the agenda for the next Full Council meeting in March when Councillors could review existing guidance and determine whether any change was necessary.

It was proposed by Councillor Roden, seconded by Councillor Webb, and **RESOLVED** that:

- a. The simplification of proceedings for the annual meeting in an election year be approved.
- b. The proposed meeting schedule for May 2025: 12.05.25 Annual Meeting 15.05.25 Committee Selection Committee, 19.05.25 Adjourned Council Meeting, Planning Committee induction and meeting TBC, and 02.06.25 Mayor Making Ceremony be approved.

**24/1291**

- c) The Minutes of the Truro Nature Recovery Forum held 12 February 2025 were **noted**.  
24/1292

- d) The Minutes of the Staffing Committee held 13 February 2025 were **noted**.  
24/1293

i. Minute S/24/1230 HR Report – Staff Leave

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

**RESOLVED** to give the Town Clerk dispensation to decide if staff can roll over more than 5 days holiday or time off in lieu; in the exceptional circumstances of 2024-25.  
**24/1294**

ii. Minute S/24/1235 Town Clerk's Probation

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

**RESOLVED** that the Town Clerk pass probation following the review held 10 December 2024. **24/1295**

- e) Planning and Licensing Committee Vacancy  
It was proposed by the Mayor, seconded by the Deputy Mayor, and **RESOLVED** that the vacancy on the Planning and Licensing Committee be run until the 2025 Election. **24/1296**
- f) Drop-in Sessions for Prospective Councillors  
The drop-in sessions would be staffed by the Town Clerk and Deputy Town Clerk. It was **noted** that two drop-in sessions have been arranged for Saturday 8 March 10:00 – 14:00 and Tuesday 25 March 17:00 – 19:00 both Truro Community Library on the ground floor. **24/1297**
- g) 2025/26 Events Programme  
The Town Clerk noted that events arranged by the Library and Parks Department would be added to the programme. It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Pascoe, and **RESOLVED** that the proposed Truro City Council Events Programme for 2025/26 be approved so that planning and promotion could begin. **24/1298**

## 12. CORRESPONDENCE

The following correspondence was received and **noted**.

- a. Email dated 12 February 2025 from Cornwall Council regarding land and substation of the Leats was **noted**.  
Councillors noted that historically a public right of way to Pydar Street traversed the land in question. It was considered that any rights of way should be retained in any transfer.  
It was proposed by Councillor Biscoe, seconded by Councillor Wells, and **RESOLVED** that Truro City Council proceed to negotiate with Cornwall Council to devolve the land and substation off The Leats, The Leats, Truro TR1 3AG. **24/1299**  
[Councillor Biscoe left the meeting room at 21:14.]
- b. Letter dated 10 February 2025 from Redruth Town Council regarding second home council tax premiums.  
It was proposed by Councillor Roden, seconded by the Mayor, and **RESOLVED** that Redruth Town Council be thanked for their letter and be advised that Truro City Council could not support Redruth Town Council regarding second home council tax premiums. **24/1300**  
[Councillor Biscoe returned to the meeting room at 21:15.]
- c. Letter dated 24 January 2025 regarding Closed Church Building of Truro St Paul was **noted**. **24/1301**
- d. Letter dated 12 February 2025 from Ministry of Justice regarding proposed closure of Kenwyn Parish Churchyard was **noted**. A report on a proposal for

the future maintenance of Kenwyn Churchyard would be submitted to Council at a future meeting. 24/1302

- e. Email dated 14 February 2025 regarding invitation to visit Cornwall Wildlife Trust's HQ to discuss plans for a community allotment, garden and well-being space was **noted**. Councillors Robey, Roden Southcombe, Webb and Wetherill expressed an interest in discussing Cornwall Wildlife Trust's plans. 24/1303

**13. EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by the Mayor, seconded by the Deputy 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 their confidential or special nature: business. **24/1304**

**14. Confidential Report from Parks and Amenities Committee held 3 February 2025**

- i. Minute PK/24/1182 Renewal of Trading Rights  
It was proposed by Councillor Biscoe, seconded by Councillor Eathorne-Gibbons, and **RESOLVED** that the Kellys of Bodmin be granted trading rights to sell ice cream at Boscawen Park. **24/1305**

**15. READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by the Mayor, seconded by Councillor Eathorne-Gibbons, and **RESOLVED** that the press and public be invited back into the meeting. **24/1306**

**16. ITEMS AND DATE FOR NEXT MEETING**

It was **noted** that the next meeting was scheduled for 31 March 2025. 24/1307

**17. COMMON SEAL**

It was proposed by Councillor Pascoe, seconded by Councillor Wells, and **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. **24/1308**

The meeting closed at 21:21

..... MAYOR

**Town Clerk Report 31<sup>st</sup> March 2025** – As we close out the end of the 2024/25 financial year I have outlined below an update on some key areas of interest:-

- **Reflections on the first 12 months in post** – its hard to believe that the beginning of March marked 12 months in the post of Town Clerk at Truro City Council. Whilst initially on a secondment securing the post on a permanent basis was a significant decision for Truro City Council and for me personally. I have to say that I have not regretted the decision, and I hope Council feels the same! I would also like to take this opportunity to thank all the staff and the Councillors for making me feel so welcome and for working with me over the past 12 months. In terms of progress a lot has been achieved but there is still much more to do.
- **Municipal Buildings** – works continue to bring the Council Chamber back into use so that the final meeting of this Council can be held in the Council Chamber at the end of April. It is being cleaned, painted and the pictures rehung. A temporary sound amplification system is also being installed. The remaining recommissioning works will be on-going but the Council Chamber will be available for Council meetings from April onwards.

Investigations have also begun into how funding can be secured to undertake a detailed condition survey and options analysis for the future use of the building which will then inform any decision about the long-term future of the building. A repayment plan for the Clock Tower works has been agreed with Cornwall Council and negotiations on the scale of any dilapidation payment are nearing completion.

Following a successful hire of the Town Hall and main office by the Hall for Cornwall they have confirmed that they would like this arrangement to continue for a further 12 months. The accommodation subgroup considered this request and have agreed that it provides a useful income that can be used to offset costs whilst a longer-term plan for the building is developed.

Kier is continuing to hire the Town Clerk's Office as their base whilst they complete the snagging works in the Hall for Cornwall, and this also provides a useful income. This arrangement is currently expected to cease at the end of March 2025 but given their progress to date it is likely to extend into 2025/26 financial year.

- **Town Deal Projects** – As far as the Town Deal Projects that Truro City Council is responsible for the current position is outlined below:-
  - **New life for City Buildings**
    - **Grants** - interest continues to build in this scheme with its second grant application being approved and two more being considered by the Regenco Board at their meeting on the 31<sup>st</sup> of March. Four more are being worked up and are expected to be submitted shortly. If they are all approved, they will deliver over 33% of the total outputs for circa 15% of the budget.

- **Direct Purchase** – as discussed previously the Regenco Board has actively explored the purchase of a property and all necessary surveys and legal searches have now been completed. The building contains no Mundic and all legal searches are clear.

A building survey has been undertaken which whilst identifying a range of works required to the fabric of the building none are beyond what would be expected in a building of this age, and none are beyond what can be addressed as part of a refurbishment.

The Regenco Board have therefore agreed to proceed with the purchase and a conditional offer has been accepted by the vendor. Once the outstanding “condition” has been met the purchase will be completed and then Regenco will focus on undertaking the work necessary to refurbish the upper floors of the building. The completion is expected to take place in April 2025. In order to help inform the design phase for the upper floors an assessment of heritage value has been commissioned.

- **Boscawen Park Sports Hub** –
  - **Duck Pond** - a direct award process has been agreed by Council and discussions have now begun with local contractors who will be asked to quote for the work.
  - **Sports Hub** – following an open and transparent procurement process 5 tenders were received to undertake the design phase of the work and a recommendation for which contractor should be selected is the subject of a separate report.
  - **Pitch drainage** – in order to maximise the benefit of the works an agronomist has been contracted to develop a detailed specification for contractors to price. This will include a range of options that can be selected if there is sufficient budget available. Procurement is likely to begin in May via Contracts Finder with the works taking place in the July to October period 2025. Some disruption of park use is likely, and alternative options have been secured for sports teams who would normally use the park.
  - **Riverbank Stabilisation** – proceeding as a commuted sum towards future costs so no further update.
- **Lemon Quay Events Strategy** – Red Hawk events has been contracted to undertake this work and they have now begun their work in earnest. Familiarisation with Truro stakeholder interviews have taken place and a workshop with Councillors to help inform the work was held on the 26<sup>th</sup> of March. A review of online booking systems is now complete, and a new system will be purchased shortly that can be used for all event/meeting spaces.

- **Lemon Quay Refurbishment** – the final designs for the refurbishment work are complete and we are awaiting confirmation of when the work is going to be carried out as that will impact on the events held on the Quay in 2025. Once complete the maintenance costs of this planting will become the responsibility of Council with the costs being covered via the rental of space on Lemon Quay to the operators of the Market Inn and increased income generated by additional events on Lemon Quay.
- **Malpas Road Green Travel Corridor** – is a Cornwall Council led project to improve Malpas Road and these works have begun.
- **CCTV** – following decisions made in the 2025/26 budget setting process negotiations with Redruth Town Council on the detail of the service they will provide have begun.
- **Building Repairs and Maintenance** – work on repairing the leaking roof on Hendra Hall has been completed and the work on the Zebs building and 30 Boscawen Street has begun.
- **Grant application – (further information)** – following an application for grant that was considered at the last Finance and General Purposes Committee the Deputy Clerk was tasked to ascertain further details on the activity undertaken by the applicant. Discussions with the applicant have confirmed that the activity has been undertaken since February the 4<sup>th</sup> 2025 and whilst they started in Hendra Hall, they are now held in the Trelander Community Centre. There are 7 sessions a week and are open to anyone from Truro aged above 5 years. The cost is set at £3 per person per session but if the person attending has younger siblings they can join in for free. Based on these discussions the Deputy Clerk is satisfied that the application addresses the questions raised and that the grant should be approved.

**David Rodda MBE**  
**Town Clerk**  
**February 2025**

## Communication from the Mayor

In the last month, I have attended a number of very special events, including:

Welcoming the St Piran's Day parade at High Cross, on a wonderfully bright sunny day.

Thank you especially to the children for their spirited singing of Trelawney.



Taking part in a service of remembrance at the Methodist Church, to mark the national Covid-19 National Day of Reflection. After the service, there was an opportunity to inscribe a yellow heart or paint a stone, to be placed on display in the church.

The induction and installation of Fr Owen Edwards as Priest-in-Charge of St George's Church, after a wait of over 16 years, and much to the delight of the parishioners.



Cutting the ribbon to open Truro's new Poundstretcher store.

The new shop is located in the Pydar Street building which was previously occupied by Next.

We wish staff and customers all the best for a successful future.

Presenting Civic Awards to a number of very deserving individuals and community organisations.

Well done, and thank you on behalf of the City, to each and every one of the recipients.



The Mayoress and I will also be attending a joint fund-raising concert by Truro Wind Orchestra and the City of Truro Male Choir on 28 March.

In the first half of the month, the number of committee and working group meetings was somewhat higher than usual, as we neared the start of the pre-election period relating to the May 1 local elections.

Thankfully, the pace has now slackened considerably, although the regular meetings with partner organisations and within the council are continuing as normal.

Carol Swain  
25 Mar 2025

## **Mayor's Diary Commitments Feb - Mar 2025**

- 24-Feb Truro City Council meeting
- 25-Feb Town Centre Weekly Meeting
- 03-Mar Weekly meeting with Town Clerk
- 03-Mar Parks Committee
- 04-Mar Town Centre Weekly Meeting
- 05-Mar St Piran's Day - Welcome to the Celebrations
- 06-Mar Truro Morlaix Twinning AGM
- 09-Mar Service to mark National Day of Reflection re Covid 19
- 10-Mar Weekly meeting with Town Clerk
- 10-Mar Finance & General Purposes Committee
- 11-Mar Town Centre Weekly Meeting
- 11-Mar Truro Conservation Area Advisory Committee
- 11-Mar Nature Recovery Forum
- 12-Mar Annual Town Meeting
- 13-Mar Planning Committee
- 17-Mar Weekly meeting with Town Clerk
- 18-Mar Town Centre Weekly Meeting
- 19-Mar Licensing & Induction of new Vicar of St George's Church
- 20-Mar Opening new Poundstretcher Store
- 21-Mar Presentation of Civic Awards
- 24-Mar Weekly meeting with Town Clerk
- 24-Mar Comprigney Hill Steering Group
- 25-Mar Town Centre Weekly Meeting
- 26-Mar Lemon Quay Events Strategy Workshop
- 28-Mar Concert by Wind Orchestra and Male Choir
- 31-Mar Weekly meeting with Town Clerk
- 31-Mar Truro City Council meeting

# TRURO CITY COUNCIL



CITY OF TRURO

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## MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 20th FEBRUARY 2025 AT 1900

**PRESENT:** Councillors Pascoe (Chairman), Wetherill (Vice-Chairman), Swain (Mayor), Mrs Carlyon, Nolan, and Unwin.

**APOLOGIES:** Councillors Green, Mrs Nolan, Rabey, and Webb.

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

P/24/1248

### 2 DECLARATIONS OF INTEREST

None.

P/24/1249

### 3 MINUTES

**a** The minutes of the Planning & Licensing Committee meeting held on 30th January 2025 were considered for accuracy. It was proposed by Councillor Swain, seconded by Councillor Nolan, and **RESOLVED** that they were considered a true and correct record and signed.

P/24/1250

**b** The minutes of the TCAAC meeting held 18<sup>th</sup> February 2025 were **noted**.

P/24/1251

The Planning & Licensing Committee wished to record thanks to the Chairman of the TCAAC for the detailed minutes.

### 4 PLANNING CONSULTATION

P/24/1252

#### Schedule 1A

Hollynbank 1 Pendrea Wood Truro Cornwall TR1 3RG	(PA25/00413)
12 Gwel Ke Truro Cornwall TR1 2GT	(PA25/00580)
16 Woodland Court Truro Cornwall TR1 1XT	(PA25/00575)
Former Tara Moresk Road Truro Cornwall TR1 1EG	(PA25/00785)
10 Rashleigh Vale Truro Cornwall TR1 1TJ	(PA25/00806)
Land Adjacent 1 Woodland Court Truro TR1 1XT	(PA25/00719)
58 Upland Crescent Truro Cornwall TR1 1NE	(PA25/00921)

It was proposed by Councillor Unwin, seconded by Councillor Swain, and **RESOLVED** that Truro City Council support the applications within schedule 1A.

P/24/1523

#### Schedule 1B

19 Lemon Street Truro Cornwall TR1 2LS	(PA25/00489)
16 Victoria Square Truro Cornwall TR1 2RU	(PA25/00653)
Lemon Quay Piazza Back Quay Truro Cornwall TR1 2LL	(PA24/09614)
29 Lemon Street Truro Cornwall TR1 2LS	(PA25/01056)
Nare Cottage 18 Castle Rise Truro Cornwall TR1 3AA	(PA25/01067)
Truro Methodist Church Union Place Truro Cornwall TR1 1EP	(PA25/01016)
1 St Nicholas Street Truro Cornwall TR1 2RW	(PA25/00983)

19 Lemon Street Truro Cornwall TR1 2LS  
33A River Street Truro Cornwall TR1 2SJ  
33A River Street Truro Cornwall TR1 2SJ

(PA25/00967)  
(PA25/01006)  
(PA25/01005)

It was proposed by Councillor Mrs Carlyon, seconded by Councillor Wetherill, and **RESOLVED** that Truro City Council support the applications within schedule 1B.

**P/24/1254**

## **Schedule 2**

P/24/1255

### **Land And Buildings At GWRSC Station Road Truro TR1 3HH (PA24/06876)**

The architect of the scheme spoke to the changes made to the proposal since the committee last considered it.

The committee noted the site's location neighbouring the conservation area and its prominent place as a gateway into Truro. It was felt that this had the potential to be an excellent use of the site. Members discussed the traffic implications and the need for a retail unit, preferring a reduction in height over the retail provision.

It was proposed by Councillor Mrs Carlyon, seconded by Councillor Pascoe, and **RESOLVED** that Truro City Council object to the proposal as is. The height and massing of the building remains too great for this prominent site, in addition, the design and material use pays little respect to the adjacent properties and conservation area.

**P/24/1256**

### **4 Higher Trehaverne Kenwyn Truro Cornwall TR1 3RH (PA25/00441)**

It was proposed by Councillor Wetherill, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council support the application given permission is conditioned to prevent letting or selling separately to the principal dwelling.

**P/24/1257**

### **4 Prospect Gardens Truro Cornwall TR1 1BH (PA24/07683)**

The strong neighbour objection was reported, but thought the plans would resolve the current parking problem cited in the objection.

It was proposed by Councillor Pascoe, seconded by Councillor Swain, and **RESOLVED** that Truro City Council have no objections to the application.

**P/24/1258**

### **22 Pauls Row Truro Cornwall TR1 1HH (PA24/09465)**

Councillors felt the work was an aesthetic improvement and it was proposed by Councillor Pascoe, seconded by Councillor Swain, and **RESOLVED** that Truro City Council support the application.

**P/24/1259**

### **8 Trehaverne Vean Truro Cornwall TR1 3UU (PA25/00749)**

Following discussion of the concerns stated by the applicant as justification for the works it was proposed by Councillor Swain, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council defer their comment until the forestry officer has reviewed the case.

**P/24/1260**

### **Woodland Cottage Mitchell Hill Truro Cornwall TR1 1JF (PA25/00638)**

It was proposed by Councillor Nolan, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council support the tree works.

**P/24/1261**

## **5 LICENSING**

None.

P/24/1262

## **6 URGENT APPLICATIONS**

None.

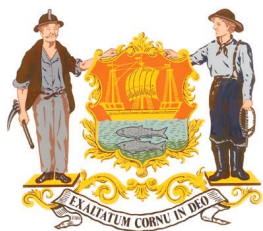
P/24/1263

- 7 CORRESPONDENCE**  
None. P/24/1264
- 8 DELEGATION OF POWER**  
None. P/24/1265
- 9 DECISIONS**  
The decisions by Cornwall Council since the last meeting of the planning committee were **noted**. P/24/1266
- 10 TRURO TRANSPORT STRATEGY WORKING GROUP**  
Nothing to report. P/24/1267
- 11 PLANNING POLICY UPDATE** P/24/1268  
**a Cornwall Council's Interim Policy Briefing Consultation** P/24/1269  
**b Call for Sites**  
The committee discussed items 11a and 11b together.
- A councillor reiterated the concern brought on with the new housing supply requirements in the NPPF and the consequential weakening of the Cornwall Local Plan as a defense. The interim policy briefing statement was thought of as a good document. Cornwall Council has recommended parish councils to write a Neighbourhood Priority Statement so that they may influence the new Local Plan.
- It was proposed by Councillor Nolan, seconded by Councillor Pascoe and **recommended** to Full Council it explores Neighbourhood Priority Statements P/24/1270 as a way of feeding on to the Cornwall Local Plan.
- c** It was **noted** Rob Lacy, Cornwall Council Planning Policy Manager, will be attending a future meeting to talk to and answer questions from the committee. P/24/1271
- 12 CHAIRMANS REPORT**  
The Chairman reported on the number of works in the conservation area and to Listed Buildings being done without seeking planning permission first was significant in Truro after spending time walking around the City. It was also said of the little enforcement action taking place when reporting these occurrences. P/24/1272
- 13 DATE OF NEXT MEETING**  
The date of the next meeting is 13<sup>th</sup> March 2025. P/24/1273

The meeting closed at 2013.

-----  
Chairman

# TRURO CITY COUNCIL



**CITY OF TRURO**  
Town Clerk

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## **MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 3 MARCH 2025 AT 7.00 PM IN THE LARGE COMMUNITY ROOM, TOP FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO**

**PRESENT:** Councillors Eathorne-Gibbons (Chairman), Biscoe, La Borde, Rabey (Deputy Mayor), Roden, Southcombe, Swain (Mayor), and Webb (Chairman of the Finance and General Purposes Committee).

**APOLOGIES:** Councillors Roby.

**ABSENT:** Councillors Griffiths.

**ALSO IN ATTENDANCE:** Councillors Mrs Carlyon and Stokes.  
David Rodda MBE, Town Clerk  
Richard Budge, Parks & Amenities Officer.

1. **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
The apologies for absence as submitted were noted. PK/24/1309
2. **DECLARATIONS OF INTEREST**  
None. PK/24/1310
3. **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS**  
None. PK/24/1311
4. **PUBLIC MINUTES**

It was proposed by Councillor Roden, seconded by the Deputy Mayor, and **RESOLVED** that the minutes of the Parks and Amenities Committee Meeting held on 3 February 2025 were a correct record and signed.

**PK/24/1312**

5. **CORRESPONDENCE**
  - a. **Website message dated 08.02.25 regarding fairy doors at Coosebean**  
Members considered this correspondence and the next item of correspondence at the same time. While acknowledging the vandalism of the fairy doors installation at Coosebean, the Parks and Amenities Officer stated that currently the use of CCTV as a preventive measure was not possible. There was no electricity supply in the area and therefore battery-operated cameras would be required that rely on SD cards. These could be removed by unauthorised personnel, which may cause safeguarding issues. The potential costs were also excessive. It was noted the Town Clerk had recently met with Mr John Rowe (who had installed the fairy doors). After some discussion:

It was proposed by Councillor Biscoe, seconded by Councillor Webb, and **RESOLVED** that the Parks and Amenities Officer undertake discussions with interested parties to find a way forward in terms of a management plan

**PK/24/1313**

for the Enchanted Trail at Coosebean and come back to the Committee with a report. PK/24/1314

**b. Email dated 10.02.25 regarding fairy doors at Coosebean.**

This item of correspondence was considered at the same time as the preceding item. PK/24/1315

**c. Compliment dated 11.02.25 regarding Victoria Garden.**

Noted. PK/24/1316

**d. Compliment dated 25.02.25 regarding Boscawen Park**

The Parks and Amenities Officer confirmed the new tennis pavilion changing rooms were available for use by users of the tennis courts and the boat club. PK/24/1317

**6. COMMEMORATION AND MEMORIALS POLICY**

The draft Commemoration and Memorials Policy, as amended by the previous Committee meeting was presented by the Parks and Amenities Officer. During a brief discussion the policy was amended further as follows:

- Paragraph 1.16 deletion of "which ...years." for clarity.
- Removal of Paragraph 3.1 which was not considered necessary.

It was proposed by Councillor Biscoe, seconded by Councillor Roden, and **RECOMMENDED TO COUNCIL** that the draft Commemoration and Memorials Policy, as amended be approved. PK/24/1318

**7. CLOSURE OF KENWYN CHURCHYARD**

Following the last Committee meeting the Parks and Amenities Officer reported that Kenwyn Church Parochial Church Council had officially published its intention to close its churchyard to new burials due to lack of space. Cornwall Council was prepared to take on the liabilities of the trees, paths and graves and would pay the City Council £1,500 to continue to maintain the Churchyard. This meant the City Council would need to continue to cover the costs of its current maintenance regime from its own budgets. This cost is included in the 2025/26 budget estimate, and it would be for future Councils to decide whether they are willing for this to continue beyond the next financial year.

It was proposed by Councillor Biscoe, seconded by Councillor La Borde, and **RECOMMENDED TO COUNCIL** that the cost of maintenance of Kenwyn Churchyard be included in future Parks budgets so the current management regime can continue beyond 2025/26. PK/24/1319

**8. APPLICATION FOR USE**

The Parks and Amenities Officer introduced the application by Truro Running Club and highlighted the history of previous applications. During discussion it was noted that Penarth Lane was a private road, and complaints were regularly received from local residents about non-residents accessing the road. It was also noted that runners would potentially run directly in front of resident's windows until late in the evening if the application was granted.

It was proposed by Councillor Roden, seconded by Councillor Eathorne-Gibbons and **RECOMMENDED TO COUNCIL** that (a) the Truro Running Club application for the use of Penarth Lane for their 10km Trail Running Race be refused and (b)

PK/24/1320

the Parks and Amenities Officer offer support to the Club to find an alternative route.

## 9. WORKING GROUP AND SUB-COMMITTEE

### a. Truro Nature Recovery Forum

It was noted the government would be providing town and parish councils with a package of resources to assist the development of nature recovery strategies.

The minutes of the Truro Nature Recovery Forum meeting held 12 February 2025 were **noted**.

PK/24/1321

## 10. STANDING ITEMS

### a. Boscawen Park Dredging of Swanpool Update

The Parks and Amenities Officer reported he would be meeting potential contractors before requesting quotations leading to a direct award of contract. The Town Clerk advised the silt dredgings had been tested and the preferred location for disposal was on Tregothnan land to the rear of the Swanpool (subject to their agreement), alternatively it could be spread on the new Cemetery fields (for which the Council already had a waste exemption licence). It was hoped to commence work in Autumn 2025.

PK/24/1322

### b. Towns Fund Deal Board, Boscawen Park Sports Hub Project Update

The Parks and Amenities Officer stated he had met an agronomist on site on 14 February to discuss the content of the soil of the fields. If hazardous materials were found (underneath the capping) the method of improving drainage of the field might need to be rethought. The Town Clerk reported potential contractors had been met on site and no problems with build timescales had been raised.

PK/24/1323

### c. Swing Bridge Project Update.

The Town Clerk reported Cornwall Council had done some work on redesigning access to the swing bridge to address safety concerns and were due to report back to the Planning and Licensing Committee.

PK/24/1324

## 11. INFORMATION ITEMS

### a. Idless Nursery

The Parks and Amenities Officer reported new benches and heating mats had been installed in the propagator house,

PK/24/1325

### b. Parks and Amenities Officer's Report

The report was **noted**.

PK/24/1326

### c. Zero Carbon Officer's Report

There was no report because the Zero Carbon Officer was leaving the Council's employment shortly. In her absence, on behalf of the Committee the Chairman wished the Zero Carbon Officer best wishes for the future.

PK/24/1327

## 12. EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Roden, seconded by the Chairman, and **RESOLVED** that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting

during consideration of the following items by reason of their confidential nature and for business reasons.

**PK/24/1328**

**13. ADDITIONAL RECREATION/PUBLIC AMENITY LAND PURCHASE**

Councillors discussed the Town Clerk's report. The Town Clerk clarified the Committee was being asked if it wished to investigate the potential to secure an "option" on the land in question and was not seeking a decision on whether any option should be paid. Questions were asked and answers given.

It was proposed by Councillor Roden, seconded by the Chairman and **RECOMMENDED TO COUNCIL** that it investigates the potential to take an "option" to secure land for future recreational and sports use in Truro and that it delegates authority to progress the negotiations to the Town Clerk.

[Councillor La Borde requested that her name be recorded as having voted against the motion.] **PK/24/1329**

**14. RETURN OF THE PRESS AND PUBLIC**

It was proposed by the Deputy Mayor, seconded by the Mayor, and **RESOLVED** that the press and public be invited to return to the meeting.

**PK/24/1330**

**15. DATE OF NEXT MEETING**

Monday 7 April 2025.

PK/24/1331

**16. ITEMS FOR FUTURE MEETINGS**

The items were noted. Pond Policy, Kenwyn Hill Playing Field Sublease Report and Parks Department Service Plan and Padel tennis report.

PK/24/1332

The meeting closed at 20:55

-----  
CHAIRMAN



## Truro City Council Commemoration and Memorials Policy

### Introduction

This Policy has been assembled to ensure a consistent, accessible, and sensitive approach to the installation of official memorial benches and trees on land managed by Truro City Council in addition to outlining how unofficial memorials and commemorations will be managed. The management of this process is led by the Parks and Amenities Officer. The routines and activities listed in the following clauses should be undertaken following guidance found in the risk assessment, as well as any other guidance applicable from wider health and safety policies approved by Truro City Council.

### Policy

#### 1. Benches

##### Bench installation

- 1.1. Memorial benches will be located in Truro Public Cemetery, Boscawen Park, or Victoria Gardens, unless another location managed by Truro City Council is requested and approved by the Parks and Amenities Officer.
- 1.2. Applicants may choose the location of the memorial bench out of the above choices in agreement with Truro City Council.
- 1.3. Positioning of the bench within these locations will be negotiated between the applicant and the Parks and Amenities Officer in the combined interest of the applicant, Truro City Council, the environment, and the public.
- 1.4. The bench will be purchased and installed by Truro City Council.
- 1.5. Both the unit and installation fee must be paid for by the applicant in advance of the purchase.
- 1.6. Applicants may choose between the two bench options presented in Box 1.
- 1.7. Multiple plaques may be applied to the same bench on behalf of the same applicant, but unfortunately, Truro City Council cannot grant shared benches between applicants.

##### Plaques

- 1.8. Commemorative plaque(s) must be provided and paid for by the applicant.
- 1.9. The maximum possible width of the plaque is 6 inches / 15 cm. The maximum possible height is 3 inches / 7.6 cm.
- 1.10. The engraving is additionally to be sought and paid for by the applicant.
- 1.11. The wording of the commemoration should be agreed with the Parks and Amenities Officer in advance of the plaque being engraved.

**Box 1 – Bench model specifications.**

**Model 1: Countryside bench**

Supplier: Truro Timber Products

Unit cost: £175.00

Installation fee: £90.00

Expected lifespan: 10 years

Material: locally sourced timber

Dimensions: 6ft / 1.8m



**Model 2: Lister-style park bench**

Supplier: Various

Unit cost: £ 450-780

Installation fee: £90.00

Expected lifespan: 20 years

Material: locally sourced timber

Dimensions: 6ft / 1.8m



**Bench maintenance and conditions**

- 1.12. The memorial bench will be maintained by Truro City Council in line with manufacturer recommendations.
- 1.13. The responsibility to undertake repairs to the bench due to damage resulting from vandalism within the expected lifespan of the bench lies with Truro City Council.
- 1.14. The bench will be maintained until it is deemed beyond economical repair by the Parks and Amenities Officer. The expected lifespans of the bench models are detailed in Box 1. At this point, the bench will be removed.
- 1.15. In the event of the bench having to be removed, the original applicant will be notified and have the option to finance a new bench. Otherwise, new applications will be considered for the space.
- 1.16. The bench will be removed at the end of its safe operation.

**2. Memorial Trees or shrubs**

**Trees and shrubs**

- 2.1. Memorial trees may be requested to be placed at the following locations:
  - Daubuz Moor
  - Coosebean Woodland
  - Truro Public Cemetery
  - Treffry Road
  - Beechwood Parc

- 2.2. Regrettably, other locations (such as Boscawen Park and Victoria Gardens) do not have capacity for further planting.
- 2.3. Positioning of the tree or shrub within these locations will be negotiated between the applicant and the Parks and Amenities Officer in the combined interest of the applicant, Truro City Council, the environment, and the public.
- 2.4. The species of tree or shrub to be used as a memorial will be negotiated between the applicant and the Parks and Amenities Officer in the combined interest of the applicant, Truro City Council, the environment, and the public.
- 2.5. In countryside areas (Daubuz Moor, Coosebean Woodland, Beechwood Parc) applicants may only choose between UK native tree or shrub species (species established in the UK without human intervention). In ornamentally planted areas (Truro Public Cemetery, Treffry Road) a wider range of species may be considered.
- 2.6. No non-native invasive species may be considered for planting at any location.
- 2.7. A stake, tree tie, and guard will be supplied to help protect the memorial tree or shrub at no additional cost. These will be re-used or recycled following the establishment of the tree.
- 2.8. The tree or shrub will be purchased and planted by Truro City Council.
- 2.9. The tree or shrub must be paid for by the applicant in advance of the purchase.
- 2.10. The price will be agreed between the applicant and the Parks and Amenities Officer and is dependent on availability from Truro City Council's suppliers. Prices vary between species but typically start at £65.

#### **Markers**

- 2.11. A 3 inch x 3 inch (7.6cm x 7.6cm) post will be supplied as a marker, cut at a slant at the top to allow for a 3 inch x 3 inch (7.6cm x 7.6cm) engraved plaque.
- 2.12. Commemorative plaque(s) must be provided and paid for by the applicant.
- 2.13. The maximum possible width of the plaque is 3 inches / 7.6 cm. The maximum possible height is 3 inches / 7.6 cm.
- 2.14. The engraving is additionally to be sought and paid for by the applicant.
- 2.15. The wording of the commemoration should be agreed with the Parks and Amenities Officer in advance of the plaque being engraved.

#### **Tree or shrub maintenance and conditions**

- 2.16. The tree or shrub will be maintained by Truro City Council according to the requirements of the species, including watering, pruning, feeding, and installing structural support.
- 2.17. Memorial trees will be surveyed by an external consultant alongside other trees during biannual tree surveys.
- 2.18. The tree or shrub will be maintained indefinitely, unless it becomes a risk to the public, maintenance staff, or other trees due to damage or disease. If it poses a risk, the tree will be removed. This decision will be made by the Parks and Amenities Officer.
- 2.19. Truro City Council accepts no liability in the event of a tree sustaining damage due to disease, weather, or other natural phenomena.

2.20. In the event of the tree having to be removed, the original applicant will be notified and have the option to replace the tree at the applicant's expense. Otherwise, new applications will be considered for the space.

### 3. General

- 3.1. Truro City Council cannot grant applications to commemorate the animal deceased.
- 3.2. Memorial capacity in areas managed by Truro City Council is determined by the Parks and Amenities Officer.
- 3.3. Truro City Council maintains the right to reposition a memorial should it arise that the placement is no longer safe. This includes the installation of a new foundation or structural supports. New locations will be as close as reasonably possible to the original agreed location and the applicant will be notified in advance.
- 3.4. Truro City Council does not permit the installation of any unauthorised materials or installations onto Council owned/controlled land, outside of what is specified in the Memorial Policy.
- 3.5. What constitutes unauthorised materials is to be determined by the Parks, Amenities and Facilities Officer in accordance with the Memorial Policy.
- 3.6. Any unauthorised artefacts and materials found on Truro City Council owned/controlled land will be removed without notice and will be held for a period of fourteen days before being recycled or disposed of.
- 3.7. No additional mementoes, for example vases, flowers, balloons, toys, tinsel, or photographs, shall be permitted on or around a memorial in the interest of protecting the environment and maintaining access. These shall be removed without notice.
- 3.8. Truro City Council maintains the right to remove a memorial if deemed necessary and accepts no replacement liability.
- 3.9. Regrettably, Truro City Council does not consider applications from the public for other types of memorials, for example memorial planting beds or artworks.
- 3.10. Existing memorials which would not usually be permitted, but were installed in advance of the creation of this policy, are maintained in line with arrangements made at the time of commissioning.
- 3.11. The unauthorised fixing, tying or screwing of items to trees is not permitted and will be removed.

### 4. Applications

- 4.1. Applications for a memorial may be made:
  - i. Via email to [parks@truro.gov.uk](mailto:parks@truro.gov.uk)
  - ii. Via telephone to 01872 274766
  - iii. Via post to:  
Truro City Council  
Municipal Buildings  
Boscawen Street  
Truro  
TR1 2NE

- 4.2. Full payment must be taken in advance of installation or planting.
- 4.3. Following the receipt of the application, a site visit will be arranged via email or telephone.
- 4.4. Contact details for the applicant will be kept on file until the memorial is permanently removed and must be updated by the applicant in the event of any changes.
- 4.5. The rights to the placement of the memorial are of the applicant and cannot be passed on unless agreed between Truro City Council and the applicant.

# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerks Department  
Municipal Buildings  
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## MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 10 MARCH 2025 AT 1900

- PRESENT:** Councillors Webb (Chairman), Councillors Wells (Vice-Chairman), Swain (Mayor), Rabey (Deputy Mayor), Biscoe, Mrs Carlyon, Eathorne-Gibbons, Rich, and Sunderhauf.
- APOLOGIES:** Councillors Mrs Carlyon, Nolan, Southcombe, and Stokes.  
[Personal]
- ALSO IN ATTENDANCE:** David Rodda (Town Clerk), Esther Greig (Deputy Town Clerk & RFO), and Mark Wright (Facilities Manager).

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

F/24/1333

### 2 DECLARATIONS OF INTEREST

Councillor Biscoe was granted dispensation to speak on item 8.b.  
Councillor Biscoe, item 8.e.i, non-pecuniary, to leave the room.

F/24/1334

### 3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS

None.

F/24/1335

### 4 MINUTES

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Swain, and **RESOLVED** that the minutes of the meeting held 10 February 2025 were considered a correct record and signed.

**F/24/1336**

It was proposed by Councillor Wells, seconded by Councillor Swain, and the minutes of the Accommodation Working Group Meeting held 20 January 2025 were **noted**.

F/24/1337

### 5 VERBAL REPORTS

#### a. Responsible Finance Officer (RFO) Report

The RFO informed the room that candidate packs for the election were available to collect from the council offices, nomination deadline the beginning of April.

A report was given that:

- o The February expenditure to budget was as expected.
- o The small underspend on training was hoped to be vired enabling the employ of a part time administrator sooner.
- o Most of the New Life for City Buildings money had been transferred to its own bank account. Regenco would imminently complete on a property purchase.

- Money would continue to be placed into the money market with a view to using a long-term investment strategy after the many council projects are completed.
- The Zero Carbon Officer job description was being reviewed in anticipation of recruitment.
- Annual accounts would be presented in the Q4 report.

F/24/1338

The verbal report was **noted**.

**b. Facilities Manager Report**

The Facilities Manager had nothing to report.

F/24/1339

**6 CHAIRMANS REPORT**

The Chairman reported on the distinct improvement in Council meetings compared to this time last year, thanking the Town Clerk, RFO, the Mayor, Councillor Roden, and all staff.

It was proposed by Councillor Rich, seconded by Councillor Webb and **RESOLVED** to give thanks.

**F/24/1340**

**7 CORRESPONDENCE**

There was no correspondence.

F/24/1341

**8 AGENDA ITEMS**

- a.** The Q3 Internal Control Checks were **noted**. Councillor Sunderhauf commended the process for inviting members to confirm the council is compliant. The transparency code publication was identified as an item to address. Councillors Rabey and Eathorne-Gibbons volunteered to conduct the Q4 checks.

F/24/1342

F/24/1343

**b. Moresk Centre Building Condition Survey**

The Town Clerk introduced the report as the first of many, all Council buildings to have a survey completed.

A Councillor reported on the buildings complex history and its relationship to the neighbouring cottage as well as Cornwall Councils role.

The Town Clerk informed the member that he had reviewed the maintenance history, with no fault found, only that there had been inadequate funds to resolve all identified problems at that time. He added Cornwall Council, as part of full devolution, are considering financial support to cover some of the works.

F/24/1344

The building condition survey report was **noted**.

**c. Permit to Work Policy**

Following confirmation that no union consultation was required. It was proposed by Councillor Biscoe, seconded by Councillor Webb and **recommended** to Council the Permit to Work Policy is adopted.

F/24/1345

**d. Contractors and Vendor Management Policy**

The Facilities manager, having met with Councillor Stokes following deferral of this item from the last meeting, identified the changes made to the policy; as a result there was a wider scope for SMEs and local businesses.

The Town Clerk interjected noting that the Procurement Act 2023 had come into force on 24<sup>th</sup> February 2025, stating this policy would go a way to supporting TCC's compliance with the legislation.

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **RESOLVED** to amend the policy by adding wording that makes it clear an annual review would occur in addition to the Council reserving the right to remove a contractor at any time for poor performance or non-compliance.

F/24/1345

It was proposed by Councillor Rabey, seconded by Councillor Eathorne-Gibbons and **recommended** to Council the policies & procedures, as amended, necessary for creating an approved register of preferred contractors are adopted.

F/24/1346

**e. Grant Applications**

The RFO reminded members the ordinary maximum grant award is £750.00 and there was approximately £3000.00 left to allocate in the 24/25 budget.

F/24/1347

**i. Truro Civic Society for £450.00**

[Councillor Biscoe left the room at 1938.]

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Sunderhauf and **RESOLVED** to award a grant of £450.00 to the Truro Civic Society.

F/24/1348

[Councillor Biscoe entered the room at 1940.]

**ii. Feel Safe Scheme for £1,000.00**

It was proposed by Councillor Rich, seconded by Councillor Sunderhauf and **RESOLVED** to award a grant of £750.00 to the Feel Safe Scheme.

F/24/1349

**iii. Swamp Circus Trust / Circo Kernow for £900.00**

It was proposed by Councillor Rich, seconded by Councillor Sunderhauf and **RESOLVED** to award a grant of £750.00 subject to research by the Deputy Town Clerk to satisfy the questions of how long/when the project runs and to whom it is advertised.

F/24/1350

**9 BANK BALANCES AND SCHEDULE OF PAYMENTS**

At 28 January as follows:

Current Account	£1,248,571.07
Public Sector Deposit	£549,485.35
Money Market	£750,000.00
=====	
Total	£2,548,056.42

The schedule of payments and bank balances were **noted**.

F/24/1251

**10 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Rabey, seconded by Councillor Sunderhauf and **RESOLVED** to excluded the press and public from the meeting.

F/24/1352

**a. Insurance**

The RFO advised members that following a request to three brokers and the renewal from the current insurer there had been, a quote from Zurich better than expected, one broker unable to match Zurich, and one broker that could not get a quote owing to the flood risk.

The renewal was due on 1<sup>st</sup> April.

One councillor supported using Zurich given the longstanding relationship and their working knowledge of TCC that would take a significant time to establish with a new insurer.

F/24/1353

It was **noted** quotes for insurance were requested from two insurance brokers and TCC current insurer – Zurich Municipal.

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **RESOLVED** to accept the quote provided for town council insurance on a three-year agreement.

F/24/1354

**b. Municipal Buildings Clock Tower - Repayment Plan**

The Town Clerk reported the terms offered by Cornwall Council to repay the TCC share of cost to repair the clock tower.

Given the budgeted amount was higher than the proposed repayments councillors suggested paying the liability off early or placing the saving into a maintenance fund.

Officers advised the best course of action was to retain the additional budget until such time as the Accommodation Working Group had produced an options report for the building, but agreed it was sensible to safeguard against future unexpected costs.

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **recommended** to Council to accept the terms of Cornwall Council's repayment plan and consider establishing a sinking fund for maintenance at the budget review in October.

F/24/1355

Thanks were given to the Town Clerk, Councillor Wells, and Cornwall Council for working together to achieve this.

**11 READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by Councillor Swain, seconded by Councillor Rabey and **RESOLVED** to readmit the press and public to the meeting.

F/24/1356

**12 DATE OF NEXT MEETING**

The date of the next meeting was **noted** as 14th April 2025.

F/24/1357

**13 ITEMS FOR FUTURE MEETINGS**

Flag Policy & Grant Procedure.

F/24/1358

The meeting closed at 2013.

-----  
Chairman



Report to:	<b>Full Council</b>	
Date:	<b>31 March 2025</b>	
Title:	<b>Permit to Work Policy</b>	
Authors, Roles and Contact Details:	<b>Mark Wright, Facilities Manager</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### Recommendation(s):

1. Council **resolve** to adopt the attached Permit to Work Policy.

## 1 Executive Summary

- 1.1 Truro City Council is committed to maintaining the highest health, safety, and operational efficiency standards across its facilities and work activities. Adopting a Permit to Work (PTW) Policy is recommended to enhance risk management and improve regulatory compliance. This policy will provide a structured system for controlling high-risk work, ensuring tasks are correctly planned, authorised, and executed safely.
- 1.2 No Permit to Work Policy is currently in place.

## 2 Purpose of Report and key information

This report outlines the importance of a Permit to Work policy and its role within Council Facilities and proposes a policy for general adoption.

### 2.1 Enhanced Safety & Risk Reduction

The PTW system ensures that potentially hazardous tasks are only undertaken with appropriate safeguards in place. This reduces the likelihood of accidents and injuries by enforcing risk assessments, method statements, and strict control measures.

Hazardous high-risk tasks include but are not limited to:

- Hot works (e.g., welding, cutting, grinding)
- Confined space entry
- Electrical work
- Work at height
- Excavation

- Hazardous substance handling
- Work impacting public utilities or infrastructure
- Safeguarding

## 2.2 **Regulatory Compliance and Duty of Care**

- 2.3 The policy aligns with UK Health & Safety Legislation, including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Control of Substances Hazardous to Health (COSHH) Regulations.

It ensures that all work activities comply with the HSE's Approved Codes of Practice (ACoPs) requirements, minimising legal and financial risks to the Council.

## 2.4 **Improved Work Control & Accountability**

The PTW process formalises work approvals, ensuring that only competent personnel carry out high-risk activities.

It fosters accountability by requiring clear communication between those issuing permits (e.g., Facilities or Health & Safety Officers) and those conducting the work (e.g., contractors or internal teams).

## 2.5 **Support for Contractor Management**

The policy integrates with Truro City Council's Approved Contractors Register, ensuring that external workers adhere to strict safety protocols.

It strengthens contractor compliance and reduces liability by ensuring proper risk controls before work begins.

## 2.6 **Prevention of Operational Disruptions**

The PTW system prevents work conflicts and unplanned disruptions by requiring coordination and scheduling of high-risk tasks.

It enhances maintenance efficiency while mitigating impact to public services and Council operations.

## 3 **Benefits for Customers/Residents**

### 3.1 **Public and Employee Health Protection**

By implementing a Permit to Work Policy, Truro City Council will create a safer and more efficient environment for employees and the public. This policy ensures that hazardous work is appropriately controlled, risks are minimised, and essential services are maintained effectively, ultimately contributing to a safer, more resilient, and well-managed city.

#### **4 Relevant Previous Decisions**

4.1 N/A

#### **5 Consultation and Engagement**

5.1 This paper has been prepared in line with HSE guidelines.

#### **6 Financial Implications of the proposed course of action/decision**

Implementing a PTW policy requires minimal financial investment. It primarily involves procedural controls, staff training, and minor administrative oversight.

The long-term cost savings from reduced accidents, legal liabilities, and operational downtime will significantly outweigh any initial setup costs.

The use of digital permit systems could further enhance efficiency and streamline approvals.

#### **7 Legal/Governance Implications of the proposed course of action/decision**

##### **7.1 Non-Compliance with UK Health & Safety Legislation**

Failing to implement a Permit to Work (PTW) Policy exposes Truro City Council to significant legal risks, including health and safety legislation breaches, financial penalties, liability claims, and reputational damage.

#### **8 Risk Implications of the proposed course of action/decision**

8.1 Without a Permit to Work Policy, the council has severe legal, financial, health, reputational, and operational risks. A robust policy ensures compliance with UK regulations, protects public and employee health, minimises liability, and maintains public trust. Proactive risk management is not just a regulatory requirement. It is a critical responsibility to safeguard the community and ensure the smooth operation of council services.

##### **8.2 Legal & Regulatory Risks**

- Health and Safety at Work etc. Act 1974 (HSWA) – Requires employers to ensure employees' and the public's health, safety, and welfare. Failure to control hazardous work could be deemed a breach of duty under this Act, leading to prosecution.
- Management of Health and Safety at Work Regulations 1999 – Requires employers to conduct risk assessments and implement suitable control measures. Without a PTW system, the Council could be found negligent in risk management.
- Work at Height Regulations 2005 – If an accident occurs due to poor planning or lack of authorisation, the Council could face legal action for failing to implement safe working procedures.

- Control of Substances Hazardous to Health (COSHH) Regulations 2002 – Requires proper control measures when working with hazardous substances, such as asbestos or chemicals. Without a PTW system, exposure risks may not be adequately controlled, leading to potential legal consequences

### 8.3 Health and Safety Risks

Failure to implement a Permit to Work (PTW) Policy significantly increases health and safety risks for employees, contractors, and the public. Without a structured system to control hazardous work, the likelihood of accidents, injuries, fatalities, and operational disruptions rises.

#### 8.3.1 Increased Risk of Accidents and Fatalities:

Without a PTW system, hazardous work may proceed without proper authorisation, risk assessment, or safety measures, leading to:

- Falls from height – Uncontrolled work on scaffolding, ladders, or rooftops may lead to serious falls, one of the leading causes of workplace fatalities in the UK.
- Electrocution – Unauthorised electrical maintenance could result in electric shocks, burns, or fires.
- Asphyxiation and toxic exposure—Working in confined spaces (e.g., drainage systems, tanks, or basements) without proper permits and gas monitoring can result in oxygen depletion, toxic gas exposure, or suffocation.
- Fire and explosion risks—Without a PTW system, hot works (e.g., welding, cutting, grinding) may be conducted without fire precautions, increasing the risk of fires or explosions.
- Structural failures – Unchecked or uncoordinated work may lead to collapses, falling debris, or unstable structures, endangering workers and the public.

#### 8.3.2 Exposure to Hazardous Substances:

Without a PTW policy, proper controls on chemical, biological, or asbestos-related work may be absent, leading to:

- Asbestos exposure – Disturbing asbestos-containing materials without permits could expose workers and the public to long-term respiratory diseases such as mesothelioma.
- Chemical spills and leaks – Poorly controlled handling of hazardous substances can result in skin burns, respiratory issues, or environmental contamination.
- Biological hazards – Uncontrolled maintenance work in sewage systems, healthcare facilities, or waste management areas may expose workers to infectious diseases.

### 8.3.3 **Lack of Risk Control for Contractors and Employees without a PTW system**

- Untrained or unauthorised personnel may carry out high-risk tasks without the necessary skills or precautions.
- Lack of coordination between teams may result in overlapping work hazards, such as maintenance teams working on live electrical circuits while others conduct unrelated activities nearby.
- Failure to enforce PPE (Personal Protective Equipment) requirements, leading to injuries from inadequate protective gear.

### 8.3.4 **Public Safety Risks**

- Uncontrolled roadworks or construction – Lack of proper authorisation and signage may lead to pedestrian accidents, vehicle collisions, or falling debris hazards.
- Unsafe public infrastructure – Poorly managed repairs on buildings, lighting, and utilities can lead to collapsing structures, electrical faults, or trip hazards.
- Unsecured hazardous areas – Worksites without proper barriers or permits could allow unauthorised public access, increasing liability and injury risks

## 8.4 **Financial Risks**

### 8.4.1 **Fines and Legal Penalties**

Without a PTW system, the Council may breach UK health and safety laws, leading to substantial fines and legal action:

- Under the Health and Safety at Work Act 1974, the HSE can impose fines for failing to control hazardous work properly.
- Penalties for serious breaches can exceed £1 million, depending on the severity of the incident.
- Under the Corporate Manslaughter and Corporate Homicide Act 2007, the Council could face unlimited fines if a fatality occurs due to negligence.
- Courts consider the organisation's failure to manage risks, and PTW is a key control measure.
- If the HSE identifies a material breach of health and safety regulations, the Council must pay for the HSE's time investigating and enforcing compliance. The current rate is £174 per hour. These costs escalate quickly, particularly if enforcement notices or court proceedings follow.

### 8.4.2 **Civil Claims and Compensation Payouts**

If an employee, contractor, or member of the public is injured due to uncontrolled high-risk work, the Council could face:

- Injured employees may claim compensation for medical costs, loss of earnings, and damages, which can cost tens or hundreds of thousands of pounds per claim.
- If a member of the public is harmed due to unsafe work practices (e.g., falling debris, electrical faults, unmarked work zones), the Council may be liable for significant compensation payouts.
- Public liability claims often range from £10,000 to £500,000, depending on the severity of the injury or incident.
- If an approved contractor suffers an injury due to inadequate work controls, they may sue the Council for negligence, leading to costly legal disputes and settlements.

#### 8.4.3 Increased Insurance Costs

A lack of risk management controls, increases the likelihood of claims, leading to:

- Higher insurance premiums for employer's liability, public liability, and property insurance.
- Potential refusal of cover, if insurers deem the Council's risk management practices inadequate.
- Exclusions in policies, leading to self-funded settlements if an accident occurs.

#### 8.5 Reputational Damage

Failing to control high-risk work damages public confidence and can have economic repercussions:

- Reduced public trust: Poor health and safety management can result in negative media coverage and a loss of community confidence.
- Political and funding implications: Poor risk management could impact government grants and funding opportunities, affecting the Council's long-term financial stability.
- Loss of contractor confidence: Suppliers and contractors may refuse to work with the Council due to unsafe working conditions, leading to higher project costs due to a smaller pool of bidders.

#### 8.6 Operational Risks

Without a PTW system, poorly managed maintenance work can lead to costly infrastructure failures, including:

- Unplanned repairs due to accidents—If a fire, structural collapse, or major equipment failure occurs, the Council may need to fund emergency repairs, which can cost thousands to millions of pounds.

- Service disruptions – If key Council facilities (e.g., offices, libraries, public buildings) must close due to an accident, lost service time and revenue can accumulate quickly.
- Loss of productivity – Employees and contractors may be unable to work, leading to delays in key projects, service backlogs, and potential financial losses.

## 9 Options available

9.1 **Option 1 – Recommended option** – to adopt the policy as outlined in the appendix to this report

9.2 **Option 2** – to not adopt the policy outlined in this report's appendix and continue with a less robust approach to risk management. This option has been discounted as it does not deliver the level of management deemed necessary to ensure regulatory compliance.

## 10 Supporting Information (Appendices)

10.1 A Draft Permit to Work Policy

## 11 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	Yes	03.03.25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		

# Permit to Work Policy

## 1. Purpose

This Permit to Work (PTW) Policy establishes a standardised approach to ensuring safe working practices and minimising risks to health, safety, and the environment for tasks involving hazardous or high-risk activities within Truro City Council's jurisdiction. It also integrates seamlessly with other safety policies and regulatory frameworks within the Council, ensuring a comprehensive and unified approach to managing workplace safety.

## 2. Scope

This policy applies to all employees, contractors, and third-party personnel engaged in activities within Truro City Council properties or under its responsibility that involve high-risk tasks, including but not limited to:

- Hot works (e.g., welding, cutting, grinding)
- Confined space entry
- Electrical work
- Work at height
- Excavation
- Hazardous substance handling
- Work impacting public utilities or infrastructure
- Safeguarding

This policy is designed to align with other operational policies of Truro City Council, ensuring consistency in managing risks and avoiding overlaps or gaps in safety protocols.

## 3. Responsibilities

### 3.1 Truro City Council

- Develop, implement, and maintain the PTW system.
- Provide training to employees and contractors on PTW procedures.
- Monitor compliance with the policy and associated procedures.

### 3.2 Supervisors/Managers

- Ensure that permits are issued and approved before work commences.
- Verify that appropriate risk assessments and method statements (RAMS) are completed.
- Monitor ongoing work to ensure compliance with the conditions of the permit.
- Escalate any compliance issues through the appropriate channels, including notifying senior management or the Health and Safety team for resolution.

### 3.3 Workers and Contractors

- Comply with all conditions outlined in the permit.
- Follow all applicable safety regulations and use required personal protective equipment (PPE).
- Immediately report unsafe conditions or incidents to the Council's representative.

## 4. Permit Types

The following permits are included in the PTW system:

<b>Hot Work Permit</b>	For activities involving open flames or heat-producing equipment.
<b>Confined Space Entry Permit</b>	For entry into enclosed or partially enclosed spaces with potential hazards.
<b>Electrical Work Permit</b>	For electrical installation, maintenance, or repair activities
<b>Working at Height Permit</b>	For work conducted at a height where falls could result in injury.
<b>Excavation Permit</b>	For digging or trenching activities.
<b>Safeguarding Permit</b>	For work that will involve being in proximity to children and vulnerable adults
<b>General Permit</b>	For other activities deemed high-risk by the Council.

Tasks qualify as high-risk based on criteria such as:

- Potential for significant injury or harm.
- Involvement of hazardous materials or conditions.
- Requirement for specialised safety controls or equipment.
- Possible impact on public safety, utilities, or infrastructure.

## 5. Permit Issuance Process

### 5.1 Pre-Work Requirements

1. Complete a risk assessment and RAMS for the proposed task.
2. Submit a permit request form, including all supporting documentation, to the designated Council representative.
3. Attend a pre-work briefing to review the permit conditions and safety measures.

### 5.2 Permit Approval

1. The Council's authorised personnel will review the permit request.

2. If approved, the permit will be issued with specific conditions, including:
  - Scope of work
  - Duration and validity
  - Required controls and PPE
3. The issuing authority and the responsible worker or contractor must sign the permit.

### **5.3 Permit Display and Compliance**

1. A copy of the approved permit must be displayed at the worksite.
2. Workers must adhere strictly to the conditions of the permit.
3. Unauthorised changes to the work scope or conditions invalidate the permit.

## **6. Monitoring and Audit**

- To ensure compliance, permitted worksites will be inspected regularly. The frequency of inspections will be determined by the risk associated with the activity, with high-risk tasks requiring more frequent checks.
- The Health and Safety team will oversee the auditing process and ensure corrective actions are implemented where necessary.
- Any non-compliance may result in work stoppage, revocation of the permit, or other actions deemed appropriate by the Council. Regular inspections of permitted worksites will be conducted to ensure compliance.
- Any non-compliance may result in work stoppage, revocation of the permit, or other actions deemed appropriate by the Council.

## **7. Emergency Procedures**

In the event of an emergency, all permitted work must cease immediately. Workers should follow the site-specific emergency response plan and report to the designated assembly point. Examples of emergencies include fire outbreaks, hazardous material spills, structural failures, or severe weather conditions. Workers must also know and adhere to evacuation procedures detailed in Truro City Council's overarching emergency management plans. Permits may be revalidated after the emergency is resolved and conditions are reassessed.

## **8. Training and Communication**

- All personnel involved in the PTW system must undergo training on this policy and its procedures. Training will be conducted annually or more frequently if significant changes to the policy occur.
- Contractors and employees are required to participate in mandatory training sessions to ensure consistent understanding and application of safety protocols.

- Updates to the PTW system will be communicated promptly to all stakeholders.
- All personnel involved in the PTW system must undergo training on this policy and its procedures.
- Updates to the PTW system will be communicated promptly to all stakeholders.

## **9. References**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Confined Spaces Regulations 1997
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **11. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **12. Approval and Communication**

Truro City Council approves this policy, effective from [Published Date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.



Report to:	<b>Full Council</b>	
Date:	<b>31 March 2025</b>	
Title:	<b>Approved Contractors Register</b>	
Authors, Roles and Contact Details:	<b>Mark Wright, Facilities Manager</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### **Recommendation(s):**

1. Council **resolve** to adopt the policies & procedures necessary for creating an approved register of preferred contractors.

## **1 Executive Summary**

An Approved Contractors Register ensures procurement efficiency, accountability, and quality. By vetting contractors in advance, it is possible to streamline project costing, reduce risks, and provide compliance with safety and environmental standards. This promotes fairness, transparency, and value for money while safeguarding public funds from substandard work or financial mismanagement. Additionally, prioritising local businesses supports circular economic growth and job creation. Ultimately, the register enhances public confidence in council projects through reliable, high-quality service delivery.

## **2 Purpose of Report and key information**

This report outlines the importance of an Approved Contractor Register and its role within Council Facilities. It proposes a policy, procedures, and forms for general adoption, which will be applied to every contract for works.

### **2.1 Quality Assurance**

It ensures that only contractors with a proven track record of delivering high-quality work are used. Pre-approval requires meeting set criteria on experience, skills, and industry best practices, reducing the likelihood of poor workmanship.

### **2.2 Efficiency in Procurement**

It speeds up the procurement process by eliminating the need for extensive vetting each time a contractor is needed. This reduces administrative burdens, improves productivity and allows projects to commence more quickly and efficiently.

### **2.3 Risk Mitigation**

It reduces risks associated with unreliable contractors, including substandard work, project delays, cost overruns, and financial instability. Pre-approved contractors must demonstrate financial viability, insurance coverage, and compliance with legal requirements.

#### 2.4 **Regulatory Compliance & Standards**

Ensures all engaged contractors adhere to critical legal and regulatory standards, including health and safety laws (e.g., CDM Regulations 2015), environmental policies, and data protection laws where relevant. This protects both the council and the public.

#### 2.5 **Cost-Effectiveness & Value for Money**

It reduces long-term costs by ensuring contracts are awarded to reputable providers who deliver work correctly the first time, avoiding expensive remedial actions. Competitive pricing frameworks within the list further ensure fair costs.

#### 2.6 **Open and Ongoing Registration Process**

Instead of a fixed approval window, allow rolling applications so new contractors can apply anytime.

We will have a published pre-qualification questionnaire that sets out eligibility criteria, assessment methods, and timelines for processing applications.

New contractors will be regularly encouraged to join the list to prevent long-term dominance by specific contractors.

#### 2.7 **Transparency & Fairness**

It establishes a structured and fair selection process where all approved contractors meet the exact baseline requirements. This reduces the risk of bias, corruption, or favouritism in contract awarding.

Candidates who don't meet the baseline requirements will receive feedback and guidance to help improve safety and quality standards and be encouraged to develop these for future inclusion.

#### 2.8 **Support for SMEs and Local Businesses**

Encouraging small and medium-sized enterprises (SMEs) and local businesses to participate in an Approved Contractors Register strengthens the local economy, promotes competition, and enhances social value.

However, many smaller businesses face barriers to entry due to complex requirements, financial constraints, or lack of awareness.

A fast-track approval process for businesses accredited by recognised industry bodies (e.g., CHAS, SafeContractor, or Constructionline) will ease entry.

## **2.9 Accountability & Performance Management**

It holds contractors to agreed standards, with performance reviews and ongoing monitoring, ensuring they meet expectations. Contractors who fail to meet standards can be removed, maintaining a high level of service.

## **3 Benefits for Customers/Residents**

### **3.1 Public Confidence and Reputation**

It ensures residents and stakeholders trust council projects, knowing they are managed professionally with reputable contractors. This helps maintain public support for council spending and development initiatives.

### **3.2 Support for Local Businesses & SMEs**

Supporting SMEs and local businesses in the Approved Contractors Register enhances economic resilience, job creation, and social value. Simplifying entry requirements and giving guidance and feedback creates a more inclusive procurement process that benefits local businesses and the wider community.

It encourages economic development by providing local businesses and SMEs opportunities to secure council contracts. This fosters job creation, skill development, and reinvestment within the local community.

### **3.3 Sustainability & Ethical Procurement**

It enables councils to prioritise contractors committed to sustainable practices, ethical employment conditions, and corporate social responsibility, aligning with local environmental and social policies.

## **4 Relevant Previous Decisions**

4.1 N/A

## **5 Consultation and Engagement**

5.1 Guidance has been taken from the recent Procurement workshop provided by Cornwall Council.

## **6 Financial Implications of the proposed course of action/decision**

### **6.1 Ongoing Operational Costs**

Monitoring & Audits – Regular contractor performance reviews, compliance checks, and financial stability assessments involve administrative costs.

Training & Support – Staff may need training to manage the list effectively, and contractors may require guidance on meeting council requirements.

Periodic Updates—The register needs to be updated to reflect changes in contractor status, industry regulations, or new council procurement strategies.

## 6.2 **Cost Savings & Financial Benefits**

Reduced Procurement Costs – Pre-approving contractors speeds up tendering, reducing time spent on lengthy bid evaluations and reviews.

Lower Project Costs – Engaging reliable contractors reduces the risk of poor-quality work, delays, and disputes, which can otherwise lead to expensive corrective measures.

Mitigation of Financial Risks – Vetting contractors for financial stability minimises the risk of supplier insolvency, avoiding costly project disruptions.

Competitive Pricing – The framework allows councils to negotiate better rates, ensuring cost-effective procurement while maintaining quality standards.

## 7 **Legal/Governance Implications of the proposed course of action/decision**

### 7.1 **Compliance with Public Procurement Laws**

UK Public Contracts Regulations 2015 – Council must ensure the register complies with procurement rules, including non-discrimination, equal treatment, and transparency in contractor selection.

Threshold Considerations – Depending on the value of contracts, Council may need to follow open competition procedures rather than solely relying on a pre-approved list. Therefore, the preferred register of approved contractors will be operated in conjunction with the scheme of delegation.

Challenge & Appeals Process—Contractors not selected must have a mechanism to challenge decisions in accordance with legal transparency requirements.

**Governance Action:** Maintain clear criteria for contractor approval and provide an open appeals process.

### 7.2 **Transparency & Fair Competition**

Equal Access for Suppliers – The process must ensure that SMEs and local businesses have fair opportunities to join the register.

Regular Review & Updates – The register should not be static; it must allow periodic applications and reviews to prevent favouritism or market distortion.

**Governance Action:** Publish clear approval criteria, allow new contractor applications, and review the register regularly.

### 7.3 **Governance & Accountability**

Conflict of Interest Prevention – Decision-makers must declare any personal or financial interests in approved contractors to prevent corruption or favouritism.

Contractor Performance Monitoring – Governance frameworks should define performance standards and set consequences for poor service delivery.

Audit & Oversight – Regular internal and external audits should be conducted to ensure compliance with governance standards.

**Governance Action:** Implement a Code of Conduct, mandatory conflict of interest declarations, and independent performance audits.

#### 7.4 **Data Protection & GDPR Compliance**

Handling Contractor Data – Councils collect and store sensitive business information, which must be protected under the UK GDPR (General Data Protection Regulation).

Right to Information Requests – Some contractor information may be subject to Freedom of Information Act 2000 (FOIA) requests, requiring councils to manage disclosure while protecting confidential business details.

**Governance Action:** Ensure robust data security measures and establish a clear policy on FOIA disclosures.

#### 7.5 **Legal Risks & Dispute Resolution**

Liability for Poor Contractor Performance – Councils must have contractual safeguards to address non-performance, delays, or breaches.

Legal Challenges from Excluded Contractors – If a contractor feels unfairly excluded, they may challenge the decision legally, leading to disputes.

Termination Clauses & Remedies – Contracts should define grounds for removal from the register and legal remedies for breaches.

**Governance Action:** Develop clear terms of engagement, define dispute resolution procedures, and ensure compliance with procurement laws.

#### 7.6 **Ethical & Social Responsibilities**

Sustainable & Ethical Procurement – Councils should ensure that approved contractors comply with environmental regulations, fair wages, and modern slavery laws.

Community Benefits – The register should prioritise local businesses where possible, per the Social Value Act 2012.

**Governance Action:** Require contractors to meet ethical procurement standards and promote social value initiatives.

### 8 **Risk Implications of the proposed course of action/decision**

While an Approved Contractors Register offers significant benefits, it also presents various risks that must be managed effectively. These risks can

impact financial stability, service quality, compliance, and procurement integrity. Below are the key risks and potential mitigation strategies:

#### 8.1 **Limited Competition & Higher Costs**

**Risk:** Restricting work to a predefined list of contractors may reduce competition, leading to higher prices or complacency among suppliers.

**Mitigation:** Regularly review and update the register, ensuring a diverse mix of contractors and allowing new entrants to apply. Conduct periodic price benchmarking.

#### 8.2 **Administrative & Compliance Burden**

**Risk:** Maintaining the register requires ongoing monitoring, auditing, and compliance checks, which can be resource-intensive.

**Mitigation:** Implement efficient digital systems for contractor management, allocate dedicated staff, and streamline processes to minimise administrative burdens.

#### 8.3 **Fraud & Corruption Risks**

**Risk:** Without strict oversight, contractor selection can be fraught with favouritism, bribery, or conflicts of interest.

**Mitigation:** Adopt an anti-bribery policy, maintain transparent procurement procedures, require declarations of interest, and implement independent audits.

#### 8.4 **Lack of Supplier Diversity**

**Risk:** The register may favour large, established firms, making it difficult for SMEs and local businesses to compete.

**Mitigation:** Encourage SME participation and offer guidance on meeting approval criteria.

#### 8.5 **Resistance from Contractors**

**Risk:** Some businesses may view the approval process as bureaucratic or too costly, reducing supplier engagement.

**Mitigation:** Simplify application processes, provide clear guidance, and offer support to help businesses meet required standards.

#### 8.6 **Data Security & GDPR Compliance**

**Risk:** Storing contractor data presents risks related to cybersecurity, unauthorised access, or data breaches.

**Mitigation:** Ensure data protection measures comply with UK GDPR, implement secure storage systems, and conduct regular cybersecurity audits.

#### 8.7 **Reputational Risks**

**Risk:** If a contractor on the list is involved in unethical practices, poor service delivery, or legal disputes, it may reflect poorly on the council.

**Mitigation:** Conduct thorough due diligence, enforce ethical procurement policies, and act swiftly to remove non-compliant contractors.

**9 Options available**

9.1 **Option 1 – Recommended Option** – adopt the Approved Contractor List approach noting the requirements that they will need to meet as outlined in the appendices and that the scheme of delegation will be used to guide the selection of contractors for different values of work.

9.2 Option 2 – do not adopt the Approved Contractor List approach and revert to having to undertake separate procurement processes for all work.

**10 Supporting Information (Appendices)**

10.1 Draft Policy – Contractor & Vendor Management

10.2 Draft Policy – Anti-Bribery & Corruption

10.3 Draft Form – Contractors PQQ

10.4 Draft Appendix – Contractors Code of Conduct

**11 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)	David Rodda	04/02/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		

# Contractor and Vendor Management Policy

## 1. Purpose

This Contractor and Vendor Management Policy establishes an open framework for effectively managing relationships with contractors and vendors engaged by the City Council. It aims to ensure compliance with applicable laws and regulations, promote value for money, and maintain high safety standards, quality, and ethical conduct.

## 2. Scope

This policy applies to all contractors and vendors engaged by the City Council, including those providing goods, services, or works. It applies to all departments and employees involved in procuring, managing, and monitoring contractor and vendor activities.

## 3. Definitions

- **Contractor:** An individual or organisation engaged to provide services or perform specific tasks on behalf of the City Council.
- **Vendor:** A supplier of goods or products to the City Council.
- **Contract Manager:** A designated council employee or authorised project manager/consultant responsible for overseeing contractors' or vendors' performance and compliance.

## 4. Policy Objectives

- Ensure all contractors and vendors meet the Council's standards for quality, safety, and ethical behaviour.
- Promote transparency, fairness, and value for money in procurement and contract management processes.
- Mitigate risks associated with contractor and vendor relationships.
- Foster positive, productive, and professional relationships with contractors and vendors.

## 5. Selection and Engagement

### 5.1 Procurement Process

To ensure that public services contribute to economic, social, and environmental well-being, all contractors and vendors must be selected following the City Council's Procurement Policy and relevant UK legislation, such as the Public Contracts Regulations 2015 and the Social Value Act 2012.

## 5.2 Due Diligence

Before commencement of any works, the following checks must be conducted:

- Financial stability and capacity.
- Relevant qualifications, licenses, and accreditations.
- Health and safety policies and track records.
- Insurance coverage appropriate to the scope of work.
- References from previous clients.
- Compliance with the Modern Slavery Act 2015 to ensure adherence to anti-slavery and human trafficking obligations.

## 5.3 Contract Documentation

All engagements must be formalised through a written purchase order with a clear scope of work or reference to a formal quotation or estimate. Formal contracts will specify the scope of work, performance standards, timelines, pricing, and compliance requirements for larger projects. Contracts must also include provisions to ensure data protection compliance with the UK GDPR and termination, dispute resolution, and confidentiality provisions.

## 6. Management and Monitoring

### 6.1 Contract Manager Responsibilities

Each contractor or vendor engagement will have an assigned Contract Manager responsible for the following:

- Monitoring performance against agreed standards and timelines.
- Ensuring compliance with health and safety requirements.
- Addressing issues or disputes promptly and effectively.
- Keeping accurate records of communications, performance reviews, and incidents.

### 6.2 Contractor Reviews

#### 6.2.1 Ongoing Performance Check-ins

Performance review checks will be conducted at appropriate milestones (E.g. Project Milestones or regular intervals for ongoing contracted maintenance work (Cleaning, Inspections, etc.))

A Simple Scoring Matrix will be used to evaluate key areas:

Area	Meets/Needs Improvement/Exceeds	Notes
Quality		
Timeliness		
Safety Compliance		
Communication		

#### 6.2.2 Issue Resolution & Support

- If minor issues arise, they will be discussed informally, and improvements will be agreed upon.
- If major issues arise, an action plan will be issued with clear fixes and deadlines.
- If major issues cannot be rectified to the satisfaction of the Council the contractor will be removed from the supplier/contractor list

#### 6.2.3 Contractor Feedback & Learning

- Contractors will be provided with a way to give feedback on working with the council.
- Key information will be shared with contractors to improve contractor performance and improve future procurement performance.

#### 6.2.4 Document Review

Insurances and Certifications will be reviewed on or before their expiry date.

- **Insurance Certificates** – Public Liability, Employer's Liability, Professional Indemnity (as applicable).
- **Accreditations & Certifications** – e.g., Constructionline, CHAS, ISO Standards (if required).

Health and Safety-related documents will be reviewed before any work starts.

- **Health & Safety Records** – Risk assessments, method statements, HSE compliance.
- **Licenses & Permits** – Work-related (e.g., waste carrier license, electrical qualifications).

#### 6.2.5 Contractor Renewal or Removal

- Contractors who perform well will continue to be engaged
- Contractors with serious or repeated failures will be removed.

### 6.3 Feedback and Reporting

Contractors and vendors should be encouraged to provide feedback on their working relationship with the City Council. Contractor and vendor performance reports should be submitted to relevant stakeholders as required.

## **7. Health, Safety, and Environmental Standards**

All contractors and vendors must comply with the City Council's health, safety, and environmental policies and relevant UK regulations, including specific sustainability standards such as Net Zero targets. Non-compliance may result in contract termination.

## **8. Ethical Conduct**

Contractors and vendors are expected to:

- Adhere to the City Council's Code of Conduct and Anti-Bribery and Corruption Policy.
- Maintain integrity, transparency, and fairness in all dealings.
- Avoid conflicts of interest and disclose any potential conflicts to the City Council.

## **9. Training and Awareness**

City Council employees involved in contractor and vendor management must receive appropriate training to ensure compliance with this policy and relevant laws and regulations.

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **11. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **12. Approval and Implementation**

Truro City Council approves this policy, effective from [insert date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.

## **13. Appendix**

- Procurement Policy
- Code of Conduct
- Health and Safety Policy
- Anti-Bribery and Corruption Policy

# Anti-Bribery and Corruption Policy

## 1. Introduction

This Anti-Bribery and Corruption Policy ("Policy") outlines Truro City Council's commitment to conducting its activities ethically and transparently. As a UK local government entity, Truro City Council is subject to the Bribery Act 2010 and other relevant legislation. This Policy applies to all members, employees, contractors, and any individuals acting on behalf of the Council ("Council Representatives").

## 2. Policy Statement

The Council operates a zero-tolerance approach to bribery and corruption. Any form of bribery or corruption is prohibited, and all Council Representatives must act honestly, with integrity, and in compliance with all relevant laws and regulations, including but not limited to Sections 1, 2, and 6 of the Bribery Act 2010.

## 3. Scope

This Policy applies to:

- All members of the Council, including elected officials and employees.
- Contractors, consultants, suppliers, and other third parties acting on behalf of the Council must acknowledge and agree to comply with this Policy as part of their contracts.
- All activities undertaken during Council operations, whether within or outside the UK.

## 4. Definitions

- **Bribery:** Offering, promising, giving, requesting, or accepting an advantage (financial or otherwise) as an inducement to act improperly.
- **Corruption:** Abuse of power for personal gain or to benefit others inappropriately.
- **Facilitation Payments:** Small, unofficial payments to expedite routine government actions.

## 5. Prohibited Conduct

Council Representatives must not:

- Offer, give, or promise any bribe or corrupt payment.
- Solicit or accept any bribe or corrupt payment.
- Engage in any activity that could be perceived as corrupt or improper.
- Make or accept facilitation payments.
- Fail to report suspected bribery or corruption.

## **6. Gifts and Hospitality**

Council Representatives must not offer or accept gifts or hospitality that could influence or be perceived to influence decision-making.

Examples of acceptable gifts or hospitality include low-value items such as promotional pens or modest refreshments at a meeting. Unacceptable gifts or hospitality include cash, lavish meals, or expensive event tickets connected with a decision-making process.

Any gift or hospitality offered or received must:

- Be proportionate and reasonable.
- Be recorded in the Council's Gifts and Hospitality Register.
- Be approved by the appropriate authority, as outlined in the Council's governance procedures.

## **7. Reporting and Whistleblowing**

All Council Representatives have a duty to report any suspected bribery or corruption. Reports should be made to the Monitoring Officer or the designated anti-corruption lead. The Council will treat all reports confidentially and protect whistleblowers from retaliation in line with its Whistleblowing Policy.

## **8. Consequences of Non-Compliance**

Failure to comply with this Policy may result in disciplinary action, up to and including dismissal, and may also result in criminal prosecution. Contractors or third parties found in breach may have their contracts terminated and may be reported to law enforcement authorities.

## **9. Responsibilities**

- The Council is responsible for ensuring that adequate anti-bribery and corruption controls are in place.
- The Town Clerk and/or Deputy Town Clerk oversee the implementation and enforcement of this Policy.
- All Council Representatives must:
  - Understand and comply with this Policy.
  - Complete any required training on anti-bribery and corruption.
  - Report any concerns or breaches promptly.

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## 11. Approval and Communication

Truro City Council approves this policy, effective from [insert date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.

# Pre-Qualification Questionnaire (PQQ)

## 1. Introduction

Thank you for your interest in supplying goods or services to Truro City Council. This Pre-Qualification Questionnaire (PQQ) assesses your suitability as a potential supplier. It enables us to evaluate your financial stability, technical capability, legal compliance, and alignment with our ethical, environmental, and social value objectives.

Completing this form is the first step in our procurement process. Information provided will be treated in strict confidence and used solely for evaluation purposes. Submission of the PQQ does not guarantee inclusion in future tenders or contracts.

Please ensure all sections are completed accurately and attach the requested documentation. If you have any questions, contact:

**Mark Wright BSc (Hons), MIET**

Facilities Manager  
Truro City Council  
Truro Community Library  
Union Place  
Truro  
TR1 1EP

Mob: 07904 762 053

Website: [www.truro.gov.uk](http://www.truro.gov.uk)

## Section 1: General Information

Company Details		
Company Name:		
Registered Address:		
Contact Name:		
Contact Position:		
Email:		
Phone Number:		
Company Registration Number:		
VAT Registration Number:		
Business Structure		
Legal status of your business (e.g., sole trader, partnership, limited company, etc.):		
Year Established:		
Number of Full-Time Employees:		
Nature of Business		
Brief description of the goods or services you provide:		
Primary Industry Sector:		
Do you, or any individual involved in your organisation, have any personal, financial, or professional interests, relationships, or affiliations with any current or former employees, elected members, or contractors of Truro City Council that may result in a conflict of interest? If yes, please provide full details, including the nature of the relationship and any potential impact on this procurement process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Further Details:	

## Section 2: Financial and Economic Standing

Financial Information			
What was your turnover for the last three financial years?	Year 1	Year 2	Year 3
Please submit copies of your audited accounts for the past three financial years with your application. Unaudited or management accounts will be accepted for evaluation if your business does not produce audited accounts.			
Insurance Coverage			
Public Liability Insurance (£): Minimum coverage of £5 million.			
Employers' Liability Insurance (£): Minimum coverage of £10 million.			

Professional Indemnity Insurance (£): Minimum coverage of £2 million.	
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Please submit copies of valid insurance certificates with your application.
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## Section 3: Technical and Professional Capability

Relevant Experience			
	Client 1	Client 2	Client 3
Client Name:			
Contract Value:			
Scope of Works:			
Duration of the Project:			
Client Contact Details:			
Resources & Capability			
Details of equipment, tools, or technology relevant to the services provided:			
Number and qualification of key personnel assigned to the contract:			
Subcontracting			
Will you use subcontractors?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If yes, please give details:			
Subcontractor Names:			
Scope of Works:			
How will you ensure contractor compliance?			

## Section 4: Legal & Regulatory Compliance

Legal & Regulatory Compliance		
Are you compliant with the Health and Safety at Work Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a health and safety policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you compliant with the Equality Act 2010?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an equality and diversity policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an environmental policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you acknowledge receipt and agree to comply with the Truro City Council <b>Contractors Code of Conduct?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where applicable, please submit copies of your policies with your application and a sample of a recent project's risk assessment and method statement.		
Please list any relevant accreditations or certifications (e.g., ISO 9001, ISO 14001, Constructionline, CHAS):		
Where applicable, please submit copies of your certifications with your application.		
Outline any sustainability initiatives or practices your company employs:		

## Section 5: Ethical Practices & Social Value

Ethical Practice & Social Value		
Confirm compliance with the Modern Slavery Act 2015:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you acknowledge receipt and agree to comply with the Truro City Council <b>Anti-Bribery and Corruption Policy?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide apprenticeship or training programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many apprentices do you currently employ?		
Where applicable, please submit copies of supporting documentation with your application.		
Describe any initiatives your company undertakes to contribute to the local community, providing specific examples or measurable outcomes where possible:		

## Section 6: Declaration

Declaration		
By signing this document, you declare that the information in this questionnaire is accurate and complete to the best of your knowledge. You understand that false information could result in disqualification from the procurement process.		
Name:		
Position:		
Signature:		
Date:		
Attachments:	Accounts:	<input type="checkbox"/>
	Insurance Certificates:	<input type="checkbox"/>
	Policies:	<input type="checkbox"/>
	Certifications & Accreditations:	<input type="checkbox"/>
	Sample RAMS:	<input type="checkbox"/>
	Supporting Documentation:	<input type="checkbox"/>

# Contractor's Code of Conduct

## Introduction

This Code of Conduct establishes the standards of behaviour and principles that all contractors must adhere to when providing services or goods to Truro City Council. It ensures transparency, accountability, and the highest standards of professionalism in alignment with public service values.

## 1. Compliance with Laws and Regulations

- Contractors must comply with all applicable laws, regulations, and council policies, including but not limited to the Equality Act 2010, Environmental Protection Act 1990, health and safety regulations, and data protection laws (e.g., GDPR).
- Contractors must maintain valid licenses, permits, and certifications relevant to their work.

## 2. Ethical Conduct

- Act with honesty, integrity, and transparency in all dealings with the council.
- Avoid any actions or decisions that may conflict with the council's interests, including conflicts of interest or accepting inappropriate gifts or hospitality.
- Report any fraud, corruption, or unethical practices immediately to the council.

## 3. Quality of Work

- Ensure that all services and goods meet the agreed-upon specifications, standards, and timelines the contract outlines.
- Perform duties with due diligence, skill, and professionalism.
- Rectify defects, errors, or non-conform promptly and at no additional cost to the council.

## 4. Health and Safety

- Prioritise the health, safety, and welfare of all individuals involved in or affected by the contractor's activities.
- Comply with the council's health and safety policies and relevant UK laws, such as the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Conduct risk assessments and provide necessary training for employees to ensure safe operations.

## **5. Environmental Responsibility**

- Minimise the environmental impact of operations and adopt sustainable practices wherever possible.
- Comply with environmental laws and regulations, such as the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011, covering waste management and emissions control.
- Work collaboratively with the council to promote environmental sustainability.

## **6. Data Protection and Confidentiality**

- Protect all sensitive and confidential information accessed during the contract.
- Comply with the Data Protection Act 2018 and General Data Protection Regulation (GDPR), including obligations to report data breaches to the relevant authorities without delay and establish data processing agreements where applicable.
- Ensure secure storage and handling of personal data and council information.

## **7. Equality, Diversity, and Inclusion**

- Adhere to the Equality Act 2010 and the Public Sector Equality Duty, promoting inclusivity, fairness, and equality in all interactions.
- Avoid discrimination, harassment, or victimisation on any grounds, including age, disability, gender, race, religion, or sexual orientation.
- Work in alignment with the council's commitment to diversity and inclusion.

## **8. Safeguarding**

- Ensure that safeguarding measures are in place to protect children, vulnerable adults, and any at-risk individuals who may be exposed to the contractor's activities.
- Comply with relevant safeguarding laws and council policies, including mandatory reporting of concerns or incidents related to abuse or neglect.
- Provide necessary training for employees to recognise and address safeguarding issues appropriately.

## **9. Communication and Reporting**

- Maintain transparent, open, and timely communication with the Council regarding progress, challenges, or changes.
- Report any accidents, incidents, or breaches of this Code of Conduct promptly to the council.
- Provide accurate and truthful information in all communications, reports, and invoices.

**10. Use of Public Resources**

- Ensure that council resources (e.g., materials, equipment, or funds) are used responsibly and solely for the purposes outlined in the contract.
- Avoid misuse, waste, or unauthorised use of council assets.

**11. Breach of Code of Conduct**

- Any breach of this Code of Conduct may result in consequences, including contract termination, legal action, or removal from the council's approved supplier list.
- Contractors will be allowed to address and rectify breaches where appropriate, except in gross misconduct or unlawful activity cases.

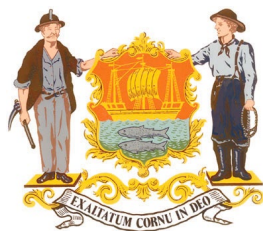
**Acknowledgement:**

All contractors must acknowledge and agree to comply with this Code of Conduct. By signing below, you confirm that you have read, understood, and agree to uphold the principles outlined in this document.

**Contractor Details**

Name:	
Company Name:	
Position:	
Date:	
Signature:	

# TRURO CITY COUNCIL



CITY OF TRURO  
Town Clerk

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

## MEETING OF TRURO NATURE RECOVERY FORUM (TNRF) HELD ON TUESDAY 11 MARCH 2025 at 7.00 pm

in the Large Community Room, First Floor, Truro Public Library, Union Place, Truro

**PRESENT:** Councillors: Southcombe (Chairman), La Borde, the Mayor (Councillor Mrs Swain) and Mr John Faragher (Friends of Daubuz Moor).

**ALSO PRESENT:** Forum Advisors Mr Richard Argall (volunteer tree warden) and Mr Paul Caruana (volunteers, badgers & foxes), Ms Sue Allen (Butterfly Conservation) and Ms Sarah Douglas-Martin (Truro in Bloom and Treffry Road Resident' Association)

**APOLOGIES:** Councillors Biscoe, Rabey and Ms Jade Neville (Friends of Coosebean and Cornwall Wildlife Trust).

**ABSENT:** None.

Also in Attendance: Richard Budge, Parks and Amenities Officer (PAO), Ben Slattery, Head Countryside Ranger, Anna Cormie Assistant Countryside Ranger and Cheryl Simpson, Committee Clerk.

### 1. APOLOGIES

Noted.

NRF/24/1376

### 2. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

There were no disclosures or declarations of interest.

NRF/24/1377

### 3. NEW MEMBERS

Following introductions round the table. It was proposed by the Chairman, seconded by Mr John Faragher, and

**RESOLVED that** Ms, Sue Allen and Ms. Sarah Douglas-Martin be appointed external members to the Truro Nature Recovery Forum.

### 4. MINUTES OF MEETING HELD ON 12 FEBRUARY 2025

It was proposed by the Chairman, seconded by Councillor La Borde, and

**RESOLVED that** the Minutes of the Truro Nature Recovery Forum Meeting held on 12 February 2025 were signed as a correct record. **NRF/24/1378**

### 5. BRIEF INTRODUCTION TO THE TRURO CITY COUNCIL RANGER TEAM

Ben Slattery, Head Countryside Ranger and Anna Cormie, Assistant Countryside Ranger introduced themselves to the Forum. Together they looked after a number of 'wild spaces' including Coosebean woodland, Daubuz Moor, Beechwood Parc, Treffry Road. This was guided by a management plan agreed by the Council which looked to increase biodiversity and public access, working with local friends' groups. Work included installing accessible pathways, benches, clearing up after storm damage, track cutting, conservation and woodland management. They had recently held community

litter pick and tree guard removal events with the Friends of Coosebean and Friends of Daubuz Moor; events such as bioblitz took place in the summer.

**Actions;**

1. Circulate link to TCC wild area management plan to Forum for information (Committee Clerk) [Done].
2. Circulate copy of Daubuz Moor report to Forum for information. (Committee Clerk) [Done.]
3. Investigate if part of TCC website can be used as library of information for Forum. (Committee Clerk) NRF/24/1379

**6. REPORT BACK**

**a. Dr Spalding & Exeter University External Input Update**

The Committee Clerk advised that she had written to Dr Spalding about the Forum but to date no response had been received. Secondly, Councillor Sunderhauf (who worked in the Exeter University Sustainability Institute) had agreed to follow up potential representation within the department.

NRF/24/1380

**b. Feedback from Nature in Towns and Cities webinar**

A copy of Councillor La Borde's notes from Heritage Lottery Nature Towns and cities webinar had been circulated to the Forum in advance of the meeting.

A steering group had been established for those applicants which had been unsuccessful in their bid for lottery funding. The aims were to: enable towns and cities to learn what proved to work for nature recovery, provide free resources, enable 11 towns and cities to put access to nature at the heart of placemaking, help identify and deliver change and help unlock finance. The notes went on to outline the resources which were available, how local delivery would be supported and the first steps. This included a staged accreditation scheme, drop-in surgeries, talks, workshops and a conference. The main driver was change and to unlock finance to deliver change. She suggested that this process would assist the Forum in planning via the following stages: Visioning, partnership working, drafting a strategy and plan, and delivery. Key to this was codesigning with Truro's local community. The first step would be attending a webinar on accreditation on 1 April.

The Parks and Amenities Officer reminded the Forum of their role to develop a strategy and an action plan. South Gloucestershire Council had compiled a useful document for town and parish councils setting out comprehensive guidance for creating a local nature action plan

During discussion a number of points were raised including:

- a. A suggestion to arrange a social gathering of nature charities to talk with the Forum about local issues. Such an event could pique people's interest and encourage their input. It was emphasised that such an event should have a clear purpose.
- b. It was noted that Cornwall Wildlife Trust (CWT) already worked with a range of local interest groups. It was suggested that CWT could be asked to advertise the Forum's work.
- c. It was suggested that (a)workshop(s) could be used to develop a vision. Then the endorsement of other organisations could be sought by contacting senior representatives.
- d. Another idea suggested was drop-in sessions both in person and on-line.

**Actions:**

1. Circulate link to 01.04.25 accreditation webinar to Forum (Committee Clerk).
2. Chairman to contact CWT (Ms Jade Neville) to advertise the Forum's work.
3. Circulate South Gloucestershire Council Local Nature Action Plans: Guidance for town and parish councils. (Committee Clerk) [Done.]  
NRF/24/1381

**6. VOLUNTEER/ NATURE DAY SUNDAY 1 JUNE 2025**

During discussion it was agreed that there should be a board asking the public questions about what they thought was important for nature. Secondly a leaflet should be produced, on one side setting out practical ideas for gardening for nature and the other side explaining what the Forum does requesting feedback from the public. A practical nature boosting activity was also suggested. Sponsorship from the Friends of Sunny Corner might be possible. Councillor La Borde offered to draft a vision statement which might also be included in the leaflet.

**Actions:**

1. John Faragher to design leaflet (Committee Clerk to supply TCC logo).
2. Chairman to provide nature activities eg bee bombs.
3. Councillor La Borde to draft vision statement.

NRF/24/1382

**7. NEXT STEPS**

The Chairman suggested that a moon garden could be installed to attract night-time pollinator. It was noted that this idea could be included in an action plan.

NRF/24/1383

**8. NEXT MEETING**

Wednesday 9 April 2025 starting at 7 pm.

Agenda items included potential accreditation scheme, draft leaflet, draft vision statement and planning for the Volunteer/Nature Day on 1 June. Mr Paul Caruana gave his apologies for this meeting

NRF/24/1384

The meeting closed at 20:19.

----- CHAIRMAN

**51<sup>st</sup> ANNUAL TOWN MEETING**  
**WEDNESDAY 12 MARCH 2025 7.00PM LARGE COMMUNITY ROOM, LIBRARY BUILDING,**  
**UNION PLACE, TRURO**

**PRESENT:** Councillors Eathorne-Gibbons, Green, R Nolan, Rabey, Rich, Southcombe, Mrs Swain (Mayor), Unwin, Wells and Wetherill.

**APOLOGIES:** Councillors Carlyon, La Borde, Roby, Sealy, Stokes, Sunderhauf and Webb.

**Also in attendance:** David Rodda, Town Clerk, Esther Greig, Deputy Town Clerk and Cheryl Simpson, Committee Clerk

- 1      **WELCOME BY THE RIGHT WORSHIPFUL THE MAYOR OF TRURO**      ATM/24/1385  
**(COUNCILLOR MRS C SWAIN)**  
The Mayor welcomed councillors and residents to the meeting and announced the fire procedures.
  
2.      **DISCLOSURE OR DECLARATIONS OF INTEREST**      ATM/24/1386  
None.
  
- 3..     **MINUTES OF THE 50<sup>TH</sup> ANNUAL TOWN MEETING HELD ON 18 APRIL**      ATM/24/1387  
**2024**  
It was proposed by Councillor Unwin, seconded by Councillor Green, and  
**RESOLVED** that the Minutes of the 50<sup>th</sup> Annual Town Meeting held on 15 April 2024 were signed as a correct record.
  
4.      **TO RAISE AND DISCUSS ANY QUESTIONS ON COUNCIL BUSINESS**      ATM/24/1388  
**OR MATTERS WHICH IMPACT THE PARISH OF THE CITY OF TRURO**  
A councillor asked when the City Council's Municipal Buildings might reopen for use. The Town Clerk outlined the recent history of the Municipal Buildings which had been closed for almost six years due to works to the Hall for Cornwall and Municipal Clocktower which were now complete. The building is in the process of being handed back to the City Council and it is gradually bringing the facilities up to standard so that it can be used. The aim was to hold the last Full Council meeting of this Council in the Council Chamber, and it was hoped that future Council and Committee meetings would also be held there.

In the meantime, the Town Hall was being let to the Hall for Cornwall for use in rehearsals and youth theatre for twelve months. It was noted that an increase in staffing numbers meant that currently office staff could no longer be accommodated in the Municipal Buildings. He added that there was a need to fully understand the condition of the building, and this might involve future works and other funding sources. Rooms continued to be available for letting in the Library Building.

5. **AGENDA ITEMS**

**a. Car park Consultation**

ATM/24/1389

The Town Clerk reported that in order to control parking on its land a traffic regulation order need to be in place. The proposed order covered carparks at Boscawen Park, Hendra Skate Park, the rear of the Library and underneath the viaduct at Victoria Gardens. Cornwall Council would be the enforcing authority.

Two public consultation events had taken place at Boscawen Park and the deadline for comments was Monday 17 March. The aim was that genuine park users would enjoy four hours free parking after which they would have to pay. To date, written submissions had been received in relation to the proposals at Boscawen Park only. The aim at Boscawen Park was to deter commuters parking in the car pack restricting spaces for park users. It was also intended to deter overnight parking by campervans.

The results of the consultation would be reported to the 31 March Council meeting, and if there were no changes the traffic order would be made and published.

**b. Enchanted Trail**

ATM/24/1390

The Town Clerk explained that the installation of the enchanted trail predated the Covid pandemic and Mr John Rowe had spent a lot of time creating and maintaining the fairy door installation. The trail was very popular with walkers and particularly families with children and this had been echoed in recent correspondence received by the Council. However, as reported to the last Parks and Amenities Committee meeting, the installation had been subject to a number of vandalism incidents, and this emphasised the on-going risks to the Council in relation to its responsibility as landowner.

The Parks and Amenities Officer would be meeting Mr Rowe develop a memorandum of understanding setting out key Council expectations including such matters as improving access and controlling plastic pollution.

**c. Town Deal Projects Update**

ATM/24/1391

The Town Clerk outlined the history to the Towns Deal Projects explaining that 100 towns in England had been granted £25 million each, including Truro, Camborne, Penzance and St Ives. A number of projects had been developed and eventually selected by Central Government. These were the Lemon Quay project, removal of the old Compton Castle ship,

New Life for City Buildings, Boscawen Park Sports Hub, Truro Methodist Church and Cornwall Museum and Art Gallery. The Lemon Quay project (led by Cornwall Council) involved the installation of new planting areas and lighting in two phases: April to June on the top half of the Quay and October to November on the bottom half. The Compton Castle would be removed during this year and work to improve the underpass would take place next year. There would be new electricity connections. Cornwall Council was the landowner, and the City Council was the licence holder.

An external consultant was also working with the City Council to develop a new strategy to encourage more and new events to the Quay. Public consultation would also take place at Famers' Markets to help inform the new strategy which would be reported back to Council.

The Boscawen Park Sports Hub project covered four elements: firstly, dredging of the Duck Pond (Swan Pool). Secondly, works to the riverbank which was being eroded. These works were not expected to take place in the short term and in that event the allocated funds would be invested to pay for future works. Thirdly, works to improve drainage to the sport pitches (excluding the playpark) to improve their playability. A 3G pitch no longer featured in this project. Fourthly, a new sports facility building on the site of the old nursery. Planning permission had already been granted and quotations from prospective contractors were coming in. Work was expected to start in June and be complete by the end of May 2026, Demolition work to clear the site had already taken place. A new boules piste would also be created. The café, tennis courts and riverside walk would be unaffected by these works.

The New Life for City Buildings project had two elements. The objective of the NLCB Board was to refurbish or renovate spaces above shops for residential use mainly (but not shop fitting). The aim was to regenerate empty space thus increasing the night-time economy. One approved project in New Bridge Street was expected to complete by May. Another project had been approved for bringing a redundant building back into use and this would be publicised after the local government elections in May. Two more applications had been received and were in the process of being appraised before they were considered by the Regenco Board meeting later on in March. Ten expressions of interest remained in the pipeline. At this stage it was expected that the project budget should be fully deployed.

The other aspect of this project was the ability for Regenco to buy suitable properties for renovation to residential properties

for onwards sale or rent, with the money raised reinvested back into the project.

An elector commented that parking for residents in Truro was expensive or impossible in some cases and highlighted his experience living in Germany where parking in residential areas was just for residents making for more attractive residential areas. Perhaps this was a concept which Cornwall Council could consider. The Town Clerk commented that Truro was the only town in Truro which did not have free parking after 4pm and representations continued to be made to Cornwall Council by the City Council and Truro BID. He noted that whilst Cornwall Council (the transport authority) was leading on work to develop a Truro transport strategy Truro should have its own strategy.

Finally, the Town Clerk spoke about the Truro Loops project which planned a lifting bridge across the river from Newham to Boscawen Park to enable pedestrian access, whilst keeping the river navigable to vessels. A planning application was currently being considered by the Planning Authority, Cornwall Council. Initially, the Environment Agency had concerns about potential habitat loss and the City Council had objected on road safety grounds. Since then, a new plan had been designed by Cormac including some junction redesign works and some environment mitigation works.

The application was expected to be considered by Cornwall Council's planning committee. It was acknowledged that whilst the Harbour authority could dredge navigation channels to keep them open the mudflats in the Truro River basin were an SSSI and very important for wildlife.

## 6. **REPORTS**

ATM/24/1392

The following reports were noted. The Town Clerk noted that the Council's annual report was in the process of preparation and he would be adding Councillors' attendance information and a facilities management report.

- The Mayor
- Chairman of the Planning and Licensing Committee
- Chairman of the Parks and Amenities Committee
- Chairman of the Finance and General Purposes Committee
- Chairman of Staffing Committee
- Parks and Amenities Officer
- Community Development Officer and Assistant
- Visit Truro Manager
- Visitor Information Centre Manager
- Truro Community Library Manager
- Events Officer
- Café in the Park Manager

The meeting closed at 7.40 pm.

-----  
MAYOR

# TRURO CITY COUNCIL



CITY OF TRURO

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Municipal Buildings  
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## MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 13th MARCH 2025 AT 1900

**PRESENT:** Councillors Pascoe (Chairman), Wetherill (Vice-Chairman), Swain (Mayor), Mrs Carlyon, Nolan, and Unwin.

**APOLOGIES:** Councillors Green, Mrs Nolan, Rabey, and Webb.

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

P/24/1393

### 2 DECLARATIONS OF INTEREST

None.

P/24/1394

### 3 MINUTES

**a** The minutes of the Planning & Licensing Committee meeting held on 20th February 2025 were considered for accuracy. It was proposed by Councillor Webb, seconded by Councillor Green, and **RESOLVED** that they were considered a true and correct record and signed. **P/24/1395**

**b** The minutes of the TCAAC meeting held 11<sup>th</sup> March 2025 were **noted**. P/24/1396

### 4 PLANNING CONSULTATION

P/24/1397

#### Schedule 1A

14 Tresawls Avenue Truro Cornwall TR1 3LA PA24/09856

10 Lodge Drive Truro Cornwall TR1 1TX PA25/01221

24 Murdoch Close Truro Cornwall TR1 1RR PA25/01359

It was proposed by Councillor Wetherill, seconded by Councillor Webb, and **RESOLVED** that Truro City Council support the applications within schedule 1A, with the exception of 'PA24/09856', having been moved to schedule 2 for further discussion.

**P/24/1398**

#### Schedule 1B

11 Richmond Hill Truro Cornwall TR1 3HS PA25/00953

1 St Nicholas Street Truro Cornwall TR1 2RW PA25/01130

32 Lemon Street Truro TR1 2NR PA25/01262

32 Lemon Street Truro TR1 2NR PA25/01263

Circuit House St Clement Street Truro Cornwall TR1 1DT PA25/01424

5 Stratton Terrace Truro Cornwall TR1 3EW PA25/00523

6 - 7 Lemon Street Truro Cornwall TR1 2LQ PA25/01474

8 - 9 Lemon Street Truro Cornwall TR1 2LQ PA25/01558

Kenwyn Garden House Cyril Road Truro Cornwall TR1 3TA PA25/01670

It was proposed by Councillor Green, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council support the applications within schedule

**P/24/1399**

1B, with the exception of ' PA25/00523' & 'PA25/01670', having been moved to schedule 2 for further discussion.

## Schedule 2

P/24/1400

**a 5 Stratton Terrace Truro Cornwall TR1 3EW (PA25/00972)**

It was proposed by Councillor Unwin, seconded by Councillor Green, and **RESOLVED** that Truro City Council support the application.

**P/24/1401**

**b Halwyn 7 Crescent Road Truro Cornwall TR1 3EP (PA25/01214)**

It was proposed by Councillor Swain, seconded by Councillor Green, and **RESOLVED** that Truro City Council support the application.

**P/24/1402**

**c 9 Castle Street Truro Cornwall TR1 3AF (PA25/01561)**

This application was discussed concurrently with the Listed Building application.

P/24/1403

**d 9 Castle Street Truro Cornwall TR1 3AF (PA25/01562)**

Members reviewed the TCAAC comments supporting the proposed works.

It was proposed by Councillor Unwin, seconded by Councillor Green, and **RESOLVED** that Truro City Council support the application.

**P/24/1404**

**1A.a 14 Tresawls Avenue Truro Cornwall TR1 3LA (PA24/09856)**

Members noted the public objection citing overshadowing as a result of the increase in scale of the outbuilding and the location now being closer to the boundary. The large garden meant an adequate provision of amenity space remained. It was acknowledged that other properties in the area had similarly large (or larger) outbuildings.

It was proposed by Councillor Swain, seconded by Councillor Green, and **RESOLVED** that Truro City Council defer its comment until such time as the case officer has assessed the site, in person, for potential overshadowing of the neighbour as outlined in the public objection.

**P/24/1405**

**1B.f 5 Stratton Terrace Truro Cornwall TR1 3EW (PA25/00523)**

The Committee **noted** the determination of this application since its publication on the agenda and will await the full application.

P/24/1406

**1B.i Kenwyn Garden House Cyril Road Truro Cornwall TR1 3TA (PA25/01670)**

The Forestry Officer's representation requesting documentation to set the scale of the tree works was noted.

It was proposed by Councillor Swain, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council defer comment until further information, detailing the extent of the works is provided.

**P/24/1407**

## 5 LICENSING

None.

P/24/1408

## 6 URGENT APPLICATIONS

5-Day Protocol - PA25/00426, Land To Rear Of 130 Moresk Road Truro Cornwall TR1 1BL, Outline Planning Permission with all matters reserved for the construction of a 2-bedroom house with garden amenity area, parking and formation of off-road parking.

**P/24/1409**

It was proposed by Councillor Unwin, seconded by Councillor Green, and **RESOLVED** that Truro City Council agree with the case officer noting no highways objection.

## 7 CORRESPONDENCE

None.

P/24/1410

## 8 DELEGATION OF POWER

None.

P/24/1411

## 9 DECISIONS

The decisions by Cornwall Council since the last meeting of the planning committee were **noted**.

P/24/1412

## 10 TRURO TRANSPORT STRATEGY WORKING GROUP

It was reported by the Vice-Chairman that Andrew Archer (Cornwall Council's Transport team) was waiting on further data collection for the new Chiverton to Carland Cross road. Due to ongoing work affecting traffic flow the final impact on Truro was still uncertain

P/24/1413

## 11 CALL FOR SITES

In response to the consultation on sites put forward, members discussed those that fall within the parish, focusing on particular risks, issues or designations which might impede deliverability Site numbers correlate with those on the map attached at appendix B on the agenda

P/24/1414

1.

South-eastern access strip from Malpas road covered by trees with TPOs. Partially listed as protected open space in Truro and Kenwyn Neighbourhood Development Plan (TKNDP). Housing in this location would add additional traffic flows to Malpas Road, which could negatively impact on its promotion as a walking and cycling route under the Truro Loops project and Green Transport element of the Town Deal. Trennick Lane is a narrow country road and unlikely to be suitable as an access route.

2.

Outside of urban extent as in TKNDP. Import landscape as the first piece of open land on this route to Truro. Important green buffer between Truro edge and Scarcewater. Oak trees with TPO at eastern point. Steep site with very narrow access road.

3.

Partially within Truro urban extent. Significant landscape value. Likely traffic increase to Old Falmouth Road regardless of development type.

4.

Groups of trees in boundary hedges as well as some within the field boundary hedges are protected by a TPO. Site outside of urban extent. Any development would need to enable connection to the Newham Trail so enabling active travel links, but currently not well served by public transport. Significant landscape value.

5.

Small area to right of railway not protected by TKNDP. Noise potential from railway. Western side identified as of less landscape value than other areas in Truro. Wooded area covered by TPO.

6.  
Previous planning denied at appeal as the site is open countryside. Any development would need to allow for a cycleway connecting Langarth to the Coosebean and the greenway. Far outside of built boundary. Any development would run alongside a quiet lane. Reduction of green buffer.

7.  
Comments made in paragraphs 10 & 12 of the determination in appeal APP/D0840/W/20/3262809 dated 30/04/2021 regarding houses on the west side of Hamilton Close refer to the strip field west of the hedge that now forms the western boundary of the Close as "beyond the definable edge of the built form of the settlement." This area is further west and northwest of this. The City Council owns the land beneath which is earmarked for open space to meet the needs of the Pydar redevelopment. Hence, any development would ideally need to incorporate a connection to New Mills Lane for an onward active travel link.

8.  
Lower section is locally protected open space.

9.  
TPOs in the northern edge as well as some within the eastern site. Development here would be part rounding off and partly in open countryside.

It was proposed by Councillor Webb, seconded by Councillor Unwin, and **RESOLVED** the discussions on each site be written as a response to the consultation and submitted following approval of the wording by the Chairman and Vice-Chairman.

**P/24/1415**

**12 CHAIRMANS REPORT**

Nothing to report.

P/24/1416

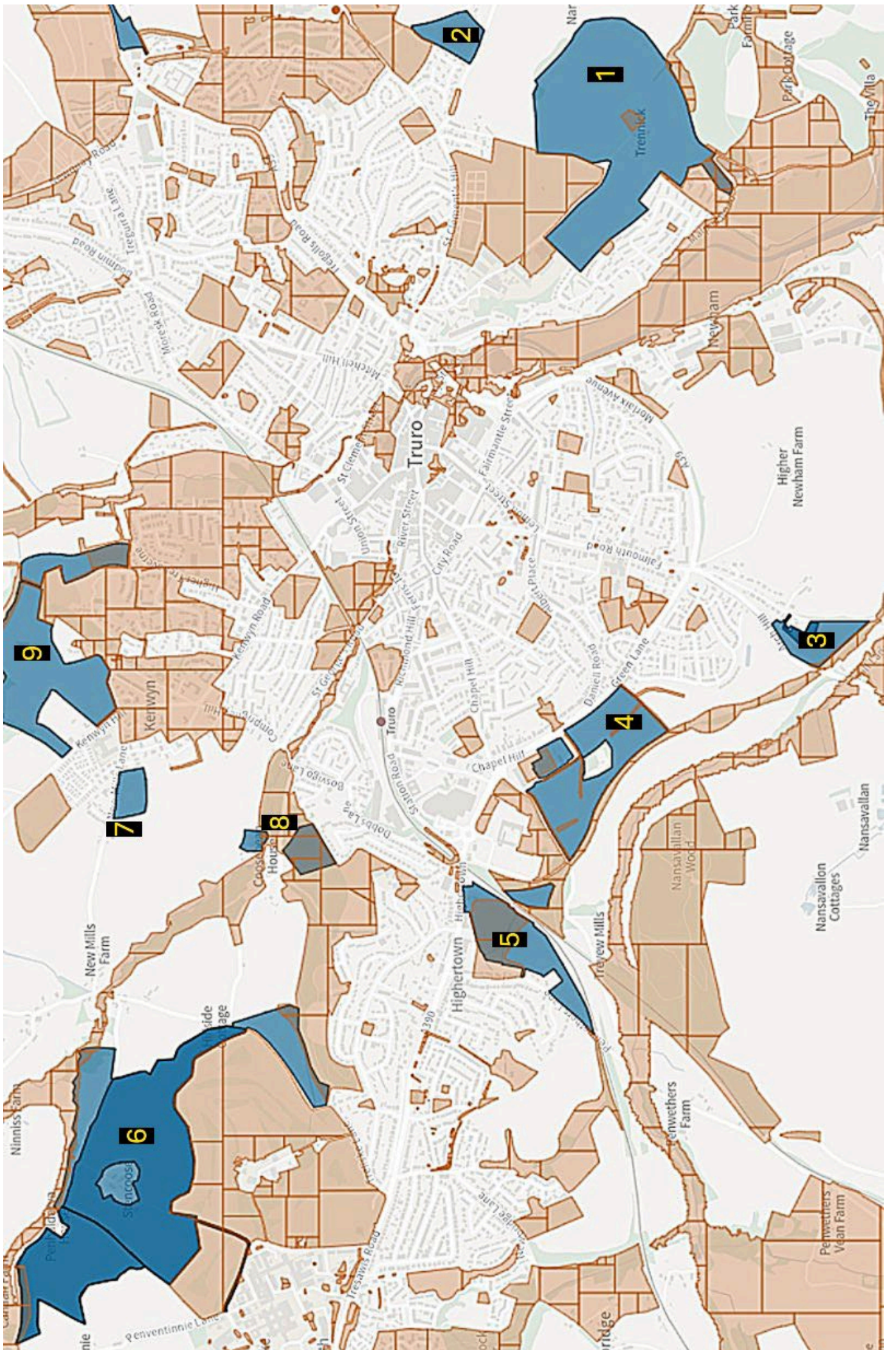
**13 DATE OF NEXT MEETING**

The date of the next meeting is 3<sup>rd</sup> April 2025.

P/24/1417

The meeting closed at 2023.

-----  
Chairman



## TRURO CITY COUNCIL PROCEDURAL GUIDANCE

### 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.

## TRURO CITY COUNCIL PROCEDURAL GUIDANCE

### 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;  
*Councillors Wells, Mrs Nolan, Stokes, Pascoe, Green, Unwin, Roby, Rabey, Sealy, and La Borde.*
- 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 previously not 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;  
*Councillors Mrs Carlyon, Roden, Nolan, Rich, Southcombe, and Eathorne-Gibbons.*
- 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;  
*Councillors Biscoe, Webb, and Swain.*
- Group E      Members who have served less than three years, either continuously or interrupted, and have not previously held the office of Mayor.  
*Councillors Sunderhauf, Wetherill, and Griffiths.*
- 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.

## **TRURO CITY COUNCIL PROCEDURAL GUIDANCE**

### **(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 council has resolved that the current Mayor should 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

## **TRURO CITY COUNCIL PROCEDURAL GUIDANCE**

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 2(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 2(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.

**TRURO CITY COUNCIL  
PROCEDURAL GUIDANCE**

**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.

(d) **Staffing**

Five members elected in accordance with standing order part B 5.



### **Lemon Quay Fees & Charges - Financial Year 2024/25**

#### **Off – Peak Charges**

This pricing table applies to **off-peak** times: 2nd week of January - 2nd week of March and 2nd week of September - 2nd week of November.

<b>Charity / Non-commercial</b>		
<b>Collection/Promotion only</b>	Free	No set-up – bucket collection/handing out flyers/materials only
<b>Stall Rate*</b>	£50	Small space booked for promotion or collection
<b>Event Rate*</b>	£77	Medium/Large space booked for event
*Stall Rate and Event rate have a <b>£44 + VAT</b> admin fee per booking payable at time of booking as a deposit, admin fees are non-transferable & nonrefundable. Multiple dates booked at the same time will only be charged one admin fee. Electricity charged separately.		

<b>Commercial</b>		
<b>Booking Size</b>	<b>Event Day</b>	<b>Set-Up/Pack-Down Day</b>
<b>Small Booking (1/4 Quay or individual stall)</b>	£209	£105
<b>Medium Booking (1/2 Quay)</b>	£286	£143
<b>Large Booking (Full Quay)</b>	£352	£176
<b>Ticketed Events</b>	As other prices plus £1 per ticket – based on capacity, not tickets sold.	As other prices.
Set up & pack down fees only charged if full day is required. Admin fee of <b>£44 + VAT</b> is applicable to all Commercial Bookings. Electricity charged separately.		

<b>Children's Amusements</b>	
<b>Half Quay</b>	£85
<b>Full Quay</b>	£121
Admin fee of <b>£44 + VAT</b> applicable to all Children's Amusemnts bookings. Electricity charged separately.	



**Lemon Quay Fees & Charges - Financial Year 2024/25**

**Peak Charges**

This pricing table applies to **peak** times: 3rd week of March - 1st week of September and 3rd week of November - 1st week of January.

<b>Charity / Non-commercial</b>		
<b>Collection/Promotion only</b>	Free	No set-up – bucket collection/handing out flyers/materials only
<b>Stall Rate*</b>	£62.50	Small space booked for promotion or collection
<b>Event Rate*</b>	£96	Medium/Large space booked for event
*Stall Rate and Event rate have a <b>£44 + VAT</b> admin fee per booking payable at time of booking as a deposit, admin fees are non-transferable & nonrefundable. Multiple dates booked at the same time will only be charged one admin fee. Electricity charged separately.		

<b>Commercial</b>		
<b>Booking Size</b>	<b>Event Day</b>	<b>Set-Up/Pack-Down Day</b>
<b>Small Booking (1/4 Quay or individual stall)</b>	£261	£131
<b>Medium Booking (1/2 Quay)</b>	£358	£179
<b>Large Booking (Full Quay)</b>	£440	£220
<b>Ticketed Events</b>	As other prices plus £1 per ticket – based on capacity, not tickets sold.	As other prices.
Set up & pack down fees only charged if full day is required. Admin fee of <b>£44 + VAT</b> is applicable to all Commercial Bookings. Electricity charged separately.		

<b>Children’s Amusements</b>	
<b>Half Quay</b>	£106
<b>Full Quay</b>	£151
Admin fee of <b>£44 + VAT</b> applicable to all Children's Amusemnts bookings. Electricity charged separately.	



Electricity Charges	
<b>Small Booking</b>	£12.10 per day
<b>Medium Booking</b>	£24.20 per day
<b>Large Booking</b>	£39.60 per day

Cancellation Charges	
<b>Charity/Non-Commercial</b>	No charge for cancelling - any admin fees paid as deposits are non-transferable & non-refundable.
<b>Commercial</b>	<p>Booking cancelled prior to event date –</p> <p>6 months: 25% of total booking fee.</p> <p>3 months: 50% of total booking fee.</p> <p>1 month: 100% of total booking fee.</p> <p>All commercial bookings have a £44 +VAT admin fee payable at time of booking as a deposit, admin fee is non-transferable &amp; non-refundable.</p>
<b>Children’s Amusements</b>	<b>£44 + VAT</b> admin fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day.

For all Lemon Quay bookings and enquiries, please contact [events@truro.gov.uk](mailto:events@truro.gov.uk) or call us on 07523 911009 or 01872 274766.

Postal address:

Truro City Council,  
 Municipal Building,  
 Boscawen Street,  
 Truro,  
 TR1 2NE

Please note that we are based on the first floor of Truro Community Library on Union Place, in the Truro City Council Offices.



CITY OF TRURO

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

7 May 2025

**TO MEMBERS OF THE COUNCIL:**

Councillors:

Dear Members,

I hereby give you notice that an Annual Meeting of Truro City Council will be held on Monday 12 May 2025 in the Large Community Room, Truro Community Library (Second floor), Union Place, Truro at 7.00pm.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

David Rodda MBE  
Town Clerk.

**Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.**

*Before the meeting the Chairman will read out the Fire Procedures*

If there are any matters that require a Council decision, please notify the Town Clerk four working days before the meeting.

**PRAYERS**

Prior to the formal business of the Council, Reverend Simon Clarke, the Mayor's Chaplain, to say prayers.

- 1 **ELECTION OF THE MAYOR FOR THE MUNICIPAL YEAR 2025/2026**  
To resolve whether to hold a secret ballot if more than two persons have been nominated.
- 2 **TO RESOLVE TO POSTPONE MAYOR SIGNING OF THE DECLARATION OF OFFICE UNTIL THE CIVIC CEREMONY ON 2 JUNE 2025**
- 3 **ELECTION OF THE DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2025/2026**  
To resolve whether to hold a secret ballot if more than two persons have been nominated.
- 4 **TO RESOLVE TO POSTPONE DEPUTY MAYOR SIGNING OF THE DECLARATION OF OFFICE UNTIL THE CIVIC CEREMONY ON 2 JUNE 2025**
- 5 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies (to resolve to accept apologies if required).

6 **TO NOTE DECLARATIONS OF INTEREST AND TO RESOLVE TO APPROVE DISPENSATIONS**

7 **MINUTES**

i. To **receive and resolve** to approve the Minutes of:

Council meeting held on 28 April 2025 Pages XXX - XXX (Minute No. XXXX – XXX) *(Appendix 1)*

ii. To **note** the Notes of the Land at Comprigney Hill (Coosebean) Steering Group held 24 March 2025 *(Appendix 2)*

iii. To **note** the Minutes of the Planning and Licensing Committee held on 3 April 2025 *(Appendix 3)*

iv. To **note** the Minutes of the Parks and Amenities Committee held on 7 April 2025 *(Appendix 4)*

v. To **note** the Minutes of the Truro Nature Recovery Forum held on 9 April 2025 *(Appendix 5)*

vi. To **note** the Minutes of the Staffing Committee held on 10 April 2025 *(Appendix 5)*

vii. To **note** the Minutes of the Finance and General Purposes Committee held on 14 April 2025 *(Appendix 6)*

8 **ELECTION OF COMMITTEE SELECTION COMMITTEE**

To **elect** 5 members to sit on the Committee Selection Committee which selects members of the Council's Standing Committees. The Mayor and Deputy Mayor are ex-officio members of the Committee.

9 **STANDING ORDER 6.J.IX REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS, FINANCIAL REGULATIONS AND PROCEDURAL GUIDANCE**

10 **GENERAL POWER OF CONFIDENCE**

To note that the Council is not eligible for the general power of competence.

11 **STANDING ORDER 6.J.XIII REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

12 **STANDING ORDER 6.J.XIV CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**

13 **STANDING ORDER 6.JXVI REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

14 **STANDING ORDER 6.J.XVII REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

15 **STANDING ORDER 6.JXVIII REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

16 **STANDING ORDER 6.J.XXI DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL**

17 **POSTPONEMENT OF ITEMS**

To **resolve** that Standing Order 6.J.v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; vi. Review of terms of reference for committees; vii. Appointment of members to existing committees; viii. Appointment of any new committees in accordance with Standing Order 5; x. Review of arrangements, including any charters and agency agreements, with other local authorities, not-for-profit bodies and businesses and review of contributions made to expenditure incurred by other local authorities; xi. Review of representation on or work with external bodies and arrangements for reporting back; xix. Review of the council's employment policies and procedures; xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or general power of competence

**ADJOURNMENT OF MEETING**

To resolve to adjourn the meeting to Monday 19 May 2025 starting at 7.00pm.

EXAMPLE



Report to:	<b>Full Council</b>	
Date:	<b>31<sup>st</sup> March 2025</b>	
Title:	<b>Municipal Buildings – Hire of Town Hall to the Hall for Cornwall for 2025/26</b>	
Authors, Roles and Contact Details:	<b>David Rodda, Town Clerk, Truro City Council</b> <a href="mailto:clerk@truro.gov.uk">clerk@truro.gov.uk</a>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	
<p><b>Recommendations to Full Council that:</b></p> <ol style="list-style-type: none"> <li>1. It <b>notes</b> the contents of this report.</li> <li>2. It <b>resolves</b> that future meetings of Full Council and Committee meetings will be held in the Council Chamber in the Municipal Buildings from the 1<sup>st</sup> of April 2025.</li> <li>3. It <b>resolves</b> to agree to hire the Town Hall and the main offices in the Municipal Buildings to the Hall for Cornwall for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 in order to generate income to help cover the operation costs of the building.</li> <li>4. It <b>resolves</b> to instruct the Town Clerk to generate income from the hire of the Committee Room and Council Chamber wherever possible as this will also contribute to the operational costs of the building.</li> <li>5. It <b>recommends</b> that the Accommodation Working Group investigates the commissioning of condition surveys and options analysis on the future use of the Municipal buildings so that it can bring forward recommendations about how to proceed with a medium to long term strategy for the Municipal Buildings to the Finance and General Purposes Committee.</li> </ol>		

## **1 Executive Summary**

- 1.1 Truro City Council was requested to leave the Municipal buildings in 2018 by its landlord (Cornwall Council) to facilitate the re-development of the Hall for Cornwall. This necessitated the move of the staff to the Library Building on Pydar Street for what, at the time, was expected to be a 4-year duration.
- 1.2 During the re-development of the Hall for Cornwall it was discovered that the Clock Tower on the Municipal Building was unsafe and required significant repair/refurbishment which upon further investigation led to a complete rebuild of the Clock Tower which meant that Truro City Council needed to remain in its offices in The Library for a further 2 years.

- 1.3 It was originally envisaged that the building works would have been completed by the end of March 2024 and that Truro City Council would take back control of the building from that date. However, technical issues with the repair of the roof lights and other structural issues have meant that this date was missed.
- 1.4 A “licence to occupy” was granted on the 11th of November 2024 which meant that Council could start to use the building and hire rooms to external parties and begin to undertake work to recommission the building.
- 1.5 Since this date works have been continuing to ensure that the building is safe to occupy and hire (e.g. fire extinguishers, emergency lighting, electrical testing, etc) and to recommission the Council Chamber so that it is fit for use (e.g. redecorating, cleaning, rehangings, etc).
- 1.6 Further work to bring the internal of the building back to acceptable standards will continue in 2025. However, it is fair to say that some areas, such as the toilets and kitchen areas, whilst functional, are dated in appearance and in the medium term will need to be replaced and modernised.
- 1.7 Another consideration is that currently the disabled access to the Municipal Buildings is via the Hall for Cornwall rather than through the Truro City Council access point. This is a functional arrangement that was agreed when the Hall for Cornwall created their bar and Boscawen Street access point as part of their most recent refurbishment works. At present this is the only disabled access to the Truro City Council areas and is also the main fire escape route.
- 1.8 As part of the arrangement with the Hall for Cornwall they have agreed to staff this area when Council meetings are taking place so that disabled access and fire escape routes can be maintained.
- 1.9 For the period 11<sup>th</sup> November 2024 to the 31<sup>st</sup> March 2025 the Town Hall and the main offices have been hired for the exclusive use of the Hall for Cornwall to enable them to run their youth theatre and rehearsals from the Municipal Building. This arrangement has worked well and it has provided a useful income stream that has helped to cover the operational costs of the building which from the 11th of November 2024 are now the responsibility of Truro City Council.
- 1.10 As full handover of the building is likely in 2025 Council need to consider how it will use the space in the short term. The Council Chamber will be operational from the end of April 2025 and it is hoped that the Committee room will also be recommissioned in 2025. However, the Mayors Parlour will not be recommissioned so that will remain in the Library for 2025/26.

- 1.11 The Hall for Cornwall has also indicated that it would like to continue its exclusive hire arrangement but have also indicated that they would be willing to facilitate the use of the Town Hall by other organisations as well where possible. In doing so they would be responsible for arranging access and be responsible for the Health and Safety of any user and would also receive any income from this additional use as that will help to cover their staff costs.
- 1.12 The income derived from this exclusive hire arrangement is more than could be generated from individual hire and takes very little staff input. Therefore, it is recommended that this arrangement continue for the 25/26 financial year.

## **2 Purpose of Report and key information**

- 2.1 The purpose of this report is to seek the agreement of Council for how the Municipal Buildings will be used in 2025/26. The contents and recommendations are designed to balance a return to using the Council Chambers for formal Council meetings with the need to maximise income from the other areas whilst also ensuring that the refurbishment works can continue.
- 2.2 Whilst some disruption is likely it is hoped that these three uses can co-exist. However, it should be noted that these arrangements do not represent a full re-opening of the building daily but do facilitate a return to the building for the civic parts of Councils work.
- 2.3 The medium to longer term use of the building will be subject to a separate report and options study that will be undertaken by the Accommodation Sub Group in line with their terms of reference.
- 2.4 The exclusive hire agreement to the hall for Cornwall for the Town Hall and main office mean that they will pay a hire fee which would be in excess of what could be easily generated via separate bookings and would therefore make a significant contribution to the on-going running costs of the building.
- 2.5 In addition to the hire fee, the Hall for Cornwall will also take on the responsibility for managing and cleaning the areas it uses to ensure that they are managed during its period of use. This represents an additional cost saving for Truro City Council. It has also offered to facilitate the use of the Council Chamber during this period (i.e. on Monday nights) by remaining open for Council meetings so that the disabled access and the fire exit issues are resolved.
- 2.6 The exclusive hire agreement will expire on the 31<sup>st</sup> March 2026 and any further extension will be dependent on the work of the Accommodation Sub

Group as they will be making recommendations about the future use of the Municipal Buildings as part of their work.

### **3 Benefits for Customers/Residents**

- 3.1 The hire of the Town Hall and the main office space to the Hall for Cornwall will generate income from the hire fee that will help to offset costs thus reducing the amount of Council funding required to operate the Municipal Buildings thus delivering improved value for money. The 2025/26 budget already assumes that a rental income will be generated from the hire of the Municipal Buildings and this arrangement will make a significant contribution to this budget for a minimal amount of staff input.
- 3.2 As the agreement will also enable the Council Chamber to be used for Council meetings this will also help to demonstrate to Councillors and residents the purpose of the Municipal buildings as the Civic home for Truro City Council.

### **4 Relevant Previous Decisions**

- 4.1 Finance and General Purpose Committed discussed the potential to hire the Town Hall and main offices to the Hall for Cornwall at their meeting in September 2024 (Minute F/24/509).
- 4.2 Council approved action by Cornwall Council in letting the contract to carry out repairs to the Clocktower and the borrowing of money to repay Cornwall Council on 11 April 2022 (Confidential Minute 518/2022).
- 4.3 The Accommodation Working Group's terms of reference were approved by Council on 1 November 2021 (Minute 259/2021).
- 4.4 The Town Clerk reported to Council on 26 March 2018 that Cornwall Council had sent a letter to the City Council giving notice to vacate for the duration of the Hall for Cornwall works from the end of June 2018 (Minute 383/2018).

### **5 Consultation and Engagement**

- 5.1 To date, consultations have focussed on discussions with the Hall for Cornwall as it is the only viable user of the Town Hall/main office space especially as they are willing to hire them in their current state of repair. The hire fee is more than what could be generated if normal ad hoc usage was encouraged and will take considerably less staff time to agree/organise.
- 5.2 TCC's traditional customers for the Municipal Buildings have booked venues elsewhere and may take time to return but their return would be explored once the rooms are suitable for hire.

### **6 Financial Implications of the proposed course of action/decision**

- 6.1 The estimated costs of operating the Municipal Buildings (i.e. heating, lighting, business rates, water and insurance) are in the region of £40,000 per annum.

This figure excludes any contribution to internal and external maintenance which is budgeted separately.

- 6.2 In terms of usable space within the Municipal Buildings (i.e. Town Hall, Main Office, Clerks Office, Small Office, Mayors Parlour, Lobby areas, Council Chamber and the Committee Room) the space that would form part of the hire agreement with the Hall for Cornwall (i.e. the Town Hall and the Main Office) represents around 37% of usable floor space. If this percentage is applied to the running costs that would equate to a hire fee of £15,000 per annum (£1,250 per month) which is in line with the 24/25 hire fee.
- 6.3 Whilst this income will not cover the full operational costs of the Municipal Buildings during this period it will make a significant contribution to the costs and is in excess of what could be generated by other options. The £15,000 figure is also proportionate to the area contained within the hire agreement. therefore delivering good value for money.
- 6.4 If other rooms in the Municipal Buildings (i.e. the Council Chamber and the Committee Room) can also be hired this will also contribute to the running costs although its worth noting that fixed costs such as Business rates will be the same whether the building is used or not and in order to avoid issues with damp the heating would also need to be on whether the building is used or not.
- 6.5 In addition, the old Town Clerk Office is currently being hired to Kier for £500 per month whilst they complete the “snagging” works on their Hall for Cornwall contract. This is a temporary arrangement that is likely to cease part way through 2025 after which that office cannot be used due to structural issues. Kier have accepted these issues for their hire period but the hire of this room is not a long term possibility so will be used for storage once Kier have vacated it.

## **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 The only legal implications of the course of action recommended in this report is the hire arrangement itself but as we have all the necessary forms in place this risk is minimised as the hire proposal would be dealt with in the same way as any other booking. The Hall for Cornwall would have to submit risk assessments, proof of insurance, etc as part of the booking process.

## **8 Risk Implications of the proposed course of action/decision**

- 8.1 The major risk relates to non-payment of the hire fee. This is deemed to be low risk as the Hall for Cornwall is a well-established business with a long track record of operations.
- 8.2 The secondary risk relates to any loss, injury or accident that occurs during the period of hire. This would be reduced as the Hall for Cornwall would have to

demonstrate that its insurance covers the activities it wishes to undertake in the Town Hall and the main office space.

- 8.3 An additional risk is that by hiring the rooms to the Hall for Cornwall they are not available for other users. The office space does not lend itself to hiring to other users, the Town Hall has not been used by the community for over 6 years and there are a limited number of enquiries relating to its use either so demand will take time to develop. Under the proposed arrangement the Committee Room and the Council Chamber would be available for use by Truro City Council and/or community users.
- 8.4 The final risk relates to TCC insurance liabilities as the tenant. For its insurance to be valid, there are works to undertake to the building when it is returned to TCC whether it is rented out or not.

## **9 Options available**

- 9.1 **Do nothing** – this option has been discounted as Truro City Council is required to pick up the operating costs for the Municipal Buildings from the 11<sup>th</sup> November 2024 so any way to offset these costs via income generating activities is attractive.
- 9.2 **Reopen the Municipal Buildings and rent the rooms on an ad hoc basis to generate income** – this option has been discounted as due to the constraints relating to disabled access and fire exits it is currently not possible to operate the building when the Hall for Cornwall is not open. In addition, there is work required to make the buildings suitable for public use. This option will also take considerable staff time to implement which has not been factored into the workplan for 2025/26.
- 9.3 **Hire the Town Hall and the main office space to the Hall for Cornwall - Recommended option** – this option would generate income from the building to help offset costs. It would also ensure that the building is used during the winter months which would help to reduce further dilapidations. In addition, it will encourage community use of the Municipal buildings which will help to reconnect the community to its civic centre. An added benefit is that under this option Truro City Council will be able to use the Council Chamber and the Committee Room for meetings during the hire period as disabled access and fire exit provision will be facilitated by the agreement.

## **10 Supporting Information (Appendices)**

- 10.1 Appendix 1 - Further information on the Youth provision that will be undertaken in the building by the Hall for Cornwall.

## 11 Approval and clearance

11.1 All necessary approvals for this report to be presented to F&GP have been obtained.

### All reports:

Final report sign offs (Required for all reports)	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk	Yes	20/03/25
Deputy Town Clerk (Finance and HR)	Yes	21/3/25

## Appendix 1

The Hall for Cornwall is so much more than the work it presents on the stage. Whilst the Cornwall Playhouse Auditorium is the engine that drives the business, the Get Creative Department work with a whopping 11,000 young people a year - this is through a range of schools, youth and community outreach work, classes, courses, talks and workshops.

The Get Creative Department have outgrown the spaces they currently use. Squeezing the youth theatre, community acting company and workshop participants into the offices, dressing room spaces and meeting rooms is becoming a challenge. Therefore, they need to find suitable spaces to enable them to keep growing and driving the creative industries in Truro, to keep engaging people with being a participant and to keep inspiring young people about their future careers.

The range of classes, users and participants has never been more diverse and varied. If the hire of the Town Hall and main office space is agreed they would be used for the following activities:-

- **Our Youth Theatre** – The brilliant youth theatre ranges in age from 6-21 years of age. They meet on a Friday night and all day on a Saturday. There are in total 250 young people who would care for, respect and love the space. (Currently we have to build in 15 mins of moving office furniture, moving tables and chairs and work in a carpeted office space)
- **Community Club workshops** - Each week they host a minimum of one Community workshop - this can be dance, creative writing, an informal chat about coming to the theatre, to help support vulnerable members of the

community to feel safe and familiar with the theatre, ahead of coming to see a show.

- **Dance 4 Parkinsons** - Working with Dr Hulbert and Inner Ground Dance Company we offer a range of therapeutic dance classes, specifically aimed for those who live with Parkinson's disease and their carers. We've had to cap these classes (there is a big demand) but we can't fit anyone else in our bar area, and the floor really isn't suitable for the workshops, so ideally we would love to expand these and move to a bigger space.
- **Associate Artist rehearsals** - We're a creative hub for a number of creative businesses and artists - and would love to be able to offer a dedicated space for active rehearsal that is big, suitable floor and private. Would be fabulous to be able to make new work, rehearse new shows and keep Truro busy and buzzy as the creative heart.
- **Pantomime rehearsals** - including the professional company and children's ensemble. We need a home for our Christmas Panto - Oh yes we do! We currently rehearse out of Truro. This is always such a sad time for us, not to be able to be housed within the walls of the building to create and craft our Christmas offerings. This year we have a bumper 16 young people in the show and we'll be employing 5 Cornwall connected actors.
- **Toddler Time** - We host a monthly session for little ones to play, hear stories and get creative.
- **Schools visits and workshops** - In term time we host one or two schools visits and desperately need a space to lead inspiring workshops.

So we would be using the space carefully, respectfully, and be bringing a whole set of new people in! This would be good for Truro and the footfall strategy of Truro, keeping people in the city centre - Youth theatre for example brings 250 young people and their families into central Truro each week.

If permission is granted for us to hire the space we would manage the space with care and kindness to make sure it is open, accessible and somewhere safe for people to make work, meet and be creative. We have the systems in place to cope with bookings, keys to open up and manage the space safely in line with the rest of the theatre, with stage door, reception and cleaning teams. We can also therefore assist you with access and resources. We can offer the disabled route in, assisted listening devices and BSL provision if required. We have risk assessments and all policies for safeguarding and inclusion.



Report to:	<b>Full Council</b>	
Date:	<b>31<sup>st</sup> March 2025</b>	
Title:	<b>Truro City Council Off-Street Car Parking Order 2025</b>	
Authors,	<b>Esther Greig Deputy Clerk and Responsible Financial Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### Recommendations to Full Council

1. To **note** the contents of the report
2. To **review** the responses received to the car parking consultation and resolve on changes to the Order if appropriate.
3. To **resolve** to approve and publish the 'made' Off-Street Car Parking Order 2025 (unless changes are made following review of feedback from the initial consultation. NB: If changes are made a further period of consultation will be required).
4. To **resolve** that enforcement of the Off-Street Car Parking Order 2025 shall commence as soon as possible once the order is "made".

## 1 Executive Summary

- 1.1 Truro City Council (the Council) is responsible for the management and maintenance of several car parks and parking spaces at; Boscawen Park (82 Spaces), Sports Club (15 spaces), Hendra (27 spaces), the Library (8 spaces), Malpas Community Centre (1 space), Victoria Gardens (6-8 spaces) along with staff only parking at various parks depots.
- 1.2 The Council have a licence to use 5 spaces at Garras Wharf, which are allocated to the Mayor, Town Clerk and Councillors.
- 1.3 The Traffic Management Act 2004 makes provisions for the management of road networks, parking provision and enforcement.
- 1.4 The Department for Transport has published operational guidance under this act for local authorities regarding parking policy and enforcement. It also notes that local authorities need to develop a parking strategy and policies, which could include restricting usage and charging for car parking.
  - Authorities should consult the public on their policies as they are formulated.
  - Cornwall Council is the Civil Enforcement Authority for Cornwall. It requires Truro City Council to have an Off-Street Car Parking Order to enforce car parking spaces.
  - Any income from penalty charge payments received must only be used in accordance with section 55 of the Road Traffic Regulation Act 1984, noting that parking enforcement should aim to be self-financing.

- 1.4 The car parking order should be reviewed during Autumn 2025 budgeting process to ensure that the charging structure is fit for purpose – covering the expenses of running the ticketing system and enforcement.

## **2 Purpose of Report and key information**

Recommendations have been made to Full Council from its committees as detailed in section 4.

- 2.1 The Parks and Amenities Committee have considered the abuse of amenity parking spaces by the general public. In Boscawen Park, drivers are not parking correctly within spaces, leaving vehicles all day whilst working in the city centre, storing and living in campervans, leaving trailers, parking in staff spaces, etc. This reduces the spaces available for genuine users of the parks and sports facilities. The problem is particularly apparent during good weather as more residents try to access the park.
- 2.2 The Finance and General Purposes Committee have considered the management of Council managed city centre car parks by staff, residents and tenants. Outside contractors have been managing Hendra car park but the income return has been insufficient to cover costs and have produced no benefit for Hendra playing field – the intention was to use any surplus to improve this public open space. The Library Building hosts many services and but has limited spaces – this needs regularising to ensure equity and clarity for users.
- 2.3 Council Staff are no longer able to use Garras Wharf car park due to a decision by Council to reserve these for the Mayor, Councillors and the Town Clerk, so a strategic view is required as to where staff need to park for effective operations to continue and to comply with employment offers.
- 2.4 Cornwall Council has been consulted, as the enforcement authority, to ensure the terms and conditions of the car parking order are correct. Having received its response, the draft car parking order was made available for public consultation. Council, having reviewed any consultation responses will then be able to publish its 'made' Off-Street Car Parking Order 2025.
- 2.5 If Council chooses to amend its Order and Schedule, a further period of consultation will be required.
- 2.6 Following the finalisation of the Order, machines and signage will be procured, and a service level agreement negotiated with Cornwall Council for enforcement.

## **3 Benefits for Customers/Residents**

- 3.1 A clear parking policy can be referred to by Council Officers when replying to resident and staff queries, ensuring clarity and standardisation of responses.
- 3.2 A car-parking order will enable effective management of Council property and allow enforcement to be applied as required.

- 3.3 Placing limitations on parking will allow fair access to amenities for all.
- 3.4 Residents will have reassurance that Truro City Council are not acting ultra vires.

#### **4 Relevant Previous Decisions**

- 4.1 Finance and General Purposes Committee 16.9.24 min ref: F/24/498.
- RESOLVED that the administration of **Hendra Car Park** be bought in-house with annual rates payable, in two tranches if necessary, of £750 for commuters and £500 for residents - evidenced via a council tax bill - prioritising single car households without a current parking space.
- 4.2 Full Council 28.10.24. min ref: 24/761.
- RESOLVED that staff cannot use the 5 TCC allocated car parking spaces at **Garras Wharf** Car Park. The 5 TCC allocated spaces reverted back to the Town Clerk, Mayor of the day and three councillors.
- 4.3 Parks and Amenities Committee 4.11.24. CAR PARKING INCOME min ref: PK/24/787 and PK/24/788.
- RESOLVED TO RECOMMEND TO COUNCIL that, following four hours free parking for parks users at **Boscawen Park**, in principle, car parking charges be set and investigations undertaken into available options so the costs of managing the car park are covered from income derived from the car park as far as possible.
  - RESOLVED TO RECOMMEND TO COUNCIL that (i) at **Victoria Gardens** two parking spaces be allocated for people with disabilities and the remainder of parking spaces be allocated for staff use and (ii) new parking arrangements be monitored and reviewed after six months.
- 4.4 Finance and General Purposes Committee 11.11.24 Allocation, use and charge for parking at the Library min ref: F/24/845.
- RESOLVED that the parking at the **Library** be allocated as such that there are four spaces for TCC library and administration staff and four for the other tenants of the building.
- Charges were not considered appropriate for the Library car park at this time.
- 4.5 Full Council 27.01.25. min ref: 24/1110.
- RESOLVED that the first draft Off-Street Car Parking Order & Schedule be approved. And that the consultation process with Cornwall Council as the Civil Enforcement Authority for Cornwall be started.

#### **5 Consultation and Engagement**

- 5.1 Parks and Café staff have spoken with residents, feedback has been received from parks users over previous years. Correspondence regarding lack of parking in Truro have been received by Councillors. These have been discussed at Committee.

The Council provided a 6-week consultation period on the draft Off-Street Car Parking Order. The official 21-day consultation started on the 14<sup>th</sup> February following the response from Cornwall Council as the enforcement authority. The notice was published in the local newspapers, on the Council website and social media channels. It was also reported by Cornwall Live. Notices were placed in freestanding a-frames in Boscaswen park car park and café, advertising the consultation and the opportunity to talk with officers at 2 drop-in sessions held in the Loops room on the 10<sup>th</sup> and 18<sup>th</sup> of February. Public also took the opportunity to speak with Councillors as it was an item on the agenda at the Annual Town Meeting held at the Library on the 12<sup>th</sup> March 2025.

## **6 Financial Implications of the proposed course of action/decision**

- 6.1 A budget has been considered for car park management by the Parks and Amenities Committee. Capital has been included in the budget 2025-26 to purchase signage and a ticket machine at Boscawen Park.
- 6.2 It is intended that ongoing revenue costs of tickets, enforcement, maintenance of equipment etc. will be covered by pay and display ticket income at Boscawen Park. This will be reviewed for 2026-27.
- 6.3 Enforcement currently costs £40 per hour. It is envisioned that 2-3 hours per week will be required to cover the Council's car parks. Cornwall Council have confirmed that it has capacity to provide this service in 2025-26. Service level agreements are negotiated annually.

## **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 Having an Off-Street Car Parking Order will ensure compliance with legislation.

## **8 Risk Implications of the proposed course of action/decision**

- 8.1 There is a reputational risk as residents may interpret the Car Parking Order as an additional charge to them where currently the parking is free. This risk will be reduced by ensuring that there will be a communication strategy that runs alongside the consultation explaining the rationale for the order and reiterating that for most users of our parks there will be no charge.

## **9 Options available**

**Do nothing** – Drivers without blue badges, or permits, or who are not staff or users of the parks may continue to park inappropriately. Enforcement is not possible without an Off-Street Car Parking Order.

- 9.1 **Other options** – The schedule could be amended in many different ways to suit differing opinions on use and charging structures.

- 9.2 **Chosen option** – An Off-Street Car Parking Order, and associated schedule as set out, will enable to the Council to manage its parking for the good of all residents. It will ensure turnover of parking spaces in Council parks, allowing greater access.

**10 Supporting Information (appendices)**

10.1 Schedule of charges (attached)

10.2 Responses received in writing to the request for consultation.

**A.** I am in total agreement with the plans which are long overdue. However, this cannot be effected in isolation as it will inevitably lead to even more chaotic roadside parking, unless yellow lines are introduced. If you visit the area on a sunny summer weekend, you will find cars parked as far down to the entrance to the riverside walk, with very narrow access available in the road. This applies often on Sunday mornings with junior football and on Winter Saturday's with adult football. I feel too many councillors and planners are not familiar with the situation, otherwise the new leisure building would incorporate more parking facilities. Hopefully it is not too late to address this huge error. One day there will be an accident on the road due to irresponsible parking unless action is taken. Please do not ignore this as I really do know what I am talking about and ensure that this wonderful area of Truro can be enjoyed by families and sportspersons safely. Yes, stop the commuter parking but do not do so by putting the public at greater risk I do feel these exercises are normally cosmetic and generally ignored as I have made these points a number of times in connection with the leisure centre building but hopefully this time my voice will be heard. I will certainly be very vocal when in the future a serious accident happens due to the parking situation as it surely will without appropriate measures being taken.

**B.** I am writing to object to the proposed car parking charges at Boscawen Park, Truro.  
I live in Trevelva Road which is already undergoing a new road layout which will restrict parking for residents of Malpas Estate. This consultation was very underhand and I am in the process of complaining about this at a very senior level.  
Regarding the car parking charges at Boscawen Park, all this will do is encourage commuters to park on the very residential Malpas Estate which is already stretched for residents parking. It is not fair to us Council Taxpayers. Boscawen Park is at present a free car parking facility which is wonderful for young families and people of all ages. Parking fees will discourage visitors from using the park, the park café and Trennick Mill.  
If the parking there is such a problem, due to commuters, why not have 'no parking' during the hours of 06:00 and 10:00 which would certainly discourage such commuter parking? I doubt very much that families would take their children to the park at this time?? Or the elderly as they enjoy looking at the flowerbeds and catching up with each other. This is not fair to any of them.  
If these charges go ahead, no doubt Cornwall Council will then try and introduce Resident Parking Permits. Which will always increase annually and never guarantees a parking space. Equally some residents will struggle to pay for these.  
It all begs the question, why are residents being punished? Residents that pay their Council Tax?  
Boscawen Park car parking charges will undoubtedly mean that commuters will now park in the Malpas Estate causing mayhem for the residents.

Why not make the car parking in Boscawen Park as 06:00 to 10:00 – ½ hour parking only, no return within ½ hour. Surely this would discourage commuters????

Re. the roadworks currently happening in Malpas Road/Pendeen Road junction, none of the residents were consulted about this.

Can Councillors confirm whether emergency services were consulted about this? It will be difficult for them to access Pendeen, Trevelva and Polruan Roads due to the new width of the access/exit road from Malpas Road into Pendeen Road.

Is it just a coincidence that work has commenced in the area where consultation did not take place with residents directly affected by roadworks that will endanger drivers, pedestrians and cyclists. Especially those residents immediately overlooking the new sitting out area for Truro's anti-social drunkards. Did the Malpas residents get individual letters from Cormac? Can Councillors confirm whether emergency services were consulted about this? It will be difficult for them to access Pendeen, Trevelva and Polruan Roads due to the new width of the access/exit road with the Malpas Road/Pendeen Road junction.

Thank you again,

**C.** I read that you are soon to start charging for parking longer than 4 hours in the Boscawen Park car park. Some of our scout leaders, helpers and other users of our scout hut are often there for longer than 4 hours. As "residents" of the car park, I hope that you will arrange some system by which we will not have to pay, no matter how long we park there. I would be grateful if you could confirm that this is your intention.

**D.** I support the proposals. Parking at Boscawen has become a real problem with commuters and motor homers and this looks like a sensible approach to disincentive this - and to enable proper use of all of the park facilities.

**E.** I'm a Cornwall resident and I will be brutally honest the parking situation in Truro and all other towns in Cornwall have become so restrictive with cost that I for one can't tolerate. It's absolutely unacceptable that the council thinks it's appropriate to charge for parking a car. When most of the people who drive in the towns want to spend money which in turn helps to keep the shops and amenities open. If your aim is to close the towns down keep going the way you are!! Cornwall residents should have a pass of some kind so they can park for free to enable them to spend their hard earned money keeping the shops and businesses open. Please listen to ordinary people who are suffering at the hands of the very people who should be protecting us. THE COUNCILLORS

**F.** Introduction. Truro Canoe Club committee thank Truro City Council for the opportunity to comment on the proposed parking order detailed above which was discussed at their meeting on 9 Feb 2025. As regular and frequent users of the Boscawen Park Car Park we take a keen interest in the proposed future arrangements. Many of our members travel some distance to attend

the club and are required to use their own vehicles due to the limitations of public transport; the availability of parking is therefore an important and high priority, and key to the continued success of the club.

Proposed future parking arrangements.

a. Truro Canoe Club committee strongly supports the implied intention of the proposed parking order concerning Boscawen Park Car Park: that parking should primarily be for park users and should be safe for pedestrians, dog walkers and cyclists.

b. To this end, Truro Canoe Club committee supports the following proposals concerning Boscawen Park Car Park:

- (1) first 4 hours free parking
- (2) 4-5 hours £4.20
- (3) 5-6 hours £6.20

c. Truro Canoe Club committee challenges the following proposals concerning Boscawen Park Car Park:

- (1) 6-7 hours £8.50
- (2) up to 24 hours £10.50

on the grounds that this seems to contradict the implied intention of the proposed parking order: that parking should be for park users. Indeed, it is felt that these charges for longer periods would be highly attractive to non-park users, particularly motor homes and camper vans for cheap extended stays thereby blocking the availability of parking for bona fide park users.

Suggested alternative future parking arrangements.

Truro Canoe Club committee therefore suggests the following alternative arrangements concerning Boscawen Park Car Park based on the assumption that bona fide park users are the primary users and are unlikely to wish to stay for longer than 6 hours:

- (1) first 4 hours free parking
- (2) 4-5 hours £4.20
- (3) 5-6 hours £6.20
- (4) 4 hours no return

Furthermore, and in order to enhance the safety of the many pedestrians (particularly children), dog walkers and cyclists using the park and moving through the car park on foot, Truro Canoe Club committee suggests the following alternative arrangements concerning the parking of large and towed vehicles in Boscawen Park Car Park:

- (1) motor homes and camper vans prohibited at all times for the reasons of obscuration, oversize and obstruction
- (2) boat trailers permitted only to slip and recover vessels; empty trailers to be removed immediately afterwards to Sports Hub car park for the reasons of visibility, oversize and obstruction

We hope this response is useful and will help Truro City Council to formulate appropriate parking arrangements that create safe, available and accessible parking for bona fide park users thereby enabling them to enjoy one of the jewels of our fantastic city.

**G.** I appreciate we would be allowed 4 free hours but we do use the hut overnight on occasion, for you people sleepovers, and we allow visiting groups to use the hall overnight too.

I would appreciate being advised how we can continue to do this without incurring costs?

We also hire the hall the whole day, again how will they be effected?

**H.** F&GP Committee Meeting – Chairman's report February F/24/1192  
The RFO has worked with Cornwall council over the past months working to finalise the parking order. Consultation would be taking place over the next six weeks, all representations will be used to help inform council if changes need to be made at its March meeting. Members highlighted conversations they had with the public specifically questions about how to accommodate users of the public slipway, the Canoe Club, Loops Volunteers, and Sea Scouts. The RFO confirmed the 'No Return' restriction as well as the permits or prior agreement within the order that allow the Council flexibility in managing the parking for these types of users. It was commented that an advantage of the consultation was the councils finding out all the ways the park is used it may not have been aware of.

## 11 Approval and clearance

### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	Yes	24/03/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	Yes	25.3.25

Name of Parking Place	Position in which a vehicle may wait	Permitted Class of Vehicle	Normal Days of Operation	Normal Hours of Operation	Maximum Period of Waiting	Scale of Charges (Inclusive of VAT)	Permit Charges (Inclusive of VAT)
<b>Boscawen Park, Truro</b>	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council.	Motor cars, Invalid Carriages, Motorcycles.  Motor homes/Campers - Prohibited between 2300 - 0800	All Days	All Hours	Unrestricted during the period of a valid parking ticket or permit	All Days (All hours) Up to 4 hours - £Free 4 to 5 hours - £1.20 5 to 6 hours - £2.20 6 to 7 hours - £4.20 24 hours - £10.50	Not Applicable
<b>Sports Hub, Truro</b>	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council.	Motor cars, Invalid Carriages, Motorcycles.  Motor homes/Campers - Prohibited between 2300 - 0800	All Days	All Hours	4 hours no return	All Day - £Free	Not Applicable
<b>Hendra Park, Truro</b>	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council.	Motor cars, Invalid Carriages, Motorcycles  Motor homes/Campers - Prohibited	All Days	All Hours	Unrestricted during the period of a valid parking permit	Not Applicable	Commercial Reserved Permit No registration numbers - £750  Resident Reserved Permit - 1 registraion number- £500
<b>Library, Truro</b>	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council.	Motor cars, Invalid Carriages, Motorcycles  Motor homes/Campers - Prohibited	All Days	All Hours	Unrestricted during the period of a valid parking permit	Not Applicable	Not Applicable
<b>Victoria Gardens, Truro</b>	Where provided, wholly within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council.	Motor cars, Invalid Carriages, Motorcycles.  Motor homes/Campers - Prohibited.	All Days	Dawn 'til Dusk	2 hours no return	All Day - £Free	Not Applicable

Date: 26th February, 2024

Mr. David Rodda, Clerk,  
Truro City Council.  
Via email: [info@truro.gov.uk](mailto:info@truro.gov.uk)

Hello my name is Dee Cope,

I'm a member of Farmers Movement Cornwall. We campaign to raise awareness of our concerns around our falling levels of agricultural self sufficiency in the UK and the effect this is having on our local and national levels of food security. As part of our 'Food Security First!' campaign we are reaching out to every town and parish council in the county with a request for them to consult at the earliest opportunity on the document below so please could you pass it onto all relevant persons within your organisation.

Please can you let me know that you have received this information and also feedback the result of any votes taken on it to me as we will be publishing responses on our group facebook page as a way of tracking support for the work we do. Our aim is to garner sufficient support at the town and parish level for us to be able to take our findings to Cornwall Council with the intention of requesting that they also pledge to protect our farmers and local food security through adoption of supportive policy.

Many thanks,  
Dee Cope, email [deecope28@gmail.com](mailto:deecope28@gmail.com)  
Farmers Movement Cornwall

A Request for Parish Councils and Local Authorities to Declare a 'Farming Crisis and Food Security Emergency' and to Adopt a 'Food Security Restoration Policy' to Address the Problem.

Parish and county councils can and must play a vital role in the battle to help fully restore our food security and it is important for them to be aware that through their proactive support for farming they will be protecting the wider rural economy and will also be preserving the cultural value which a thriving, well managed and beautiful countryside brings to society as a whole.

Adoption of a Food Security Restoration Policy.

In the same way that The National Planning Policy Framework can be used to push through development on the basis of a 'national need for infrastructure' the declaration of a farming crisis and food security emergency can be used to push through the implementation of a 'Food Security Restoration Policy'. This would bind support for local food production into all future decision making processes undertaken by any local authority who adopted it.

This requires: a) it first be proven that there is indeed justification to declare a 'farming crisis and food security emergency'. b) given that it can be proven, a vote by the organisation in question to declare a 'farming crisis and food security emergency' must be held and passed. (Motion to declare determined by a majority vote in favour).

c) following the successful passing of a motion to declare a ‘farming crisis and food security emergency’ a second vote must be held to adopt a ‘Food Security Restoration Policy’ (again determined by simple majority). This would bind ‘an active duty of consideration towards support for local farming and food security’ into all future decision making processes undertaken by the organisation in question until such time as maximum agricultural self sufficiency and local food system resilience has been restored.

#### The Importance of the Food Security Restoration Policy

The signing by local authorities’ of a food security restoration policy will give them a policy framework counterbalance with which to reject any decision which compromises agricultural production such as the use of farmland for commercial power generation from solar projects. At present no such mechanism exists within local government and therefore pro food security councillors face an uphill battle in the decision making process when working against a previously established climate emergency influenced policy framework.

Many councils have (without consultation to the electorate) self declared a climate emergency through their membership to the organisation [uk100.org](http://uk100.org) and this has reinforced support at the local level for the wave of net zero attacks on our food security (subsidy payments focused on environmental schemes at the expense of core food production, solar farms, carbon offset forestry, proposed re-wilding mandates, fertiliser taxes etc). Of course by making such a declaration without acknowledgement or reference to the body of contrary scientific opinion regarding man made global warming (such as The Climate Declaration at [clintel.org](http://clintel.org)) these councils could be accused of institutional bias or even seen to be guilty of pre determination within their decision making process, something which could lead to them being considered not fit for purpose and not capable of objective strategic planning in any other capacity. The legal campaign of bringing such organisations to task over their climate emergency declarations will however take a significant amount of time and money, what we need right now is a policy framework counterbalance, something that is quick and easy to adopt and something that will have an immediate positive protective effect on food security through its support for farming and local food production, hence the proposal for parish councils and other local authorities to adopt a food restoration policy.

#### Data in support of a case for the declaration of a farming and food security crisis

Farmers Movement Cornwall believe the following three pieces of data (which come from various DEFRA reports) are sufficient to make such a declaration as they clearly demonstrate the rapid decline in both our food security and the financial viability of the agricultural sector.

1. Production to consumption of native crops is now down to 73%. This was at 95% in 1985. Native crop production has therefore been falling at an average rate of 5.5%/decade for the last 4 decades. Source DEFRA UK Food Security Index 2024
2. Return on investment in the farming sector is on average 0.5%. Output prices are so low and input costs so high that very little money is being made. Every £1 million pounds worth of asset will only generate an annual profit of £5k. Source DEFRA Balance Sheet Analysis 2022/2023 Nov 2th 2024.
3. The percentage of agricultural holdings not making a profit has tripled in 3 years. In 2022 10% made a loss, in 2023 it increased to 17% and in 2024 it was reported at 30%. Source DEFRA Agriculture in the UK 2022 report, DEFRA Farm Business Income by Type of Farm in England 2022/2023 Nov 14th 2024.

Many more examples such as these can be found however in my opinion no other data is needed to declare a farming and food security crisis. The above 3 points clearly show an industry in financial distress and they clearly show our failing food security through decreasing

levels of domestic production.

We therefore call upon any organisation served by this document to declare a 'Farming Crisis and Food Security Emergency' and to adopt the following 'Food Security Restoration Policy' at the earliest opportunity

The 'Food Security Restoration Policy' states that:

'We accept that our country is now experiencing falling levels of domestic food production. This is introducing unnecessary levels of third party risk to us through our increased reliance on imported foods. Relying on the abilities of other countries to produce and safely transport our food to us in geo politically unstable times is a risk, one that should be reserved only for crops that we are unable to produce here in the UK climate. We therefore accept we need to improve our food security and hereby seek to implement a policy which supports the restoration of maximum agricultural self sufficiency and food system resilience for our local area.

As elected representatives we acknowledge the duty of care we hold to our constituents and recognise we must protect them from risk or harm wherever possible. We agree that a rising level of food security risk caused by a loss of agricultural self sufficiency does represent a real and actual threat of harm to our communities. We therefore agree that maintaining maximum food security for our local communities is an issue that falls within the duty of care that we hold to our constituents through our oath of office as an organisation. We declare we are duty bound and justified to act in the defence of the communities we administer and therefore seek to tackle the threat of our increased dependence on imported food as quickly as possible.

'We declare that we are in a farming crisis and food security emergency and hereby adopt this food security restoration policy. This will bind into the decision making process of this organisation a duty for us to uphold protection of and support for the development of farming and local food production in our area until such time as our production to consumption of native crops (as reported via data from DEFRA) is fully restored to 100%.'

Please discuss this document within your organisation. I urge you to vote at the earliest possible opportunity on a motion to declare a 'Farming Crisis and a Food Security Emergency' and providing that is passed, to then vote on a second motion to adopt the above 'Food Security Restoration Policy' into the decision making framework of your organisation. Please stand with our farmers and local growers, we must restore our self reliance and make our local food system more resilient, it's time to put food security first.

Peter Lawrence  
Farmers Movement Cornwall

<https://farmersmovementcornwall.co.uk>

<https://www.facebook.com/groups/924829825688596>

Dear colleagues,

Farmers Movement Cornwall

It has come to Cornwall Council's attention that an organisation called Farmers Movement Cornwall has recently written to Town and Parish Councils under the heading "A Request for Parish Councils and Local Authorities to Declare a 'Farming Crisis and Food Security Emergency' and to Adopt a 'Food Security Restoration Policy to Address the Problem.'

The Council is concerned about some of the information being promoted by this organisation on its website. This includes information which the Council considers could be seen as discriminatory in nature and, as such, not in line with our collective local government values.

We are writing to Cornwall Councillors and town & parish councils to bring this to your attention so that you are able to undertake your own due diligence.

I have asked that the Localism Team not to share the organisation's correspondence or website with third parties.

If you have any queries, please contact either me or [stephen.foster@cornwall.gov.uk](mailto:stephen.foster@cornwall.gov.uk).

Regards

Simon

Simon Mould | Head of Resilient Communities

Cornwall Council |Communities

[simon.mould@cornwall.gov.uk](mailto:simon.mould@cornwall.gov.uk) | Tel: 01872 323740 | Mobile: 07889139331

[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'

Town Clerk's suggested response:

To Farmers Movement Cornwall

Thank you for your email dated 26<sup>th</sup> February 2025 which was considered by Council at their meeting on the 31<sup>st</sup> March 2025. Whilst Truro City Council supports Cornish farmers and their efforts to produce locally sustainably produced food it is unable to support your call to declare a "Farming Crisis and Food Security Emergency" and to adopt a "Food Security Restoration Policy" due to the political statements made on your website.

Regards

David

David Rodda MBE  
Town Clerk  
Truro City Council  
Truro Community Library  
Union Place  
Truro  
TR1 1EP

07572 314977

[clerk@truro.gov.uk](mailto:clerk@truro.gov.uk)

Website: [www.truro.gov.uk](http://www.truro.gov.uk)

Dear Mayor & Councilors

I Apologize for taking so long to write, but I got there in the end. I would just like to thank you all

for your generosity and lovely comments in my leaving card and

for all the leaving gifts I was presented to on my last day of work. I was overwhelmed by everybody's generosity.

Retirement hasn't kicked in yet but I'm sure I'll adapt in the next few weeks.

I enjoyed my years at the Council and many of you I've known for many years.

Thank you all once again for my wonderful send off. Liz Ayres



**Bardh Meur – Gwythvosen**

Grand Bard – Jenefer Lowe

**Kannas Bardh Meur – Myrgh an Tir**

Deputy Grand Bard – Loveday Jenkin

\_\_\_\_\_ An Spyrys Keltiek a Gernow - The Celtic Spirit of Cornwall \_\_\_\_\_

3 Park Road  
Redruth  
TR15 2JD

Town Clerk, Truro City Council  
Municipal Buildings  
Boscawen Street  
Truro, TR1 2NE

10/03/2025

Dear Mr Rodda,

You may be aware that 2028 will be the centenary of the revived Cornish Gorsedh. This is a very significant moment for Cornwall, and the Gorsedh Council is keen to hold its 100th Ceremony in Truro, in September, as the highlight of the year's celebrations. The last time that the Gorsedh was held in Truro was in 2004.

In 2004 we worked closely with the Council and the result was a very well organised event which attracted a great many people into the town for the day. Since 2004 the events surrounding the Gorsedh, termed the Esedhvos Kernow, have multiplied to fill a week in advance of the main ceremony. Gorsedh Kernow is developing the Esedhvos further each year to provide a major showcase for Cornish culture, working with local organisations locally and Cornwall-wide. We intend to ensure that the centenary Esedhvos is a major event, which will provide additional benefit to the City.

As this will be a major landmark event, we are eager to begin planning well in advance, so that this vital moment can be a major spectacle, celebration and springboard for the future. We hope that Truro, standing as it does at the centre of Cornwall and Cornish cultural life will feel able to join us in making the event the best it can be. We do know that people will be making a special effort to be here for the Centenary and are convinced that Truro would be the ideal setting for this important anniversary

Skrifennyades – Kesglywores

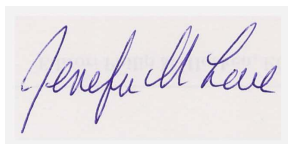
Secretary – Jane Ninnis Eboost / Email [secretary@gorsedhkernow.org.uk](mailto:secretary@gorsedhkernow.org.uk)

Alhwedhor – Mab Eglosvelyan

Treasurer – Jerry Rogers Eboost / Email [treasurer@gorsedhkernow.org.uk](mailto:treasurer@gorsedhkernow.org.uk)

I would be grateful if you would bring this matter to the attention of the Council and look forward to hearing whether they would be in favour of hosting the Centenary events. I am of course happy to provide a presentation to you and to Councillors, should they so wish, or to supply any additional information required.

Dhywgh hwi yn lwl / Yours sincerely,

A handwritten signature in blue ink on a light-colored background. The signature reads "Jenefer Lowe" in a cursive script.

Gwythvosen?Jenefer Lowe

Bardh.Meur?Gorsedh.Kernow  
Grand Bard, Gorsedh Kernow

Skrifennyades – Kesglywores  
Secretary – Jane Ninnis Ebst / Email [secretary@gorsedhkernow.org.uk](mailto:secretary@gorsedhkernow.org.uk)

Alhwedhor – Mab Eglosvelyan  
Treasurer – Jerry Rogers Ebst / Email [treasurer@gorsedhkernow.org.uk](mailto:treasurer@gorsedhkernow.org.uk)

Dear David,

**Notification relating to a property asset in your town/parish: 2 & 4 Newquay Road, Truro**

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

**Why are we contacting you?**

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

**If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.**

**What happens next?**

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

**Please provide your comments/queries below and email back to me ([sadik.miah@cornwall.gov.uk](mailto:sadik.miah@cornwall.gov.uk)):**

Question	Response
Does your town/parish council have an interest in the asset?	<p><i>Please delete as applicable:</i></p> <p><b>The town/parish council has an interest in the asset</b>  <b>YES/NO</b></p>
Please provide some brief details regarding the likely future use of the asset by your council.	<p><i>Please briefly comment below</i></p>

Thanks

**Sadik Miah | Data Management Technician | Property Services**

**Cornwall Council | Assets, Capital & Commercial Services**

[Sadik.Miah@cornwall.gov.uk](mailto:Sadik.Miah@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'

### Asset Management Group Briefing Document

	Comment
Site name and address	No 2 & 4 Newquay Road, Truro
UPRN	18405 & 19914
Directorate	Property Commercial
Estimated Holding Cost Value	£3,300
Property Description	<p>Two residential properties currently in the Property Commercial portfolio that was originally purchase via EGS/Transportation capital programme.</p> <p>Houses was being held for Strategic Housing; however, they have not been able to make a viable business case to refurbish the houses due to the costs required.</p> <p>It is understood that both properties are 3 bedroom and are semi detached on the outskirts of Truro in close proximity to the Eastern Park and Ride in Truro.</p>
Planning position	Both are residential dwellings C3
Plan Insert or attach	

Photograph  
Insert or attach



Recommendation	Release via the asset release process.
Surveyor	Dan Thairs
Date prepared	09/04/2024

Thank you for your bid to our Customer & Community Improvement Fund, for your project “Truro Rail Activity Information Network (TRAIN)”. We were very pleased to receive such breadth and quality of bids this year but sadly this means we are not able to fund every applicant.

On this occasion we have decided not to fund your project. I appreciate that this is disappointing, and we have had to make some hard choices.

This really was a very difficult decision. We are committed to working with local communities and want to do as much as we can. The quality and range of bids we received just meant that we simply could not fund everything, but we are very grateful that you did bid, and I am sorry it is not better news.

We will be back in touch as and when we have news of any fund for next financial year.

Best wishes

**Emma Morris | Senior Community Impact Manager | Great Western Railway**

3rd Floor | Milford House | 1 Milford Street | Swindon | SN1 1HL

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