

TRURO CITY COUNCIL



Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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26 February 2025

To: The Mayor (Cllr Mrs C Swain)
Deputy Mayor (Cllr S Rabey)
Chairman and members of the
PARKS AND AMENITIES COMMITTEE:

Councillors Biscoe, Eathorne-Gibbons, Griffiths, La Borde, Roby, Roden, Sealy, Southcombe, vacancy and Chairman of Finance and General Purposes Committee Councillor Webb and all other Members of **TRURO CITY COUNCIL** *for information*

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Parks and Amenities Committee will take place on **MONDAY 3 MARCH 2025 at 7.00 pm** in the **Large Meeting Room, Second Floor, Truro Community Library, Union Place, Truro TR1 1EP** for the transaction of the under mentioned business:

AGENDA

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

- *In the event of a fire:*
- *Do not attempt to use the lift. This will not operate during a fire alarm.*
- *There is a refuge for those people unable to use the stairs is designated between the fire doors on the landing. Staff will guide people to this area and then make the Fire Brigade aware of people waiting in this area to be evacuated.*
- *Staff will check rooms and help any people on this floor.*
- *Exits are available via the main staircase and also on the second floor via Adult Education and on the first floor through the Finance Office at the end of the corridor and down the fire escape. Follow the signs.*

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

To **note** apologies.

2 DECLARATIONS OF INTEREST

3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS (5 Minutes)

4 MINUTES page 4

(APPENDIX A)

To **resolve** to approve and sign the Minutes of the Parks and Amenities Committee Meeting held on Monday 3 February 2025.

- 5 **CORRESPONDENCE**
- a. To note website message dated 08.02.25 regarding fairy doors at Coosebean.
(APPENDIX B) page 9
 - b. To note email dated 10.02.25 regarding fairy doors at Coosebean.
(APPENDIX C) page 11
 - c. To note email compliment dated 11.02.25 regarding Victoria Gardens.
(APPENDIX D) page 12
 - d. To note email compliment dated 25.02.25 regarding Boscawen Park.
(APPENDIX E) page 13
- 6 **COMMEMORATION AND MEMORIALS POLICY** page 14 *(APPENDIX F)*
To **recommend** the amended policy to Council for adoption.
- 7 **CLOSURE OF KENWYN CHURCHYARD**
To **discuss** maintenance options. Verbal report.
- 8 **APPLICATION FOR USE** *(APPENDIX G)* page 22
Truro Running Club have applied to use Penarth Lane for part of their 10km Trail Running Race. Event timings: set up 16:00 – 19:00, event 19:00 – 21:00 and pack down 21:00 – 22:00. Committee to resolve to refuse permission for this event to take place.
- 9 **WORKING GROUP AND SUB-COMMITTEE**
- a. Truro Nature Recovery Forum
 - i. to **note** minutes of the Forum meeting held on 12 February 2025. Previously circulated with Council agenda. *(APPENDIX H)* page 26
- 10 **STANDING ITEMS**
- a. Boscawen Park - Dredging of Swanpool – Update
This item is included in the Towns Deal grant funding bid for facilities in Boscawen Park.
 - b. Towns Fund Deal Board Boscawen Park Sports Hub Project Update
 - c. Swing Bridge Project Update
Parks and Amenities Officer to report.
- 11 **INFORMATION ITEMS**
- a. Idless Nursery
 - b. Parks and Amenities Officer's Report page 30 *(APPENDIX I)*
 - c. Zero Carbon Officer's Report
Verbal report at meeting.
- 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 items by reason of its confidential or special nature: business.
- 14 **ADDITIONAL RECREATION/PUBLIC AMENITY LAND PURCHASE**
Resolves to recommend 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. *(APPENDIX J)* page 31

- 15 **READMITTANCE OF THE PRESS AND PUBLIC**
Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items
- 16 **DATE OF NEXT MEETING**
Monday 7 April 2025. The deadline for items for the next agenda is noon
Tuesday 1 April 2025.
- 14 **ITEMS FOR FUTURE MEETINGS**
Kenwyn Hill Playing Field Sublease Report, Parks Department Service Plan, Padel Tennis report and pond policy.



DAVID RODDA MBE

TOWN CLERK



CITY OF TRURO
Town Clerk

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 3 FEBRUARY 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), Southcombe, Swain (Mayor), and Webb (Chairman of the Finance and General Purposes Committee).
- APOLOGIES:** Councillors Roby and Roden.
- ABSENT:** Councillors Sealy, and Griffiths.
- ALSO IN ATTENDANCE:** Councillor Mrs Carlyon.
Richard Budge, Parks & Amenities Officer.

1. COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies for absence as submitted were noted.

PK/24/1161

2. DECLARATIONS OF INTEREST

None.

PK/24/1162

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

None.

PK/24/1163

4. PUBLIC MINUTES

[Councillor Mrs Carlyon entered the room at 19:01.]

It was proposed by Councillor Rabey, seconded by Councillor La Borde, and **RESOLVED** that the minutes of the Parks and Amenities Committee Meeting held on 6th January 2025 were a correct record and signed.

PK/24/1164

5. CORRESPONDENCE

- a. *Email dated 4 January 2025 from Royal Observer Corps Association requesting a commemorative flower bed at Victoria Gardens and flag flown at the Municipal Buildings.*

The Parks & Amenities Officer (PAO) introduced the letter and informed members that the Victoria Gardens Head Gardener looking into simplifying and costing the design. Members discussed the number of memorials in Victoria Gardens and if this was to be an annual event, one off or a permanent installation. It was clarified that the flag would need to be supplied by them.

It was proposed by Councillor Biscoe, seconded by Councillor Rabey and **recommended** a simplified design be approved for planting in Victoria Gardens, for one year only, and the flag be referred to the Finance &

PK/24/1165

General Purposes Committee for decision with the caveat that the flag is provided by the organisation.

- b. *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.*

The committee learnt, from the PAO, that the LTA, despite recognising Padel Tennis, would not support the conversion of any existing court(s) at Boscawen Park. Members considered potential locations, heard report of noise complaints from the sport elsewhere, and wanted to see market research that evidenced the demand for the facility in Truro.

The email was **noted**.

PK/24/1166

It was **recommended** to reply stating at present Truro City Council has no area which could accommodate the facility and suggest they make contact with the Langarth Developers and surrounding parishes.

- c. *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 Biscoe, seconded by Councillor Rabey and **recommended** to allow the training 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.

PK/24/1167

- d. *Email dated 28 January 2025 from Senior Safety Advisor RCHT to request the landing of helicopters at Boscawen Park.*

Context of the letter was established by the PAO referencing an incident involving a helicopter landing, leading to an assessment at Treliske and subsequent cessation of larger helicopters operation from the landing pad on site. There had been emergency landings at Boscawen Park, most recently during the winter, and had caused damage to the pitches where it had sunk in the soft ground by one foot deep. A large 'H' had been marked for the landing in the meantime. The PAO said that allowing this after drainage works were done at a considerable cost was not advised and instead suggested other land in Truro City Council ownership.

The committee agreed an alternate site would be better placed to serve this function, members putting forward ideas notably the landing pad at New County Hall and Truro Airfield. The Civil Aviation Authority regulatory implications were in addition to the insurance liability.

The committee **recommended** to Full Council that Truro City Council should not be prepared to accommodate the request but would allow the landings until May and help with finding an alternative site. It was also requested the insurance company be consulted.

PK/24/1168

6. **COMMEMORATION AND MEMORIALS POLICY**

The draft 'Commemoration and Memorials Policy' was presented by the PAO.

A member asked what the implications of the Fairy Doors would be if the policy is adopted. It was reported that since the draft policy was written

recent events had occurred but that this committee encouraged amend the policy before approval to account for this.

Discussion centred around the un-natural materials used and the harm they may cause to the environment whether tied to or affixed to trees. During this a member enquired where the liability for injury falls as a result of damage to unpoliced installations.

It was the queried how the classification of memorials and commemorations is decided at Truro City Council and how that applies in the instances of paths and walks being named for someone.

It was decided to seek views of the public when writing the policy where impact on a community installation is possible.

Members of the committee remarked this policy presented a list of that which cannot be done rather than that which can; in addition to this it was felt the advisory points, such as warning of the risk of theft of brass plaques on benches, should be part of the talks with applicants and not be written into the policy.

A Councillor alleged the policies allowance of tree planting in areas of environmental significance, for instance Daubuz Moor, would conflict with nature therefore required further limitations.

It was questioned how given 3.1 of the policy stating "it is not necessary that the commemorated individual was a resident of Truro" the number of benches could be restricted as not to overrun any area but still accommodate new requests. Other members asked that an expiry of 15 to 20 years for names on a bench be used to free up spaces for plaques in the future.

It was **RESOLVED** Councillors read the draft policy, send suggested amendments within two weeks and the policy be reviewed again at the next meeting of the committee.

PK/24/1169

7. THE LEATS

Following Committee permission Councillor Mrs Carlyon, having requested this item, spoke of her wish to see the leats working once more and bring the town 'alive'.

The PAO clarified the Environment Agency (EA) are responsible for the supply of water to the system, Cornwall Council for the channels, and Truro City Council for the tank to Castle Street as well as the City centre maintenance. He also reported that the EA would look to jet the system when water levels are low enough and change the catch tank in the summer as well as help in installing a second pipe if the ram is moved.

Members were reminded of the residents' complaints of the vibrations and noise from the ram pump, hence the reason for needing to relocate following numerous sound dampening methods.

A councillor turned attention to a previous instruction given to the PAO to seek the listing of the system commenting this should remain on the table but be postponed until after any works are completed to avoid complication.

Members requested that the Chairman of the Planning And Licensing Committee, with the Town Clerk and Parks & Amenities Officer write a strong letter requesting the prompt removal of the temporary concrete over the channels and replacement with iron plates.

PK/24/1170

8. APPLICATION FOR USE

The PAO introduced the application by Truro Cricket Club to hold a match and use the field for parking, he made members aware that drainage works were about to be initiated at great expense. He had been in contact to support in finding alternative transport methods.

Councillors noted the importance of this match for the town and Truro Cricket Club's viability.

It was proposed by Councillor La Borde, seconded by Councillor Eathorne-Gibbons and **recommended** that the Truro Cricket Club application for use be approved with the exception that parking on the field is not permitted. **PK/24/1171**

9. WORKING GROUP AND SUB-COMMITTEE

a. Truro Nature Recovery Forum

The minutes of the Truro Nature Recovery Forum meeting held 11th November 2024 were **noted**.

PK/24/1172

The minutes of the Truro Nature Recovery Forum meeting held 15th January 2025 were **noted**.

PK/24/1173

The PAO reported that the grant application had been unsuccessful.

PK/24/1174

10. STANDING ITEMS

a. Boscawen Park Dredging of Swanpool Update. It was reported that Council had agreed to a direct award following an unfruitful open tender process.

PK/24/1175

b. Towns Fund Deal Board, Boscawen Park Sports Hub Project Update. Planning permission had been approved, most of the site had been cleared with the chemical store yet to be demolished by an authorised contractor, and all the tunnels and greenhouses had been sold, or gifted to smallholders and other local authorities. The contractors were due to start in June.

PK/24/1176

c. Swing Bridge Project Update. There was nothing to report.

PK/24/1177

11. INFORMATION ITEMS

a. At Idless Nursery the small greenhouse had now had final bench installation.

PK/24/1178

b. The Parks and Amenities Officer's report was **noted**.

PK/24/1179

c. The Zero Carbon Officer's report was **noted**.

PK/24/1180

12. EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Swain, 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

PK/24/1181

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

13. RENEWAL OF TRADING RIGHTS

Councillors discussed previous arrangements and the agreement to supply the café in the park with ice creams.

A member requested that there be negotiations for the use of the electrical hook up connection rather than the diesel engine.

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **recommended** to Council that Truro City Council agree to grant the Council's Contractor the trading rights for the next year. PK/24/1182

14. RETURN OF THE PRESS AND PUBLIC

It was proposed by the Councillor Eathorne-Gibbons, seconded by Councillor Rabey and **RESOLVED** that the press and public be invited to return to the meeting.

PK/24/1183

15. DATE OF NEXT MEETING

Monday 3 March 2025.

PK/24/1184

16. ITEMS FOR FUTURE MEETINGS

The items were noted. [Pond Policy, Kenwyn Hill Playing Field Sublease Report and Parks Department Service Plan, Kenwyn Churchyard Maintenance]

PK/24/1185

The meeting closed at 20:33.

CHAIRMAN

Appendix B

The message below was submitted from the Truro City Council website. Supporting the 'Fairy Doors of Malabar and Coosebean' for John Rowe and our community. There are multiple benefits of the Enchanted Fairy Trail and I would like for you to hear them to recognise the importance of protecting this space. According to UK Chief Medical Officers Physical Activity Guidelines the recommendation is that 'all children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes every day.' The Fairy woods promotes not only children's Physical Development by getting them walking, running & moving, but also their Communication and Language skills as they talk with excitement about what they see along the trail. In addition to this, the trail enhances children's imagination contributing to all areas of learning and development such as social skills, creative thinking, cognitive development and much more. 'Nearly a third of children aged 2 to 15 are overweight or obese and younger generations are becoming obese at earlier ages and staying obese for longer. Obese adults are seven times more likely to become a type 2 diabetic than adults of a healthy weight.' We are all more than aware of the current situation with our health care system. By allowing children to become unhealthy and overweight we are only putting more pressure on our already failing NHS system. Surely Truro City Council should be working with the community to support the NHS system considering our main hospital in Cornwall is located in Truro. According to our NHS 'watching TV, travelling by car, bus or train, or being strapped into a buggy for long periods are not good for a child's health and development.' At the Fairy woods children do not want to be in the pushchair/carrier etc. they are desperate to be out exploring and walking. I can confidently say this, as well as having a young child of my own, I am also the owner of a small, local nursery who regularly use the Fairy Woods. I have taken children as young as 2 years old who have walked the entire trail which is more than an hour of exercise in total. As a nursery owner with over 10 years experience in early years, I understand the difficulties of getting children to happily walk without wanting to be carried most of the way. This is never the case at the Fairy Woods, by having so many exciting fairy houses to look at they're encouraged to keep moving/walking. These children often ask to go to this woods as there is something to look forward to once they are there, it's a magical place for them to learn and develop and it needs to be protected. All in all this promotes children's emotional & physical wellbeing which should not be overlooked considering mental health issues are on the rise. In addition to this, this walk is free unlike many physical activity groups. For example, I pay £7 per session to attend a gymnastics class for my daughter to keep her active. Many families could not afford this as an extra weekly cost. To have a nice, free space for children to get active is essential in Truro. John Rowe works hard to make these beautiful, meaningful fairy houses for others to enjoy, it's not acceptable for heartless members of the community to vandalise them. John lost his Son aged 45 nearly 8 years ago, his Fairy Door is one of the first. From then he has continued to honour, recognise and remember others. This brings a sense of community and love to Truro, for once it's nice to see people come together instead of pulling them apart. Truro City Council entered the Fairy Doors in Britain in Bloom which won in 2024 but you still do not want to protect it. The vandalism needs to stop, meaning we need to do something to stop it. I understand the cost implications of having CCTV cameras put up around the woods, however I'm sure many of the 6.5 thousand or more people following the 'Fairy Doors of Malabar and Coosebean' Facebook page would willingly contribute towards this via a 'GoFundMe' page. The

cameras would deter people from vandalism, potentially catch the perpetrators if they do vandalise, and may even be able to punish them for their actions to stop them from reoffending. This would mean that this space could be protected not only for the fairy houses but also for the wildlife and natural environment amongst it. I really hope you take the time to consider the above, this Fairy Trail is so special in more ways than one which benefits so many lives in so many ways.

Date: 8th February 2025

Time: 9:34 pm

Appendix C

To whom it may concern,

I am so disheartened, along with, I'm sure, many others at the constant vandalism that continues to happen to the fairy doors along the trail at Coosebean.

The mindless destruction of these often sentimental doors is absolutely heartbreaking, not only to those who enjoy the magic of this special place, but to families who have names of loved ones no longer here scribed upon those doors and who seek comfort in coming to visit and lastly to John Rowe who devotes his time, skill and passion for giving back to the Community completely selflessly and for the only reward being to bring joy to others in his community.

It's is therefore even sadder to hear that, after a long battle of constantly repairing these and not wishing to let these heartless individuals win, that he has almost finally given up on this endeavour as it is not sustainable to keep going like this when his good work continues to be undone.

I understand that he is not allowed to put trail cameras up in order to protect this special place and monitor this ongoing vandalism against our community. I would therefore implore Truro City Council to consider a reasonable alternative to this as I fear the alternative will be that we will all lose this wonderful place that is so lovingly cared for by John and that would be such a sad loss for the many families like my own who visit this place regularly.

Regards,

Appendix D

To The Town Clerk
David Rodda MBE

We live in Cheshire and visit family in Truro several times a year.

Each time we stay in Truro we like to go and visit Victoria Gardens. They are always so impressive, well kept and always very clean.

We really love the grounds.

Each time we go it is nice to see familiar faces who are always working so hard and very friendly. Last time we were there we asked one of your staff for their name. He told us his name is Darrell. He is always very polite, friendly and passionate about the gardens which is so nice to see these days. He helps to make our visits so pleasurable.

People are very quick to complain but rarely speak up about excellent service hence our letter.

Please would you pass on our feedback and thanks to Darrell and all the team at Victoria Gardens. They are all doing a great job.

Many Thanks

Appendix E

From: XXXXXXXXXXXX
Sent: 25 February 2025 10:06
To: Info <Info@truro.gov.uk>
Subject: Boscawen Park

I am writing to complement the city council on the wonderful facilities you have at the park. I understand from plans I've seen that you intend expanding facilities on the far side of the grass pitches.

My question is, when will the existing facilities by the cafe be finished off. As a regular park user I am amongst lots of users who would really like to see the changing facilities open. The runners returning from their meet covered in mud, the rowers changing out of wetsuits all have to change in the back of their cars. Tennis players coming straight from work or going to work straight from the courts, we would all appreciate the changing rooms to be open.

Thank you for your attention in this matter

Report to:	Parks and Amenities Committee	
Date:	3/02/2024	
Title:	Commemoration and Memorials Policy Report	
Authors, Roles and Contact Details:	<p>Richard Budge Parks and Amenities Officer richard@truro.gov.uk</p> <p>Amelia Sharp Zero Carbon Officer amelia@truro.gov.uk</p>	
Approval and clearance obtained from chair of committee:		
Urgency Procedure(s) used? If yes include rationale.	N	
Recommendations to Council: That the amended draft policy be adopted.		

1. Executive Summary

- 1.1. The attached policy details the process of creating official memorial benches and trees on land owned/managed by Truro City Council as well as outlining how unofficial commemorations or memorials will be managed on land owned/managed by Truro City Council. It is formatted to be read as guidance for applicants so that it serves a dual purpose.
- 1.2. It is recommended that the policy is accepted by the Committee to encourage a clear and fair process, and to prevent plastic pollution.

2. Purpose of Report and key information

- 2.1. The purpose of this report is to clarify the process by which an official memorial bench or tree may be installed on land owned/managed by Truro City Council as well as how unofficial installations are managed, to both staff and members of the public.
- 2.2. The policy is formatted to be understood as guidance for applicants, so that it may be used for such purposes as well as guiding staff.
- 2.3. Staff have reported instances of plastic pollution as members of the public have left balloons, flowers, wreaths, and other items at existing memorial sites as well as at various locations across our parks, gardens and managed land. This report includes a clause to discontinue this behaviour due to the potential harm to the environment as well as obstructing access to benches, and permit staff to remove these items.

3. Benefits for Customers/Residents

- 3.1. A clear and fair process is outlined so that applicants may feel confident in applying for an official memorial, and potential for conflict due to confusion or perception of unfair treatment is minimised.

4. Relevant Previous Decisions

N/A

5. Consultation and Engagement

The draft policy was considered at the last Committee meeting on 3 February when Members agreed that they read the draft policy and send suggested amendments within two weeks and the policy be reviewed again at the next meeting. To date no suggested amendments have been received from Councillors.

- a. Since the meeting the policy has been reviewed and amended as follows:
- b. References to brass plaques have been removed from the first and second pages.
- c. New sentence 1.17 has been added on the second page regarding expected life of the bench.
- d. Sentence 3.2 on the fourth page has been amended for clarity.
- e. New sentence 3.12 has been added for clarity.

The proposed changes to the draft policy are shown via tracked changes for information.

6. Financial Implications of the proposed course of action/decision

- 6.1. The costs for the units and installation fees are outlined in the policy and are consistent with previous operations.
- 6.2. Purchasing and installation costs are covered by the applicant.
- 6.3. Affordable options are available for each memorial type.

7. Legal/Governance Implications of the proposed course of action/decision

- 7.1. The policy is consistent with previous operations.

8. Risk Implications of the proposed course of action/decision

N/A

9. Options available

- 9.1. Recommended: That the Truro City Council Commemoration and Memorials policy be adopted, subject to agreed amendments.
- 9.2. No action taken. This option is not recommended as no policy exists at present regulating the application process, maintenance, and removal conditions for memorials created by Truro City Council.

10. Supporting Information (Appendices)

Policy (attached)

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 all reports)	Yes	26.02.25
Deputy Town Clerk (Finance and HR) (Required for all reports)		

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 which is expected to be in the region of 15 years.

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

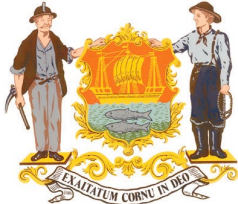
- 3.1. In recognition that Truro is a special place for visitors as well as residents, it is not necessary that the commemorated individual was a resident of Truro.
- 3.2. Truro City Council cannot grant applications to commemorate the animal deceased.
- 3.3. Memorial capacity in areas managed by Truro City Council is determined by the Parks and Amenities Officer.
- 3.4. 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.
- 3.5. 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.
- 3.6. What constitutes unauthorised materials is to be determined by the Parks, Amenities and Facilities Officer in accordance with the Memorial Policy.
- 3.7. 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.
- 3.8. 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.
- 3.9. Truro City Council maintains the right to remove a memorial if deemed necessary and accepts no replacement liability.
- 3.10. Regrettably, Truro City Council does not consider applications from the public for other types of memorials, for example memorial planting beds or artworks.
- 3.11. 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.
- 3.12. 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
 - 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 Appendix G



CITY OF TRURO

Application for use of Truro Parks and Gardens

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

Applicant Information	
Name of applicant: Callum Pinch	Date: 20/02/2025
Name of Company / Organisation: Truro Running Club	
*Please provide charity reg no if applicable	
Contact Number: XXXXXXXXXXXXX	Email Address: XXXXXXXXXXXXX
Address: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Invoicing Details: Truro Running Club	Purchase Order Number:
*If different to the above	*Please provide a PO# if applicable
Event Details	
Name of Event: Truro Trail 10k	Date of Event: 18/06/2025
Name of Onsite Contact: Callum Pinch	Onsite Contact Number: XXXXXXXXXXXXX
Park or Garden:	
Description / Purpose of Event: 10km Trail Running Race	
Type of Event: Run / walks	Approx. number of attendees: 250 Entry Limit
*If other is selected please list type of event:	
Will your event be ticketed? Yes	If yes, what is the admission price: £13-19

Please note not all sections may be relevant to your event or activity, please put N/A if this is the case. Supply as much information as possible on the other sections and if more information will follow please state as such.

Completed form, together with require documents and any additional sheets / information to be returned to: Cheryl Simpson, Municipal Buildings, Boscawen Street, Truro, Cornwall, TR1 2NE or email: Cheryl@truro.gov.uk

TRURO CITY COUNCIL

<p>* Following your event, we may require more detailed information on attendees / participants. This information will be used strictly for our own monitoring requirements</p>	
<p>Timings: *If your event has a marquee and exhibition, please list marquee set up date and times as well as exhibitor set up date and times.</p> <p>Please note all Marquees or structures are only permitted to be set up and packed down after retail trading hours (after 5pm and before 9am).</p>	<p>Set up: 16:00-19:00</p> <hr/> <p>Event timing: 19:00-21:00</p> <hr/> <p>Pack down: 21:00-22:00</p>
<p>Amount of space required: N/A</p>	
<p>Type of set up: N/A</p> <p>*Please attach floorplan of proposed set up, showing the positions of stalls, marquee, exhibition units and vehicle display etc.</p>	
<p>Marquee supplier contact details: N/A</p> <p>*Please supply the name of the Marquee company as well as your contacts name and number – if applicable.</p>	
<p>Do you require use of electricity? N/A</p> <p>*Please ensure all equipment is fit for purpose and Portable Appliance Tested.</p>	
<p>Will you require use of water? N/A</p>	
<p>Will you have any vehicles involved: N/A</p> <p>*Please list type of vehicles, weight of vehicles, how many and when they will be used.</p>	
<p>Do you intend to have security staff at this event? No</p> <p>*If yes please provide your contacts name and number</p>	

Please note not all sections may be relevant to your event or activity, please put N/A if this is the case. Supply as much information as possible on the other sections and if more information will follow please state as such.

Completed form, together with require documents and any additional sheets / information to be returned to: Cheryl Simpson, Municipal Buildings, Boscawen Street, Truro, Cornwall, TR1 2NE or email: Cheryl@truro.gov.uk

TRURO CITY COUNCIL

Please provide details of your First Aid arrangements. Omega Medical paramedic booked - 07568080114

*Please provide your contacts name and number

Documents

Please provide the following documents:

*Please note all events are required to provide a minimum of a Risk Assessment as well as a copy of their Public Liability Insurance Certificate prior to any event or activity being approved. Please also tick and provide any other documents that are applicable to the event.

All relevant documents must be provided to the City Council 28 days prior the event or activities. Failure to comply may result in the City Council refusing or retracting permission to hold the event.

Risk Assessments of proposed event

Public liability insurance

*Please ensure you hold a current policy of insurance in respect of Public Liability or Third-Party risk (including products liability where appropriate). The event organiser is responsible for ensuring that any individual participant in the event has an adequate up to date Public Liability Insurance Policy. Truro City Council cannot accept liability for your activities.

Event Programme

*Please provide a draft programme of event activities.

Event Notification Form

*Please note you will be required to inform Cornwall Council of your event, by filling out their Event Notification Form. All relevant services such as the police, ambulance, and fire services as well as LSAG will be made aware of your event.

Temporary Event Notice Agreement

*Please note you will require a TENS if you event consist of any of the following:

- Plays or films
- Indoor sporting events, boxing, wrestling
- Live/recorded music
- Performance of dance
- Sale/supply of alcohol
- Provision of late-night refreshment (hot food and drink between 23:00-05:00)

TEN's are applied to and issued by Cornwall Council

Street Collection Permit

*Any person who intends to either collect money or sell articles for the benefit of charitable or other purposes in any street or public place requires a street collection permit from Cornwall Council

Certificate of Inspection for Inflatables/Rides

*Please note all inflatables and rides used during an event require a risk assessment and in-date certificate of inspection prior to the activity.

Please note not all sections may be relevant to your event or activity, please put N/A if this is the case. Supply as much information as possible on the other sections and if more information will follow please state as such.

Completed form, together with require documents and any additional sheets / information to be returned to: Cheryl Simpson, Municipal Buildings, Boscawen Street, Truro, Cornwall, TR1 2NE or email: Cheryl@truro.gov.uk

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 WEDNESDAY 12 FEBRUARY 2025 at 7.00 pm

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

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

ALSO PRESENT: Forum Advisors Mr Richard Argall (volunteer tree warden) and Mr Paul Caruana (volunteers, badgers & foxes)

APOLOGIES: Councillor La Borde and Ms Jade Neville (Friends of Coosebean and Cornwall Wildlife Trust).

ABSENT: None.

Also in Attendance: Richard Budge, Parks and Amenities Officer (PAO) and Cheryl Simpson, Committee Clerk.

1. APOLOGIES

Noted.

NRF/24/1210

2. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

There were no disclosures or declarations of interest.

NRF/24/1211

3. BRIEF INTRODUCTION FROM MEMBERS OF OUTSIDE ORGANISATIONS

Meeting attendees introduced themselves to the meeting. The Forum agreed that members of the public (external organisations etc) be allowed to speak during the meeting.

4. MINUTES OF MEETING HELD ON 15 JANUARY 2025

It was proposed by the Chairman, seconded by the Mayor, and

RESOLVED that the Minutes of the Truro Nature Recovery Forum Meeting held on 15 January 2025 were signed as a correct record. **NRF/24/1212**

5. REPORT BACK

a. Submission of expression of interest to the National Lottery Nature in Towns and Cities Fund

It was **noted** that the Council had been unsuccessful in its submission of expression of interest to the National Lottery Nature in Towns and Cities Fund. The Parks and Amenities Officer reported that Members could sign up to receive email notifications from the Towns and Cities Fund and join a webinar taking place on 26 February.

Action: Administrator to circulate email to Forum. [Done.] NRF/24/1213

b. External representative update

- i. It was **noted** that the Westcountry Rivers Trust could not provide a representative for the Forum but could attend a meeting if the River Fal and its tributaries were being discussed.
- ii. It was **noted** that Hannah Hughs, Associate Professor in Geology and Jens Anderson, Associate Professor of Economic Geology both from Camborne School of Mines, had both offered to assist in the Forum's future work from the perspective of geology.
- iii. It was **noted** that Cornwall Wildlife Trust and Exeter University Environmental Sustainability Institute had both been asked if they were interested in nominating a representative to the Forum. No response had been received from the Institute to date. The Administrator had also contacted Spaldings Associates regarding a geology input and had not received a response so far. It was agreed to contact Dr. Spalding to seek his interest in joining or advising the Forum.

The future involvement of the Council's Ranger Team was raised, and it was agreed to invite the Head Ranger to the next meeting.

Actions:

- i. Administrator to contact Dr Spalding. [Done.]
- ii. Administrator to invite Head Ranger to attend the next meeting. [Done.]
NRF/24/1214

6. WELCOME TO EXTERNAL REPRESENTATIVES

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

RESOLVED to appoint (a) Mr John Faragher as a representative of the Friends of Daubuz Moor and (b) Ms Jade Neville as a representative of Friends of Coosebean and Cornwall Wildlife Trust to become external representatives of the Forum.
NRF/24/1215

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

RESOLVED that Mr Richard Argall (volunteer tree warden) and Mr Paul Caruana (badgers, foxes and volunteers) be welcomed to attend Forum meetings as necessary as advisors with no voting rights and they be sent copies of meeting papers.
NRF/24/1216

7. DISCUSSION ON URBAN NATURE AND WHAT THE FORUM IS SEEKING TO ACHIEVE

The Chairman shared some photographs regarding examples of what might be achieved by the Forum as a starting point of a discussion. During a wide-ranging debate a number of points were made including:

- i. In relation to building a strategy, a holistic approach to Truro was advocated. This could involve balancing economic and nature activities in different parts of the Parish and acknowledging relevant risks in the process. Further, balancing a formal urban environment with an informal environment approach might lead to different investment in different areas. It was suggested that part of this process could be the formulation of overarching ambitious objectives/ principles as well as setting out specific aims or objectives under this. This included maximising the City's assets.

- ii. The link of such a strategy to the Council's Neighbourhood Plan and Planning and Licensing Committee's considerations was also raised. It was suggested that a nature recovery strategy could become a material factor in the forthcoming review of the Neighbourhood Plan. Central Government's commitment to increasing the number of houses was also relevant.
- iii. The importance of the European Eel was raised.
- iv. The link between a healthy environment and a healthy economy was touched upon.
- v. The importance of taking nature to people who lived in urban areas who were unable to access open spaces for all sorts of reasons was highlighted.
- vi. An aim of increasing native biodiversity with native species in urban areas where possible was also underlined. The question of how to encourage more biodiversity was key.
- vii. It was acknowledged that taking small steps to start with was important to increasing biodiversity in urban areas and the views of relevant experts was relevant, particularly in relation to potential impacts.
- viii. The impact of education, and it's link with culture and human behaviour was emphasised generally. Raising public awareness including the use of social media was considered important in encouraging people to change their behaviour. The Parks and Amenities Officer flagged up the Truro Britain in Bloom promotional video, which showed the huge amount of work already undertaken increasing biodiversity and working with the local community. It was suggested that the City Council could film some short information films of the work it already did promoting biodiversity and sustainability for social media use.
- ix. It was felt the City Council had an important role as strategic leader in terms of its potential ability to influence people and eg build on the success of the hedgehog sculptures on the Trafalgar roundabout.
- x. The Parks and Amenities Officer reported the Council currently managed about 100 acres of wild open space including land at Coosebean, Daubuz Moor, Beechwood Parc and also managed Truro Public Cemetery and Kenwyn Churchyard with wildlife in mind. Over the last 25 years or so practices had changed significantly. The Parks Department was producing more sustainable planting which could be re-used from year to year; direct sowing of wildflower mix was also used; it produced its own compost and leaf mould; some grassed areas were left unmown to increase biodiversity; the use of peat compost had reduced and the use of leaf mould, mulch and wood chip had increased; and there would also be a trial to use biochar in tree planting medium. These changes in approach had also reduced the Council's carbon footprint. The Council took part in the recent Forest for Cornwall initiative and also installed a range of bird, bat and insect boxes and brush piles to increase biodiversity. A much smaller amount of chemicals was now used. In the past alternative weed treatments including steaming, burning and hand hoeing had been trialled with limited effect on weeds and their regrowth.
- xi. Reference was made to the Butterfly Conservation Trust's recent work to create 'Moon Meadows' which were areas, both big and small which could be planted with nighttime pollinator-friendly plants.

[Could your team moonlight as moth conservationists? | Butterfly Conservation](#)

8. CITIZEN SCIENCE IN TRURO

The Chairman noted that there were a lot of projects people could get involved in and referred to the British Trust for Ornithology's annual Garden BirdWatch . [Garden BirdWatch and our garden and urban bird research | BTO - British Trust for Ornithology](#)

It was also suggested that Cornwall Wildlife Trust might be able to facilitate student assistance for Citizen Science work. NRF/24/1218

9. NEXT STEPS

The Chairman suggested that Citizen Science would form part of the next steps. It was suggested that an event to gauge people's interest could be arranged in the future. Mr Caruana advised that he was arranging a volunteer day on 1 June 2025 and perhaps this could be arranged as a dual event alongside a nature event. NRF/24/1219

10. NEXT MEETING

Tuesday 11 March 2025 starting at 7 pm. The Parks and Amenities Officer reported his apologies for this meeting. NRF/24/1220

The meeting closed at 20:32

----- CHAIRMAN

Parks and Amenities Officer's Report:

Boscawen Park

The old nursery site has been fully cleared of the remaining items on site following the gifting, repurposing and sale of polytunnels and greenhouses. It is now cleared for the next phase of the development to start.

Beechwood Parc

When the residents of Beechwood Parc group disbanded a sum of money was signed over to the City Council towards providing salt for the salt bins (for the highway) and also to plant up to the value of £600 of trees to be planted on the estate. A meeting was held with former member Ms Karen Moore and we looked at 11 possible tree planting sites. They were interested in having fruiting trees due to be planted in the next few months.

Newbridge Lane Playing Field

The City Council has been working with the friends' group and have installed a new access gate to try to avoid children running directly onto the road. There were a few issues when it was first installed from an accessibility perspective for people in wheelchairs or with pushchairs but this has been rectified and the gate is now swinging the other way. We will also be taking up some seated planters to the friends' group who are going to take on the maintenance of planters in the future.

Nursery – Gall Mite

Unfortunately, we have discovered that we have gall mite infestation on our dahlia corms and we have had to destroy all the corms for the summer season 2025. An order has been placed for replacement corms. This disease is notifiable to DEFRA and we're in the process of doing that.

Training

There are various training courses set up for Parks Department staff in the next few months. Firstly working at heights taking place on 3 and 4 March, secondly manual handling is due to take place in the first two weeks of April and finally, I'm also in the process of setting up first aid refresher training for mid-April.

RECOMMENDED:

That the report be noted.

Richard Budge
Parks and Amenities Officer
26 February 2025