

TRURO CITY COUNCIL



Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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20 November 2024

TO MEMBERS OF THE COUNCIL:

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

Dear Members,

I hereby give you notice that an Ordinary Meeting of Truro City Council will be held on Monday 25 November 2024 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**
 - a. To **note** apologies (to resolve to accept apologies if required).
 - b. To **note** that Councillor John Tamblyn has resigned as a Councillor.
 - c. To **resolve** whether to run the vacancy until the 2025 election or instigate co-option.
- 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 28 October 2024 Pages 156 - 162 (Minute Nos: 736 - 767) *(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.
- 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 Truro Nature Recovery Forum Meeting held 17 October 2024
(Appendix 4)
- b. To **note** the Minutes of The Furniss Coal Distribution Committee held 4 November 2024
(Appendix 5)
- c. To **note** the Public Minutes of The Parks and Amenities Committee held 4 November 2024
(Appendix 6)
The recommendations regarding the Royal Cornwall Show and Budget items will be discussed by Full Council at the Precept meeting in January 2025. Recommendations regarding carparking will be discussed as a whole - Truro City Council's Car Parking Order 2025 at the same meeting.
- d. To **note** the Minutes of the Planning and Licensing Committee held 7 November 2024
(Appendix 7)
- e. To **note** the Minutes of Truro Nature Recovery Forum Held 11 November 2024
(Appendix 8)
- f. To **note** the Minutes of The Finance and General Purposes Committee Held 11 November 2024
(Appendix 9)
The recommendation regarding the CCTV provision will be discussed at the Precept meeting.
The Committee made the following recommendation:
The advice note be adopted as amended so that paragraph 1 reads 'In relation to the **Staffing** Committee a Councillor is entitled to confidential committee papers on a need-to-know basis. A councillor is not entitled to these papers as of right.' and paragraph 2 reads 'A Councillor is entitled to attend **Staffing** Committee meetings, but they are not entitled to attend the confidential session of that meeting, of which they are not a member, as of right.'
(Appendix 10)
- g. To **note** Minutes of The Staffing Committee Held 18 November 2024 *(Appendix 11)*
- i. To **resolve** to adopt the Dignity at Work Policy. *(Appendix 12)*
- h. **Confirmation of the Appointment of an Internal Auditor** To note that the internal Auditor has been appointed for a term of three years from 2024 to 2027. To **note** the interim report.
(Appendix 13)
- i. **Budget**
To **note** the summary of the budget preparation. *(Appendix 14)*

j. Application for Grant

To **consider** an application for a grant from the Old Cornwall Society. *(Appendix 15)*

k. Christmas Opening Times

To **note** that the office will be officially closed between Christmas and New Year. The library will reopen on the 30th December.

l. Credit Card for Visitor Information Centre

To **resolve** to apply for one credit card with a limit of £500 to facilitate purchase of stock and postage.

m. Parks and Amenities Committee Vacancy

To fill a vacancy following Councillor Tamblyn's resignation.

n. William Yeoman Bennett Charity for the Poor Vacancy

To fill a vacancy following Councillor Tamblyn's resignation.

o. Furniss Coal Distribution Committee

To **consider** an expression of interest in joining the Committee from Councillor Sealy.

12. TO RECEIVE CORRESPONDENCE

a. The letter dated 11 November 2024 from Kenwyn Community Association regarding Remembrance Day. To **note** the letter of thanks. *(Appendix 16)*

b. To **consider** the invitation to submit a formal representation regarding St Paul's Church Truro. To **note** that a presentation will be held before the Planning Committee on 28 November and consider delegating authority to the Planning Committee to respond to the consultation. *(Appendix 17)*

c. Email dated 14 November 2024 from Cornwall Council's Chair Violence against Women and Girls (VAWG) cross-party working group. To **consider** whether to support the 16 days of action against gender-based violence campaign. *(Appendix 18)*

d. Emails dated 14 November and 23 October from Cornwall Council's Emergency Management Manager regarding telecommunications resilience planning. *(Appendix 19)*

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.

a. Confidential Minutes of the Parks and Amenities Committee held 4 November 2024
To **note** the confidential minute. *(Appendix 20)*

b. Regenco Business Case *(Appendix 21)*
To **note** the report and resolve to **approve** the Regenco Business Plan.

14. READMITTANCE OF THE PRESS AND PUBLIC

Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.

15. ITEMS AND DATE FOR NEXT MEETING

27 January 2025 (Precept meeting).
Truro City Council Off-Street Car Parking Order 2025

16. 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 28 OCTOBER 2024 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, Eathorne-Gibbons, Green, La Borde, Mrs Nolan, Nolan, Pascoe, Rabey, Rich, Stokes, Roby, Roden, Sealy, Southcombe, Sunderhauf, Unwin, Webb, Wetherill and Wells.

APOLOGIES: Apologies of absence were received from Councillors Mrs Carlyon and Griffiths, (personal), Councillor Hall, (business),

ABSENT: Councillor Tamblyn

Also in Attendance: David Rodda MBE, Town Clerk, Esther Greig, Deputy Town Clerk and Cheryl Simpson, Committee Clerk.

1. PRAYERS

Prior to the formal business of the Council, the Town Clerk said prayers.

2. APOLOGIES

It was proposed by the Mayor, seconded by Councillor Pascoe, and

RESOLVED that the apologies be **noted**.

24/736

3. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

None.

24/737

4. MINUTES OF COUNCIL

It was proposed by Councillor Wells, seconded by Councillor Green, and **RESOLVED** that the Minutes of the Council Meeting held on 30 September 2024 were considered a correct record subject to the amendment of Minute 24/572, second paragraph, second line: replacement of "Green" with "Old Bridge".

24/738

5. OPEN SESSION FOR CORNWALL COUNCILLORS

Councillor Wells Cornwall Councillor Moresk and Trehaverne

Councillor Wells reported that as referred to in the Town Clerk's report he would be attending a meeting next month with Cornwall Council's Portfolio Holder for Transport, Cornwall Council Members and Truro BID to discuss car parking arrangements in Truro, including an update on the Moorfield carpark. Arrangements for 3 days' free parking in Truro in December had been confirmed.

Wales and West Utilities would be holding a drop-in session on 2 January 2025 in relation to their planned works; there was also a compensation scheme for businesses and traders to apply to. The works formed part of a five-year plan to future proof the distribution of natural gas – the pipes could also carry other types of gas.

In response to complaints about increasingly uneven granite sets in Boscawen Street, following recent reinstatement works causing vehicles to run slowly and an uneven pedestrian surface, Councillor Wells asked Councillors to specify the particular areas of concern, and he would raise this with the relevant Highways Officer.

Councillor Nolan, Cornwall Councillor for Boscawen and Redannick

Councillor Nolan reported that a leaflet drop had taken place in the Camborne-Pool-Redruth area recently in advance of the new refuse and recycling collection arrangements. To date, Cornwall's recycling rate had increased to 50% and the new arrangements had been rolled out satisfactorily. Instead of wheelie bins, terraced properties would be provided with large seagull proof refuse bags. Food waste was currently transported to an anaerobic digester in Holsworthy, Devon.

Cornwall Council's Strategic Planning Committee had increased its threshold to 300 houses and found itself with no work; since then, it had recently lowered the threshold to 50 houses, so more meetings had been arranged.

He had attended an interesting visit to the Cyber Crime Unit noting that 70% reported crime related to Facebook marketplace scams.

Councillor Rich, Cornwall Councillor for Tregolls

Councillor Rich reported that he had attended the Local Government Association Conference last week and he had chaired a panel on zero waste, highlighting the large amount of plastic packaging in the waste stream despite available alternatives. He would be contacting the local MP about this matter. Secondly, he had also spoken to the relevant Minister of State emphasising Cornwall's distinctiveness in relation to the debate on devolution. Finally, he reported that he had located 2 derelict empty properties owned by Cornwall Council and he would report back to Council at a future meeting.

24/739

6. OPEN SESSION FOR ELECTORS OF TRURO

None.

24/740

7. TOWN CLERK'S REPORT

The Town Clerk's report was taken as read and **noted**. The Town Clerk highlighted that in relation to the Town Deal Projects, Government have confirmed that the end date for projects to be completed by has been extended until the end of March 2027. However, this was not a 'blanket extension' – each case would be decided on its merits. The planning application for the Boscawen Park Sports Hub was due to be submitted imminently. Drop-in sessions and engagement with local residents were also planned. In relation to the refurbishment of Lemon Quay, Red Hawk Events from Devon had been appointed after a selection process to write a long-

term strategy; the planned play areas in the planters would not be going ahead.

Finally, he reported that there was an opportunity to apply for funding from the National Lottery Heritage Fund ranging from £250K to £1M from their nature in cities and towns programme. The deadline for expressions of interest was noon 11.11.24 and he sought Councillor's views. If this was positive the Parks and Amenities Committee would be requested to support an expression of interest at its meeting scheduled for 4 November.

It was proposed by Councillor Roden, seconded by Councillor La Borde, and **RESOLVED** that the Parks and Amenities Committee would be asked to consider submitting an expression of interest in the National Heritage Lottery Fund scheme. **24/741**

8. COMMUNICATIONS FROM THE MAYOR

The Mayor's report was taken as read and **noted**. She highlighted that on 25 October she had attended a meeting of leaders of different organisations including Cornwall Council, Hall for Cornwall, Royal Cornwall Museum, Truro Cathedral, Visit Truro, Truro and Newham BIDs and the local MP discussing the need to work together to develop a shared vision for Truro. The meeting had concluded that Truro City Council was best placed to lead this work. Further, it was considered that the City Council should lead work on the strategic alignment and planning of events taking place in the City by working in a collective to ensure that there was an holistic plan for events held in Truro over the next 18 to 24 months. **24/742**

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

Councillor Biscoe reported that he had recently attended an event to celebrate the 30th anniversary of the establishment of Zebs youth centre and commended its work over the years. **24/743**

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

None. **24/744**

11. AGENDA ITEMS **24/745**

a) The Minutes of The Planning Committee 26 September 2024 were **noted**. **24/746**

b) The Minutes of Parks and Amenities Committee held 10 October 2024 were **noted**. Councillor Wells pointed out that that Councillor Webb rather than himself had attended the meeting, and this would be corrected. **24/747**

I Minute PK/24/645 Charges for using Parks and Gardens

It was commented that no specific community engagement had taken place on this proposal. The Town Clerk, in noting that general engagement with parks users took place on a day-to-day basis, agreed to feed this back to the Parks, Amenities and Facilities Officer.

It was proposed by Councillor Roden, seconded by Councillor Webb, and **RESOLVED** that Truro City Council make the charges as set out in the report i.e. half the football pitch booking fee for sport training session; football pitch booking fee for rounders matches etc and administrative fee for exercise classes and use of the boule/petanque piste etc. 24/748

- c) The Minutes of The Land at Comprigney Hill (Coosebean) Steering Group held 10 October 2024 were **noted**. 24/749

I **Minute LCH/24/634 Carrying out specialist surveys/technical studies**

It was proposed by Councillor Roden seconded by Councillor Wells, and **RESOLVED** that a technical survey of the Land at Comprigney Hill be commissioned by the Parks, Amenities and Facilities Officer, on behalf of the Steering Group. 24/750

- d) The Minutes Of The William Yeoman Bennett Charity Held 14 October 2024 Not considered. 24/751

- e) The Minutes of The Minutes of The Finance and General Purposes Committee Held 14 October 2024 were **noted**. 24/752

The Town Clerk emphasised that if the City Council did not “option to tax” then the Council would have to cover the shortfall in funding of £132,000. He reminded Councillors that once the planning application had been submitted, a tender exercise would be undertaken before contractors were appointed. At this stage a business plan for the long-term operation of the building would be drawn up. 24/753

I **Minute F/24/675 Boscawen Park Sports Hub – VAT Options**

The report was **noted**.

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

1. Truro City Council “option to tax” for VAT purposes for all expenditure relating to the construction and operation of the Boscawen Park Sports Hub as identified in Map A set out in the report.
2. The starting date for the “option to tax” is set at 1 November 2024. 24/754

ii. **Minute F/24/669 CIL Money**

It was proposed by Councillor Roden, seconded by Councillor La Borde, and **RESOLVED** that £47,188.71 CIL Monies be split equally between projects for three buildings: Zebs (exterior wall). Hendra (roof), and the Library (fire escape and interior flooring in the children's library and children's furniture). 24/755

- f) The Minutes of the Planning Committee Held 17 October 2024 were **noted**. 24/756

g) **Procurement Panel for Contracts Exceeding £30,000 (inc, VAT)**

- i. It was clarified that procurement panels would be allocated in alphabetical order of surname. Page 2 of the report was amended by the replacement of “£29,999” with “£30,000”, page 3 of the report was amended by the replacement of “£99,999” with “£100,000”, “£249,999” with “£250,000” and “£249,999” with “£250,000”.

It was proposed by the Mayor, seconded by Councillor Pascoe, and **RESOLVED** that:

1. The formation of procurement panels to review contracts as and when required by Truro City Council Financial Regulations and the Scheme of Delegation be approved
2. Authority is delegated to award contracts for the town deal budget to either the Finance and General Purposes Committee or Town Clerk and Deputy Town Clerk/RFO as follows:
 - 2.1 That Council resolves to delegate review of tenders in excess of £25,000 (ex.VAT) to a panel consisting of three from the following as most appropriate;
Parks tenders: the Mayor or Deputy Mayor, the Chairman or Vice-Chairman of the Finance and General Purposes Committee, and the Chairman or Vice-Chairman of the Parks and Amenities Committee.
Finance and Town Deal tenders: the Mayor or Deputy Mayor, the Chairman or Vice-Chairman and one other Member of the Finance and General Purposes Committee, (allocated in alphabetical order of surnames).
Staffing Tenders: the Mayor or Deputy Mayor, the Chairman or Vice-Chairman of the Staffing Committee, and one other Member of the Finance and General Purposes Committee (allocated in alphabetical order of surnames).
And advised by the Town Clerk and/or Deputy Town Clerk.
 - 2.2 That Council resolves to delegate review of tenders for the town deal projects in excess of £250,000 (ex.VAT) to a panel consisting of three from the following; the Mayor and/or Deputy Mayor, the Chairman and/or Vice-Chairman of the Finance and General Purposes Committee, and/or the Chairman and/or Vice-Chairman of the Parks and Amenities Committee, advised by the Town Clerk and Deputy Town Clerk.
 - 2.3 The panel would make a recommendation for the award of contract to Full Council.
 - 2.4 In the case of urgency under the project timescales for the town deal, it is recommended that Council resolves to delegate authority to Finance and General Purposes Committee to approve contract awards under this budget, if the decision is required between meetings.
 - 2.5 In the case of urgency under the project timescales for the town deal, it is recommended that Council resolves to delegate authority to the panel to approve contract awards under this budget during the months of December 2024, August 2024, and December 2025.
Council and its Committees do not meet in these months.
 - 2.6 In the case of urgency under the project timescales for the town deal, it is recommended that Council resolves to delegate authority to the Town Clerk and Deputy Town Clerk/ RFO to approve contract awards under this budget during the pre-election period in April and May 2025.

24/757

Later in the meeting it was proposed by the Mayor, seconded by Councillor Unwin, and

RESOLVED that Councillors the Mayor, Chairman of Staffing Committee and Councillor Biscoe be selected to serve on the Procurement Panel for HR Tender Review on Friday 15 November 2024 starting at 09:00. **24/758**

h) **The Committee Attendance Briefing Note**

An animated discussion took place. A number of concerns were expressed that exclusion from accessing confidential or sensitive reports or discussions at committee meetings might potentially hamper or limit fulfilling their role as councillors; this was felt to be contrary to the Code of Conduct and a perception that some councillors might not be trusted and that Councillors should not be treated as members of the public at Committee meetings for which they were not appointed as members. The Town Clerk reminded Councillors that the law was different for Town and Parish Councils compared to Principal Authorities such as Cornwall Council, and confidential reports containing recommendations to Council would still be available to view by all councillors on a case-by-case basis.

The Deputy Town Clerk noted that under current Standing Orders, a committee meeting could invite a councillor to participate in its meeting but that the same invitation needed to be offered at the confidential part of a meeting if it was felt by that committee that it was appropriate for the non-member Councillor to stay for the confidential discussions. She reiterated that the advice was based on case law, and the legal advice had been provided by NALC in-house solicitors and would reduce the potential risk of legal challenge to Council's decisions. It was also referred to in the publications 'The Good Councillor's Guide' and 'Knowles on Local Authority Meetings'. Further, the Town Clerk emphasised that the purpose of seeking advice was to ensure that this part of the Council's workings was compliant moving forward, which it was not currently. Adopting the guidance would be best practice.

[Councillor Southcombe left the room at 20:22 and returned at 20:25.
Councillor Sealy left the room at 20:55 and returned at 21:00.]

It was proposed by Councillor Biscoe, seconded by Councillor Rich, and **RESOLVED** that consideration of the Committee Attendance Briefing Note be deferred and referred back to the Finance and General Purposes Committee for further discussion. **24/759**

i) The Energy Supply Contracts Report was **noted**. **24/760**

j) **5 TCC allocated car parking spaces at Garras Wharf. -**

It was proposed by Councillor Rich, seconded by Councillor Pascoe, and **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. **24/761**

12. CORRESPONDENCE **24/762**

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

- a. The email dated 04 10 24 from Cornwall Rural Community Charity (CRCC) was **noted**.

It was noted that the Police were currently investigating reports of graffiti, and the graffiti hot line telephone number would be sent to the CRCC. 24/763

- b. **Draft position statement on devolution of powers from central government.**

Copies of the latest draft position statement had been sent to Councillors previously via email and were circulated at the meeting.

[Councillor Eathorne-Gibbons left the room at 21:12 and returned at 21:14.]

It was proposed by Councillor Rich, seconded by Councillor Roby, and **RESOLVED** that the draft position statement on devolution of powers from central government, prepared by a group of larger Town Councils in Cornwall, be supported. **24/764**

- c. The Email from Corserv Solutions Ltd regarding replacement bus shelter Concern was expressed that the location of the bus stop in Victoria Square negatively impacted commercial operations in the Square, particularly in relation to the current vacant shop space.

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

RESOLVED that the (i) replacement of the bus shelter in Victoria Square be supported and (ii) the Town Clerk have discussions with Cornwall Council regarding the position of the bus shelter as it was felt to be adversely affecting the amenity value of the shops behind.

[Councillor Stokes requested that her name be recorded as having voted against the motion.] **24/765**

13. **ITEMS FOR FUTURE MEETINGS** **24/766**

The next meeting was scheduled for 25 November 2024.

14. **COMMON SEAL**

It was proposed by Councillor Wells, seconded by Councillor Pascoe, 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. **24/767**

The meeting closed at 21:26.

----- MAYOR

Appendix 2

Town Clerk Report 25th November 2024 – As we near the end of 2024 the last month has continued to be busy. Of note this month are the following:-

- **Public Conveniences** – the issue with the water usage in the Green Street facility appears to be a billing issue rather than a usage issue as the large bills we received now appear to cover retrospective use. The usage is being regularly monitored but is now back to expected levels.
- **30 Boscawen Street** - the window supplier visited the property on the 13th of November to survey the work required and finalise their quote. The design will be as per the planning permission secured on the 27th of July 2022. **Ref: PA22/06911.** Installation should be complete by the end of the financial year.

It has also been agreed with the building owners that we can remove unused extraction fan equipment at the rear of the building to reduce its use as a nesting point for pigeons and they have also agreed to share the cost of the installation of bird netting which will reduce the costs of regular cleaning of the fire escape. The sub lease to Visit Cornwall is also being progressed in order to formalise that arrangement for both parties for the remainder of the lease period (4 years).

Operationally the Visitor Information Centre itself continues to deal with a range of enquiries each day about where to visit and stay in Truro as well as numerous enquiries relating to Truro City Council more broadly. Sales continue to meet expectations and the online ticket office is steadily growing its trade.

- **Municipal Buildings** – in order to facilitate the hiring of the Town Hall and main office to the Hall for Cornwall works have been completed to ensure that it is safe for occupation. This has included works on the water system, emergency lighting, fire extinguishers, etc. The hire period began on the 11th November 2024 and Cornwall Council have granted Truro City Council licence to hire the rooms prior to official handover as long as it is safe to do so.

No date set yet for a handover from Cornwall Council but the internal works being undertaken by Kier are nearing completion. There is likely to be a "gap" between where the building needs to be before Council accepts it back and this "gap" will be addressed via a payment paid to Council by Cornwall Council to reflect works outstanding. Alternatively, this gap payment may be subtracted from the bill for the clock tower repair works. Negotiations about the repayment terms for the clock tower works continue.

The accommodation subgroup visited the building at the end of October to discuss options for installing a temporary fix on the main staircase to reduce risk and have agreed that a wood based solution would be preferable. The Town Clerk has also met with representatives of the Heritage Team at Cornwall Council who have confirmed that a wood-based solution would be preferable but advised that advice be sought from the Listed Building Team at Cornwall Council to ascertain whether listed building consent was required for a temporary fix. The Hall for Cornwall are aware and have accepted the risk posed by the staircase design and will take measures to mitigate this risk until a temporary fix is installed. Longer term solutions will need to form part of a discussion about the wider refurbishment of the building.

- **Town Deal Projects** – as part of the Budget Government has confirmed that spend on approved Town Deal Projects can continue after 31 March 2026 but will need to be completed by March 2027. Subsequently Cornwall Council has confirmed that they will only accept requests for extensions where a clear need can be justified.

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** – interest continues to build in this scheme and it is too early to decide whether there is a case to bid for an extension to the project. This position will be kept under review in the first qtr of 2025 to see whether an extension can be justified.

The first grant has been issued to the owners of 15 New Bridge Street which will be converted into two apartments on the upper floors and a commercial unit on the ground floor.

- The Regenco Board is actively exploring properties for the direct purchase and refurbishment element of the NLCB project and intend to accelerate that activity in the coming months. It has also been confirmed by the Truro Town Deal Programme Management Office that the grant rate for this activity can be increased to 100% thus removing the need for any match funding from Truro City Council. This decision reduces the risks to Council significantly.
- **Boscawen Park Sports Hub** – the recent procurement exercise for the dredging of the duck pond did not generate any responses so how that aspect of the project will be delivered is being reconsidered. This will probably mean that it will not be completed until late 2025.

The planning application for the sports hub building was submitted in w/c 21st October and is now live on the Cornwall Council Planning Portal [PA24/08479 | Erection of new Community Sports Pavilion, parking spaces, soft and hard landscaping. | Land At Boscawen Park Malpas Road Truro Cornwall TR1 1SG](#). The determination date is set for the 7th of January 2025. The procurement strategy for the build phase is in the process of being finalised and will be issued in December or early January once the planning position is clarified.

The procurement of demolition contractors for the old nursery site should be complete by mid November with the works complete by the end of December 2024. The procurement processes for the contractors required for the drainage work on the park will also begin shortly.

- **Lemon Quay Events Strategy** – Red Hawk events has been contracted to undertake this work and they begin this task with a visit to Truro for an inception meeting on the 13th of November 2024. Further visits and meetings with stakeholders will follow in order to inform the strategy development process. This will include at least 2 presentations to Council before the strategy is finalised.
- **Lemon Quay Refurbishment** – the final designs for the refurbishment work are nearing completion and following concerns raised by Truro City Council, Truro

BID, the ASB Officer and Truro Safe the “play elements” of the designs have been removed as there were concerns that these could become magnets for ASB and lead to an increase in maintenance costs.

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. Part of this project includes new landscaping and planting, and they have asked whether Truro City Council would take on the management of the planted areas once completed. Given our financial position the starting point of this discussion was “no” unless Cornwall Council can find a way to pay us for the work.

A site visit has been held to get a better understanding of the detail so that the maintenance can be costed. Once these costs are known and Cornwall Council confirm whether they are able to pay us for the work (likely to be a commuted sum) the detail will be brought forward to the Parks Committee for consideration.

- **CCTV** – options continue to be explored in order to feed any change of costs into the 25/26 budget setting process.
- **Remembrance Sunday** – a very important event in the annual calendar. It was my first in Truro and I was really impressed with the scale of the event and the professionalism of all involved. Well done to our events team for their work with the Royal British Legion and Truro Cathedral to ensure that Truro delivers this important event.
- **Bonfire Night** – another key event in the annual calendar and again my first in Truro. This time it's the events team working with our parks team to stage this event with support from the Sea Scouts, CHBN and Roche Young Farmers. By all accounts this was the most popular it has ever been which was fantastic from a money raising point of view but did present a few challenges on the local road network. Given its popularity we will be reviewing the arrangements for 2025 to see how they can be improved.
- **Christmas Markets and events** – The Truro BID has begun its planning for their Christmas markets and events as a key part of their efforts to attract people into Truro in November and December. This work includes the promotion of our New Years Eve Firework display. Truro City Council contributes to the marketing costs of these activities and this year through discussions with Visit Truro it has been agreed to include some tracking via QR codes of the different channels used to try and measure the relative effectiveness of A5 flyers distributed houses in an around Truro as well as large banners in other key locations.

In addition, through a partnership with Visit Cornwall we have also agreed to feature imagery of Truro in their destination marketing campaign to encourage visitors to Visit Cornwall over the festive season. This campaign is funded by the

Cornwall Good Growth Programme (UK Shared Prosperity Fund). The artwork used will be the property of Truro City Council and can be easily reworked in future years to feature Truro specifically if required.

- **Car Parking** – a meeting has been held with Cornwall Council to see what can be done to alleviate the car parking issues in Truro. It has been confirmed that Moorfield, Garras Wharf and Old Bridge Street will return to pay and display from the middle of November with the barriers being removed. Other options were explored and the dialogue continues.
- **Harassment Legislation** – the new laws took effect on the 26th of October. Staff training is underway to ensure that all staff are aware of the new legislation and a revised risk assessment is being formalised. Combined these will help to ensure that Council is compliant with the changes to legislation.
- **25/25 Budget setting process** – work underway to bring forward a range of budget options for Council to consider which has included Committee discussions and discussions with staff about additional activity that could be delivered if the funds are available.
- **Community Development** – the final football session of the year has been held and over the past 9 months they have delivered the following:-
 - There were 95 young people engagements across the 4 sessions in Malabar, Hendra, Trelander and Rosedale
 - The average age of participant was 7 years old
 - 77% were boys that took part (we would like to encourage more girls to take part next year)
 - There was a 4.9 out of 5 for an overall rating of the day
 - 100% said they would do the activity again
 - There was a 4.8 rating out of for the locations
 - There was a 4.9 rating out of 5 for the football coaching
 - 60% think there is or will be an awareness, attitude or behaviour change as a result of the session

David Rodda MBE
Town Clerk
November 2024

Communication from the Mayor

After the relatively quiet times in September and October, the ceremonial side of my role has now become much busier, as is normal at this time of year.

At the end of October and during the first half of November, I represented the people of Truro at a number of Remembrance events, including the main Parade, wreath-laying and Service of Remembrance on 10 November. In total over a 15-day period I attended 6 such events, took part in 5 parades, laid 4 wreaths, planted 2 crosses of remembrance and had the honour of taking the salute at the military march-past alongside the Lord Lieutenant.

Everything went off like clockwork on each occasion, thanks to excellent organisation by the Royal British Legion.

At the going down of the sun, and in the morning, we will remember them.

On 17 November, the Town Clerk and I, accompanied by the usual Civic retinue, led a parade around the Cathedral on a rather wet afternoon, at the start of the annual High Sheriff's Legal Service. This was as usual a solemn but colourful event, as many of the invited and parading guests were wearing their robes, uniforms, insignia and chains of office.

I had expected by the time of drafting this report to have already started on my round of pre-Christmas visits to Care and Nursing Homes. Unfortunately, the first two visits had to be cancelled because I was suffering from a cold and could not risk passing the infection on to these most vulnerable residents of Truro. I am hoping that these visits can be rearranged, either in December or January.

Later this week, I will be taking part in Festive Friday, when Truro's Christmas Lights will be switched on and the Christmas Market opens for trading. I hope that this will be a happy and successful Christmas season for all those who run businesses in Truro, as I know that many of our shop-owners and stallholders very much rely on the boost that Christmas brings to help them through the times of year when trading is more difficult.

Looking forward, between now and the start of the Christmas break, I will be attending the Santa Parade as well as quite a few Carol Services, completing my programme of care home visits, and hosting receptions for both councillors and staff.

The cycle of committee and other meetings has continued as normal and will continue to do so right up to Christmas.

After this busy time of year, I am very much looking forward to spending a few days relaxing in the company of family and friends over the holidays.

I wish every one of you a peaceful and happy Festive Season, however you choose to spend it, and send you my very best wishes for 2025.

Mayor's Diary Commitments Oct - Nov 2024

- 28-Oct Truro City Council meeting
- 29-Oct Town Centre Weekly meeting
- 03-Nov Dedication of Field of Remembrance
- 04-Nov Weekly meeting with Town Clerk
- 04-Nov Furniss Coal Charity
- 04-Nov Parks Committee
- 05-Nov Town Centre Weekly meeting
- 05-Nov Truro Conservation Area Advisory Committee
- 07-Nov Cornwall Council Budget update meeting
- 07-Nov Cornwall Council Planning Training
- 07-Nov Planning Committee
- 10-Nov Remembrance Sunday 2-Minute Silence
- 10-Nov Remembrance Sunday Wreath-Laying, Parade and Service
- 11-Nov Poppies to Paddington
- 11-Nov Armistice Day 2-Minute Silence
- 11-Nov Weekly meeting with Deputy Town Clerk
- 11-Nov Nature Recovery Forum
- 11-Nov Finance & General Purposes Committee
- 12-Nov Town Centre Weekly meeting
- 15-Nov Panel to consider HR tenders
- 17-Nov The Legal Service
- 18-Nov Weekly meeting with Deputy Town Clerk
- 18-Nov Langarth Joint Planning Meeting with Kenwyn
- 19-Nov Town Centre Weekly meeting
- 19-Nov Cockin Charity Trustees
- 19-Nov Meeting with Communication Assistant - forward look at press releases
- 21-Nov Christmas visit to St Georges Hotel
- 22-Nov Festive Friday
- 25-Nov Weekly meeting with Town Clerk
- 25-Nov Truro City Council meeting

Carol Swain
The Mayor of Truro
18 November 2024

TRURO CITY COUNCIL



CITY OF TRURO
Town Clerk

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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email: info@truro.gov.uk

**MEETING OF TRURO NATURE RECOVERY FORUM (TNRF) HELD ON
THURSDAY 17 OCTOBER 2024 at 6.00 pm
in the Training Room, First Floor, Truro Public Library, Union Place, Truro**

PRESENT: The Mayor (Councillor Mrs Swain),
Councillors: Southcombe (Chairman), La Borde and Rabey.

ALSO PRESENT: Councillors Sunderhauf and Webb.

APOLOGIES: Councillor Biscoe.

ABSENT: None.

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

1. ELECT A CHAIRMAN

It was proposed by the Deputy Mayor, seconded by Councillor La Borde and
RESOLVED that Councillor Southcombe be elected Chairman.

NRF/24/727

2. APOLOGIES

Apologies were noted

NRF/24/728

3. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

There were no disclosures or declarations of interest.

NRF/24/729

4. TERMS OF REFERENCE

It was proposed by the Mayor, seconded by the Deputy Mayor, and
RECOMMENDED to the Parks and Amenities Committee that: New paragraph
4.3 be added "Membership of the group will also include the Mayor and
Deputy Mayor as ex officio members."

NRF/24/730

5. ELECT A VICE-CHAIRMAN

It was proposed by the Mayor, seconded by Deputy Mayor, and
RESOLVED that Councillor La Borde be elected Vice-Chairman.

NRF/24/731

6. BIODIVERSITY POLICY/STATEMENT

Noted for information.

NRF/24/732

7. POSITION STATEMENT

Members generally felt that the first stage should be to marshal and review
existing data and information about 'green areas' in and around Truro both

within & outside of the Council's control. The Parks, Amenities and Facilities Officer confirmed that the Land at Comprigney Hill Steering Group were planning to commission a technical survey/study. About 5/6 years ago there had been a survey of Daubuz moor by Spaldings. Council land at Treffry Road, Beechwood Parc and Glasteinan Woodland had not been surveyed to date. Councillors considered it important to look beyond the limits of Council's assets (covering approximately 100 acres) to the wider area such as neighbouring SSSI and river estuary and information available from bodies such as the Environment Agency. Other sources of information including data gathered by the Council's Ranger Team and open space management plans was considered relevant. Reference was also made to a plan showing land of landscape value (green spaces) which had been used as part of the Neighbourhood plan development process. Members noted that Cornwall Council's interactive map might be useful in the Forum's work. The Parks, Amenities and Facilities Officer also referred to the City Council's developing draft digital map showing the Council's assets which it was planned to be viewed on the TCC website.

It was suggested that it might be useful to map smaller 'green' areas such as Furniss Island and Cathedral Green, which help make up green corridors, whilst recognising that nature did not keep to such areas.

The role of citizen science in providing information e.g. by educational bodies and volunteers was highlighted.

It was generally agreed that a workshop session looking at where we want to be in 10 years' time would be useful as a visioning exercise. It was suggested that CC Nature Recovery Team be requested to help run such an event.

It was agreed that the various information referred to above and below be taken to the next meeting for consideration.

Actions:

- i. Councillor Webb to contact CC Planning Officer Rob Lacey to obtain a copy of the landscape of value map.
- ii. Committee Clerk to contact CC Nature Recovery Team about running a visioning exercise.
- iii. Parks, Amenities and Facilities Officer to obtain copies of the Ranger Team's data and management plans.
- iv. Parks, Amenities and Facilities Officer/ Committee Clerk to talk to the Zero Carbon Officer about other sources of relevant information.

NRF/24/733

8. IDENTIFY THE WAY FORWARD

a. Identification of aims

The Forum's aims were set out at paragraph 2 in the Terms of Reference.

b. Carrying out specialist surveys/technical studies

The Forum were not inclined to commission a survey at this stage. After reviewing available information Members might wish to consider asking

a group such as the Cornwall Wildlife Trust for recommendations in the future. It was advocated that rather than depending on the results of a scientific survey, a role of the Forum should be to promote and protect nature

c. Partnership working including local community group

The Forum would invite interested individuals and organisations to meetings as and when on a case-by-case basis. Public meetings might also be arranged.

d. Devise public consultation strategy

It was noted that the skills of the Council's Community Development Officer and newly appointed Visit Truro & Digital Marketing/PR Assistant could be utilised.

e. Explore potential external funding options

This was not considered at this stage

f. Decide on external representation

This is referred to above.

g. Decide on number of meetings

This was not considered at this stage.

NRF/24/734

9. NEXT MEETING

Monday 11 November 2024, starting at 6pm.

NRF/24/735

The meeting closed at 18:55.

----- CHAIRMAN

Appendix 5

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 THE FURNISS COAL DISTRIBUTION CHARITY HELD MONDAY 4 NOVEMBER 2024 at 6.20 pm

PRESENT: Councillors Mrs Eathorne Gibbons (Chairman), Green, Councillor Mrs Swain (Mayor), Rich and Webb.

APOLOGIES: Councillor Unwin

ALSO IN ATTENDANCE: Esther Greig, Deputy Town Clerk and Responsible Finance Officer

1 APOLOGIES **FCD/24/1**
The apologies were approved as submitted.

2 DISCLOSURE OR DECLARATION OF INTEREST **FCD/24/2**
Councillor Webb noted that he was a Trustee of Community Energy Plus.

3 MINUTES OF THE MEETING HELD ON 29 JULY 2024 **FCD/24/3**
It was proposed by Councillor Swain, seconded by Councillor Green, and

RESOLVED that the minutes of the Meeting of the Committee held on 29 July 2024 were signed as a correct record.

4 PROCESS FOR THE 2024-25 DISTRIBUTION **FCD/24/4**
The Administrator reported that the process of distribution was as outlined at the last meeting. In a change to previous years the Councillor District Distributors – as named on the draft poster - would each receive an individual purchase order book to record client contact details. Client names, addresses and contact telephone numbers should be recorded, alongside email addresses as necessary. Councillors were requested to initial each individual order also. The top white order copy should be provided to the client by the relevant councillor and the yellow copy retained for office use. The Administrator would record contacts provided by Councillor Webb. Councillors could also send white copies of purchase orders to the Administrator for onward transmission to clients if they were unable to give them to them personally.

The Administrator reminded Councillors that a local company (Hawke Fuels) had agreed to provide solid fuels, and a price list had been provided; this information would be circulated to Members for information. An online platform provided by Charis would be used by council officers to provide energy vouchers accepted at PayPoint and Post Office outlets and digital pre-paid vouchers. The Administrator explained that whilst digital and PayPoint voucher denominations could be specified, Post Office vouchers were limited to £49, £28 and £15 denominations. The Administrator therefore requested that the Charity consider increasing the level of a single transaction from £70 (agreed at the last meeting) to £77.

It was confirmed by the Administrator that a report would be presented to a future meeting reviewing this year's distribution and this was expected to include such information such as number of clients, type of fuel and how the scheme worked.

In terms of the agreed budget of £5000, if it was likely that demand might exceed budget another meeting of the charity would be called with a view to potentially increasing the budget.

The process for the 2024-25 distribution was generally agreed.

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

RESOLVED that the level of a single transaction be increased from £70 to £77 and the amount of solid fuel be capped at around £77.

5 BANK SIGNATORIES FCD/24/5

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

RESOLVED that Truro City Council be authorised by the John Cooper Furniss Charity Account to provide changes to the list of signatories:

8 BANK MANDATE FCD/24/6

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

RESOLVED that Bert Biscoe and the Town Clerk David Rodda MBE have full power to complete and sign this mandate on behalf of Truro City Council.

9 DATE OF ANNUAL GENERAL MEETING FCD/24/7

The Annual General Meeting was scheduled for Monday 29 September 2025 starting at 18:00.

The meeting closed at 18:30.

----- Chairman

TRURO CITY COUNCIL



CITY OF TRURO
Town Clerk

Town Clerk's Department
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MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 4 NOVEMBER 2024 AT 7.00 PM IN THE LARGE COMMUNITY ROOM, TOP FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO

- PRESENT:** Councillors Eathorne-Gibbons (Chairman), Biscoe, Rabey (Deputy Mayor), Roden, Southcombe, Swain (Mayor), , and Webb (Chairman of the Finance and General Purposes Committee).
- APOLOGIES:** Councillors, La Borde (business), Griffiths and Roby (personal).
- ABSENT:** Councillors Sealy and Tamblyn.
- ALSO IN ATTENDANCE:** David Rodda MBE, Town Clerk
Richard Budge, Parks, Amenities and Facilities Officer (PAFO)
Cheryl Simpson, Senior Administrator /Committee Clerk

1. **COUNCILLORS IN ATTENDANCE AND APOLOGIES** PK/24/768
The apologies for absence as submitted were accepted.
2. **DECLARATIONS OF INTEREST** PK/24/769
None.
3. **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS** PK/24/770
None.
4. **MINUTES**
It was proposed by Councillor Roden, seconded by Councillor Rabey, and
RESOLVED that the Minutes of the Parks and Amenities Committee Meeting held on 10 October 2024 were signed as a correct record subject to the correction of a typographical error: Page 134 replacement of "09:11" with "19:11". **PK/24/771**
5. **CORRESPONDENCE**
The following correspondence was received and **noted**:
 - i. Email dated 21 October 2024 setting out a compliment to the Parks Department and a comment about carparking at Boscawen Park.
 - ii. Email dated 28 October from Kier regarding birdboxes at Boscawen Park.
 - iii. Website message dated 8 October 2024 setting out a compliment to the Parks Department. PK/24/772

6. **ROYAL CORNWALL SHOW 2025**

The Parks, Amenities and Facilities Officer reported that if Council agreed he would like to include a budget line in the Parks budget to enable Council to enter the show again next year. He explained that he planned to showcase the work of the Parks Department with an allotment themed exhibit and also work with Visit Truro to promote Truro more broadly. It was also suggested that volunteers could assist in working on the Council's entry, subject to insurance etc.

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

RECOMMENDED TO COUNCIL that subject to the budget for this event being secured during the 2025/26 budget setting process, Truro City Council book a stand and enter the flower show competition at the Royal Cornwall Show 2025.

PK/24/773

7. **WORKING GROUP AND SUB-COMMITTEE**

a. Land At Comprigney Hill Steering Group

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

RESOLVED that the terms of reference as amended by the Land at Comprigney Hill Steering Group be approved.

PK/24/774

(ii) It was **noted** that the notes of the Land at Comprigney Hill Steering Group meeting held 10 October 2024 were presented to Council on 28 October 2024.

PK/24/775

b. Truro Nature Recovery Forum

(i) It was proposed by Councillor Rabey, seconded by Councillor Swain, and

RESOLVED that the terms of reference as amended by the Truro Nature Recovery Forum be approved.

PK/24/776

(ii) The Minutes of the Forum meeting held on 17 October 2024 were noted.

PK/24/777

b. National Lottery Nature in Towns and Cities Fund

A copy of a draft expression of interest was circulated to the Committee and the meeting was adjourned from 19:26 to 19:28 to read it. The Town Clerk reminded Members that Council had agreed in principle to submit an EOI at its meeting on 28 October. The EOI was a work in progress which might help the Council in benchmarking areas of land not benchmarked previously or recently, engage with the local community and it fitted the Council's nature recovery ambitions. It also made reference to a red listed species, the European eel. Members were asked if they were satisfied with the general direction of the EOI. Councillors were assured that if the bid for funding made it through to the next stage a full business case would be developed.

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

RESOLVED that (i) an expression of interest in the National Lottery Nature in Towns and Cities Fund be submitted and (ii) authority be delegated to the Town Clerk to finalise the expression of interest following consultation with the Chairman and Vice-Chairman of the Parks and Amenities Committee.

PK/24/778

8. STANDING ITEMS

(i) Boscawen Park – Dredging of the Swanpool – Update

The Town Clerk reminded the Committee that no tenders had been received so the work had been postponed to October/November 2025. He had also met with the Tregothnan Estate which was amenable to the disposal of the duckpond silt on their farmland subject to analysis of nutrient levels, the ability to secure the necessary waste disposal licences and suitable payment by the City Council. It was also considered that the majority of stones around the edge of the pond were not required for structural purposes, and they should be removed leaving the banks to be graded and planted.

This report was **noted**.

PK/24/779

(ii) Towns Fund Deal Board Boscawen Park Sports Hub Project Update

The Town Clerk reported the old nursery site was due to be cleared by the end of November by the Parks team with anything remaining to form part of the demolition/clearance works. Friday 8 November was the deadline for tenders to undertake demolition work on the site which was due to be undertaken by December. The contract for the new building was currently subject to a pre tender process. The planning application for the new build had been submitted to Cornwall Council and was currently being validated; the cost of the planning fee would be drawn down from grant funding. Finally, consultation and publicity was being undertaken in the Loops room at Boscawen Park.

This report was **noted**.

PK/24/780

(iii) Swing Bridge Project Update

It was reported by the Town Clerk that the planning application for the swing bridge was due to be considered by Cornwall Council's Strategic Planning Committee on 13 November. The Environment Agency had made a comment regarding replicating mudflats to replace that which would be lost in development. Members were reminded that the City Council's Planning Committee had raised an objection on the grounds of highway safety.

The report was **noted**.

PK/24/781

9. INFORMATION ITEMS

(i) Idless Nursery

The Parks, Amenities, and Facilities Officer reported that bench staging was due to be installed in the small greenhouses and would be phased in to the large greenhouses over the next two years.

The report was **noted**.

PK/24/782

(ii) Parks, Amenities, and Facilities Officer's Report

The Parks, Amenities and Facilities Officer's report was taken as read.

The report was **noted**.

PK/24/783

(iii) Zero Carbon Officer's report

The Zero Carbon Officer's report was taken as read.

The report was **noted**.

PK/24/784

9A EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Roden, 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 meeting during consideration of the following items by reason of their confidential nature and for business reasons.

PK/24/785

10. CAPITAL AND REVENUE BUDGET 2025 - 2026

The revenue and capital budget lines for 2025 – 2026 were discussed. The Parks, Amenities and Facilities Officer apologised for not providing a report for this item and undertook to circulate this information to Members before the November Council meeting.

i. External Contracts

The confidential verbal report was noted. A confidential minute is available for this item.

ii. Parks Premises Repairs and Maintenance

The Parks, Amenities and Facilities Officer had split labour costs from the total costs of capital and maintenance, and these were shown separately.

He listed the maintenance projects as:

Boscawen Park

Replace fence around riverside walk

Replace fencing around depot

Replace fence around boat shed

Remove wall behind boat shed

Victoria Gardens

Repairs to Hendra Wall

Repaint art work on wall

Repair wall at Dreadnought field

Repair to wall at Leats

Paint all fencing around Henda

Install goal posts at Hendra

Paint depot building

Repairs to fish pond
Tarmac works to paths
Tree works
Truro Public Cemetery
Tarmac park works
Tree works
Idless Nursery
Finish laying tarmac plannings
Clear out drainage ditch
Cut back vegetation
Other Areas
Renumber all allotment plots
Secure Kenwyn Playing Field site
Repairs to footbridges at Countryside Ranger sites
Replace footbridge at Beechwood Parc

III. Capital Projects

The Parks, Amenities and Facilities Officer listed capital projects as:

Boscawen Park

Install car park meters etc
Install height barriers to car park by cricket club
Build walls around Duck Pond
Tarmac paths
Tree works

Victoria Gardens

Relocate RAM pump
Install new shed at Nursery end

Truro Public Cemetery

Fence along lower cemetery

Idless Nursery

Build chemical store

IV. Capital Plant Renewals

This year the Parks and Amenities Officer was planning to replace two flat-bed vehicles and a tractor and different options of financing this were being investigated. Next year he would be looking to replace ride-on mowers at Boscawen Park and Victoria Gardens, a truck at Victoria Gardens, a replacement vehicle for the Ranger Team and an additional vehicle for the Maintenance Team.

PK/24/786

11. CAR PARKING INCOME

The Parks, Amenities and Facilities Officer reminded the Committee that a car park order was required to restrict parking at Boscawen Park and Victoria Gardens. Councillors had already agreed that users should be able to park free for four hours, no return within two hours, at Boscawen Park. Councillors were asked to consider further the terms and conditions of parking at Boscawen Park and Victoria Gardens. The Deputy Town Clerk would then investigate the options available and report back to Council.

The Town Clerk reported that for Boscawen Park the cost of installation of parking machines would be about £5K, the cost of tickets about £1K pa and the cost of warden enforcement £3K pa. Councillors

could choose whether to add this cost to the precept or whether to generate income to help fund these costs.

Boscawen Park

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

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.

PK/24/787

Victoria Gardens

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

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.

PK/24/788

[Councillor Biscoe left the room at 20:58 and returned at 21:00.]

11A RETURN OF THE PRESS AND PUBLIC

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

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

PK/24/789

12. DATE OF NEXT MEETING

Monday 6 January 2025. The deadline for items for the next agenda is noon Monday 23 December 2024.

PK/24/790

13. ITEMS FOR FUTURE MEETINGS

The following were noted as items for a future meeting:

- a. Duck Pond Policy
- b. Kenwyn Hill Playing Field Sublease Report
- c. Costed Biodiversity Policy
- d. Potential listing of Leats
- e. Service Plan.

PK/24/791

The meeting closed at 21:02.

CHAIRMAN

TRURO CITY COUNCIL



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**MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 07 NOVEMBER 2024 AT
1900**

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

ALSO IN ATTENDANCE: Councillor Wells.

APOLOGIES: Councillors Griffiths, Hall, Mrs Nolan, and Rabey [Personal]

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

P/24/800

2 DECLARATIONS OF INTEREST

There were no declarations of interest or dispensations requested.

P/24/801

3 MINUTES

a The minutes of the Planning & Licensing Committee meeting held on 17th October 2024 were considered for accuracy. It was proposed by Councillor Green, seconded by Councillor Swain, and **RESOLVED** that the were considered a true and correct record.

P/24/802

b The minutes of the Truro Conservation Area Advisory Committee meeting held on 05th November 2024 were received and **noted**.

P/24/803

4 PLANNING CONSULTATION

P/24/804

a Schedule 1A;

- | | |
|--|--------------|
| i.10 Lodge Drive Truro Cornwall TR11TX | (PA24/07758) |
| ii.1 Kenwyn Gardens Truro Cornwall TR13FY | (PA24/08022) |
| iii.8 Bishop Temple Road Truro Cornwall TR11YP | (PA24/08021) |
| iv.13 Kenwyn Gardens Truro Cornwall TR13FY | (PA24/07964) |

It was proposed by Councillor Swain, seconded by Councillor Mrs Carlyon, and **RESOLVED** that Truro City Council support the applications within schedule 1A with the exception of i. PA24/07758 having been moved to schedule 2 for discussion.

P/24/805

b Schedule 1B;

- | | |
|---|--------------|
| StGeorges Vicarage StGeorges Rd Truro Cornwall TR13NR | (PA24/08022) |
| 17 Falmouth Road Truro Cornwall TR12BL | (PA24/08021) |

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

P/24/806

i Mounford House Care Home Cyril Road Truro TR1 3TB (PA24/06436)

Councillor Wells was invited to speak on the application, as divisional member for Cornwall Council, having had lots of engagement with concerned residents. He briefly summarised the City Councils involvement to date as having heard the application three times and conducted a site visit. He then listed the issues for residents that have remained the same since the inception of the project. Notably:

1. Height and massing,
2. Parking and transport provision,
3. Condition of the private road, &
4. Noise from air source heat pump.

SUSPENSION OF STANDING ORDERS

It was proposed by Councillor Pascoe, seconded by Councillor Unwin and **RESOLVED** that the Standing Orders of the Council be suspended to enable a representative of Sanctuary to answer questions from the committee.

P/24/808

Questions from members were asked and answered as follows.

How long is the construction period? What stage would have the most construction traffic?

It will be between eighteen months and two years, with traffic even across the period but differing depending on the contractor and their materials.

Has contact been made with Southwest Water as recommended by the Fire Service to ensure sufficient supply in case of emergency?

This has not happened yet. All utilities will be via Cyril Road.

Will the noise from the heat pump be addressed; has repositioning been looked at?

The acousticians report explains that the decibel level is not straight forward as it takes into account the background noise levels. The current placement is the least intrusive.

What can be done to minimise overlooking?

The windows are all, apart from one that is the end of a corridor, have at least a 23m window-to-window distance.

How much foliage needs to be removed?

In producing the biodiversity net gain assessment, much of the foliage is to be replaced with more native species, however those that can be retained shall be such as the trees on the left ridge line.

Would you accept the condition of no Saturday work?

If conditioned then yes but this would extend the project length.

Is this plan the final revision?

Whilst not the end all, certain elements are not possible to change such as the removal of the third storey as it would no longer be a viable project.

SUSPENSION OF STANDING ORDERS

It was proposed by Councillor Pascoe, seconded by Councillor Mrs Carlyon and **RESOLVED** that the Standing Orders of the Council be reinstated.

Members entered discussions reiterating the public concerns of overlooking and its harm whether direct or perceived, the overdevelopment of the site against project viability, and the quality of living not only for the neighbours but also - importantly - the future residents.

It was proposed by Councillor Nolan, seconded by Councillor Mrs Carlyon, and **RESOLVED** that Truro City Council object to the unneighbourly scheme as currently laid out due to:

Its height and the adverse effect that this may have on the neighbouring residents with regard to loss of sunlight and concerns of privacy through overlooking, noting that even an obscured window can lead to perceived overlooking which is equally as harmful as actual overlooking.

The massing of the development within a site that cannot accommodate the proposal without encroaching upon the neighbouring residents enjoyment of their properties.

ii 32 Penweris Road Truro Cornwall TR1 3QT (PA24/07726)

Members discussed the proposed scale of the dwelling but could see that no harm would come to the landscape of the area where there are other reasonably sized properties, especially given that the building line would remain. No public objections were cited, and there was committee support for the solar panels providing green energy in line with current policy.

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

iii 15 St Nicholas Street Truro Cornwall TR1 2RW (PA24/07766)

A member started the deliberations by highlighting the views of the Truro Conservation Area Advisory Committee as general support but request that more detail on materials be provided for the conservation officers approval. The committee concurred having noted that due to the prominent location on St Nicholas Street in the center of the Conservation Area the proposed UPVC windows should be timber.

It was proposed by Councillor Pascoe, seconded by Councillor Mrs Carlyon, and **RESOLVED** that Truro City Council support the application so long as the windows will be timber, the roof slate, and the conservation officer has approved the specification of materials and finishes to be used; respecting policies 12 and 24 of the Cornwall Local Plan as well as C1 of the TKNDP.

iv Land & Building South Of New Mills Land, Kenwyn Truro TR1 3EZ (PA24/06849)

The committee talked about the requirements for affordable housing outside of the Truro development boundary, but ultimately thought that it was good to see a redundant building come back into use rather than allow it to fall flat.

It was proposed by Councillor Nolan, seconded by Councillor Webb, and **RESOLVED** that Truro City Council support the application but request a condition be applied that all stone is reused within the development.

v Land SW Of Little Tregurra Newquay Road Buckshead Truro Cornwall TR1 1TQ (PA24/07930)

Members were made aware of the recent confusion regarding ownership of the site now confirmed to be that of Truro City Councils. Councillors drew attention to its location within protected open space as identified within the TKNDP, potential for distraction to motorists and the lack of any benefit to Truro where the advertisement is for other towns in Cornwall.

It was proposed by Councillor Swain, seconded by Councillor Webb, and **RESOLVED** that Truro City Council object to the advertisement citing the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 Schedule 2 Paragraph 1 'No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.' Where The City Council has ownership of the land. In addition to the site being on open space without meeting the requirements in policy LC2 of the TKNDP.

P/24/814

a.i 10 Lodge Drive Truro Cornwall TR11TX (PA24/07758)

This item was requested to be moved to schedule two so that the neighbour objection to window-to-window distance could be reviewed, this was found to be of no concern by the committee.

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

P/24/815

5 LICENSING

P/24/816

a LI24_006604 Yummy Cookies Ltd

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

P/24/817

6 URGENT APPLICATIONS

a Land at Dudman Farm (PA23/04079) 5-day protocol.

It was proposed by Councillor Nolan, seconded by Councillor Swain, and **RESOLVED** that Truro City Council reply disagreeing with the officer's recommendation.

P/24/818

b Land To The West Of Brunel Court (PA24/03199) 5-day protocol.

It was proposed by Councillor Swain, seconded by Councillor Unwin, and **RESOLVED** that Truro City Council reply in agreement with the officer's recommendation.

P/24/819

c Perry Marsh Pottery license to trade on pitch 4, Pydar Street.

It was proposed by Councillor Mrs Carlyon, seconded by Councillor Green, and **RESOLVED** that Truro City Council support the licence.

P/24/820

d Enjoy Clothing license to trade on pitch 3, Pydar Street.

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

P/24/821

7 CORRESPONDENCE

a Letter and associated documents re: the closed church building of Truro, St Paul

It was reported to the committee that ward members had been invited to a visit and a drop-in session held on 07.11.2024; the church commissioner was

willing to attend a committee meeting, inviting members of the TCAAC, and answer any questions members may have. It was added that this was to be an emotive process where there has been many consultees, if there were a substantial objection it would go to the secretary of state for a decision to call in for inquiry or not.

P/24/822

- b** PA24/05886 Cooper Signs Proposed change of use to C3 and associated internal works to form four residential apartments.

On hearing that due the level of public interest this was requested to be taken to committee by Councillor Rich as the Cornwall Council divisional member the committee **RESOLVED** to concur.

P/24/823

8 DELEGATION OF POWER

It was **noted** that the delegated decision in reply to a five-day protocol for application PA24/07286 was agree to disagree with the planning officer.

Councillor Nolan reported on the government's decision to keep the pavement licenses introduced during the pandemic and the resulting requirement that many licenses will have to be submitted to Cornwall Council for determination within two weeks; it was considered that this could lead to an increase in delegated decisions outside of the meeting cycle.

P/24/824

9 DECISIONS

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

P/24/825

10 TRURO TRANSPORT STRATEGY WORKING GROUP

None.

P/24/826

11 Persimmon Homes Advertisement

It was proposed by Councillor Pascoe, seconded by Councillor Green and **RESOLVED** to write to Persimmon Homes requesting removal of the advertisement erected on Truro City Council land.

P/24/827

12 CHAIRMANS REPORT

The chairman gave a verbal report including

1. Making the members aware of Councillor La Borde's request for support in identifying trails at Dudman Farm.
2. The email from Treveth answering questions raised about the Railway Tavern site development.
3. That the six months review to the committee's terms of reference was imminent so members to consider the factors for decision.

P/24/828

13 DATE OF NEXT MEETING

The date of the next meeting is 28th November 2024.

P/24/829

The meeting closed at 2042.

Chairman

TRURO CITY COUNCIL



CITY OF TRURO
Town Clerk

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**MEETING OF TRURO NATURE RECOVERY FORUM (TNRF) HELD ON
MONDAY 11 NOVEMBER 2024 at 6.00 pm
in the Training Room, First Floor, Truro Public Library, Union Place, Truro**

PRESENT: The Mayor (Councillor Mrs Swain),
Councillors: Southcombe (Chairman), La Borde and Rabey.

ALSO PRESENT: Councillors Webb.

APOLOGIES: None.

PUBLIC: One member of the public.

ABSENT: Councillor Biscoe.

Also in Attendance: David Rodda, Town Clerk MBE, Richard Budge, Parks, Amenities and Facilities Officer (PAFO) and Cheryl Simpson, Committee Clerk.

1. APOLOGIES

None.

NRF/24/831

2. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

There were no disclosures or declarations of interest.

NRF/24/832

3. MINUTES OF MEETING HELD ON 17 OCTOBER 2024

The Parks, Amenities and Facilities Officer reported that he had located a copy of the Spaldings survey of Daubuz Moor. He or the Committee Clerk would speak to the Zero Carbon Officer regarding any other sources of relevant information.

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

RESOLVED that the Minutes of the Truro Nature Recovery Forum Meeting held on 17 October 2024 were signed as a correct record. **NRF/24/833**

4. REPORT BACK

a. From contact with Cornwall Council

The Committee Clerk reported that she contacted the Nature Recovery Team at Cornwall Council and asked if they could assist the Forum with a visioning exercise. The Team responded that they could not assist because they were busy delivering the Cornwall Nature Recovery Strategy. However, they sent some resources which might be of assistance later on in the process and signposted Members to resources available on Cornwall Council's website. A copy of the email had been circulated to the Forum previously. The Chairman

referred to the Natural History Museum in London which was undertaking a similar project in South Kensington.

Actions:

1. Committee Clerk to send copy of notes made of Cornwall Council's Local Nature Recovery Strategy launch to Forum for information.
2. Chairman to circulate link to Natural History Museum project to Forum for information. NRF/834

b. From Parks and Amenities Committee regarding submission of expression of interest to the National Lottery Nature in Towns and Cities Fund

The Town Clerk reported that the draft expression of interest (EOI) had been reported to the Parks and Amenities Committee meeting on 4 November and the Committee had supported it. The EOI broadly covered the areas of benchmarking, data representation, community engagement, and improving accessibility. Since then, the draft document had been updated with positive feedback. The draft was now being finalised for submission by 12 noon 12 November. The submission of an expression of interest did not commit the City Council at this stage. The result would be announced on 13 December; if the Council reached the second round, then a more detailed submission was required to be made by 7 March 2025. The detailed submission would be considered by the Parks and Amenities Committee for recommendation to Council in January/ February 2025. The final decision would be notified in June. The Town Clerk was thanked for his hard work by the Chairman.

It was suggested that Transition Truro and the Clerk to St Clement's Parish Council (a former countryside officer) be added to the list of bodies referred in the EOI. The ERCCIS ID site showed that the red-listed European Eel had been spotted twice in the last five years. NRF/24/835

5. NEXT STEPS

Additional sources of information or data were suggested. Further it was suggested that one outcome of the Forum's work might be an increased vigilance to challenge as part of the planning process in relation to nature recovery.

Actions:

1. Councillor La Borde to locate link to estuary SSSI (Environment Agency), identifier app. (part of I Naturalist),
2. Mayor to locate Kingsley Development wildlife report and Wain Homes wildlife survey for Beechwood Parc. NRF/24/836

6. NEXT MEETING

Thursday 9 January 2025 starting at 6pm.

Actions:

1. Forum to consider expanding the membership of the Forum by appointing external members such as representatives of friends' groups.
2. Forum to consider detailed bid to National Lottery Nature in Towns and Cities Fund as necessary. NRF/24/837

The meeting closed at 18:46.

----- CHAIRMAN

TRURO CITY COUNCIL



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**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 11 NOVEMBER
2024 AT 1900**

PRESENT: Councillors Webb (Chairman), Wells (Vice-Chairman), Swain (Mayor), Rabey (Deputy Mayor), Biscoe, Mrs Carlyon, Eathorne-Gibbons, Nolan, Sunderhauf, Southcombe, and Stokes.

APOLOGIES: Councillor Rich. [Business]

ALSO IN ATTENDANCE: David Rodda MBE (Town Clerk) and Esther Greig (Deputy Town Clerk & RFO).

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

F/24/838

The Chairman conveyed that Councillor Tamblyn had resigned, in light of his ongoing health condition, commending his two mayoral terms and years of dedication to the City of Truro. The RFO informed members that at the next full council meeting it would be decided whether to co-opt a member or wait until the May 2025 elections to fill the vacancy.

2 DECLARATIONS OF INTEREST

Councillor Webb declared an interest in item 8 d, non-pecuniary, to leave the room.

F/24/839

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

None.

F/24/840

4 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 17th October 2024 were considered for accuracy.

[Councillor Sunderhauf arrived at 1906.]

It was proposed by Councillor Rabey, seconded by Councillor Stokes, and **RESOLVED** that the minutes were considered a correct record and signed.

F/24/841

5 RESPONSIBLE FINANCE OFFICER (RFO) REPORT

The RFO gave a verbal report to the Committee on the impacts of the autumn budget notably:

A rise to employer National Insurance contributions from 13.9% to 15% and tax banding decrease from 9100 to 5000 both leading to an approximate increase to the staffing budget of £51,000.00 to £54,000.00 dependent on agreed staff numbers for 2025-26 (about 1.8%). Additionally, the Real Living

Wage and Minimum Wage rises would be a 3% increase upon Truro City Council Staff wages. All equating to a total 5% rise to precept before other factors are considered.

The current tax base is set to rise from 7477 to 7599, the band D equivalent reducing by 1, and second homes to account for the 1% increase.

The Town Clerk added that when last discussed, it was surmised that the City Council as a public body was exempt from NI contribution rises, however it has been confirmed that in the view of HM Treasury Town and Parish Councils are not considered as being a public body.

Members asked if the tax base increase would offset the rise in NI contributions to which the RFO reassured that it would, but to bear in mind that contractors and consultants' costs would also be increased by the changes announced in the budget.

Cornwall Councils reply to why the band D rate was less despite the construction of new homes was read out; noting that the largest influence upon Band D properties was that there were now more taxpayers claiming a relief. As a result of this more detail on the demographics was requested by the committee.

The verbal reports were **noted**.

F/24/842

6 CHAIRMANS REPORT

None.

F/24/843

7 CORRESPONDENCE

Letter from Cornish Makers regarding closure.

Discussions were initiated by commenting on the sadness of the situation apropos the letter - symptomatic of the town situation. It was the opinion of some members that independent businesses operating in a similar way to Cornish Makers were under pressure being in competition with markets. It was deemed that Truro BID acted in direct competition with its own levy payers by way of organising, supporting and promoting markets with levy income. In the view of some members it was suggested that this reduced the viability for the smaller retailers where they are the foundation of the Truro brand.

The Town Clerk interjected that as the license granter for Lemon Quay Council collected the booking fees from the markets and confirmed that the Truro BID had not directly organised a market since the fee structure for Lemon Quay was revised. He also reiterated that there was clear evidence that the presence of markets acts as an attractor for visitors to Truro. He introduced the ideas that would be required of the new consultant, namely the introduction of non-competing activities for Lemon Quay in engagement with all bordering shops.

The letter was **noted**.

F/24/844

8 AGENDA ITEMS

F/24/845

a. Allocation, use, and charge for parking at the library

The RFO gave the committee context primarily that there are eight parking spaces currently used with no charge by the Library/TCC staff and building

tenants. It was recommended that four be rented to tenants and four be used by TCC.

Some Councillors were under the impression that they were all being used by staff currently, on learning that this was not the case it was suggested that staff be catered to prior to accommodating the other building tenants.

One councillor thought it important to bring to mind that when deciding who is granted permission to park at the library priority should be given where there will be the least resulting thoroughfare traffic on Pydar Street for public safety.

The next point of discussion was tenant spaces with members wanting to make a charge but accepting that they are public serving organisations. It was felt that good relationships with TCC were not worth jeopardising for the sake of minimal financial gain.

A question was asked to the RFO how many spaces TCC needs for staff. It was recommended that at least four, with Hendra comprising the additional requirement but although the more spaces used at Hendra by staff the less income can be generated.

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Biscoe and **RESOLVED** that the parking at the library be allocated as such that there are four spaces for TCC staff and four for the other tenants of the building. **F/24/846**

[Councillor Mrs Carlyon abstained from this vote as a Trustee of the Technical School's Charity.]

b. Financial regulations discretion levels

It was **noted** that the '£1' gap in levels would be updated in May 2025. **F/24/847**

c. Grant application submitted by Cornwall Air Ambulance

It was proposed by Councillor Biscoe, seconded by Councillor Mrs Carlyon and **RESOLVED** that Cornwall Air Ambulance be awarded the grant of £750 for the 'Heli2 Appeal'. **F/24/848**

Following this it was commented that elsewhere in the country this service is funded by central government and a note be sent to the MP emphasising the fact in addition to the requirement for the service in Cornwall due to its isolation and seasonal population growth.

d. 2025/26 Revenue Budget

The RFO introduced the budget exercise to examine Community, Library, Events, Marketing & PR (Research), and Buildings at this meeting.

To begin with a member sought clarification on how the lines were informed, if any savings had been made and where this fits with the commitment last year to have a minimal precept hike. The committee made it clear they would not feel comfortable agreeing to any particular budget line without seeing them all at once for fear of committing to an item of lesser priority than a future item.

The RFO reiterated that this exercise was to first establish an understanding of what service TCC wishes to provide and at subsequent discussions do away with what is deemed lower priority to reach an acceptable precept. A prompt that 1% of the precept was equal to £30,000.00 was given; if a potential 11% rise could not be rationalised then the budget needed to be reduced.

A member of the committee felt that the length of discussion against the sums being discussed would not be practical and therefore suggested that a schedule of pressing items be put together for decision to shape the budget. Another councillor expanded upon this recommending any increases over the inflationary rate be considered in a schedule.

Members requested that the budget lines be given in advance of the meeting for holistic review, but supported the layout and detail given in the current format.

The committee wanted it recorded that they appreciate the RFOs hard work and how marvellous it was to have the level of detail given.

A workshop to decide budget was again recommended where as many members be invited as possible.

One member that asked the RFO about the staffing budget was advised this would be up to for discussion at Staffing Committee, but that staffing levels were not set to change drastically in the next year.

F/24/849

e. Committee meeting attendance

The Deputy Town Clerk introduced the item drawing attention to the addition of procedural advice in paragraph 3

Members were unsure of the validity of the case law referenced in the advice note in so much as government acts had been passed since, notwithstanding this the committee felt the starting position should be that of openness and transparency which was not felt as the emphasis of the advice note.

Agreement was found where staffing matters should be kept confidential for safeguarding and GDPR. The DTC confirmed that the NALC legal advisors were asked about the staffing committee specifically, but the reply had applied to all committees.

It was proposed by Councillor Nolan, seconded by Councillor Stokes and **RESOLVED** that the advice note be adopted as amended so that paragraph 1 reads 'In relation to the **Staffing** Committee a Councillor is entitled to confidential committee papers on a need-to-know basis. A councillor is not entitled to these papers as of right.' and paragraph 2 reads ' A Councillor is entitled to attend staffing Committee meetings, but they are not entitled to attend the confidential session of that meeting, of which they are not a member, as of right.'

F/24/850

f. Q2 internal control checks

Noted and reported as a good process where some issues would be better dealt with by the committee chairs.

F/24/851

9 BANK BALANCES AND SCHEDULE OF PAYMENTS

At 31st October as follows:

Current Account	£95,640.80
Public Sector Deposit	£567,587.97
Money Market	£3,450,000.00
=====	
Total	£4,113,228.77

A question arose from the schedule of payments regarding cafe staffing costs. The RFO confirmed that staff wages were paid 'en bloc' not noted as separate individual items in the schedule. The officers reported that the café was likely to break even, a good sign for a business in its second year.

Noted.

F/24/852

10 EXCLUSION OF THE PRESS AND PUBLIC

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

F/24/853

CCTV Provision Options were considered and it was noted that

All of the options could be cheaper if monitoring hours are reduced. The suggested coverage has been recommended by the police force, Anti-social behaviour officer, and Truro BID. At present no other bodies would contribute to the cost.

Members accepted the difficult position of the council, and the progresses made citing police views as the most important factor.

The Town Clerk agreed to investigate ways of potentially reducing costs by varying times of monitoring again stating that Truro has more coverage than many other towns.

It was proposed by Councillor Wells, seconded by councillor Rabey and **RESOLVED** to recommend to Full Council that the budget for CCTV provision be fixed in line with inflation and the Town Clerk write to the Police and Crime Commissioner and BID to invite them to make a meaningful contribution, failing this, approach the retailers directly.

F/24/854

11 READMITTANCE OF THE PRESS AND PUBLIC

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

F/24/855

12 DATE OF NEXT MEETING

The date of the next meeting is 13th January 2025.

F/24/856

13 ITEMS FOR FUTURE MEETINGS

None.

F/24/857

The meeting closed at 2125.

Chairman



Report to:	Full Council	
Date:	25th November 2024	
Title:	Briefing note to Councillors on Committee Membership and access to confidential information/meetings.	
Author:	Esther Greig	
Role:	Deputy Clerk and Responsible Financial Officer	
Approval and clearance obtained from Mayor:		Y

Advice:

1. A Councillor is entitled to confidential Staffing Committee papers on a need-to-know basis. A councillor is not entitled to these papers as of right.
2. A Councillor is entitled to attend Staffing Committee meetings, of which they are not a member, as a member of the public. A councillor is not entitled to attend the confidential session of the staffing committee, of which they are not a member, as of right.
3. It will be for the Councillor to prove that it is necessary, on a need-to-know basis, and for the Staffing Committee to approve admission to the confidential session.

1 Executive Summary

- 1.1 During the Staffing committee meeting in September, a discussion arose from the attendance at a committee meeting of a councillor who is not a member of that committee, when the Deputy Clerk noted that they too should be excluded from the meeting, along with the press and public for a confidential discussion. Some members disagreed with this advice.
- 1.2 The Staffing Committee deals with sensitive and legal issues that need to be kept as private and confidential as possible, hence a Staffing Committee being comprised of a small number of Councillors.
- 1.3 The Deputy Clerk sought advice from the Cornwall Association of Local Councils, who forwarded the following advice from a National Association of Local Councils Solicitor.

2 Advice received

- 2.1 The NALC solicitor noted that this issue has been the subject of a number of court cases and went on to quote the following:

- 2.2 The common law right of access to papers was described in the case of *R v Barnes Borough Council ex parte Conlan* (1938) as being based on a need to know.
- 2.3 *R v Hackney London Borough Council ex parte Gamper* (1985), the court decided that where a councillor was a member of a committee, he/she was presumed to have a need to know in respect of papers of that committee or its sub committees. However, that is a rebuttable presumption meaning that it can be shown not to be true in a particular case. It is not relevant to the position of a councillor who is not a member of that committee.
- 2.4 The House of Lords in the case of *R v Birmingham City Council re O* (1983) said that a councillor must be allowed to see all council papers that are reasonably necessary for the discharge of his responsibilities as a councillor. The Lords stated that on the face of it a committee member needed access to the papers of the committee to fulfil their responsibilities. However, a councillor did not, on the face of it, need to see the papers of a committee for which they were not a member in order to fulfil their responsibilities (emphasis added).
- 2.5 In the case of *R v Clerk to Lancashire Police Committee ex parte Hook* (1980) the Court of Appeal considered the situation where a new councillor wished to see a report about shortcomings in the police force. The report had been produced for and discussed by the Police Committee before the new councillor in question was a member. The report was privileged (in the same way as legal advice) and the Police Committee had decided not to show it to new councillors. The Court of Appeal upheld the decision of the Police Committee as it was not necessary for the new councillor to see the report in order for him to fulfil his role as a councillor.
- 2.6 The Local Government (Access to Information) Act 1985 which makes provision for access by councillors to information, however this Act does not apply to Town Councils. A Town Council should be wary of submitting itself to requirements that Parliament has specifically limited to principal authorities.
- 2.7 Thus, a councillor is entitled to all papers only on a need-to-know basis. A councillor is not entitled to all papers as of right. Clearly all councillors need to know the contents of papers for the full council. In respect of a councillor who is not a member of a committee it is for that councillor to show that they need to know the contents of the committee papers. If they cannot do that, then they are not entitled to see the papers.

- 2.8 As stated above, the issue of whether a member is entitled to attend a committee meeting is the same as for access to papers. Thus, a councillor who is not a member of a committee is not entitled to attend a meeting of that committee unless it is necessary for them to be able to fulfil their duties as a councillor. It will be for the councillor to show that it is necessary.
- 2.9 Any councillor has, of course, the same right as any member of the public to attend any committee meeting where they are not a committee member. However, they are not entitled to any papers beyond those available to the public and they cannot play any part in the deliberations of the committee. Also, unless a non-committee member councillor can show that it is necessary for them to be present at a particular committee meeting, they must retire from the meeting when the public is excluded. I note that this is a staffing committee where it is normal to exclude the public from any discussion that contains confidential information about a staff member or potential staff member such as salary, etc.
- 2.10 Once the councillor has put forward his/her arguments for needing to know in respect of the committee it is for the committee to decide whether to allow that councillor to have the requested papers and to attend. Any decision made by the committee is, of course, challengeable by judicial review. However, it is only likely to be overturned if the councillor could show that no reasonable council could have made the same decision.

3 Process in Practice

- 3.1 Before a meeting of the council, the Town Clerk will put together an agenda, give notice of the time and place of the meeting to the public and summon the members. The Town Clerk will liaise with the chairperson of the committee with regard to running order and the matters within the agenda. The agenda will list all items to be transacted. The clerk will decide if there is any confidential business that has to be discussed without the presence of the press and public – in confidential session. The agenda will state why the press and public are being excluded.
- 3.2 It is the Public Bodies (Admission to Meetings) Act 1960 that applies at local council meetings, even though it does not apply at principal councils. It provides that meetings of local councils (including any so-called committee of the full council, where every councillor is a member of that committee, and by virtue of LGA 1972, s.100, every committee of a local council) shall be open to the public and press. Provision is made for excluding the public and press by resolution when confidential business is being considered (or for other special reasons

stated in the resolution) and publicity would be prejudicial to the public interest.

3.3 The following matters usually fall under the umbrella of confidential business, the disclosure of which would be prejudicial: -

- Appointment, terms of service, conduct and dismissal of employees
- Terms of tenders and negotiations for contracts to be entered into
- The early stages of any dispute and the preparation of cases in legal proceedings

The more onerous requirements set out in ss.100A–100K of the LG Act 1972 (inserted by the LG (Access to Information Act 1985) do not apply to local councils. (SLCC advice note AN146)

3.4 **Regarding confidential business in committees.** A committee without the power to decide a particular matter must send its decision as a recommendation up to the Full Council. The scheme of delegation and the terms of reference for the committee outlines its delegated authority. An example of this would be at the Finance and General Purposes Committee – a tender for works within the capital expenditure budget but over £100,000 would be discussed in confidential session and the recommendation goes to Council. As the decision rests with Council, then Committee agenda and papers, (including confidential papers) would be sent to all Councillors.

3.5 Where the committee does have the power to decide, full council does not need to ratify the decision at all. (SLCC advice note AN105). An example of this would at the Finance and General Purposes Committee – a tender for works within the agreed capital expenditure budget of £25,000 and over and up to and including £99,999 is resolved at that committee. Although the decision rests with the committee, the Town Clerk would use their discretion as to whether confidential papers would be included in the agenda pack to non-members. In this example it would be likely that committee agenda and papers would be sent to all Councillors. An example of where the Town Clerk decides that confidential papers are not sent to all members is at a Staffing Committee meeting where individual staff members are being discussed. As noted by Cornwall Council's Monitoring Officer – there are occasions where safeguarding, legal privilege, and data protection take legal precedence over a Councillor's need to know.

3.6 If Non-Member Councillor attends a Committee Meeting; the committee determines whether they are allowed to participate at the meeting (Standing Orders 5dviii) by inviting them to sit at the table,

participate in discussion, but that Councillor does not vote. If there is a confidential session where the press and public are to be excluded within that meeting, the committee would decide again whether to allow to allow the non-member Councillor to stay – this is not an automatic right; the Councillor needs to ask to stay and potentially explain why they need to know. If it is resolved that the Councillor is allowed to stay, and they have not received confidential papers prior to the meeting, papers will be provided at this point.

4 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)	Y	05/11/24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Y	03/11/24



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 STAFFING COMMITTEE HELD ON
MONDAY 18 NOVEMBER 2024 at 7.00 pm
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

PRESENT: Councillors Roden (Chairman), Biscoe, Green and Rich.

ALSO PRESENT: Councillor Mrs Carlyon.

APOLOGIES: Apologies of absence were received from Councillor Roby.

Also in Attendance: Esther Greig, Deputy Town Clerk
Cheryl Simpson, Committee Clerk

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

Attendance of those councillors present was noted.

S/24/858

2 DISCLOSURES OR DECLARATIONS OF INTERESTS

Councillor Biscoe declared that he had a small business arrangement with the Visitor Information Centre.

S/24/859

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

There were none.

S/24/860

4 MINUTES

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

RESOLVED that the Minutes of the Staffing Committee Meeting held on
2 September 2024 were considered a correct record. **S/24/861**

5 DEPUTY TOWN CLERK REPORT

The Deputy Town Clerk updated the Committee as follows: Firstly, the deadline for the HR tender had closed on 13 November. Six tenders had been received and the Panel (Councillors Biscoe, Roden and Swain, Deputy Town Clerk and Town Clerk) had met on 15 November. 4 contractors were selected for interview on 2 December with a view to a recommendation being made to Council in January 2025. Secondly, an issue had been identified around some staff and supervisors sharing emails which had resulted in a staff grievance. The grievance and particular issue was being resolved but this indicated a wider problem across the Council. The report was **noted**.

S/24/862

6 CHAIRMAN'S REPORT

The Chairman reported town and parish councils had initially been informed the cost of the increase in employer National Insurance contributions would be reimbursed but they had now been informed by the treasury that they would bear these costs which could potentially increase the precept by 1.6%.

Tribute was paid to a long-standing member of staff who was retiring at Christmas. The report was **noted**. S/24/863

7 **CORRESPONDENCE**

None.

S/24/864

8 **STANDING ITEMS**

a. Accidents

A draft accident, incident, near miss, injury and anti-social behaviour reporting process and procedure was considered. It was clarified that this administrative process was separate from the developing staff handbook. Key contact details would be added in due course. A number of points and amendments were suggested.

b. Training - Harassment Training, E-learning

The Deputy Town Clerk reported that the law in relation to harassment had changed and staff training was currently being rolled out across the Council. She emphasised that the employer had a duty of care towards its employees so the training would be extended to all councillors in the New Year. The report was **noted**.

c. Sickness, Absence and Staff Turnover Report

In introducing the HR Officer's report, the Deputy Town Clerk reported that the data on which the report relied was not complete, particularly in relation to the section on equality but work was on-going. It was hoped to provide a further analysis with similar sized town or parish councils in the future. It was suggested that an explanatory note be added to state that there were 3 full-time members of café staff and the rest were casual or Saturday staff. The report was **noted**.

d. Recruitment

The Deputy Town Clerk stated that the new facilities manager was due to start in post on 9 December. One Full-time Visit Truro digital marketing PR assistant and one part time internal communications positions, had been appointed filling vacant positions. Two part time public convenience members of staff had also been appointed to fill a vacant position. The report was **noted**.

S/24/865

9 **AGENDA ITEMS**

a. Employee handbook review

A link to the latest version of the employee handbook had been circulated to Members. A copy of a draft dignity at work policy was also circulated for discussion. This one policy was an amalgamation of older policies and also reflected the Council's commitment to the Civility and Respect Pledge. The policy was based on a template provided by NALC/SLCC. The policy included recent changes to legislation and covered Councillors as well as members of staff.

During discussion a number of amendments were suggested and clarification would be sought on the term "non-contractual policy" page 5, last line.

It was proposed by Councillor Rich, seconded by Councillor Green, and

RECOMMENDED TO COUNCIL that the draft Dignity at Work Policy as amended, be adopted. S/24/866

[Councillor Rich left the meeting at 19:59]

10 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by the Chairman, seconded by the Councillor Green, 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 or special nature; staffing matters. **S/24/867**

11 CONFIDENTIAL AGENDA ITEMS

a. The 2025/26 revenue budget lines staffing levels
Confidential papers were tabled at the meeting and discussed by Members. Questions were asked and answers provided by the Deputy Town Clerk.

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

RECOMMENDED TO COUNCIL that under the budget line for Public Conveniences X1 maintenance/caretaker position be recruited, savings to be made elsewhere in the budget. **S/24/868**

b. Grievance and Disciplinary Matters
The Committee noted the report and expressed its support for the work of the Deputy Town Clerk. **S/24/869**

12 READMITTANCE OF THE PRESS AND PUBLIC

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

RESOLVED that the meeting be re-opened for press and public access. **S/24/870**

13 DATE OF NEXT MEETING

The next meeting would take place on 13 February 2025. **S/24/871**

14 ITEMS FOR FUTURE MEETINGS

a. Severance Policy. **S/24/872**

The meeting closed at 20:44 pm

----- CHAIRMAN



TRURO CITY COUNCIL - DIGNITY AT WORK POLICY

Truro City Council (the Council) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and engaging with the council.

Purpose

Truro City Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with it in the course of its work or recreation, are treated with dignity, respect and courtesy. It aims to create a workplace where there is zero tolerance for harassment (including sexual harassment) and bullying

In support of this objective, CTC has signed up to the Civility Pledge, as a commitment to civility and respect in its work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available via [NALC](#) & [SLCC](#)

It recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues. This policy sets out how concerns will be managed. The emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how it will respond to complaints of bullying or harassment,
- ensures that it responds sensitively and promptly; and,
- supports its employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by the Clerk and all employees engaged to work at Truro City Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council this should be raised to their nominated contact, or Town Clerk.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, where formal complaints of harassment or bullying have been upheld.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on whom the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment (including sexual harassment)

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Truro City Council will not tolerate bullying or harassment in its workplace or at work-related business or social events/trips outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will it tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Such behaviour may lead to dismissal under the Council's disciplinary policy. You should also be aware that, if you

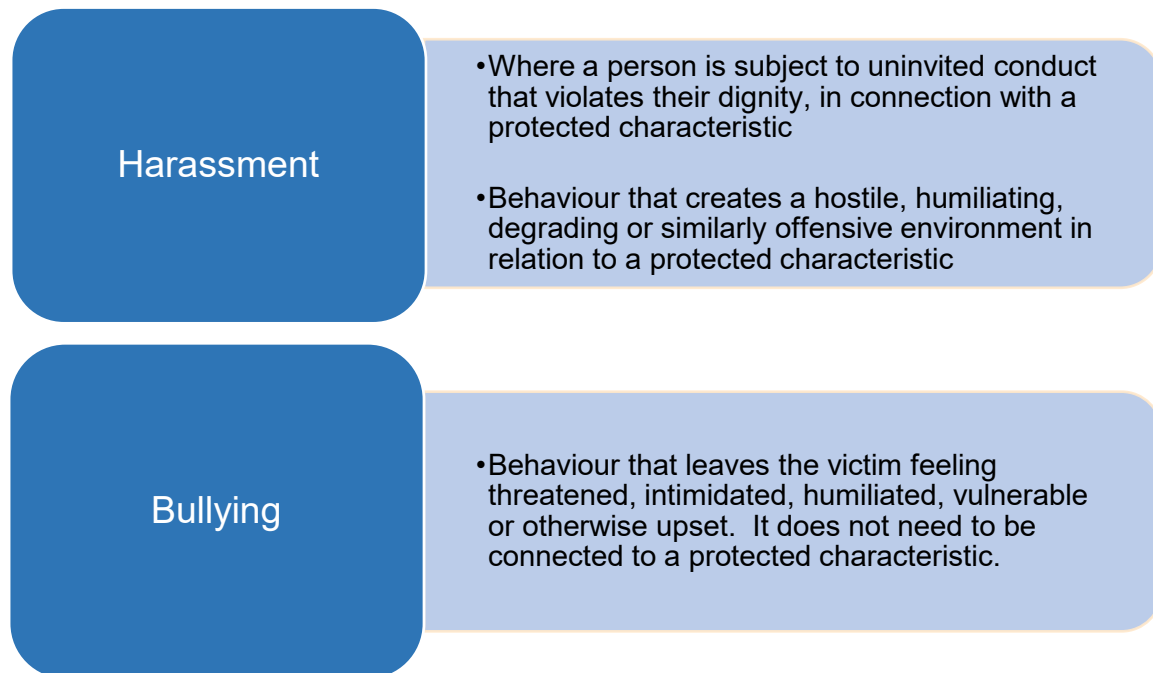
have bullied or harassed someone (e.g., physical violence, harassment), you could be prosecuted by the Police.

It expects all representatives of the council to treat each other with respect and uphold the values of the code of conduct, the civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

It expects you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. The Council has a duty to protect all workers. That means that if you change your mind after complaining — even informally or in confidence — the Council may choose to investigate anyway, particularly if your allegation is serious. The Council will however not do so without talking to you first.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments or sexual remarks about a person's appearance

- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments, gestures, or jokes/'banter'.
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display or sharing of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a

complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a third party – a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk. Any such report will be taken seriously, and they will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Mayor in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the Clerk or the Mayor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the Clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Mayor. If your concern relates to the Mayor, you should raise it with the Chair of the staffing committee. The Chair and another appropriate person, from the staffing committee, will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential. In certain circumstances, the Council may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) the Council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. It will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Clerk or the Mayor. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Mayor will appoint a panel to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, the Council will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, it will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, the Council will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the investigators may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, the panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official. Following the conclusion of the hearing, the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, Truro City Council believes there is a case to answer and a disciplinary offence might have been committed, it will instigate its disciplinary procedure. It will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF TRURO CITY COUNCIL
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 18/11/2024
ISSUED TO: CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2024.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations, if required, that allows for the Council's response and which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

The current position in respect of previous recommendations is contained in the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on SAGE accounting software, they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in May 2024 and are based on the revised model documentation produced by NALC.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Purchasing

A new scheme of delegation has been adopted and the requirement to use purchase orders is enshrined in Financial Regulations.

Within the sample tested all transactions were compliant.

Procurement

Four procurement processes were examined and were found to have been undertaken in accordance with Financial Regulations.

Payments

Testing revealed that all payments were supply invoices and has been accurately input into the accounting system, VAT had been properly accounted for.

Each invoice was certified in accordance with Financial Regulation 6.3.

Payment schedules are now regularly reported to the Finance & General Purposes Committee. The schedules provided are a list of individual invoices that have been paid listed in date order rather than the total payment made, which can, in some cases, be several thousand pounds made up of numerous invoices for a particular supplier.

If possible, grouping the payments by supplier would give Members a better insight into the actual payments being made.

Risk

Risk Assessment

The risk register was subject to an initial review by Members in April and further reviews are ongoing.

A review of the effectiveness of internal controls has been undertaken and a regime Member internal control checking has been implemented to further inform this work.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £5 million.

Investments

An Investment Strategy covering the 2024/25 financial year was adopted in April 2024.

Budgets

Setting

We reviewed the 2024/25 budget setting process as part of our final audit work last year and we will review the 2025/26 process later in the year.

Monitoring

Quarterly budget monitoring reports have been provided to Members in a timely manner.

More prominence has been given to 'partnership accounts' and those items funded from earmarked reserves and S106 agreements.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept

The precept received is in accord with that set by the Council.

Burials

Interments, memorial permits and the grant of exclusive rights of burial in the month of July were tested.

The appropriate paperwork is in place and fees have been accurately applied.

Tourist Information Centre

Income is controlled via a till which is balanced daily. Cash is banked weekly and credit card payments are paid directly into the bank.

Till reports are reconciled to the bank on a weekly basis and posted to the Ledger; at the month end a journal is posted to account for those items where VAT is applicable.

Testing income received in June and July revealed no issues to report.

VAT

VAT claims are up to date.

Cafe

Cafe income is controlled with a till; reports are produced which reconcile these reports to the bank and postings to the Ledger.

Room Hire

A booking system is in place and clients are invoiced.

Testing showed that fees have been accurately applied and an adequate system to ensure payment is in place.

Payroll

New Starters

New employees have been issued contracts of employment and have been paid in accordance with the Terms therein.

Changes in employee terms and conditions have been notified to them in writing and have been accurately implemented.

Tax, NI & Pensions

PAYE and pension requirements have been met.

Pay Award

The national pay award has yet to be implemented and we will undertake further testing later in the year.

Bank Reconciliation

Bank reconciliations are carried out weekly and were found to be accurate.

Member review forms part of their internal control checking activity and ensures that the requirements of Financial Regulations are met in that respect.

Electors Rights

Full Council properly approved the 2023/24 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2023/24 accounts have been met.

INTERNAL AUDIT RESPONSE RECORD – TRURO CITY COUNCIL

No	Recommendation	Management Response	Timescale/Responsibility	Follow up (Auditor use)
INTERIM REPORT 2023/24				
1	<ul style="list-style-type: none"> i. Grant and s106 Funding Agreements are expedited. ii. Where an EMR remains in deficit transfers between funds will be required. 			<p>Done – closed</p> <p>Done - closed</p>
2	<ul style="list-style-type: none"> i. A review of all EMR’s is undertaken to establish whether they are still required. ii. For those that remain a medium-term spending plan should be put in place with annual budgets for each reserve along with estimates of any contributions from the General Reserve. 			<p>Ongoing review as part of 2024/25 audit - closed</p>
3	<ul style="list-style-type: none"> i. The policy on the size of the general reserve relative to either Net Revenue Expenditure or gross expenditure is reviewed. ii. Current year spending is strictly managed to eradicate or minimize any potential overspend. iii. A plan to bring the General Reserve to the levels agreed following (i) above is built into the budget from 2024/25 onwards (taking into account the requirements to maintain EMR’s as per Recommendation 2) 			<p>Done - closed</p> <p>Done – ongoing review required</p>
2022/23 FINAL REPORT				
1	<p>Agreements should be put in place for all contracted works carried out by the Council.</p>			<p>Year-end audit to include testing</p>

INTERNAL AUDIT RESPONSE RECORD – TRURO CITY COUNCIL

No	Recommendation	Management Response	Timescale/Responsibility	Follow up (Auditor use)
2020/21 FINAL REPORT				
2	Allotment Tenancy Agreements for all sites should be reviewed to ensure they all reflect the current charging arrangements.			Include in 2024/25 testing – to be undertaken at year-end



Report to:	Full Council	
Date:	25th November 2024	
Title:	2024-25 Expenditure to Budget Prediction 2025-26 First Draft Budget	
Authors, Roles	Esther Greig Deputy Town Clerk/Responsible Financial Officer,	
Approval and clearance obtained from chair of committee:		Y
Urgency Procedure(s) used? If yes include rationale.		N
Recommendations:		
1. To note the contents of the report.		

1 Executive Summary

- 1.1 To give a brief overview of in-year of the budget discussions to be had over the next two months in order to set a precept for 2025-26, at Full Council meeting 28th January. Council will also need to outline a budget forecast for years 2026-27 and 2027-28.
- 1.2 2025-26 budget predictions have been prepared using an inflationary assumption of 3.5% for incremental costs due to the potential wage inflation, uncertainty of energy prices and these effects global economy noting that current headline rate of inflation is CPI 3.2% and RPI 3.4%. Staff costs have been calculated at the same rate considering the recently announced increase in minimum wage / real living wage. National Joint Council (the employers) have yet to announce their offer to the unions for consideration for the 2025-26 pay award. The national insurance impact has been calculated to an additional £51k on current staffing levels; this equates to approximately 2.5% of the staffing budget or 1.6% of the precept on its own; before any other items are considered.
- 1.3 To accommodate these additional pressures, the Responsible Financial Officer (RFO) has calculated that to 'standstill', and add in £205k to general reserves as noted in the 2024-25 3-year forecast, an increase to precept is required of 5.2%. The forecast for 2025-26 predicted 5.6% but didn't include the significant increases to minimum wage and national insurance announced by the Government; this also does not include TCC's own priorities identified previously. If all of TCC's assets and services that require urgent attention and other items requested by

TCC managers are included, then the percentage increase could be 14.1%. It will be for Council to decide a 'palatable' increase and to 'cut its cloth' accordingly.

- 1.4 The RFO was asked to undertake a zero-based budgeting exercise to check the underlying assumptions and costs were accurate. Council committees have had the opportunity to review the budget spreadsheets over the Autumn meetings. A working group has been set-up to review budget requirements for 2025-26 in the first instance, and to inform the reports that will be presented in January.

2 Purpose of Report and key information

- 2.1 This report is intended to summarise the position ahead of detailed budget discussion regarding TCC priorities for asset and service requirements over the coming months.
- 2.2 Year-end total expenditure was predicted at the end of quarter two – these figures have been used to inform this report. The figures will be reworked using data input by the end of November for use by the budget working group; due to meet on the 9th December.
- 2.3 TCC service leads have provided service plans to the Town Clerk in which they have set out requested budgets for their departments for consideration in the budget setting process. All of these requests will be reviewed by the budget working group.

3 Benefits for Staff/Councillors

- 3.1 This report will give an overview of TCC's financial position and the parameters within which budget choices will be considered.

4 Relevant Previous Decisions

- 4.1 In January 2024, TCC set its budget and precept for the 2024-25 financial year to reflect the expected financial position and operating requirements.
- 4.2 In June 2024, TCC revised its reserves position to reflect actual funds available and set budgets for capital expenditure in year.
- 4.3 In October 2024, TCC vired budgets to account for unexpected Community Infrastructure Levy receipts and Town Deal expenditure within year for the Lemon Quay event project.

5 Consultation and Engagement

- 5.1 N/A

6 Legal/Governance Implications of the proposed course of action/decision

- 6.1 Council is required to produce a budget and 3-year forward plan. The precept notification and supporting documentation is required by Cornwall Council by end of January 2025.
- 6.2 Council is required to have a minimum of 3 months net expenditure in general reserves. For TCC this would be around £750,000.

7 2024-25 Budget:

- 7.1 **General reserve** position at 31.3.24 was £226,464. Council budgeted for the general reserve to be £421,464 by the end of the financial year 2024-25. An additional £205,000 was included in the forecast for 2025-26. However, with treasury management, review of earmarked reserves and delayed municipal building handover; the level of general reserve is likely to be around £640k by 31.3.25. Council will need to earmark reserves for tennis resurfacing (contractual obligation) and consider if the underspend on items in 2024-25 – Duck Pond, Elections, Allotments, Technical Equipment, and election expenses that have not been spent in year should be transferred to spend in 2025-26. Consideration of other projects, such as the £110,000 match funding requirements for Boscawen sports hub retention needed in 2026-27, require the same (This item is sitting in the next year's project budget at the moment rather than from the reserves in this first draft).

Predicted Total funds 31.3.25			1334339	
EMRs at 31.3.24			10000	
Allotments - EMR			23000	
Duck Pond - EMR			15000	
Tech - EMR			12500	
Election expenses - EMR			12000	
S106			554810	
General Reserves			421464	
Tennis resurfacing fund			64800	
			1113574	
Available Balance to transfer to general reserves (or other EMRs)				220765
Predicted General Reserves 31.3.25				642229

7.2 Expenditure

This table shows the 2024-25 expenditure budget and the predicted outcome. The Status Quo for 2025-26 column shows maintenance of current levels of services, and the Maximum shows possible increases that will be discussed at future meetings.

Cost Centre Expenditure	2024-25	2024-25	2025-26	2025-26
	Budget	Predicted	Status Quo	Maximum
	£	£	£	£
Administration & Democratic	1,053,239	903,810	1,056,109	1,109,317
Tourist Information Centre	267,495	253,379	252,856	255,256
Allotments	24,760	1,760	3,300	26,000
Public Cemetery	11,789	11,005	11,160	11,160
Community	265,923	262,530	205,133	274,709
Parks & Open Spaces	1,238,763	1,221,926	1,311,396	1,395,436
Public Conveniences	246,212	253,802	206,630	234,160
Café in the Park	232,960	268,895	300,154	301,441
Truro Library	326,903	308,380	300,748	306,248
Lemon Quay	205,114	161,185	211,541	252,041
Total Expenditure	3,873,158	3,646,672	3,859,027	4,165,768

7.3 Income

This table shows the 2024-25 income budget and the predicted outcome. The Status Quo for 2025-26 column shows conservative levels of income – erring on the side of prudence, and the Maximum shows possible increases to be discussed at future meetings – Council will need to resolve on realistic figures for income. These figures do not include any future grants, CIL or s106 receipts – TCC does not have control over the amounts or timings of transfers. These are usually allocated to specific projects or developments so are a receipt and payment within year.

Cost Centre Income	2024-25	2024-25	2025-26	2025-26
	Budget	Predicted	Status Quo	Maximum
	£	£	£	
Administration & Democratic	80,131	186,820	64,000	82,000
Tourist Information Centre	128,760	110,673	110,653	110,653
Allotments	3,700	4,125	4,125	4,125
Public Cemetery	25,626	28,000	25,000	25,000
Community	24,151	25,151	16,784	30,284
Parks & Open Spaces	154,316	163,164	100,060	100,060
Public Conveniences	1,800	2,600	2,600	2,600
Café in the Park	234,688	270,000	309,170	309,170
Truro Library	53,998	56,568	56,568	56,568
Lemon Quay	61,904	69,733	74,000	79,000
Total Income	769,073	916,834	762,960	799,460

7.4 Precept Calculations

TCC has received notification of the number of Band D equivalents, or its taxbase. This has increased by 123 houses solely due to the second home charge. As noted previously in this report, TCC are facing an increase of between 5.2% and 14.1% to maintain or increase services. TCC may consider reducing assets and services, or slow the consideration for the general reserve minimum requirement, to manage the percentage increase at below 5.2%.

	2024-25	2024-25	2025-26	2025-26
	Budget	Predicted	Status Quo	Maximum
Net Expenditure	3,104,084	2,729,838	3,096,067	3,366,308
Increase to General Reserve	195,000		205,000	205,000
Precept	3,005,618	3,005,618	3,214,567	3,484,808
Band D Tax Base	7,477	7,477	7,600	7,600
Annual Band D Council Tax	402	402	423	459
Increase on previous year	25.5%		5.2%	14.1%
	2024-25	2024-25	2025-26	2025-26
Precept	3,005,618	3,005,618	3,214,567	3,484,808
Band D Tax Base	7,477	7,477	7,600	7,600
Annual Band D Council Tax	402	402	423	459
Increase on previous year	25.5%		5.2%	14.1%

8 Supporting Information (Appendices)

None.

9 Approval and clearance

9.1 All necessary approvals for this report to be presented to Full Council have been obtained.

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)	Not available	
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	20/11/24



TRURO CITY COUNCIL

Grant Application Form for Organisations and Community Groups

NAME OF APPLICANT/ORGANISATION

Truro Old Cornwall Society

ADDRESS AND CONTACT NUMBER OF INDIVIDUAL
OR THE PERSON REPRESENTING THE ORGANISATION

3 Lower Rosewin Row, Truro

Post Code ...TR1 1EN

*Individual applying

Occupation Tel: NoFax/e-mail ...bertbiscoe@btinternet.com

*Organisation applying

Position ...Chairman

Tel 01872 242293 Fax/e-mail
bertbiscoe@btinternet.com

Purpose for which grant is sought:

Support to present a service of Roseland carols at Truro Cathedral, free to all-comers, and live streamed on Monday 4th December 2024.

Total cost of project: £1450..... Amount of grant aid applied for: £650.00.....

Other sources of partnership funding: ... Truro; Fed OldCwllSocs £100 FEAST
£650.....

Have you previously received a grant from Truro City Council? YES /NO

If 'Yes' please indicate (a) When? December 2023 – Carols of Padstow..... (b) Amount received? £300

(c) For what purpose? To support a cathedral service featuring the Carols of Padstow.....

State, briefly, how this grant would benefit *yourself/the community in Truro?

TOCS, with the Federation of OCS and Truro Cathedral, and with support from TCC, has mounted a number of carol services featuring carols of different Cornish localities, including the diaspora. These are successful in bringing people from many parts of Cornwall to participate, either as singers, or as congregants – the tradition of local carols is very strong in Cornwall. The events help to strengthen Truro's
Please complete and return to The Town Clerk's Department, Truro City Council, Boscawen Street, Truro, Cornwall TR1 2NE



CITY OF TRURO

ties with other parts of Cornwall, they draw people into town, and the celebrate a key aspect of Cornish culture in a joyful and participatory way. We know that many particioants use the day to combine the srvicde with Christmas shopping. The live-stream means that the event will reach people throughout Cornwall, and in other parts of the World – eg USA, Australia, Because Truro is synonymous with the Cathedral the live stream enhances international perceptions of Truro and attracts people to visit as a result. The Roseland is a distinct part of Cornwall with very close cultural, economic and family ties with Truro – the service will invigorate those ties. Whilst held in the Cathedral, the service is open to people of all faiths and none, to both members and non-members of OC Societies throughout Cornwall.

.....

*Please enclose an up-to-date copy of the organisation's accounts.

*Are you a registered charity? YES / NO

SIGNED: [REDACTED] DATE: 11th Nov 2024

Applications will only be considered if they can demonstrate that the grant aid will be of benefit to the community of Truro. Please note that grants from individuals will not be considered. All sections must be completed. *Delete if not applicable.

Please complete and return to The Town Clerk's Department, Truro City Council, Boscawen Street, Truro, Cornwall TR1 2NE

Carols of The Roseland costs:

Cathedral charge	950
Live-stream	350
Marketing	100
Total:	1400

Income:

FEAST	650
Truro OCS	100
Truro CC	<u>650</u>
Total:	1400

Truro Old Cornwall Society

CONSTITUTION

Name:

Truro Old Cornwall Society

Purpose:

To study, communicate, celebrate and conserve all aspects of Truro's and Cornwall's identity, heritage and culture, including:

To advance knowledge, research, collecting, recording and developing individual and collective understanding.

To encourage good citizenship and community development.

To encourage, practice and experience Truro's and Cornish arts, culture and heritage, including sport;

To foster and sustain harmony, equality and diversity.

Objectives:

To foster understanding of Truro and Cornwall's history, culture and heritage amongst the community of Truro.

To record and collect and properly curate knowledge, artefacts of tangible and intangible culture and heritage.

To care for Truro's and Cornwall's environment and ecology.

Powers:

Truro Old Cornwall Society is an unincorporated association. It can raise funds, receive grants and donations, apply funds to carry out works and events approved by the Society, cooperate with other similar bodies, and do anything lawful to achieve its purposes.

Membership:

Anybody living in, or interested in, Truro and Cornwall is free to join. The subscription will be set annually by the AGM. The Society is non-political, non-sectarian, non-discriminatory and abides by the principles of equality.

Officers:

TOCS will, at its AGM, elect a President, a secretary, Treasurer and Recorder. A vice-President may be elected.

Should three members or more request an extraordinary general meeting then it shall be held within a reasonable period, not more than six weeks after the requisition.

Finance:

The Society will maintain a bank account, and the Treasurer will report on the finances to the Annual General Meeting. The financial year shall be from August 1st to July 31st, annually.

Dissolution:

In the event that the Society becomes unviable, the power to dissolve the organisation will rest with the officers plus three other residual members. Should dissolution occur, all debts will have been met, and arrangements made for the deposit of objects, artefacts, documents and other items held by the Society to appropriate bodies/institutions in Cornwall. Any remaining funds shall be donated to the Federation of Old Cornwall Societies to help it to realise its objectives and purpose.

Date of meeting at which approved:...10 October 2023

President:.....

Secretary:.....

Treasurer:.....

TRURO OLD CORNWALL SOCIETY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2023

RECEIPTS

SUBSCRIPTIONS	336.00	
SALE OF JOURNALS	27.10	
RAFFLE	52.50	415.60

PAYMENTS

HIRE OF MEETING VENUE	240.00	
SPEAKER EXPENSES	65.00	305.00

EXCESS OF INCOME 110.60

31.7.22	BANK BALANCE	995.30
YEAR	EXCESS OF INCOME	110.60
31.7.23	BANK BALANCE	1105.90

We have prepared the above Receipts and Payments Account from the books and records of the Society and confirm it to be in accordance therewith.
We have not carried out an Audit.

Appendix 16



11th November 2024

The Mayor, Town Clerk and
Truro City Council
Municipal Buildings
Boscawen St
TR1 2NE
Truro

Dear Mayor, Town Clerk and Council,

Remembrance Day Celebration, Sunday 10th November 2024

I am writing to pass on our congratulations to you for a well-coordinated and thoroughly planned Remembrance event yesterday.

The preparation and delivery of the event was very professional and delivered with great dignity and consideration for honouring the fallen, the parade participants, the audience, and the casual onlookers. In comparison to some previous Remembrance events, this one stands out because it was delivered without delays, with efficient coordination of the armed forces and a sound system that was audible from some distance. To hear the clock tower bell chime once again, just at the right moment in the ceremony, was an added bonus.

As both a resident and a community organiser, I left with a feeling of pride that Truro, despite all the current difficulties it faces, can make the time, effort and expense to respect one of our most cherished ceremonies. Please extend my thanks to all concerned.

Kind Regards

Bob Smith
Secretary
Kenwyn Community Association
20 Cathedral View
Kenwyn, Truro
TR1 3UF
07840 909033

MISSION AND PASTORAL MEASURE 2011

Closed church building of Truro St Paul Diocese of Truro

How representations concerning a draft scheme are considered by the Church Commissioners

Anyone may make comments, known as representations, either in support or against a draft scheme to the Commissioners in writing or by email. A petition will be given proper consideration, but for administrative purposes it will be classed as a single representation and we will only correspond with the sender of the petition, if known, or otherwise the first signatory.

If we do not receive any representations against the draft scheme the Commissioners will make the scheme, subject to any necessary consents being granted.

If we do receive any representations against the draft scheme we will seek the views of the Bishop about these, and those in favour. If you make a representation we will also share this with other representors and the Commissioners' Mission, Pastoral and Church Property Committee. We will send you a copy of our correspondence with the Bishop and you will be able to comment further if you wish on any points relating to your original representation.

Once all the relevant information has been collated the Mission, Pastoral and Church Property Committee will meet to consider all representations in relation to the draft scheme. In making a representation you should indicate whether you also request the opportunity to speak to the Committee about your representation. Otherwise, if a hearing is not held, the case will be considered in private, and you will be informed accordingly. If the Commissioners' decide to hold a public hearing into the case, you may attend the Committee meeting and you may have an opportunity to speak to your representation. When we acknowledge your representation we will let you know the dates of the Committee's next couple of meetings. We will confirm the actual date, and if a hearing is to be held, nearer the time.

The Mission, Pastoral and Church Property Committee will decide whether the draft scheme should proceed. A full statement of reasons for the Commissioners' decision will be issued to all representors about 10 days after the meeting of the Committee. If they decide that the scheme should proceed, the Commissioners will make the Scheme, subject to the necessary consents being granted, if appropriate.

The scheme would be brought into effect at the appropriate time as it provides.

Please note that the procedures for considering representations only apply where there is at least one objection to the draft scheme. The Committee will not have to consider the case where there are only representations in support of the draft scheme and no outstanding objections. If you write in support of the scheme, we will let you know as soon as possible whether we have also received representations against its provisions that will require consideration by the Committee.



 THE CHURCH
OF ENGLAND

CHURCH
COMMISSIONERS

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

By email only - info@truro.gov.uk

Adrian Browning
Historic Buildings Specialist
Pastoral and Closed Churches

Based at:
Salisbury Diocesan Office
Emmaus House
The Avenue
Wilton
Salisbury SP2 0FG
Mobile: 07738 803290

Your ref:
Our ref: RC39/207BF
24 October 2024

Dear Sir or Madam

Mission and Pastoral Measure 2011
The closed church building of Truro St Paul

I enclose a copy of a draft Pastoral (Church Buildings Disposal) scheme prepared by the Church Commissioners providing for the closed church of Truro St Paul to be demolished and empowering Truro Diocesan Board of Finance to dispose of the site.

I also enclose an Explanatory note setting out the background of the proposals, a more detailed Report, and a further note setting out the process the Commissioners will follow in considering any representations received with respect to the draft scheme.

A drop-in session will take place on Thursday 7th November at The Old Cathedral School, Cathedral Close, Truro, TR1 2FQ between 3.30pm and 7pm where members of the Commissioners' and Diocesan staff will be available to answer any questions about the proposals.

Having considered the proposals you may wish to make a formal representation either in support or against the draft scheme by email to rex.andrew@churchofengland.org or by writing to Rex Andrew, Pastoral & Closed Churches, Church House, Great Smith Street, London SW1P 3AZ.

Please note that any communications received after Monday 2 December 2024 cannot be treated as a representation.

If you require further clarification about the draft scheme or the process you can contact me by e-mail on adrian.browning@churchofengland.org.

Yours faithfully

A M G Browning

Church House, Great Smith Street, London SW1P 3AZ
London Switchboard: 020 7898 1000
Email: adrian.browning@churchofengland.org DX: 148403 Westminster 5
Website: www.ccpastoral.org
The Church Commissioners are a registered charity (number 1140097).

Draft Pastoral (Church Buildings Disposal) Scheme

This Scheme is made by the Church Commissioners ("the Commissioners") this day of 20..... in pursuance of the Mission and Pastoral Measure 2011.

BACKGROUND

By a Scheme of the Commissioners made pursuant to the said Measure on the 21st day of October 2008 the parish church of Saint Paul, in the parish of Saint Paul, Truro in the Diocese of Truro ("the building") was declared closed for regular public worship.

A suitable use has not been found for the building and it does not appear to the Commissioners, after consultation with the Church Buildings Council, that the building is of such historic and archaeological interest or architectural quality that it ought to be preserved in the interests of the nation and the Church of England.

NOW it is provided as follows:-

Future of the church building

1. The Truro Diocesan Board of Finance (the "Board") shall demolish the building and shall dispose of the materials arising from the demolition.

Disposal of the Site

2. The Board is hereby empowered to sell, give, exchange or lease the site of the building and the land annexed or belonging thereto which are together shown hatched on the plan annexed hereto, subject to and with the benefit of the Existing Matters specified in Schedule 1.

Contents

3. The contents of the building, excluding monuments and memorials, shall be disposed of as the Bishop shall direct.

Coming Into Operation of this Scheme

4. This Scheme shall not come into operation until such date or dates as the Commissioners shall determine following the making of this Scheme and different provisions of the Scheme may be brought into operation on different dates and the Commissioners shall not be obliged to bring the Scheme or any clauses thereof into operation until such time as they are satisfied that the condition specified in Schedule 2 has been complied with but may do so if they so determine.

In witness of which this Scheme has been duly executed as a deed by the Church Commissioners.

Executed as a Deed by the Church Commissioners for England
acting by two authorised signatories:

Signature of Authorised Signatory

Signature of Authorised Signatory

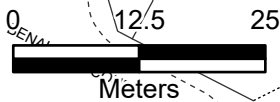
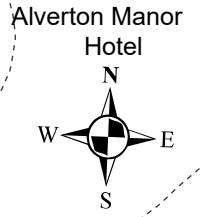
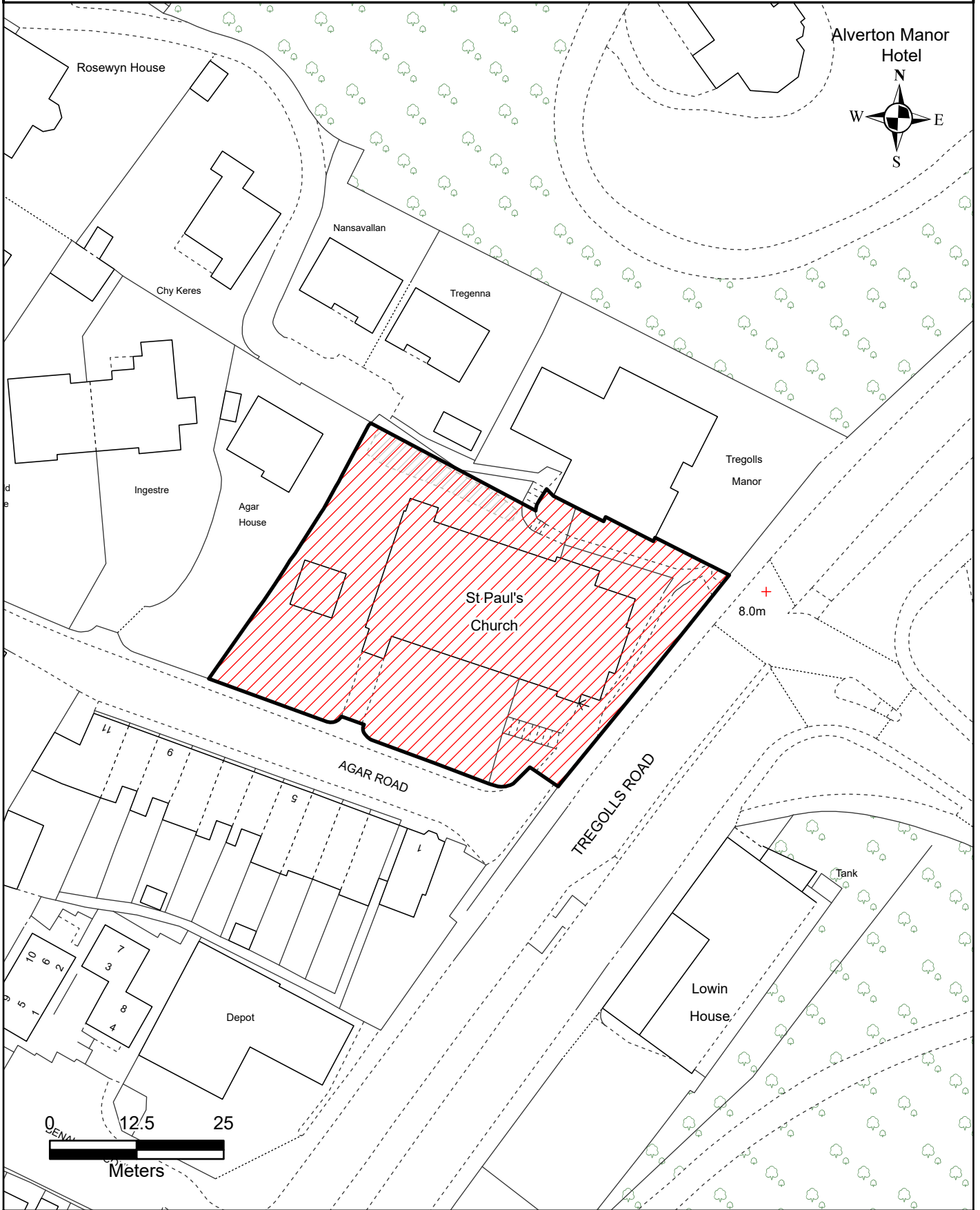
Schedule 1: Existing Matters

The rights, reservations covenants and stipulations contained or referred to in a conveyance of the neighbouring property known as Tregolls Manor and registered at the Land Registry under Title number CL374465 dated the 17th day of November 1988 between (1) Truro Diocesan Board of Finance Ltd (2) The Community of the Epiphany Trust Association Ltd and (3) West Ridge Investments Ltd in so far as the same are still subsisting and are capable of taking effect.

Schedule 2: Conditions

That the Commissioners have approved the terms of the disposal of the site.

TRURO ST PAUL



Drawn by T. Wood	Scale 1:500	Date 23/05/2024
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EXPLANATORY NOTE

MISSION AND PASTORAL MEASURE 2011 DRAFT PASTORAL (CHURCH BUILDINGS DISPOSAL) SCHEME TRURO ST PAUL DIOCESE OF TRURO

This note accompanies a draft scheme under the Mission and Pastoral Measure 2011 which makes provision for the future of a closed church building, The Church Commissioners provide this information so that individuals and interested parties can understand the background to the proposals, make a reasoned judgement on the merits of the draft scheme and, if they see fit, a reasoned expression of support or objection to it.

The Current Proposals

The Commissioners have agreed to publish a draft Pastoral (Church Buildings Disposal) Scheme providing for the closed church of Truro St Paul to be demolished and for the Truro Diocesan Board of Finance to dispose of the site.

The Building

The church of St Paul occupies a prominent, sloping site on the east side of Truro City Centre at the southern end of the A390 Tregolls Road which leads eastwards to the residential suburbs towards St Austell. St Paul's is a substantial church building built in three phases in the free Perpendicular style and consists of an aisled nave of six bays with a south porch at the west end, two-bay chancel with north organ chamber and south tower and vestry, with a crypt beneath. The nave and south aisle were constructed in 1848 by an unknown architect using Killas stone with granite dressings. The east end and north aisle were added in 1882-4 and 1889 respectively to designs by the renowned Victorian architect John Dando Sedding, with the tower being completed in 1910 after Sedding's death to less-elaborate designs by his nephew Edmund Sedding. The tower provides the building with considerable vertical emphasis and has formed a notable landmark when approaching the city centre from the east. These latter additions were constructed using a combination of killas, granite and Polyphant stone. The church is listed Grade II and is situated in the Truro Conservation Area.

Background

The building is in poor structural condition as a result of two main problems – historic structural movement associated with the addition of the tower and the decay of structural elements of the east end of the building constructed of Polyphant stone. In summary, the completion of the tower in 1910 resulted in the foundations settling and cracks appearing in the walls. Internal iron ties were added in 1914 to mitigate the effects of the settlement

(which are now showing signs of corrosion). Further concrete beams were inserted in 1953 following damage by a war-time bomb.

However, the more significant reason for the poor condition of both the tower and east façade stems from the use of polyphant stone externally and for structural purposes. Polyphant is a Cornish stone, quarried at the east of the county near Launceston. It is a soft soapstone used principally for internal purposes and weathers quickly when used externally, with an attributed lifespan of 100 years in these conditions. Because of this, it is rarely used externally.

In 2012, the cost of rectifying these structural defects was quoted in the region of £3.8 million. Using the Tender Price Index formula, this amounts to around £6 million at today's prices, exclusive of VAT and professional fees.

The church building was declared closed for regular public worship with effect from 27 October 2008. After closure discussions were held with Cornwall Council on options for community-based or other uses for the building. In 2013 and 2019 the building was placed on the open market through local agents - on each occasion expressions of interest were received and pursued, but on both occasions the interested bidders eventually withdrew as they could no longer make their proposals viable due to the costs involved in addressing the structural defects. These included exploring the options of partial demolition. Outside the formal marketing campaigns, throughout this period, the building continued to be advertised on the Church of England website, from which a number of parties expressed interest in the property, none of which were sustained after visiting the property and assessing its viability.

Over the years, despite expenditure on the building by the Diocese, the condition of St Paul's has deteriorated and is now a major health and safety risk. The decay of the polyphant stone has continued, with new evidence of ongoing structural movement in the east gable wall, and substantial repairs to the roofs and external walls around the building are needed. Exposure to vandalism, pigeon infestation and general deterioration have added to the substantial liability that falls on the Diocese for this property.

As such, the Diocese of Truro has reported to the Commissioners that it has exhausted all possibilities for finding an alternative use for the building and has requested the Commissioners to determine its future. The Diocese considers that demolition would enable the site to be used for something useful for the city, with residential being the most advantageous and realistic given the access constraints.

The Views of the Statutory Advisory Committee

The Commissioners statutory advisors, The Statutory Advisory Committee of the Church Buildings Council (SAC) considered the church to be of moderate significance as a heritage asset, although the value of the church as a feature in the townscape lifted the overall assessment from moderate, to moderate to high. In this context the SAC noted the Historic England refusal of an application to raise the current listing from grade II to II*. In the absence of a suitable use – and in the last resort – the SAC agreed that while it would regret the loss of the church, it would not object to the demolition of the church as a whole; adding that a cleared site offered better scope for replacing the church with a building of quality.

Demolition and Planning Considerations

Church of England church buildings which are listed and those in a conservation area which are closed for regular public worship, and which are the subject of a Pastoral (Church Buildings Disposal) Scheme providing for demolition in pursuance of the Mission and Pastoral Measure 2011, are exempt from listed building control by virtue of section 60(7) of

the Planning (Listed Buildings and Conservation Areas) Act 1990. However, under an agreement made in 1978 and modified in 1986, the Commissioners have agreed to refer such cases to the Secretary of State for Housing, Communities and Local Government for a decision on whether a non-statutory public inquiry should be held where Historic England, the Statutory Advisory Committee, the local planning authority, or a national amenity society have lodged reasoned and sustained objections to a draft Scheme proposing demolition. The Commissioners have agreed to accept a recommendation from the Secretary of State following such an inquiry.

Correspondence

Further information about the proposals may be obtained from the Case Officer, Adrian Browning by e-mail at adrian.browning@churchofengland.org .

Representations against or in support of the draft Scheme

Anyone may make a representation for or against any provision of the draft Scheme.

Representations should be sent to:

**Rex Andrew
Pastoral and Closed Churches
Church Commissioners
Church House
Great Smith Street
London SW1P 3AZ**

Or by e-mail to: [**rex.andrew@churchofengland.org**](mailto:rex.andrew@churchofengland.org)

Any communication received after Monday 2 December 2024 cannot be treated as a representation.

If we receive representations against the draft Scheme, we will send all representations, both for and against, to the Bishop, whose view will be sought. Individual representors will then receive copies of our correspondence with the Bishop (including copies of all the representations) and they may comment further in writing to us in light of the diocesan response if they so wish.

If no representations against the Scheme are received the Commissioners shall make the Scheme and bring it into effect as provided for in the scheme and explained above.

Information on the Mission and Pastoral Measure 2011 and its procedures can be found on the Church Commissioners' website at www.ccpastoral.org where there are also links to download copies of these notes and the draft scheme.

A M G Browning
21 October 2024



Explanatory Report on the Use Seeking Process for the church of St Paul, Tregolls Road, Truro



Church Commissioners for England
Church House
Great Smith Street
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October 2024

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1. Introduction

- 1.1 This Explanatory Report sets out a full account of the process of searching for a suitable alternative use for the church of Truro St Paul, following its closure in 2008. It details the structural condition of the building, the efforts through consultation and marketing to find an alternative use, and summarises the various reports that have been obtained to inform the process. The Church Commissioners and Diocese of Truro have been unable to find a suitable alternative use for the building and have, therefore, concluded that demolition is the only realistic solution.
- 1.2 As part of the process of consideration of demolition the Church Commissioners have consulted widely and been provided with expert reports on the condition of the building.
- 1.3 Much has been written about St Paul's Church and many reports carried out into its structure, repair and possible re-use. This Explanatory Report brings together a comprehensive suite of documents that tell the full story of issues with the structure of the building and consideration of the future of the church building.
- 1.4 A chronology of the building's history, structural failures and associated action is set out in section 2, drawn from the documents listed in Section 12.

Highlighted Appended information.

- 1.5 Some documents are particularly helpful for the drawings, photographs, and material they contain. These have been previously supplied to Historic England and Cornwall Council and are:
 - Council for the Care of Churches Pastoral Measure Report November 2007 – provides a comprehensive description of the building, interior, fixtures & fittings.
 - Feasibility Study by Robert Shaw Architects December 2008.
 - Structural Engineers Report by Alan Baxter Associates April 2012
 - Statement of Significance by Alan Baxter Associates October 2012
 - Inspection and report on Nave and Aisles by Scott and Company January 2017
 - Valuation Report by Vickery Holman June 2017.
 - Structural Engineers' Report by MBA Consulting June 2023
 - Valuation Report by Vickery Holman November 2023
 - Six-monthly Condition Report by Scott & Co December 2023

2. A Chronology

2.1 The following chronology includes details of key decisions as well as publication of reports:

Year	Report / event
1845	Construction of nave and south aisles as a chapel of ease in the parish of St Clement.
1864	Separate parish of St Paul created. Becomes parish church
1882-84	Addition of chancel, chancel aisles, transepts and lower tower stages ("the east end") by renowned Victorian architect John Dando Sedding
1889	Addition of north nave aisle and porch by Sedding
1910	Completion of tower by Edmund Sedding
1914	Installation of iron ties in upper stage of tower
1942	Damage to tower by nearby enemy bombing
1952	Tower reinforced
1971	Listed Grade II
1995	Quinquennial report details decay of Polyphant stone
2005	Quinquennial report highlights ongoing decay of Polyphant stone and structural movement of tower. Polyphant stone failing and requiring substantial and expensive repair and replacement.
2005	Ecclesiastical Insurance Group withdraws insurance cover
2006	Parochial Church Council abandons proposed project to renovate crypt rooms to provide enhanced mission and outreach facilities in the lights of the Quinquennial's findings. Leads to PCC making a request to the Diocese to take forward the closure of the church.
2007 - November	Pastoral Measure Report received from CBC
2008 - October	Church declared closed for regular public worship
2008 - December	Diocese receives Feasibility Study report from Robert Shaw Architects exploring the feasibility of various potential uses for the building
2009	Visual Structural Appraisal Report by Green Consulting Ltd, identified significant deterioration of Polyphant since the 2005 Quinquennial Inspection.
2009 - November	Meeting of stakeholders, resulted in further meetings with the Communities Directorate and Economic Development Team of Cornwall Council

2010 - July	Receipt of Council's Scoping Report. This concluded that the Council had no use for the property, nor could it foresee a viable or sustainable alternative use by another party
2011 - March	Meeting with officers of Historic England and the LPA. Agreed that building should be put on the market, informed by a Structural Engineers' Report, costings, a Statement of Significance and an Options Appraisal
2012 - April	Structural Engineers Report (with costings) received from Alan Baxter Associates. Concludes that the structure of the tower and east end is "fatally flawed"
2012 - October	Statement of Significance received from Alan Baxter Associates
2013 - January	Statutory Advisory Committee of Church Buildings Council indicates it would not object to the demolition of the whole building in the absence of a suitable alternative use
2013 - May	Building placed on market with Humberts of Truro
2014 - May	Marketing reviewed. Diocese recommends proceeding with sole offer from a local developer, Andrew Granger, for a mixed community/health/residential proposal involving the loss of the tower and east end
2014 – May until Autumn 2015	Detailed discussions with developer over terms of exclusivity agreement and proposals for development of site
2014 - July	Letter from Victorian Society following meeting with Commissioners. Reluctantly accepts there is little option than to accept demolition of the tower and east end.
2015 - April	Commissioners' Church Buildings (Uses and Disposals) Committee (CBUDC) agrees to preparation of a draft Scheme providing for demolition of the tower and east end and retention of the remainder for community, health and residential purposes to enable the proposal from Mr Granger
2015 - August	Developer commissions reports to assess viability of retaining parts of the structure in a development from structural engineers, Lockyer Associates, and Scott and Company. Both concluded that retention of the tower and east end was not a viable or practical option, nor was the retention of the remainder of the building. Granger proposal not able to proceed on the agreed basis.
2016 - January	Site meeting with Historic England and local planning authority to inform pre-application advice process
2016 - February	Formal pre-app advice received from HE and LPA. Conclude in brief that case for demolition not made. CBUDC agrees to preparation and issue of a draft Scheme for the demolition of the whole building provided that opposition of HE and LPA is withdrawn

2016 - May	Commissioners meet with HE. Response from HE in July with acceptance that demolition of tower and east end as a result of the decay in the Polyphant means they would not insist on further monitoring of structural movement
2016 - October	Meeting with LPA. Response in December that not satisfied that case for total demolition had been made on the basis of information provided. Requested options appraisal to explore retention of 1845 structure and a structural appraisal of that part
2017 - January	Inspection and Condition report on the Nave and Aisles by Scott and Company. Receipt of updated costs for demolition options
2017 - May	Vickery Holman instructed to carry out a Valuation report on options for the future use and development of the building and site
2017 - October	Completed Valuation report (dated June 2017) received
2017 – December	Expression of interest by Truro School not sustained
2018 – February	Meeting with HE with latest reports
2018 - May	Formal Response from Historic England following meeting
2018 – July/Aug	Invitations to agents for Marketing campaign Expression of interest from J Ashton Beer
2018 – October	Agent selected – Lilicrap Chilcott
2019 – February	Building re-marketed
2019 – May	Agent reports on marketing. Three offers received, all omitting parts of requested information. All given further time to consult with HE and work up proposal. Diocese agrees installation of ties for structural monitoring. However, due to mix-up installation was not done until December.
2019 - July	Two offers sustained. Preferred bidder chosen.
2019 – October	Meeting with preferred bidder, agreed possible option agreement whilst he undertakes monitoring and research on polyphant stone. Proposed a residential conversion of building.
2019 – November	Preferred bidder withdraws as unable to get insurance to undertake monitoring works.
2020 – January	Under-bidder fails to provide requested information. No remaining interest left from marketing
2020 – February	Update meeting with Diocese and Cornwall Council. Council advised procurement/collation of more up to date figures and reports and for Church to put together a planning application for residential conversion for pre-app advice and to inform a further round of marketing. Residential most sustainable option.
2020 – June	Expression of interest in residential conversion by Barley Manor Heritage not sustained.

2020 – August	<p>Expression of interest in potential use as museum and gallery/exhibition space not sustained.</p> <p>Diocese confirms that sees no purpose in further marketing or attempts to find an alternative use, e.g. by pursuing own planning application</p> <p>Further expressions of interest through Church of England website made but not sustained. Main interest in residential conversion</p>
2021 – February	Diocese re-states position
2021 – August	Approach to Historic England
2021 – September	Expression of interest from J Fernandez for self storage use
2022 - February	First set of tell-tale readings
2022 – September	Programme of pigeon clearance works completed
2022 – October	Readings sent to HE. Response that analysis by engineer needed.
2023 – June	Structural Report from MBA Consulting on tell-tale readings
2023 – September	Unsustained expression of interest from Justin Palmer/Jo Clarke
2023 – November	Updated valuation report from Vickery Holman
2024 – February	<p>Quotes sought for works recommended by MBA, being propping of window arch in tower and contingency plan for shoring of east end.</p> <p>Diocesan CUC re-confirms view that no further prospect of use-seeking and should proceed with demolition</p>
2024 – March	Quotes received for scaffold sheeting works
2024 – April	<p>Meeting with HE to update on intentions</p> <p>Commissioners' Mission, Pastoral and Church Property Committee agree to publication of demolition scheme.</p>

3. The Current Proposal

- 3.1 The Commissioners and Diocese of Truro consider that, after 15 years of searching for an alternative use for this church, there is no realistic prospect of finding one and that demolition (see section 3 below) is the only remaining solution. The Commissioners therefore propose to publish a draft Pastoral (Church Buildings Disposal) Scheme providing for the Truro Diocesan Board of Finance to demolish St Paul's and dispose of the materials of demolition, and for the site of the demolished building to be disposed of. It is intended that in the event of the Scheme being made, the church will be demolished and the site sold for appropriate redevelopment.
- 3.2 The contents of the building (including any surviving stained glass windows) would be relocated in accordance with the directions of the Bishop of Truro.
- 3.3 As the Mission and Pastoral Measure requires demolition to be undertaken whilst the building remains in Church ownership, in the event of a Scheme being made the Diocese will either demolish the church in advance of marketing the site or enter into a conditional contract for disposal of the church building site with a developer. Such a contract will make provision for the developer to carry out the demolition of the building prior to completion of the sale as the first part of a redevelopment programme. The redevelopment proposals will be subject to the grant of planning permission as set out in section 11 of this Explanatory Report.



Aerial view

4. The Statutory Process

- 4.1 The closure and subsequent demolition of a church is governed by the Mission and Pastoral Measure 2011. Under current legislation the demolition of a Church of England church building that is closed for regular public worship pursuant to a scheme under the Mission and Pastoral Measure 2011 is exempt from listed building and conservation area control under section 60(7) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 4.2 Under the terms of the Measure, when partial or total closure of a consecrated church as a place of regular worship is being considered as an option, the Diocesan Mission and Pastoral Committee must notify the Church Buildings Council, who are required to produce a report, referred to as a Church Buildings Report (formally a Pastoral Measure Report), about the historic interest and architectural quality of the particular church building, the historic interest and aesthetic quality of the contents and any special features within a churchyard or burial ground annexed to it.
- 4.3 The Church Buildings Council also operates a Statutory Advisory Committee (SAC) on Closed and Closing Churches to provide independent advice to the Church Commissioners on heritage related matters. Advice given in respect of this building is set out later in this section.
- 4.4 Those reports cover:
- the historic and architectural quality and interest of the church as well as others in the area
 - the historic and aesthetic qualities of the church and its contents
 - special features of any associated churchyards or burial grounds
 - appropriate information or advice concerning possible architectural or structural changes to facilitate additional and/or alternative uses should the church continue in use for worship.
- 4.5 Following closure for regular public worship there is then a two year 'use seeking period' for the diocese to identify and recommend to the Commissioners a suitable alternative use. Upon receipt of a recommendation the Church Commissioners are responsible for the preparation of a draft scheme for the proposed future use of the building.
- 4.6 If no suitable and viable use for the closed building can be found the Commissioners may make a scheme for its vesting in the Churches Conservation Trust (CCT), provided they are satisfied that the building is of '*such historic and archaeological interest or architectural quality that it ought to be preserved in the interest of the nation and the Church of England*' and also provided that the CCT has the resources to meet the cost of repairs and maintenance (Mission and Pastoral Measure 2011 s.63(1)(b)).
- 4.7 If the building is not suitable for vesting in the CCT, the Commissioners are obliged to provide for a scheme for its demolition where the Diocesan Board of Finance does not

consent to the vesting of the building in it on a permanent basis. Such schemes of demolition are published under the Mission and Pastoral Measure 2011.

- 4.8 Despite the Ecclesiastical Exemption, the Church Commissioners has agreed that where the Statutory Advisory Committee of the Church Building Council, the Local Planning Authority, Historic England or a national amenity society has lodged and sustained reasoned objections to demolition of a listed church building or a church building in a conservation they will ask the Secretary of State for Housing, Communities and Local Government to decide if a non-statutory public Inquiry or hearing should be held into any proposal for total or partial demolition. This agreement to make demolition proposals subject to a public Inquiry is known as the Skelmersdale Agreement.
- 4.9 The relevant DCMS Guidance (the Code of Practice on the Operation of the Ecclesiastical Exemption) makes specific provision concerning demolition pursuant to a scheme under the 2011 Measure. The Guidance states at paragraph 48, "... in considering what recommendation to make (to the Commissioners under the Skelmersdale Agreement), the Secretary of State will take into account the financial implications of retaining a church building as well as the architectural and historic interest of the church, and other planning and social factors."
- 4.10 It should be noted that in relation to the decision that the Church Commissioners are required to make, whilst this includes consideration of the special architectural, historic, or archaeological interest of the church, that consideration is not governed or guided by the National Planning Policy Framework (NPPF) or its accompanying National Planning Policy Guidance.
- 4.11 As mentioned in 4.9 above, "planning and social factors" are relevant considerations under the Skelmersdale agreement – and that would seem to require an inspector to have regard to the NPPF and what it says about harm. But the thing in the balance against the harm is not public benefit, as in the case of churches in use, but the cost to the Church of retaining the building as opposed to demolishing it.
- 4.12 It should also be noted that the decision that the Church Commissioners are required to make will be informed by the significance of demolition in relation to the work of the Church of England within the parish and Diocese.

The role of the Diocesan Board of Finance in relation to closed church buildings

- 4.13 The Church of England is organised as two provinces each led by an archbishop (Canterbury for the Southern Province and York for the Northern). Each province comprises dioceses of which there are 41 in England.
- 4.14 Each diocese has its own Diocesan Board of Finance (DBF), a charitable Company which transacts the financial business of the diocese in accordance with the Diocesan Boards of Finance Measure 1925. Most of the DBF income is provided by Parish Share (known in Truro as the Mission and Ministry Fund) (c 60%); contributions from the Archbishops' Council; diocesan fees; and income from investments and property. Expenditure of the DBF is directed to the following primary purposes:

- Clergy stipends and grants
- Clergy pension contributions
- Clergy and lay workers housing
- Training of clergy and laity
- Parish support

4.15 The Bishop of Truro, as diocesan bishop, has overall oversight of the whole diocese but also delegates authority to the Bishop of Saint Germans. At this time there is a Vacancy in the See and the Bishop of St Germans is acting as the diocesan bishop. There are two Archdeacons in the Diocese, the Archdeacon of Cornwall is responsible for the western half of the Diocese including the Parish of St John and St Paul Truro.

4.16 Where a parish church has been closed for regular public worship the DBF may consent to it being vested in it for keeping as a redundant structure, temporarily or permanently, or it may, under the Mission and Pastoral Measure 2011, ask the Church Commissioners to promote a Scheme for the demolition of the building and disposal of the materials of demolition.

4.17 During the two-year “use-seeking” period mentioned in 4.5 above the building vests in the DBF. Under section 61(2)(a) of the Measure, the DBF is “responsible for the care and maintenance of the building closed for regular public worship, so far as is reasonable in all the circumstances, and the safe keeping of the contents, whether in the building or elsewhere, and shall insure the said building and contents”. Section 16 of the Code of Practice provides more information, reiterating that the building should be kept “in wind and waterproof condition.”

4.18 It is not the purpose of a DBF to permanently preserve redundant structures and therefore it is not usual for a DBF to consent to the vesting of a building in it on a permanent basis.

The role of the Churches Conservation Trust in relation to closed church buildings

4.19 The Churches Conservation Trust, formerly known as the Redundant Churches Fund, is the national charity for the preservation, in the interests of the nation and the Church of England, of churches and parts of churches of historic and archaeological interest or architectural quality vested in the Trust by Part 6 of the Mission and Pastoral Measure 2011. (This is the charitable purpose of the CCT, set out in s. 57(4) of the MPM 2011.).

4.20 The CCT is responsible for 357 closed churches in England (as at 1 June 2024).

4.21 Of the 357 churches vested in the CCT their listed status is as follows:

Grade I	192
Grade II*	143

Grade II 22

Not Listed 0

- 4.22 With the limited staff and resources at their disposal the CCT must concentrate on the preservation of the very best church buildings.

Recorded views of the Commissioners' Statutory Advisors on the building, its re-use and demolition

- 4.23 In accordance with the procedures described above, prior to the closure of the building for public worship the Church Buildings Council were notified, and advice sought from the Church Commissioners' Statutory Advisors, the Statutory Advisory Committee (SAC) of the Church Buildings Council. The statutory advisors have been considering proposals for closure, re-use, and demolition of St Paul's for over 12 years.
- 4.24 In its early advice letter of 1 October 2008, the SAC advised that while the church was of moderate heritage value overall, it was of outstanding value as a feature in the townscape, notably its east and south-eastern aspects from Tregolls Road. Attention was also drawn to the notable contents, of which the pulpit in the south aisle was attributed to Sedding who based his design on the font at St. Clement's, Boscombe. The SAC advised that in view of the structural and material condition of the building, the preservation of the exterior and the townscape value of the church were primary considerations in assessing the scope for change. Finally, in the event of no suitable use being found, the SAC advised that it did not anticipate making a recommendation for vesting in the Churches Conservation Trust in the last resort.
- 4.25 In their response to a request for further advice, in a letter of 17 January 2013, the SAC considered the church to be of moderate significance as a heritage asset, although the value of the church as a feature in the townscape lifted the overall assessment from moderate to moderate to high. In this context the SAC noted the English Heritage refusal of an application to raise the current listing from grade II to II*. In the absence of a suitable use (and in the last resort) the SAC agreed that while it would regret the loss of the church, it would not object to the demolition of the church as a whole; adding that a cleared site offered better scope for replacing the church with a building of quality. These letters of advice and the Critical Information Summary and Options and Impacts Appraisal have already been supplied to certain parties and further copies are available on request.

5. The Building, its location and setting

- 5.1 The church of St Paul occupies a prominent, sloping site on the east side of Truro City Centre at the southern end of the A390 Tregolls Road which leads eastwards to the residential suburbs towards St Austell. Due to the dualled nature of Tregolls Road at this point, access to the church is gained from Agar Road, a rather narrow residential street comprising of newer flat developments, detached villas and a row of terraced houses opposite the church gate.
- 5.2 The curtilage to the church is of reasonable size and includes a separate parish room/office structure to the west. There are no burials.
- 5.3 St Paul's is a substantial church building built in three phases in the free Perpendicular style and consists of an aisled nave of six bays with a south porch at the west end, two-bay chancel with north organ chamber and south tower and vestry, with a crypt beneath. The nave and south aisle were constructed in 1848 by an unknown architect using Killas stone with granite dressings.
- 5.4 The east end and north aisle were added in 1882-4 and 1889 respectively to designs by the renowned Victorian architect John Dando Sedding, with the tower being completed in 1910 after Sedding's death to less-elaborate designs by his nephew Edmund Sedding. The tower provides the building with considerable vertical emphasis and has formed a notable landmark when approaching the city centre from the east. These latter additions were constructed using a combination of killas, granite and Polyphant stone.
- 5.5 The church was listed Grade II in 1971. A request in 2012 for the church to be upgraded to Grade II* was refused. It is situated within the Truro Conservation Area.
- 5.6 Internally, the nave and aisles form a single large space interrupted only by the slender piers supporting the nave arcades. The walls are plastered and whitewashed. The nave and aisles have waggon roofs of differing designs, whilst the transepts and tower base have flat coffered ceilings and that of the chancel is gilded and painted with close-spaced bosses. The floors are of stone flags, with multi-coloured flags being used in the chancel and sanctuary to reflect the design of the ceiling.
- 5.7 There is a scheme of stained glass windows dating from the late 1880s by Lavers, Baraud and Westlake. The nave is fully pewed with dark-stained pitch pine benches, with those in the aisles turned 45 degrees to face the nave altar. The fixtures and fittings date largely from the 1920s in the Arts and Crafts style of that time. The crypt contains a small number of reasonably sized rooms which provided ancillary community facilities for the parish. The Church Buildings Council's report provides more details on the above.
- 5.8 The church was formally closed for regular public worship on 27 October 2008. Closure was requested by the parish after the 2005 Quinquennial Survey identified that the Polyphant stonework forming the east end and tower was failing and required substantial (and potentially very expensive) repair and replacement. This resulted in the parish abandoning a project to renovate the crypt rooms to provide enhanced outreach

facilities, and in the withdrawal of insurance cover by the Ecclesiastical Insurance Group.

- 5.9 The thriving congregation (which numbered around 120) dispersed to other churches in the parish (St John's and St George's) and the Cathedral, with some forming a new congregation meeting in a local school.
- 5.10 More detailed information on the history, architecture and significance of the building can be found in the Church Building Council's Pastoral Measure Report and the Statement of Significance by Alan Baxter Associates.

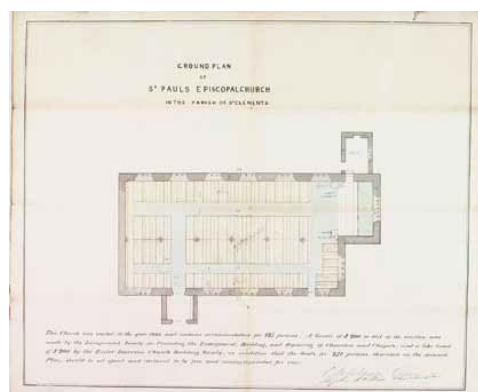
6. The structural issue

- 6.1 The building is in poor structural condition because of two main problems – historic structural movement associated with the addition of the tower and the decay of structural elements of the east end of the building constructed of Polyphant stone. These are detailed in the Structural Engineering Report prepared by Alan Baxter and Associates in April 2012.
- 6.2 In summary, the completion of the tower in 1910 resulted in the foundations settling and cracks appearing in the walls. Internal iron ties were added in 1914 to mitigate the effects of the settlement (which are now showing signs of corrosion). Further concrete beams were inserted in 1953 following damage by a war-time bomb with the cracks made good using pressure grouted cement. However, by far the more principal issue with both the tower and east façade stems from Sedding’s use of polyphant stone externally and for structural purposes.
- 6.3 Polyphant stone is a Cornish stone, quarried at the east of the county near Launceston. It is a soft soapstone used principally for internal purposes and weathers quickly when used externally, with an attributed lifespan of 100 years in these conditions. Because of this, it is rarely used externally, but the architect J D Sedding did so in the restoration of a number of churches in the south-west. A fuller explanation of the geology of the stone and the reasons for its propensity to decay can be found on page 30 of the Baxter report.
- 6.4 This Report demonstrates that polyphant forms essential structural elements of the tower and east end structure, including buttresses, which are failing.
- 6.5 The original 1845 structure and the 1889 north aisle extension seem largely unaffected by these failings, although it suffers from water ingress and from delamination of stonework due to past inappropriate use of cement-based mortar during repairs. It is additionally showing signs of only having essential maintenance over the last 12 years.
- 6.6 The report considers that the use of polyphant stone in an external environment is a fundamental flaw in the original design of the church and that this has resulted in the tower and east end structure being “fatally flawed” requiring difficult and extensive reconstruction. Three potential solutions are cited: (i) weather protection – essentially a temporary solution involving a rainscreen render on a mesh grid; (ii) reconstruction of the entire east end, or; (iii) demolition.
- 6.7 The report contains costings for the latter two options, obtained independently from Bare, Leaning and Bare, Quantity Surveyors. The reconstruction option is costed at £3.78 million including fees, but exclusive of VAT, with the cost of demolition of the tower and east end being estimated at £147,400 exclusive. Both at 2012 prices.
- 6.8 Following this Report, Alan Baxter and Associates were also asked to produce a comprehensive Statement of Significance on the church.
- 6.9 A potential purchaser arising from the marketing of the building commissioned further reports in 2015/16 in connection with a proposal to demolish the tower and east end

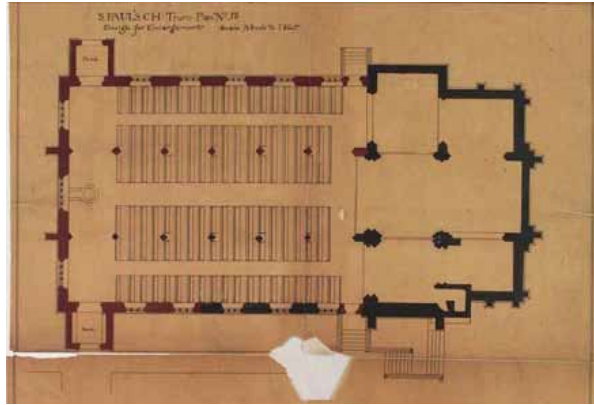
whilst retaining the nave and aisle structure. A report from Lockyer Associates, Structural Engineers, concluded that retention of the tower and east end was not a viable or practical option and there was limited scope to retain any parts of the existing building. A report from David Scott of Scott and Company similarly concluded that the tower and east end of the church were unsalvageable.

6.10 In May 2019 on the advice of Historic England, the Diocese agreed to install ties to monitor any structural movement in the tower. Unfortunately, due to a breakdown in communication, these were not installed until December 2019. Readings were taken in June and October 2020; however, it was not until February 2022 that a comprehensive set of readings could be taken (due in part to Lockdown restrictions) and these were forwarded to Historic England in October that year, with a further engineer's report and analysis (by MBA Consulting) received in June 2023. This was sent to Historic England in October 2023.

6.11 The MBA Consulting Structural Engineers' report concludes that there is widespread cracking to the eastern end of the building which appears to relate to outward movement of the east elevation, and this movement is of concern. They recommend supplementing the existing tell-tales with demec studs, propping a window arch in the south-east corner of the building, and preparing to install shoring to buttress the east elevation from collapse. Costs for these particular works have been obtained. The Diocese has obtained costings for installing and hiring protective scaffolding around the east end to catch any falling masonry and this has now been installed.



Plan of Original church 1845



Plan after Sedding's 1889 extension

7. The current condition of the building

- 7.1 The underlying problems with the east end and tower of the building are well established and the condition of those parts have not been re-surveyed since 2012. Given that no repairs have been carried out to these areas and water ingress has continued it can be assumed that the structural condition will have worsened. Repairs to arrest water ingress through the south porch and south aisle roofs were undertaken during 2017, and further repairs have been undertaken following failure of the south porch roof in December 2020.
- 7.2 In recent years the building has been the subject of increased levels of vandalism. Some windows have been broken and the interior has deteriorated with water penetration and vandalism.
- 7.3 Lower windows to the basement rooms have been boarded up to prevent access.
- 7.4 In 2017 a Condition Survey was commissioned focussing on the nave and aisles of the building, whose condition had not been fully analysed in the Baxter report as it had not been affected by the historic structural movement or the polyphant stone issue. This identified repairs required to the roofs, external stonework and internal plaster amounting to £393,000 to maintain this part of the building as it is. In the event of the demolition of the east and tower, a further £100,000 would be required for a temporary east wall.
- 7.5 Since closure in 2008, the Diocese of Truro has been responsible, as provided by section 61(2)(a) of the Mission and Pastoral Measure 2011 for the care and maintenance of the building “so far as is reasonable in all the circumstances”. In the intervening period the Diocese has spent in excess of £46,000 on routine repair and maintenance to the building, plus further sums on security, insurance and professional fees, which is ongoing. A portion of these costs has been reimbursed under a grant scheme operated by the Church Commissioners.
- 7.6 The Diocese commissions regular six-monthly condition survey reports on the building (and on others vesting in it), the purpose of these being to highlight matters requiring immediate attention from a routine maintenance and site security angle. These are carried out by Scott & Company of Truro, Chartered Surveyors and Historic Buildings Consultants. In the report undertaken in December 2023 the current condition was summarised as follows: “The building is attracting more vandalism which is of concern. With this there is an increasing issue of pigeon and vermin entry. The movement noted to the east progresses as does the problem of wood rot and infestation. The building is becoming very vulnerable and must either have extensive repair, maintenance and security work commissioned as a matter of priority or be rapidly demolished and disposed of”, and concludes:

“We are of the opinion that the building has now passed its point of physical and economic return to being a useful re-purposed building. There are serious issues of damp entry and wet to the gables, walling and valleys where extensive wet and dry rot infestation along with beetle has been seen. This is inevitably going to increase during the warmer spring and summer months of 2024. The ongoing damp if addressed today

would take years to resolve...The structural movement continues at the east end (reference Engineer's report)...The costs of regular inspection, securing, maintenance and upkeep of what is now clearly a redundant and irrecoverable Church building is beyond economic prudence".

8. Church closure and search for alternative use

- 8.1 The building was declared closed for regular public worship with effect from 27 October 2008.
- 8.2 On closure, the Diocese commissioned a Feasibility Study by Robert Shaw Architects to inform thinking about the building and potential options for alternative use. This was received in December 2008.
- 8.3 To help develop a strategy to take forward the future of the building, the Commissioners established a Working Group with the intention of engaging with and informing interested parties and the local community on progress and critical issues and decisions. This comprised representatives of the Commissioners, Diocese, English Heritage, Cornwall Council, Truro City Council and Truro Civic Society (including ward councillors and relevant cabinet portfolio holders and officers from the Council's Economic Development team) and first met on 23 November 2009. This identified a lack of and, demand for, community space in this part of Truro to meet the needs of an expanding residential population, and that the area qualified for certain European Union funding streams for the provision of such facilities where these had economic or employment benefits. We also agreed to participate in an English Heritage research project on the issues raised by the use of polyphant stone, subject to confirmation of the financial and practical implications although this did not proceed due to EH funding constraints.

Potential Use by Cornwall Council

- 8.4 This initial meeting resulted in more detailed discussions with the Council's Communities Directorate, including the ward councillor. These ranged over the possible opportunities for community and other uses for the church building, how to take forward an audit of community needs and the wider funding issues associated with the repair and re-use of the building. The Directorate undertook a Scoping Exercise to explore the potential of the building to accommodate multi-agency community facilities, as part of a mixed-use refurbishment. The Council also included the building as an indicative project for European Convergence Funding in the Regional Development Agency's emerging Strategic Investment Framework.
- 8.5 The Council completed its Scoping Report in July 2010. This concluded that the Council had no use for the property, nor could it foresee a viable or sustainable alternative use by a third party. A copy of this Report and a note of the resulting meeting are attached as **Annex 10**.

Marketing

- 8.6 A further meeting with representatives of the Council (as local planning authority) and Historic England took place on 29 March 2011, where it was agreed that the scope for alternative use should be further tested by placing the building on the market which, in order that any bids would be realistic and fully aware of the issues and costs, would be

informed by a Structural Engineering Report, Statement of Significance and an Options Appraisal. Although Historic England offered grant assistance for the Structural Report, the application was declined. The reports were received between April and October 2012.

- 8.7 The building was placed on the market in May 2013 by Chesterton Humberts, who had previously dealt with other closed churches in the Diocese. Marketing was on the basis of finding a use for the building and was not directed at offers for a cleared site. The property was marketed in the usual way through newspaper advertisement and the internet, attracting initial interest from around the UK and overseas, some having come through the entry on the Church of England website. In addition to the offer detailed below, few expressions were sustained when the estimated repair costs were considered. These included one for a single residential dwelling, and others for mixed social/community/ spiritual/event type uses but these did not demonstrate engagement with the building's structural problems or the related repair costs.

Local Developer Proposal

- 8.8 As a result, at its meeting in May 2014, the Diocesan Churches Uses Committee confirmed it wished to proceed with the proposals from a local developer. The building was withdrawn from the market in August 2014.
- 8.9 Their initial proposal was to establish a Healing Centre (probably a Maggie's Centre) in the nave and to demolish the tower and east end and replace these with a residential development. At a meeting in January 2014, this developed into a total demolition proposal, and we indicated we had not marketed the property on that basis and could not proceed. Therefore, he returned to his original proposal. Given the likely uncertainty of the planning process and the investment of resources on his part in developing an application, we entered detailed discussions on the terms of an Exclusivity Agreement and Conditional Contract.
- 8.10 During these discussions, further work on a development appraisal by the developer, including the reports on the building referred to in section 5 above, concluded that retaining any part of the building on the site was unviable. The discussions ended in the summer of 2015.

Engagement with Historic England and Cornwall Council

- 8.11 Following the unsuccessful marketing of the building, we held meetings with Historic England and Cornwall Council and a site visit on 21 January 2016, with the intention of demonstrating that reasonable efforts had been made to find a suitable alternative use for the building. The response letters from February 2016 are listed in Section 12 as items 12 and 14.
- 8.12 There was a helpful meeting with Historic England on 9 May 2016 and their written feedback was received by e-mail on 14 July. This indicated that "if we are accepting the need for demolition of the east end and tower of the church as a result of the deterioration of the Polyphant stone, we would not insist on further movement monitoring of those areas being undertaken". After a thorough look through the costings in the 2012 Alan Baxter report, their quantity surveyor concluded that "it is highly unlikely

that the restoration of the building could be undertaken for any less than the sum identified” and did not consider that commissioning external consultants to analyse each item in detail would be justified at this stage. Historic England advised that the question of end values and the potential availability of grant aid should be addressed when pursuing the case for demolition.

- 8.13 A further meeting was held with officers of Cornwall Council on 11 October 2016. In their written response in December 2016, they considered that a proposal to demolish the complete listed church structure and associated features would not be supported on the basis of the information provided. They sought evidence pertaining to and an options appraisal for the site to consider demolition of the east end only and the retention, adaptation, potential extension, and reuse of the remaining church structure. Without that information a fully informed decision could not be taken on the future of the listed heritage asset.

Subsequent Information Gathering

- 8.14 In response to requests made at the meetings with Historic England and Cornwall Council, the Commissioners commissioned the following:
- Inspection and Report on the Nave and Aisles, Scott & Company, 9 January 2017
 - Costings for the demolition of the entire church and of the tower and east end only
 - Valuation Report, Vickery Holman, June 2017 and November 2023
- 8.15 In 2016 a Condition Survey was commissioned focussing on the nave and aisles of the building, whose condition had not been fully analysed in the Baxter report as it had not been affected by the historic structural movement or the polyphant stone issue. This identified repairs required to the roofs, external stonework and internal plaster amounting to £393,000 to maintain this part of the building in its existing use.
- 8.16 Costings for demolition were also obtained from three contractors, on the basis of the entire church and of the tower and east end. The lowest quotations for each were £115,200 and £93,600 (inclusive) respectively; however, an estimated £100,000 would need to be added to the latter for the provision of a new east wall.
- 8.17 The Valuation Report by Vickery Holman undertook an options appraisal (from a commercial valuation perspective) on the basis of three scenarios with planning permission and listed building consent each for D1, Office and residential use: of the existing building converted and repaired; of the building with the nave and aisles retained and the tower and east demolished; and of a cleared site (providing nine outcomes overall). Of these only one – of the cleared site with a residential development consent produced a positive valuation with the relevant repair and development costs taken into account. The assumptions were based on the updated costings detailed in the preceding paragraphs. This position was confirmed by a supplementary valuation in November 2023. The cleared site has been valued at £750,000 assuming planning permission being in place for a development of five dwellings.

Further discussions with Historic England

- 8.18 The above reports (which had been requested by Historic England and Cornwall Council) were discussed with Historic England at a meeting in February 2018. A formal response was provided in a subsequent letter in May 2018. They concluded that the case for demolition had not been met, in large part as the structural monitoring of the tower recommended by Historic England and the Alan Baxter report had not taken place to demonstrate whether or not structural movement was ongoing. (See section 6 for more details on the structural issue.) As detailed in section 6.10, structural monitoring has since been undertaken.

Remarketing

- 8.19 An expression of interest received from Truro School in December 2017 was not sustained.
- 8.20 In May 2018 the Commissioners and Diocese agreed to remarket the building. At the same time consideration was given to commissioning architects to draw up a (residential) conversion proposal/planning application before placing it on the market. However, in the light of agents' advice it was decided to keep the marketing "open" and to test the market on that basis first.
- 8.21 Three agencies were considered and Lilicrap Chilcott were selected. The property was marketed by Informal Tender from February to 3 May 2019. Three offers were received, and all were given until 31 July to provide further information on their proposals. One offer (which would have involved the demolition of the building) withdrew, leaving one for residential conversion and a further one as a museum/cultural community centre. Of these, the proposal for residential conversion appeared the more viable and realistic – terms for an option agreement were discussed whilst the prospective purchaser researched options for analysing repair techniques for the Polyphant stone. However, this offer was withdrawn in November 2019 after receiving professional advice that demolition of the tower and east end was the only option. The third bidder failed to provide sufficient information to judge if it was a viable proposal.

Further liaison with Cornwall Council

- 8.22 The outcome of this marketing process was discussed at a meeting with planning and conservation officers of Cornwall Council on 19 February 2020. The installation of the monitoring ties was welcomed. They recommended a further round of marketing de-risked by being informed with an Options Appraisal report undertaken by conservation accredited quantity surveyors which would fully update and collate the various reports already undertaken and support a draft planning/listed building consent application.

Current Position

- 8.23 During 2020, three further expressions of interest were received – one for residential conversion from a developer of historic buildings who has recently completed the conversion of Emmanuel Church in Exeter and another from an individual proposing use as a photographic archive and museum/gallery. Both visited the property and considered the economic viability of their proposal, and both withdrew their interest. A

third was received In October 2020 for a community use which did not progress due to Lockdown restrictions.

- 8.24 Following the meeting with Cornwall Council, the Diocese and Commissioners have given further consideration to a further round of marketing with the benefit of an application in place and to obtaining a further substantial costed report. In the light of existing reports, the lack of sustained interest from previous marketing campaigns, agents' advice and costings from developers initially expressing interest in the property, the Diocese has confirmed that it has exhausted all reasonable options for finding a use for the building since it closed in 2008 and supports proceeding with demolition. The Diocese and Commissioners do not consider that submitting a draft planning application will address the primary issue that there are no economically viable development options with the building remaining (either totally or with retention of the nave and aisles).
- 8.25 A few enquirers continue to express interest in the building, including representatives of independent Christian churches, or from residential enquirers; however, this interest has not been sustained once the extent of the structural issues and cost of remedial works is known. The building continued to be advertised on the "Churches Available for Disposal" section of the Church of England website until July 2021. Any expressions that come forward are being given due consideration and invited to make arrangements to visit. No sustained offers have been received.

Constraints preventing re-use of the building

- 8.26 The structural issues with the building are a very clear constraint that continues to prevent its re-use.
- 8.27 Vehicular access to the site is obtained along Agar Road, a narrow residential cul-de-sac. Only pedestrian access can be obtained from Tregolls Road, from which there is a significant change of level.
- 8.28 The level of investment required to make the building usable for the foreseeable future, when offset against the market conditions in the locality, results in there being no known uses that will generate sufficient value to support retention and repair/conversion of the existing church building in total or in part. This conclusion has been reached by all parties who wished to convert the building to residential use.

9. Updated Costings

9.1 Previous chapters of this report have quoted figures for various categories of remedial work to the building or its demolition, provided over a period dating back over twelve years. In order to provide a clearer indication and comparison of what these costs may now be, the figures have been updated by applying the BCIS (Building Cost Information Service) All-in TPI (Tender Price Index) register.

9.2 The figures below represent the indexing of the works identified in the reports at that time. They do not include any additional works that may now be necessary due to the passage of time since the relevant report was written.

9.3 The table below provides a comparative indication of the costings after application of the TPI register as at Q3 2024.

Report/Description of works	Year/ TPI	Sum (£)	Current TPI (Q3 2024)	Current Estimated Sum (£)
(a) Baxter – Dismantling and rebuilding/restoration of tower and east end (includes fees)	Q1 2012 137	3,788,885	220	6,084,340
(b) Baxter – demolition of tower and east end, retention of nave and aisles (incl. fees)	Q1 2012 137	147,400	220	236,700
(c) Scott – report on condition of nave and aisles	Q1 2017 169	393,000	220	511,597
(d) Scott. Demolition - total clearance (lowest of 3)	Q1 2017 169	96,000	220	124,970
(e) Scott. Demolition of tower & east end (lowest of 3)	Q1 2017 169	78,000	220	101,538
(f) Scott. Provision of east wall where east end demolished	Q1 2017 169	100,000	220	130,177

9.4 All figures are exclusive of fees (except where indicated) and VAT. They have not been further analysed by a Quantity Surveyor at this stage.

9.5 These indicate that a proposal involving retention of the nave aisles would involve the expenditure of at least **£743,312** (c, e and f above) plus fees and VAT in addition to any refurbishment/ingoing works in relation to a new use for the building.

10. Significance of demolition in relation to the work of the Church of England

- 10.1 In settling the future of a closed church building subject to the Mission and Pastoral Measure the Church Commissioners are required to have due regard to the effect of preserving, appropriating to other uses, or demolishing the building, on the work of the Church of England within the Parish and Diocese. This is one of the key considerations under the terms of the Skelmersdale Agreement should the Secretary of State decide to hold a non-statutory public Inquiry or hearing on a proposal to demolish a listed church building.

Impact on the Diocese and local Church

- 10.2 As set out in section 4 of this Explanatory Note, a closed church building is the responsibility of the DBF until a suitable alternative use is found or a Scheme providing for its demolition or vesting in the CCT takes effect. In the case of St Paul's, the Statutory Advisory Committee (as the Commissioners' statutory advisers) have advised that the building is not of such architectural or historic importance that it meets the criteria in the Mission and Pastoral Measure for it to qualify for vesting in the CCT. Other means of disposal of the building have not succeeded.
- 10.3 The DBF is, therefore, in the position of having to safeguard a structurally flawed building that has no use and no prospect of re-use. That stewardship places an on-going financial burden on the DBF with regard to site safety and security, buildings insurance and emergency repairs.
- 10.4 Allocating money for these purposes inevitably deprives the DBF of funds to use for its primary purposes, including enabling the maintenance of historic churches in use for worship across the Diocese.
- 10.5 The greatest impact is upon the ministry of the Church of England in Truro because of the visual impression given by the redundant and increasing dilapidated building. The continued presence of the building with hoardings and warning notices is harmful to the mission of the Parish. It presents an image of decay and decline that is at odds with the thriving church community.
- 10.6 The longstanding presence of the redundant church building in a prominent location is a harmful, negative, expression of the state of the Church.

11. Future use of the church site following demolition

- 11.1 Any re-development of the cleared church building site will require an application for planning permission, which Section 70(2) of the Town and Country Planning Act 1990 and Section 38(6) of the Planning & Compulsory Purchase Act 2004 (as amended) requires to be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 11.2 The Church Commissioners would be willing to work with the Local Planning Authority to prepare a planning brief for redevelopment of the cleared site of the church building.
- 11.3 Such a planning brief would need to have regard to the Development Plan for Cornwall which comprises Cornwall Local Plan - Strategic Policies 2010-2030 which was adopted in November 2016. The Council has confirmed that no policies in the former Carrick District Wide Local Plan relevant to this case have been retained as saved.
- 11.4 Relevant policies from the Cornwall Local Plan Strategic Policies 2010-2030 are:
- | | |
|------------------|--|
| Policy 1 | Presumption in favour of sustainable development |
| Policy 2 | Spatial strategy |
| Policy 3 | Role and function of places – including defining residential infill developments |
| Policy 4 | Shopping, services and community facilities |
| Policy 12 | Design |
| Policy 16 | Health and wellbeing |
| Policy 23 | Natural Environment |
| Policy 24 | Historic Environment |
| Policy 26 | Flood risk management and coastal change |
| Policy 27 | Transport and accessibility |
- 11.5 The church is located in the Truro Conservation Area and is covered by guidance in the Truro Conservation Area Management Plan. This includes the statutory responsibilities of the Council under the Planning (Listed Buildings and Conservation Areas) Act 1990 which sets out the duty of the Council by stating “special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area”.
- 11.6 The church is located within the area covered by the Truro and Kenwyn Neighbourhood Plan which was adopted in November 2016 and revised in May 2023. Policy C4 contains provisions relating to demolition in the Truro Conservation Area, but the future

of the church is not specifically addressed in this Plan and the site is not included in any designated development allocation areas.

- 11.7 The site is located within the Truro and Roseland Community Network Area (PP6) of the Local Plan and the Objectives set down for it. The church is located outside the designated Town Centre boundary within that document.



Map of Truro Conservation Area

12. List of Documents Cited in this Report

- 1 Pastoral Measure Report, Church Buildings Council, 2007
- 2 Quinquennial Inspection Report 2005, Scott and Company, 2005
- 3 Polyphant Stone – Summary Report, English Heritage/Historic England, 2006
- 4 Feasibility Study, Robert Shaw Architects, December 2008
- 5 Structural Engineers Report, Alan Baxter Associates, April 2012
- 6 Statement of Significance, Alan Baxter Associates, September 2012
- 7 Early Advice Letter Statutory Advisory Committee (SAC), October 2008
- 8 Further Advice Letter, SAC, January 2013
- 9 Critical Information Summary, SAC, October 2008
- 10 Options and Impacts Appraisal, SAC, October 2012
- 11 Scoping Report, Cornwall Council, July 2010
- 12 Letter, Victorian Society, July 2014
- 13 Pre-application letter, Historic England, February 2016
- 14 Email re May meeting with Historic England, July 2016
- 15 Pre-application letter 1, Cornwall Council, February 2016
- 16 Pre-application letter 2, Cornwall Council, December 2016
- 17 Inspection and Report on Nave and Aisles, Scott and Company, January 2017
- 18 Valuation Report, Vickery Holman, June 2017
- 19 Historic England letter of 4 May 2018
- 20 MBA Structural Engineers Report, June 2023
- 21 Valuation Report, Vickery Holman, November 2023
- 22 Six-monthly Condition Report, Scott and Company, December 2023

These documents are available for inspection on request either individually or together in a separate Zip folder.

From: Sally Sanders <Sally.Sanders@cornwall.gov.uk>

Sent: 14 November 2024 11:16

Cc: Helen Nicholson <helen.nicholson@cornwall.gov.uk>; Sarah Bull <Sarah.Bull@cornwall.gov.uk>; Helen Fincham <helen.fincham@cornwall.gov.uk>

Subject: 16 Days of Action: Raising Awareness to End Violence Against Women and Girls

Information Classification: PUBLIC

Please see below a message providing a briefing, and seeking your support, on the forthcoming 16 Days of Action campaign. This is from Councillor Thalia Marrington, the Chair of Cornwall's Violence Against Women & Girls Cross-Party Action Group. There are also some attached supporting materials.

Thank you, Localism team

Dear Councillors and colleagues,

[Safer Cornwall](#), [Our Safeguarding Children Partnership](#) and the [Safeguarding Adults Board](#) are working with our partners across Cornwall and the wider peninsula to deliver lots of free events and training activities as part of the 16 days of action against gender-based violence campaign.

The campaign runs from Monday 25 November to Tuesday 10 December.

Attached is a briefing with further information, as well as digital assets which can be shared within your local communities including:

- A poster
- A postcard

Also attached is a Microsoft Teams backdrop that you can use during the campaign when using Teams.

Please note copyright restrictions: the 16 days digital assets are copyrighted and can only be used and shared as they are and must not be used for merchandising or creating additional graphics/assets.

Thank you for your support.

Kind regards,

Thalia

Councillor Thalia Marrington
Chair, Cornwall Council VAWG cross-party working group

Appendix 18



16 Days of Action against gender-based violence – support our campaign

Cornwall is uniting to combat violence against women and girls now and all year round.

16 Days of Action is an annual, international campaign which raises awareness of, and calls for an end to gender-based violence.

It is estimated that 25% of women have experienced some form of gender-based abuse before the age of 16. In England and Wales 3,000 offences are recorded each day, with 1 in 12 women a victim of violence every year, and the actual number expected to be much higher.

The campaign runs from Monday 25 November to Tuesday 10 December.

[Safer Cornwall](#), [Our Safeguarding Children Partnership](#) and the [Safeguarding Adults Board](#) are working with our partners across Cornwall and the wider peninsula to deliver lots of free events and training activities across the 16 days.

“We are proud to stand alongside all those participating in the 16 Days of Action campaign to end violence against women and girls. Every instance of gender-based violence and each story shared by those with lived experience emphasises the depth and urgency of this issue. We must listen, we must believe, and, above all, we must act. This violence touches countless lives within our communities, and it demands our sustained and collective commitment. Together, through continuous action and the united efforts of individuals and organisations, we can strive to eradicate gender-based violence and create safer, more inclusive spaces for all.” - Simon Mould, Safer Cornwall Partnership Chair, Fiona Field, Cornwall and Isles of Scilly Safeguarding Adults Board Independent Chair and Ben Deer, Safeguarding Children’s Partnership for Cornwall and Isles of Scilly Chair.

“It is an opportunity to see and hear from the services that are out there offering support across Cornwall but it is also an opportunity for everyone to gain more of an understanding of the issue, its root causes and to realise that to solve this, everyone must play their part.” - Thalia Marrington, Chair of Cornwall Council’s Working group on Violence against Women and Girls.

Some examples include free training on how to be an active bystander, a webinar on Devon and Cornwall police’s strategy to tackle violence against women and girls (VAWG), with a focus on stalking, and a wide variety of informative sessions to raise awareness of VAWG.

We will also be 'popping-up' in the community in Penzance (25 November), Truro (4 December) and Saltash (10 December) with our partners working in domestic abuse and sexual violence support services, health and policing to talk to the community and signpost to all of the amazing support services available to help people.

To find out more and how you can get involved, or to get in touch, search 16 Days of Action in Cornwall online, scan the QR code or visit our [16 Days of Action webpage](#).

Also attached is a poster and postcard which can be shared within your local communities, as well as a Microsoft Teams backdrop that you can use during the campaign.

Please note copyright restrictions: the 16 days digital assets are copyrighted and can only be used and shared as they are and must not be used for merchandising or creating additional graphics/assets.

Support is available for anyone who is concerned about domestic abuse or sexual violence. To find out more, visit our website <https://safecornwall.co.uk/domestic-abuse-sexual-violence/>

It's never too late to take action, make changes or seek support!



16 DAYS OF *Action!*

25 NOV
to 10 DEC
2024

Raising awareness to help end violence
against women and girls

Please show your support by joining in
and learning more about how you can help

scan me



The background features a watercolor-style illustration of a person's silhouette with their arms raised in a gesture of triumph or protest. The colors are vibrant and layered, including shades of blue, red, orange, and green. The overall style is artistic and expressive.

16 DAYS OF *Action!*

25 NOV
to 10 DEC
2024

Raising awareness to help end violence
against women and girls

Cornwall is uniting to combat violence against women and girls now and all year round.

16 Days of Action is an annual, international campaign which raises awareness of, and calls for an end to, gender-based violence. In Cornwall we are running a schedule of free events and training activities across the 16 days.

The campaign runs from Monday 25 November to Tuesday 10 December.

To find out more and how you can get involved, search **16 Days of Action in Cornwall** online or scan the QR code on this postcard.



Support is available for anyone who is concerned about domestic abuse or sexual violence. To find out more, visit our website **safercornwall.co.uk/16-days-of-action**

It's never too late to take action,
make changes or seek support!

Appendix 19

From: Jamie Whitford-Robson <Jamie.Whitford-Robson@cornwall.gov.uk>
Sent: 14 November 2024 18:01
To: Emergency Management <emergencymanagement@cornwall.gov.uk>; Cllr Martyn Alvey <cllr.martyn.alvey@cornwall.gov.uk>
Subject: RE: Telecommunications Resilience Planning

Information Classification: CONTROLLED

Good evening, all.

Some communities have been unable to open the PowerPoint show on your systems. Therefore, I attach a PDF of the presentation instead. If you do not have a PDF reader on your systems, they can be download from app stores.

Thank you to everyone who has taken the time to write to me and provide other means of communication that I am now exploring with colleagues.

Finally, on the 28th November at 1400hrs, I am presenting to CALC the feedback from the Department of Science, Innovation and Technology following the letter of representation from Cllr Alvey.

Regards

Jamie Whitford-Robson (He/ Him) | Emergency Management Manager

Cornwall Council | Emergency Management

New County Hall, Treyew Road, Truro, TR1 3AY

Jamie.Whitford-Robson@cornwall.gov.uk | Tel: 01872 322222

www.cornwall.gov.uk | 'Onen hag oll'

From: Jamie Whitford-Robson
Sent: Wednesday, October 23, 2024 1:40 PM
To: Emergency Management <emergencymanagement@cornwall.gov.uk>; Cllr Martyn Alvey <cllr.martyn.alvey@cornwall.gov.uk>
Subject: Telecommunications Resilience Planning

**Sent on behalf of Cllr Martyn Alvey, Cabinet Member for Environment and Climate Change
Cornwall Council**

You may recall that in June I wrote to you all regarding the transition to Voice Over Internet Protocol (VOIP). This was undertaken as part of my Cabinet responsibility of public protection and emergency management, and the warning and informing element of that role.

Some concerns have been raised in communities regarding resilience as the new system will require your telephone to be connected to a broadband connection, which is then dependent on electrical power.

Some residential and business addresses will have a back-up battery, or even their own generator for emergencies. However, the majority will be solely dependent on electrical supply into their home. This means that in the event of electrical failure the main means of communication with a phone will be redundant.

A mobile phone may be an option. However, in Cornwall we do have some areas where the coverage is not strong, or the mobile mast in the vicinity does not have a back-up battery or generator.

In response to this, the Emergency Management Manager has been working with colleagues in the Forrabury Minster Parish to understand the risk at a community level. He has also been discussing the risk with the Government department for Science, Innovation and Technology to listen to the resilience measures that are being developed. In addition to this he is also working with multi-agency partners with the Local Resilience Forum to ensure the plan for responding to telecommunication outages is aligned with the advancement in technology.

However, there still remains a risk that within communities, and in particular rural areas, that a loss of power will impact the ability for residents and businesses to communicate outside of their area. For this reason, I have written to the Minister of State for Science, Innovation and Technology, the Right Honourable Sir Chris Bryant to highlight the concern we have and asked that the Government urgently undertakes a review of the following:

- The reliability and longevity of back-up VOIP phone batteries for vulnerable persons,
- How many telephone exchanges have back-up generators,
- The number of mobile telephone masts with no back-up generation
- An ability for the 999 service and other critical infrastructure in Cornwall to remain telecommunication operational at all times.

In the meantime, the Emergency Management Manager has developed the attached workshop that you can undertake in your area to develop a community level action plan.

Regards

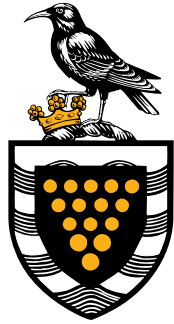
Jamie Whitford-Robson (He/ Him) | Emergency Management Manager

Cornwall Council | Emergency Management

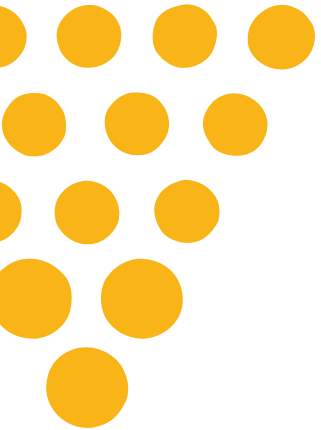
New County Hall, Treyew Road, Truro, TR1 3AY

Jamie.Whitford-Robson@cornwall.gov.uk | Tel: 01872 322222

www.cornwall.gov.uk | 'Onen hag oll'



CORNWALL
COUNCIL
one and all • onen hag oll



TELEPHONY OUTAGES

COMMUNITY LEVEL

PLANNING WORKSHOP

AIM AND OBJECTIVES OF WORKSHOP

AIM

To prepare your community for responding to a loss of telecommunications

OBJECTIVES

- Understand the risk and hazards;
- Evaluate the threat to your community;
- Create a community level plan.



THE RISK

- By 2027 all telephones, both business and residential, will be replaced with Voice Over Internet Protocol (VOIP) systems.
 - ❑ [BT Digital Voice](#) is an example
- These are dependent on a broadband connection, which is dependent on electrical power

THE HAZARD

The National Risk Register recognises the risk of failure within the national system

[Failure of the National Electricity Transmission System \(NETS\)](#)
[\(cabinetoffice.gov.uk\)](#)

and at a regional level

[Regional failure of the electricity network \(cabinetoffice.gov.uk\)](#)

- The latter can also be caused by extreme weather causing intermittent outages.
- Emergency Services, including Cornwall Council, are only able to respond once they are aware of a situation.

PREPAREDNESS

- There will be vulnerable persons in your community who are telecommunications dependent for medical aids, alarms.
- They should already have a back-up battery for their VOIP phone. If not, and where you are aware of it, encourage them to speak to their supplier.
- Do you know if you have medical professionals in your community or a [community first responder](#) who will be able to assist in a medical emergency?
- How good is the mobile signal in your community? [View mobile availability - Ofcom Checker](#)
- Do you know if your local mobile mast has a back-up battery or generator?
- Do you promote preparedness in your community already? [Prepare – Prepare](#)

SCENARIO (Boscastle Case Study)

- Without any warning an underground power cable has failed
- The ensuing bang can be heard throughout the community and thick acrid smoke can be seen in the air
- Homes and businesses have suddenly lost power
- VOIP phones without back-up power are redundant
- Mobile phones are redundant as the local mast is dependent on the same power line and does not have a back-up battery or generator
- You are now effectively cut-off and cannot make calls to the emergency services or National Power to alert them of the fire and resultant crisis

“This incident highlights the profound risk we face with the transition to VOIP. Especially in rural areas. Without power or adequate backup systems, we are left vulnerable, unable to call for help in the midst of emergencies.”

ACTIONS

Either as a group or syndicate tables:

- Evaluate how the above scenario would impact your community
- What is your immediate plan? (See the [next slide](#) for planning)
- Where will you meet as responders? Community or village hall? Someone's home? (Remember to have a printed copy of your plan, but do not have any personal details in it for the purposes of GDPR)
- Is there a central point where the community can go to that has back-up power (community hub)?
- How will you communicate this to your community now, and in the event of invoking a plan?
- Will your response be different if the scenario occurred due to a storm or flood? What are the additional risks?

YOUR COMMUNITY LEVEL PLAN

Capture:

- What businesses or residential addresses have access to a VOIP phone with a battery back-up or generator.
- Vulnerable persons who want to share their personal information with you.
- Alternatives means of communication. Are there people or businesses in your community with;
 - An amateur radio network handset or base station ([RAYNET-UK | Main Website - Home page](#))
 - A satellite phone or [Starlink](#) set
- Where your nearest [fire station](#) or [police station](#) is to alert them to the issue, or;
- Who will drive out of the community to a pre-determined mobile hot-spot to get help?

[BACK TO ACTIONS SLIDE](#)

NEXT STEPS

- Communicate the plan to your community
- Review the information periodically
- Test your plan and equipment in the community
- Evaluate the outcome (of tests) and make the necessary changes