TRURO CITY COUNCIL

CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
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21 October 2026

TO MEMBERS OF THE COUNCIL:
Councillors: Biscoe, Mrs Carlyon, Claxton, Collins-Rajna, Douglas-Martin, Honorary Freeman Eathorne-Gibbons, Ellis, Green, Knuckey, La Borde, Nolan, Pascoe, Rabey, Rich, Southcombe, Sunderhauf, Swain, Taylor, Tucker, Webb, Honorary Freeman Wells, Wetherill and two vacancies.

Dear Members,
I hereby give you notice that an Ordinary Meeting of Truro City Council will be held on Monday 26 October 2026 in Council Chamber (First Floor), Municipal Buildings, Boscawen Street, 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 Town Clerk will read out the Fire Procedures

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

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

1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**

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

ii. To **consider** a request from Honorary Freeman Councillor Eathorne-Gibbons, to approve a further extension to the six-month rule for a period of six months on medical grounds, in accordance with Section 85 of the Local Government Act. (Appendix 1) page 5

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

3 **TO RECEIVE AND RESOLVE TO APPROVE THE MINUTES OF:** page 6
Ordinary Meeting held on 28 September 2026 Pages 143-153 (Minute Nos: 746-802) (Appendix 2)

4 **OPEN SESSION FOR CORNWALL COUNCILLORS VERBAL, WRITTEN OR TABLED REPORTS (20 minutes)**
This is an opportunity to discuss Cornwall Council issues relevant to the Council.

5 **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.

6 **TO RECEIVE THE TOWN CLERK'S REPORT** page 17 (Appendix 3)

7 **TO RECEIVE COMMUNICATIONS FROM THE MAYOR** page 20 (Appendix 4)

8 **TO RECEIVE VERBAL OR WRITTEN PORTFOLIO REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS**

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

10 **AGENDA ITEMS**

a. To **note** the Minutes of the Planning and Licensing Meeting held 3 September 2026. (Appendix 5) page 21

(i) Minute P/26/609 Motion - Unauthorised Commercial Advertising

Proposer: Councillor Tucker. Seconder: Councillor Swain and
To **resolve** to ask the Town Clerk to liaise with Cornwall Council on the issue of unauthorised commercial advertising within Truro's public realm particularly in the Conservation Area, with particular regard to the enforcement of existing planning and advertising controls. The Town Clerk shall report back to the Committee on Cornwall Council's current enforcement arrangements and, where appropriate, provide options for a clear and consistent framework governing business advertising within the city.

b. To **note** the Minutes of the Planning and Licensing Committee Meeting held 24 September 2026. page 24 (Appendix 6)

(i) Minute/26/730 – Truro Conservation Area Advisory Committee

To **resolve** to write to the Local Planning Authority presenting a policy of inspection and amendment of Listed Building descriptions.

c To **note** the Minutes of the Parks and Amenities Committee Meeting held 5 October 2026. page 28 (Appendix 7)

(i) Minute PK/26/813 Wider Ponds and Wetland Policy page 35 (Appendix 8)
To **resolve** that the Wider Ponds and Wetland Policy be approved, subject to the inclusion of fish being allowed in the Fish Pond at Victoria Gardens.

d. To **note** the Minutes of the Planning and Licensing Committee held 15 October 2026 (Appendix 9) page 50

To **note** the recommendation about the budget for Planning and Licensing Committee will be considered by the Finance and General Purposes Committee.

e. To **note** the Minutes of the Finance and General Purposes Committee held 19 October 2026. page 55 (Appendix 10)

(i) Minute F/26/895 Q2 Expenditure to Budget page 59 (Appendix 11)

1. To **resolve** to allocate £18,500 to Moresk repairs and £20,000 to additional 2 x Q3 bye-elections from the general reserve.
2. To **approve** on the additions and releases (as detailed in 2.1) within the Ear Marked Reserves.

f. **REVIEW OF PROCEDURAL GUIDANCE**

(i) To **note** the Notes of the meeting of the Review of Procedural Guidance Task and Finish Group meeting held on 10 September 2026. page 64 (Appendix 12)

(ii) Report by the Town Clerk

To **resolve** the changes to procedural guidance outlined in this report in order to clarify the process for selecting the Mayor/Deputy Mayor for Truro City Council. page 68 (Appendix 13)

g. **CAFÉ IN THE PARK FINANCIAL PERFORMANCE AND CUSTOMER ENVIRONMENT IMPROVEMENTS** page 79 (Appendix 14)

To note the Café in the Park's financial performance for the updated reporting period.

To **resolve** that £10,000 from the Café in the Park Reserve is allocated to improve the customer environment through lighting, acoustic treatment, climate control, decoration, furniture and soft furnishings as a first step into shifting the business model into a more community-focused offer.

h. **BRIEF DISCUSSION ON POTENTIAL PRECEPT PRESSURES ON 2027/2028**

To **discuss.**

11 **TO RECEIVE CORRESPONDENCE**

a. To **note** email dated 14.10.26 from Cornwall Museum and Art Gallery. page 86 (Appendix 15)

b. To **note** email dated 15.10.26 invitation to Cornwall Museum and Art Gallery Disability Joy event 14 and 15 November. page 87 (Appendix 16)

c. To **consider** email dated 15.10.26 from Cornwall Council regarding expression of interest: temporary winter provision for people experiencing homelessness. (Appendix 17) page 89

d. To **note** email dated from Truro Graffiti Removal Improvement Team (GRIT) regarding Truro Autumn Litter Pick Stats. page 91 (Appendix 18)

12 **EXCLUSION OF THE PRESS AND PUBLIC**

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

13 **Minutes of the Parks and Amenities Committee Meeting 5 October 2026 – Confidential Correspondence**

(i) Minute PK/26/824 Letter dated 19.07.26 from Chairman of Truro Cricket Club and an email dated 30.08.26 from a former chairman of Truro Cricket Club page 92 (Appendix 19)

To **resolve**:

1. That the City Council support Truro Cricket Club in its request to renegotiate its lease to include a peppercorn rent and diversify the activities which can take place on the Cricket Club site. Any proposed change in activity should be approved by the Council and consent not be unreasonably withheld.
2. That the Council consider further financial assistance, for the 2027-2028 financial year.

14 **Minutes of the Finance and General Purposes Committee held 19 October 2026 – Confidential Report**

(i) Minute F/26/913 Boscawen Park Letter of Variation page 97 (Appendix 20)
To **resolve** to sign the letter of variation for the Boscawen Park Sports Hub project which will commit Truro City Council to the revised terms of the Town Deal grant funding agreement.

15 **READMITTANCE OF THE PRESS AND PUBLIC**
Press and public will be permitted to re-join the meeting following the conclusion of the confidential item.

16 **DATE FOR NEXT MEETING AND ITEMS FOR FUTURE MEETINGS**
30 November 2026

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

As you are aware, I first joined the council in 1979. It has been a huge part of my life and one which I have valued greatly.
Against all predictions I am still‘above ground’ . Please would you extend my permitted absence for a few more months to allow me to pass away still remaining a member of Truro city council. Thank you for support over the last few months

Sincerely
Lorrie
Sent from my iPhone

Lorrie Eathorne-Gibbons

Truro City Councillor
Chairman Parks & Amenities committee
Association Chairman,
TFCA

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MEETING OF TRURO CITY COUNCIL HELD ON
MONDAY 28 SEPTEMBER 2026 at 7.14 pm
in the Council Chamber, Municipal Buildings, Boscawen Street, Truro

PRESENT: The Mayor (Honorary Freeman Wells),
Councillors: Biscoe, Carlyon, Collins-Rajna, Douglas-Martin, Knuckey, Nolan, Pascoe, Rabey, Rich, Southcombe, Swain, Taylor, Tucker, Webb, and Wetherill.
APOLOGIES: Councillors Claxton, Honorary Freeman Eathorne-Gibbons, Ellis, La Borde, and Sunderhauf.
ABSENT: Councillor Green.
ALSO IN ATTENDANCE: David Rodda MBE (Town Clerk), Rev. Andy Boorne (Mayor's Chaplain), and Cheryl Simpson (Committee Clerk).
ALSO PRESENT: Martin Gaunt (Happy Piranha) and Clare Greenwood.

PRAYERS
The Mayor's Chaplain said prayers.

1. COUNCILLORS IN ATTENDANCE AND APOLOGIES

i. Apologies were **noted.** 26/746

ii. It was **noted** that Councillor Mepham had resigned effective from 14 September 2026. The Mayor had sent a letter of thanks for her service on behalf of the Council. 26/747

iii. It was **noted** that Councillor Tann had recently passed away.
The Mayor announced that this loss had come as a great shock to everyone. His contribution to the Council was characterised by not being backwards in coming forwards. A letter of condolence on behalf of the Council had been sent to his family. Councillor Carlyon spoke eloquently about Councillor Tann who wanted the best for Truro and believed passionately in free speech. He advocated for the repair of the Leats system and water running through the City. Victoria Gardens was a special place of peace and rehabilitation following recuperation from a stroke as a young man. He had a strong family supporting him and she in particular remembered his kindness supporting her when her daughter was ill and after her passing. He would be remembered for his zest for life, love of Truro and its people. The Mayor reported that his funeral was on Friday 9 October at 11am at Truro Methodist Church and Councillors were welcome to attend.

It was proposed by Councillor Pascoe, seconded by Councillor Webb, and:
RESOLVED that notice of Councillor Tann's passing be posted on the City Council Noticeboards at the Municipal Buildings, Library Building and Boscawen Park Tennis Pavilion. **26/748**

iv. It was **noted** that former Councillor Terry Pacoe had also passed away. The Mayor noted that he had served three terms as a councillor and as well as forwarding condolences to his family on behalf of the Council, he had attended the funeral. 26/749

v. A minute's silence was held to remember both former councillors. 26/750

DRAFT

2. DISCLOSURES OR DECLARATIONS OF INTERESTS AND ANY DISPENSATIONS

Councillor Biscoe (history walking tour operator – tickets sold & promoted by VIC)	Dispensation received to speak but not vote Agenda Item 10b. Visitor Information Centre Options Analysis	To leave the room for the vote
Councillor Taylor (named in Cornwall Council assessment decision notice)	Interest declared once known. Item 11.i. Cornwall Council – Assessment Decision Notice.	Left the room once interest declared and took no part in the vote.
Councillor Knuckey (City Council Director on Regenco Board)	Interest declared once known. Item 15. (ii) Regenco Options Analysis.	Left the room once interest declared and took no part in the vote.

26/751

3. MINUTES

It was proposed by Councillor Pascoe seconded by Councillor Webb, and
RESOLVED that the Minutes of the Ordinary Council Meeting held on 27 July 2026 were considered a correct record. **26/752**

4. OPEN SESSION FOR CORNWALL COUNCILLORS

Councillor Rich Cornwall Councillor for Tregolls

Councillor Rich reported that Truro River was in the process of be dredged on high tides and silt was deposited at a designated part of Falmouth Bay. The deadline for deciding how to proceed with consideration of the application has been extended to 30 November relating to the Transport and Works Act Order for the proposed Lighterage Quay bridge. Cornwall Council's Cabinet had welcomed £9million of funding for the Forest for Cornwall and officers would be working with farmers and businesses planting trees to provide shelter, shade and prevent soil-run-off. Looking forward, Cornwall Council was entering its budget planning period and there were a lot of pressures such as inflation adding to the previous 12 years of austerity. He also noted that an Interim Deputy Chief Executive was in place.

Councillor Nolan, Cornwall Councillor for Boscawen and Redannick

Councillor Nolan requested that Councillors with concerns about Cornwall Council's switching off streetlights see the information published on Cornwall Council's website or contact their local Cornwall Councillors. (No additional cost would fall on the City Council.) Reform of the planning system was on-going, and the number of planning committees was expected to fall and the number of decisions to be made by planning officers was expected to increase. A report would be presented to the Constitution and Governance Committee in March followed by a decision in April. Consideration of a tourist tax was at its very early stages. The Dudman Farm development site continued to cause issues for local residents such as working in the early hours of Sunday morning, and no response from the planning enforcement team. A meeting with officers to consider these issues was planned.

Councillor Webb Cornwall Councillor for Moresk and Trehaverne

Councillor Webb thanked Councillors for drawing concerns about the on-going work to replace granite setts in Boscawen Street to him. Councillors had serious concerns about the quality of work and the impact on a main throughfare in Truro. He was assured that repairs were being undertaken in the correct process. He suggested that in the longer-term partial pedestrianisation and banning buses may help; ad hoc solutions no longer worked. Cornwall Council had the opportunity to develop two Young Future Hubs, building on existing experience and Cornwall Council were looking for a steer, and he agreed that the Finance and General Purposes Committee consider a report at a future meeting.

The Pydar Street development required new flood modelling, and he expressed frustration with delays. He had taken a motion to Cornwall Council with cross-party support seeking a

dashboard providing people with an honest view of when they might secure housing. Parking on housing estates seemed to occupy his email box – complaints about parking on yellow lines, lack of enforcement etc. A councillor expressed concern that they had contacted the Portfolio-Holder for Transport about the livery of the new e-park and ride buses and it appeared that an AI generated letter had been sent in response. The Town Clerk reminded Members that Cornwall Council had embarked on the development of a Cornwall Council strategy focussing on place and Truro was expected to feature as a chapter. Currently the City Council had a tender exercise seeking a person to help develop the City Council's transport priorities, review new data such as use of the A30 and consult with residents and businesses helping to develop an evidence-based Truro strategy, clearly stating the Council's priorities.

Councillor La Borde, Cornwall Councillor for Gloweth, Malabar & Shortlanesend
Councillor La Borde was not present at the meeting. 26/753

5. OPEN SESSION FOR ELECTORS OF TRURO
Item 6 Town Clerk's Report
Martin Gaunt (from the Happy Piranha business) addressed Council saying that every five years Truro BID had an opportunity to levy businesses £1.5m. He stated that the original aim of the BID was to increase footfall but increasingly it appeared to be filling the gaps of public funding, such as the provision of a private security force, the Street Ranger Team. Every five years there was a democratic opportunity for members to vote for a BID or to have no BID. At its AGM on 17 December 2025 statutory rights were removed by the BID Directors with good intentions but not in good faith he felt. Two months ago, he had asked Truro City Council to sign his petition. The Town Clerk had said he would report back in two months. There had not been a meeting for all parties involved; the Town Clerk had organised individual meetings. He expressed the view that the BID had made the above change using a legal tool but had not followed the correct procedures which was wrong and was a breach of the BID Directors fiduciary duties. He noted that although he was a layman he had experience of working as a litigator for eight years. He considered that there were a number of legal issues not addressed in the Town Clerk's report which should be addressed. He highlighted the responsibility of a shareholder member to maintain a list of members paying non-domestic rent. Under S116 of the Companies Act he had requested a list of members from the BID and this request had been refused, which he felt was unlawful. He also commented that the change made at the AGM should have been made clear at the AGM. Finally, he appealed to the Council to sign his petition – he considered that the BID had failed to provide a reason for the change – otherwise there was a risk that the BID might no longer exist.

It was noted that Council's decision on the matter was set out in the minutes of the relevant meeting. A number of concerns raised above were addressed by the Town Clerk in his report. 26/754

Item 11 h. Cornwall Council On-Street Parking Charges Statutory Consultation
Clare Greenwood, a local resident who lived in the Lemon Street area, addressed Members saying that parking in this area of resident parking permit-controlled parking was already difficult. Over recent years opportunities to park continued to reduce. Sundays in particular were tricky with free parking on yellow lines in Truro. The proposed changes by Cornwall Council would worsen the situation. Already neighbours were experiencing tradespeople refusing to attend in her local area.

The proposed change would result in residents paying for parking, which was currently free, if they couldn't park in their residents parking zone. Further, on speaking to her neighbours the majority had not heard about the proposed changes and were not aware of Cornwall Council's "Let's Talk Cornwall" platform; also, there was no signage about the proposals.

Finally, she pleaded that the proposed changes for Sundays not be implemented for the above reasons.

It was noted that it was Cornwall Council, the Highways Authority's decision and Councillors would reflect on this feedback in considering the City Council's response to the consultation. 26/755

6. TOWN CLERK'S REPORT

The Town Clerk acknowledged that there was a risk that the Towns Deal fund finance for the Duck Pond dredging element of the Boscawen Park project might be lost if it was not completed by the end of 2027. He reminded councillors of the difficulties securing a contractor – no bids were received in the tender exercise. Whilst a waste exemption licence had been secured, additional land had to be identified, and permission secured to spread the dredgings. He assured Council that an extension on the contract had been agreed with the Towns Deal Programme Management Office and in due course a letter of variation would be reported to Finance and General Purposes Committee for onward recommendation to Council. He would also be monitoring the project's progress personally to ensure delivery.

Councillors expressed considerable concern over a lack of transparency and the apparent lack of an alternative provider for a Post Office facility to replace the Post Office currently provided in TG Jones. It was suggested that a temporary Post Office be provided pending the identification of a new franchisee and establishment of a new facility. It was considered unacceptable that Truro, the County Town of Cornwall, should not maintain the current level of services currently provided at the TG Jones location. There was also concern that it could take up to six months to establish a new Post Office and the local community depended on services offered by the Post Office. A mobile Post Office van service was not deemed suitable by the Post Office. It was noted that the window for applications for a Post Office had closed. The Town Clerk reported that six expressions of interest had been received by the Post Office, but no details were known at this stage.

It was proposed by Councillor Biscoe, seconded by Councillor Taylor, and:
RESOLVED that the Town Clerk write to the Minister of State and Jayne Kirkham MP to seek a temporary Post Office in Truro pending the establishment of a new franchisee, providing the same services to residents and businesses as currently provided by the Post Office in TG Jones, as part of the City Council's duty to support the well-being of the City. **26/756**

A concern was expressed that the Hall for Cornwall was proposing to charge for staff time required on evenings when they were not open to assist in opening the Municipal Buildings and there was a perceived lack of control by the City Council over the Buildings including the lift. A previous administration of the City Council gave up responsibility for the ground floor – where the Hall for Cornwall bar was currently located – following the refurbishment of the Hall for Cornwall, and this was where the access to the lift was located.

This area needed to be staffed by the Hall for Cornwall when the lift was in operation. He acknowledged that this was an inherited issue. There were no documents setting out in writing that a lift be provided by the landlord. He clarified that the Hall for Cornwall did not charge for every meeting, only those meetings when the Hall for Cornwall was closed and they needed to pay for staff. He commented that the City Council currently rented out the Town Hall to the Hall for Cornwall for £12K pa and he would be looking to add the cost of these charges to open up the Hall for Cornwall to the rental charge so the charge would be cost-neutral to the City Council. In addition, Kier continued to rent space whilst carrying out on-going snagging works generating a £500 per month rental income. A key was

required to access the City Council's floor via the lift; it was not required to operate the lift and these keys rested with the Facilities Team, not the Hall for Cornwall. The Hall for Cornwall could not independently access the City Council floor. Options to install an alternative lift were not straightforward and, following a condition survey, there was a programme of significant long-term structural issues, such as re-wiring which needed to be dealt with.

It was proposed by Councillor Carlyon, seconded by Councillor Biscoe, and:
RESOLVED that the Town Clerk be authorised to contact Cornwall Council, the landlord for the Municipal Buildings, to open negotiations to open access to the Municipal Buildings.
26/757

Regarding the Bonfire Night Working Group, the Town Clerk noted that in the future Tremorvah Playing Field was unlikely to be an acceptable location due to the disruption road closures would bring for residents in the area. More detailed consideration would need to be made for the Cattle Market Site which would include considering closing Newquay Road during rush hour and the impact of people accessing and egressing the site. No sites had been ruled out. An event for 2026 had been ruled out based on the parameters set by Council, that the ticket price (£10 for a family of four) was not self-sufficient to pay for fireworks, toilet facilities, first aid etc. The impact of Martyn's Law, which came into effect next year was expected to increase costs further. If Council decided to seek sponsorship or allocate part of its budget for such an event, then Lemon Quay or the Cattle Market might be possible in the future.

Some Councillors, following the representations made by the member of the public above, acknowledged that the issue raised appeared to be a significant matter and there was a risk that an advocate for the business community was under threat. The Council had a role in facilitating its resolution. Other Councillors considered that the Council had already tried to intervene to resolve the matter and a different approach might be needed.

It was proposed by Councillor Biscoe, seconded by Councillor Webb, and:
RESOLVED that Council does not sign the petition, recognising that the BID directors are responsible for managing the company in accordance with Company Law. Instead, the Council should write to the BID Board expressing significant concern that levy payers feel disenfranchised and requesting: an open and transparent process for filling the four vacant Board seats, with levy payers able to propose candidates; and a mechanism enabling levy payers to submit supported special motions for Board consideration.
[Councillors Swain and Douglas-Martin requested that their names be recorded as voting against the motion.] **26/758**

The report was **noted**. 26/759

7. COMMUNICATIONS FROM THE MAYOR
The Mayor's report was **noted**. 26/760

8. VERBAL OR WRITTEN PORTFOLIO REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS
Councillor Rabey had attended the opening of the Langarth Community Football Field and was advised that temporary changing rooms would be installed in advance of a permanent facility. Councillors Weatherill and Southcombe had attended a resilience conference at Wadebridge recently and had enjoyed an interesting series of talks and workshops. 26/761

DRAFT

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

None. 26/762

10. MOTION

It was noted that Devon and Cornwall Police had recently been downgraded from Level 2 to Level 3 following its regular inspection by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

It was proposed by Councillor Carlyon, seconded by Councillor Biscoe, and:
RESOLVED that Truro City Council writes to Cornwall Council, the Devon and Cornwall Police and Crime Commissioner, the Chief Constable, and relevant community safety and other enforcement agencies to request that the public safety concerns raised by residents and businesses in Truro are considered as a priority and that appropriate resources are allocated across the city to address these concerns as a matter of urgency. **26/763**

11. AGENDA ITEMS

a. Minutes of the Planning and Licensing Committee Meeting held 23 July 2026 were **noted.** 26/764

b. Minutes of the Planning and Licensing Committee Meeting held 13 August 2026 were **noted**. 26/765

c. Minutes of the Parks and Amenities Committee Meeting held 7 September 2026 were **noted.** The recommendation about fish in the fish pond at Victoria Gardens would be considered when the Wider Ponds and Wetland Policy was presented to a future Council meeting. 26/766

(i) Minute PK/26/622 Land at Hillcrest Avenue

It was proposed by Councillor Tucker, seconded by Councillor Rabey, and
RESOLVED:

1. It does not accept the responsibility of taking on the land and proposed trees at Hillcrest Avenue, Truro due to the high cost involved in obtaining and maintaining the grass verges.
2. Cornwall Council be requested to consider placing wooden stakes in the verge to deter parking on the verge (similar to Tresawls Road).

[Councillor Nolan requested that his name be recorded as voting against.] 26/767

(ii) Minute PK/26/625 Truro Public Cemetery Existing and Proposed Management

It was proposed by Councillor Webb, seconded by Councillor Southcombe, and
RESOLVED that the draft Truro Public Cemetery Management Plan be approved. 26/768

(iii) Minute PK/26/627 Barbecue Use in Green Spaces Policy

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

1. The Barbecue Use in Green Space Policy be approved.
2. Site signage stating: 'No Barbecues or Open Fires' be displayed in appropriate locations. 26/769

d. Minutes of the Facilities and Properties Advisory Sub-Committee held 10 September 2026 Public Minutes were **noted**.

(i) Minute FP/26/644 Correspondence Restore Hope South West anti-slavery

It was **noted** that this was a recommendation to Council, not Finance and General Purposes Committee (the parent committee) due to timescale. 26/770

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

RESOLVED that:

1. The anti-slavery campaign conducted by the charity Restore Hope South West, stickers be affixed to the rear of public convenience doors be supported.
2. The City Council contact the correspondent to advise of the Council's actions as necessary. **26/771**

e. The Minutes of the Finance and General Purposes Committee held 14 September 2026 were **noted.** **26/772**

(i) Minute F/26/674 Parking Review

The Town Clerk reminded Members that Council had determined that an original parameter of the Council Car Park Scheme was that it should pay for its costs from the income generated from parking tickets. Otherwise, the Council would have to consider subsidising the service. He noted that an estimate of £10k had been included in the Budget towards National Non-Domestic Rates expected to be charged by Cornwall Council. On balance, the general view of Councillors was that the Scheme should be self-sufficient. This approach would be subject to public consultation.

It was proposed by Councillor Webb, seconded by Councillor Rich, and
RESOLVED that a change in the charging regime as outlined in this report is warranted in order to cover operational costs so that a revised car parking Order can be progressed, introducing a charge of £1.50 for two to four hours in addition to the existing regime.
26/773

(ii) Minute F/26/675 Boscawen Park Wellness Hub

It was suggested that refurbishment of the former changing room building be undertaken as ecofriendly as possible including consideration of an air-source heating pump, cooling system and cycle parking facilities.

It was proposed by Councillor Webb, seconded by Councillor Rabey, and
RESOLVED that Council support the revised proposal to develop the Truro Wellbeing Hub at Boscawen Park and delegate responsibility to the Town Clerk to progress discussions with the Lander and Three Spires Medical Practices to develop a final business case for consideration. **26/774**

(iii) Minute F/26/677 Town Quay Management

The Town Clerk reiterated that a concession model be adopted in the first instance, with opportunities being offered to Truro-based businesses first.

It was proposed by Councillor Webb, seconded by Councillor Pascoe, and
RESOLVED it agrees to operate the Lemon Quay side of Town Quay and the Morlaix Avenue Access ramp under licence from Cornwall Council so that it can form part of a holistic "Lemon Quay" offer and enable the area to be curated as a single event space/destination and delegate to the Town Clerk the authority to conclude the necessary negotiations. **26/775**

(iv) Minute F/26/679 150th Year Celebration Planning – Update

It was **noted** that:

1. The work of the 150th Year Working Group is on-going and that the proposals for the year are firming up.
2. The 150th year logo has been recommended for use during the 150th anniversary year by the Working Group.
3. In order for the necessary work to begin the £25,000 budget available in 26/27 has been allocated as follows:-

- £14,500 to communications and marketing to maximise the impact and reach of destination marketing of Truro's 150th year.

- £10,000 for events and activities organised throughout the year
- £500 to the Cornwall Museum and Art Gallery to research and produce the Truro timeline that will be installed on the Pydar Street development hoardings. 26/776

It was proposed by Councillor Biscoe, seconded by Councillor Swain and
RESOLVED that the additional £25,000 budget for 27/28 is confirmed so that further activity can be planned. **26/777**

f. The Minutes of the Staffing Committee held 17 September 2026 were **noted**. 26/778

g. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

The hard work of Council Officers was acknowledged by the Mayor, on behalf of the Council. It was **noted** that:

1. The external audit had been completed.
2. There were no matters arising from the external audit. 26/779

h. CORNWALL COUNCIL ON-STREET PARKING CHARGES STATUTORY CONSULTATION

A member of the public had addressed Council on this matter earlier on in the meeting. Councillors were reminded that they could respond as interested individuals to the Consultation citing fundamental reasons why the proposed changes were considered unworkable. The Town Clerk reminded Members that the deadline for responses to the consultation was 2 October 2026.

It was **noted** that Cornwall Council has issued a consultation on changes to on street parking in Truro. 26/780

It was proposed by the Mayor, seconded by Councillor Rabey, and
RESOLVED that the meeting be extended until 22:00 to complete its business. **26/781**

It was proposed by Councillor Biscoe, seconded by Councillor Carlyon, and
RESOLVED that Truro City Council object to Cornwall Council's Statutory Consultation on On-street Parking Charges on the following grounds:

1. Remove the River Street element of the Scheme because this was a key artery of the City Centre;
2. Remove Sunday charges until such time as Cornwall Council review parking in Truro; and
3. A lack of clarity over what issue Cornwall Council was trying to address through the proposed changes or was this merely an opportunity to generate income.

26/782

[Councillor Webb left the meeting at 21:37.]

i. CORNWALL COUNCIL – ASSESSMENT DECISION NOTICE

An assessment decision notice dated 14 September 2026 provided by Cornwall Council's Group Manager – Assurance, was **noted.** Although the 28-day period following the date of the notice had not expired, Councillor Rabey was asked if he would apologise to the complainants and he stated that he would not. He also commented that, in his view, the complaints process was flawed. 26/783

[Councillor Taylor declared an interest that he was named in the decision notice and left the room as soon as this was apparent at 21:40.]

It was proposed by the Mayor, seconded by Councillor Swain, and
RESOLVED that, following the issue of the decision notice by the Monitoring Officer, and Councillor Rabey's refusal to apologise to the complainants before the expiry of the 28 day period, Councillor Rabey be censured. [Councillor Tucker requested that his name be recorded as abstaining from the vote for the above motion.] **26/784**

j. TRURO CITY COUNCIL RISK REGSISTER

The Town Clerk reported that the risk register had been reviewed and updated following the previous report to Council and he noted that a number of risks had increased. The report was **noted**. 26/785

It was proposed by Councillor Pascoe, seconded by Councillor Swain, and
RESOLVED to accept the risk register as a reflection of the current risks faced by Truro City Council for 2026/27. **26/786**

k. BY-ELECTIONS

Members were requested to discuss the future use of polling cards at a by-election. The Town Clerk reported that recently one byelection cost £18k and another cost £22k, an average of £20k per byelection. At the last by-election poll cards were issued by Cornwall Council and paid for by the City Council because there was a change in polling station. The Town Clerk sought the Council's opinion as the financial cost of the provision of poll cards was estimated to be £3.5k per by-election. Councillors generally considered that poll cards should be issued on the grounds of continuity and as part of a fair and constitutional democratic process. It was noted that former Councillor Tann's vacant seat would be advertised by Cornwall Council following his funeral.

It was proposed by Councillor Pacoe, seconded by Councillor Swain, and
RESOLVED that poll cards continue to be issued by Cornwall Council, paid for by Truro City Council, in the event of a by-election being called. **26/787**

12. CORRESPONDENCE

a. The response dated 24 August 2026 from Vice President and Deputy Vice Chancellor (Cornwall) of University of Exeter was **noted**. 26/788
b. The letter dated 21 August 2026 from Corporate Account Lead Post Office Limited was **noted** and reference made to the discussion earlier in the meeting**.** 26/789
c. The email dated 22 September 2026 from Councillor Douglas-Martin was **noted**. The Mayor thanked Councillor Douglas-Martin for her service as Deputy Mayoress. 26/790
d. The email dated 22 September 2026 regarding Registers of Interests Publication update from Cornwall Association of Local Councils was **noted**. The Town Clerk reminded Councillors that it was Cornwall Council's responsibility to publish Register of Interest Forms provided by town and parish councillors. 26/791

13. EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by the Mayor, seconded by Councillor Pascoe, and
RESOLVED that 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 their confidential or special nature: contracts and business.
26/792

14. Minutes of the Facilities and Properties Advisory Sub-Committee 10 September 2026 – Confidential Report

(i) Minute FP/26/649 RIBA 1-5 Public Conveniences Improvements

It was **noted** that, following completion of the tender evaluation, the Public Convenience Design Consultancy contract had been evaluated. 26/793

It was proposed by Councillor Rich, seconded by Councillor Tucker, and
RESOLVED that:
1. It was noted that the eligible members of the Facilities and Properties Advisory Sub-Committee, sitting as the Council's Procurement Panel in accordance with paragraph 12.4.2 of the Procurement Policy, had considered the tender evaluation and recommended to Council not Finance and General Purposes Committee (the parent committee) due to timescale that Coreus Projects Limited be appointed to the Public Convenience Design Consultancy contract.

2. The contract be awarded to Coreus Projects Limited and, the first call-off be approved for RIBA Stages 0–2 or 3 at Victoria Gardens and Hendra Road at the tendered fixed fee of £10,393.65 excluding VAT. **26/794**

The Sub-Committee's recommendation concerning the Municipal Building Condition Survey would be considered by the next Finance and General Purposes Committee meeting, as normal. 26/795

15. Minutes of the Finance and General Purposes Committee held 14 September 2026 – Confidential Reports

(i) Minute F/26/686 Visitor Information Centre Options Analysis

A copy of the Visitor Information Centre Options Analysis report was missing from the Confidential Agenda Pack circulated on 23 September. A copy was emailed to all Councillors on 24 September. All Councillors received a copy of the complete report on the Confidential Agenda Pack for the meeting of the Finance and General Purposes Committee meeting on 14 September. A copy of Appendix 1 was tabled and circulated at the meeting. It was generally agreed that Option A, in addition to Options D and E, should be progressed.

[Councillor Biscoe addressed the meeting before leaving the room at 21:57.]

It was proposed by Councillor Swain, seconded by Councillor Taylor, and
RESOLVED that Option A (remaining in 30 Boscawen Street), emphasising the City Council's commitment to the City and its well-being, be progressed alongside Options D (relocating the service into the Library) and E (progressing a building purchase as part of a wider property acquisition strategy) be progressed as potential options for detailed business planning. **26/796**

Following this decision the Town Clerk reminded Councillors of their duty to effectively manage the Council's Budget in order to demonstrate how it was delivering its 2026 to 2030 Strategy Objective to manage the Council's budget efficiently. 26/797

[Councillor Biscoe returned to the meeting room at 21: 58.]

(ii) Minute F/26/688 Regenco Options Analysis

[Councillor Knuckey left the room at 21:58 once he realised he had an interest in this agenda item.]

It was proposed by Councillor Pascoe, seconded by Councillor Swain, and
RESOLVED that it endorses the redevelopment option proposed by Regenco as this will enable negotiations with the development partner to be concluded so that the redevelopment of 15/16 King Street can be progressed and a more detailed 3-year business plan for Regenco can be produced. **26/798**

[Councillor Knuckey returned to the meeting room at 21:59.]

(iii) Minute F/26/690 Confidential Correspondence - Letter from the Chairman of Truro Cricket Club and an email from a former chairman

A general concern was raised about issues referred to in the correspondence. It was proposed by Councillor Rich, seconded by Councillor Pascoe, and
RESOLVED that the confidential correspondence – letter from the Chairman of Truro Cricket Club and an email from a former chairman – be referred back to the Parks and Amenities Committee for reconsideration. **26/799**

16. READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by the Mayor, seconded by Councillor Pascoe, and
RESOLVED that the press and public be permitted to re-join the meeting following the conclusion of the confidential items. **26/800**

17. DATE FOR NEXT MEETING AND ITEMS FOR FUTURE MEETINGS

26 October 2026

Items for future meetings:

i. Banking and Investment Strategy

26/801

18. COMMON SEAL

It was proposed by the Mayor, seconded by Councillor Rich, 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. **26/802**

The meeting closed at 22:00.

---------- MAYOR

DRAFT

Town Clerk Report October 2026 – Points to note since the last Council meeting:

- **Town Deal Projects** – the current position is outlined below:

  - **New life for City Buildings**
    - **Grants –** available funds are fully committed to 10 projects. 5 have been completed and the remaining projects are at various stages of progress. The majority will be completed by December 2026 with two projects to be completed by the end of 2027 due to unforeseen delays.

    - **Direct Purchase** – income from the ground floor premises is being accrued by Regenco which will help to fund the refurbishment works and/or start to create an investment pot for its next project. Now that Council has agreed the recommended option for redevelopment negotiations with Three Seas Cornwall are continuing to firm up the details of the agreement. Further survey work has also been commissioned to help ensure all relevant information is available (e.g. noise survey and roof survey) to inform initial design work.

  - **Boscawen Park Sports Hub** –

    - **Duck Pond** – Letter of Variation to extend the project until December 2027 has been received and once signed by Council it will be returned to Cornwall Council. This provides one final chance for this work to be completed under the Town Deal funding.

    - **Riverside Walk and fencing** – all work completed although it has been identified that some fencing on the river side of the path would benefit from renewal. This will be completed over the winter as part of normal maintenance schedules. The new fencing improves the quality of that area of Boscawen Park, opens up a larger area for dog walkers and improves security to the playing field.

    - **Pavilion –** Now fully operational and is being used by a mix of community groups (e.g. Kenwyn Resident Association and a Youth Theatre Group), exercise/health users (e.g. Baby Yoga, Dance School, Karate classes and Pickleball), after school clubs (e.g. Basketball, football and rugby tots) as well as business use (e.g. Consultancy company using the River Studio as a hot desking space one day a week). The new changing rooms are also in use by football teams and the quality of them has been very well received.

Snagging works continue with the majority complete. A usage report was considered by Council in September, and total usage has continued to increase and is nearing 25% of theoretical occupancy already. The Parks team will progress with the external planting scheme in October/November, and a formal opening event is being planned for early 2027.

- **Pitch drainage** – Inscapes have completed their work and will be returning to undertake the contracted maintenance functions in the Spring. Meanwhile the Parks team continue to use the new pitch maintenance equipment to ensure that the quality of the surface is maintained.

- **Lemon Quay/Town Quay Refurbishment –** the works on Lemon Quay are nearing completion. The planters have had some minor repositioning to aid pedestrian flow and to maximise the space available for events and have now been handed over to Council to manage. New bins have been installed with more to follow on the lower part of the Quay once the works on Town Quay are completed. The projector will be installed before the end of 2026 and will become Councils responsibility to manage.

  The works on Town Quay and the Garras Wharf underpass will now be the focus of the works with completion expected in March 2027 rather than November 2026 as previously reported.

  Negotiations with Cornwall Council to take on the management of Town Quay (Old Compton Castle site) and the ramp coming down from Morlaix Avenue (planting and bike shelter) have begun following approval from Council to progress. Offering the site as a venue for a food/drink concession is the preferred option and that will be explored once the detail of the agreement with Cornwall Council has been finalised.

- To note:
  - The Leader of Cornwall Council (Cllr Leigh Frost) visited Truro on the 7th October to view the Town Deal projects and to meet volunteers who look after Sunny Corner and deal with the Graffiti in the city. He was very impressed with he Pavilion and the progress made with the NLCB project. The visit provided an opportunity to promote the role that Parish and Town Councils can play in the regeneration of their "place" and it also provided an opportunity to discuss some of the more challenging issues faced by residents of Truro. He returned the following week to talk to businesses.

  - A delegation from the Ministry of Communities, Housing and Local Government (MHCLG) are visiting Truro on the 22nd of October and they plan to visit the Boscawen Park Pavilion and receive a presentation from the Town Clerk on the NLCB project. More detail will be provided at Full Council but it's great to have an opportunity to demonstrate to Government how we have used the funding available to deliver positive impact and how Town and Parish Councils can lead the regeneration of their area.

- **CCTV** – contract signed with Redruth Town Council is working well but the number of CCTV requests being submitted from the police in Truro is much higher than other areas. Whether this level can be maintained within the budget available will need to be discussed with Redruth Town Council. Tree works have been identified as being necessary in St Georges Road/Hendra play area/Pydar Street/King Street to ensure that line of sight connectivity for the cameras is maintained.

- **Buildings and facilities** – on-going progress is being made on the backlog of maintenance tasks and as evidenced by updates from the Facilities, Estates and Compliance Manager. The changes in how the space in the library is used have taken place in order maximise the efficient use of space and to generate additional income to help cover the on-going maintenance costs of the building.

- **Parks** – The results from the national Britain in Bloom competition and the South West in Bloom competition will be known by the 22nd of October so further updates will be provided at Full Council on the 27th. Whatever the results the quality of the 2026 planting has been very well received by residents and visitors alike.

- **Truro BID** – following representation from a concerned business owner and correspondence regarding the petition he was promoting about dissatisfaction with the changes to the BIDS Articles of Association as agreed by Council a letter outlining Councils concerns was submitted to the BID board. No response received to date.

David Rodda MBE,

Town Clerk, Oct 2026

MAYOR'S COMMUNICATIONS

Monday 26th October 2026

In addition to a number of meetings, I have had the following engagements, accompanied at most of them by Nicola Carveth, my Mayoress:

September 30th – Presented prizes at the annual Gardens and Allotments Awards Ceremony.

October 2nd – Led a team and spoke at the Kenwyn Community Association's Quiz Evening raising the incredible sum of £1,295.46 for Children's Hospice South West. The first community event at the Boscawen Park Pavilion.

October 4th – Attended the Mayor's Civic Service at St Stephen's Church, Launceston.

October 6th – Attended the CALC AGM and Conference at the Royal Cornwall Showground, Wadebridge.

October 9th – Attended the funeral at Truro Methodist Church of former Councillor Jonathan Tann who tragically passed away in September.

October 9th – Joined in the celebrations marking the opening of The Ode, Truro School's new music centre.

October 14th – Gave a civic welcome to the Cornwall Federation of Women's Institutes' Annual Council Meeting in the Hall for Cornwall and joined in celebrating their members' achievements over the past year.

October 17th – Attended the University Centre Truro & Penwith Graduation Ceremony at Truro Cathedral.

October 18th – Attended the Mayor of Falmouth's Civic Service at King Charles the Martyr Church.

October 20th – Attended the Britain in Bloom Awards Ceremony in Rochdale Town Hall.

October 22nd – Co-hosted with Cllr Mike Barbery, Mayor of Bodmin, an informal meeting of the Mayors of Cornwall in the Shire Hall, Bodmin.

October 22nd – Attended a reception at the Atlantic Hotel, Newquay on the eve of the South West in Bloom Awards.

October 23rd – Attended the South West in Bloom Awards at the Atlantic Hotel, Newquay.

October 24th – Attended the launch of the Poppy Appeal at the city's war memorial.

I thank Lionel Knight, our Town Crier, for representing me at the Veterans' Salute on October 18th in Victoria Gardens, to celebrate Ken Beaumont's 100th birthday.

Cllr Chris Wells, Honorary Freeman

TRURO CITY COUNCIL

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MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 03 SEPTEMBER 2026 AT 19:00 IN LARGE ROOM (SECOND FLOOR), TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO, TR1 1EP

PRESENT: Councillors Swain (Chairman), Wetherill (Vice-Chairman), Carlyon, Ellis, La Borde, Tann, Tucker, and Honorary Freeman Wells (Mayor).

APOLOGIES: Councillors Douglas-Martin [business], Nolan [business], Rich [business], and Sunderhauf [personal].

ALSO IN ATTENDANCE: William Thorpe-Stanley (Committee Clerk).

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**. P/26/597

2 DECLARATIONS OF INTEREST

There were no declarations of interest. P/26/598

3 MINUTES

a The minutes of the Planning & Licensing Committee meeting held on 13 August 2026 were considered for accuracy.

It was proposed by Councillor Swain, seconded by Councillor Tucker, and **RESOLVED** that they be considered a correct record and signed. **P/26/599**

b The minutes of the TCAAC meeting held 01 September 2026 were **noted**.

4 PLANNING CONSULTATION

a En bloc applications.

i. Trenance 2 Salisbury Road Truro Cornwall TR1 2JT PA26/04454
Support.

ii. Haulfryn 1 Pencarrick Close Kenwyn Truro Cornwall TR1 3XN PA26/05719
Support.

iii. Rifle Range Trevethenick Road Truro Cornwall TR1 1UZ PA26/05312
Support.

iv. 40 Lemon Street Truro TR1 2NS PA26/05460
Moved for individual discussion.

v. 40 Lemon Street Truro TR1 2NS PA26/05459
Moved for individual discussion.

vi. 17 Copes Gardens Truro Cornwall TR1 3SN PA26/05838
Support.

vii. 12 Dudman Road Truro Cornwall TR1 3PP PA26/05850
Support.

viii. 1 Trennick Row Malpas Road Truro Cornwall TR1 1QL PA26/04910
Support.

ix. Land At Boscawen Park Malpas Road Truro TR1 1SG PA26/05839

Support.

x. Land West Of 4 Hamilton Close Truro TR1 3FW PA26/05944
Support.

xi. 3 Huthnance Close Truro Cornwall TR1 1YT PA26/05776
Support.

It was proposed by Councillor Swain, seconded by Councillor Carlyon, and **RESOLVED** that Truro City Council submit the Chairmans' recommendation, to support, in response to consultations for the above applications with the exception of 'iv. PA26/05460' and 'v.PA26/05459'. **P/26/600**

b Applications considered individually.

i 20 And 22 Falmouth Road Truro Cornwall TR1 2HX (PA26/05681)
The committee felt the application needed further information such as the current size and an image of the tree. It was said the season for pruning this species had passed and any attempt would likely cause death of the tree.

It was proposed by Councillor Tann, seconded by Councillor Swain, and **RESOLVED** to object to the works given the lack of information to make any informed determination such as the current height, reason for the works, and any photographs. **P/26/601**

ii 2 Tressa Dowr Lane Truro Cornwall TR1 1AR (PA26/05700)
Councillors noted the trees great size and the fear of what damage may be done if it were to fall however desired evidence that this was likely to happen, especially given its health appearance and lasting through significant storms.

It was proposed by Councillor Swain, seconded by Councillor Tann, and **RESOLVED** to object to the application where the tree is healthy and the proposed management is not sufficiently justified; the reason given being that if it were to fall it would hit the property yet there is no evidence it is susceptible to falling. **P/26/602**

Councillors Carlyon and Tucker wished their vote against the motion be recorded.

a. iv & v 40 Lemon Street Truro TR1 2NS (PA26/05460)
40 Lemon Street Truro TR1 2NS (PA26/05459)

It was proposed by Councillor Swain, seconded by Councillor Carlyon, and **RESOLVED** to support the application and request the Conservation Officer have oversight of the works as it occurs to protect the historic fabric and ensure the listing schedule is updated. The clerk's office to write to the Conservation Officer directly as well. **P/26/603**

5 LICENSING
None P/26/604

6 URGENT APPLICATIONS
None. P/26/605

7 CORRESPONDENCE
None P/26/606

8 DELEGATION OF POWER P/26/607

i. PA24/02946 - 66 Daniell Road
It was noted that the response to the 5-day notice was to agree to disagree.

ii. PA26/04455 - 9 Pengarth Close
It was noted that the response to the 5-day notice was to agree with the case officer.

9 DECISIONS
The decisions by Cornwall Council since the last meeting of the planning committee were **noted.** P/26/608

10 MOTION
The reason for the motion was cited as a need to address increase in unauthorised signage in Truro's public realm by providing clarity to businesses on what is allowed in order to protect the streetscape and support business to enhance Truro.

Discussions raised that this matter had been said at the TCAAC, the street clutter on the highway was detrimental to the Conservation Area and impacted on pedestrian safety.

The reliance of small business on 'A' frames and banners was noted; especially where located in secondary footfall areas.

Caution was advised that this should be approached in a positive way.

It was proposed by Councillor Tucker, seconded by Councillor Swain and **recommended** that Council resolve to ask the Town Clerk to liaise with Cornwall Council on the issue of unauthorised commercial advertising within Truro's public realm particularly in the Conservation Area, with particular regard to the enforcement of existing planning and advertising controls. The Town Clerk shall report back to the Committee on Cornwall Council's current enforcement arrangements and, where appropriate, provide options for a clear and consistent framework governing business advertising within the city. P/26/609

11 CHAIRMANS REPORT
The Chairman reported the invitation to tender for the Transport Strategy and Neighbour Hood Priorities Statement external support were being issued this week. P/26/610

12 ITEMS FOR FUTURE MEETINGS
None. P/26/611

13 DATE OF NEXT MEETING
24 09 2026 P/26/612

The meeting closed at 19:55.

Chairman

TRURO CITY COUNCIL

Town Clerk's Department
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MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 24 SEPTEMBER 2026 AT 19:00 IN LARGE ROOM (SECOND FLOOR), TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO, TR1 1EP

PRESENT:	Councillors Swain (Chairman), Wetherill (Vice-Chairman), Carlyon, Nolan, Tucker, and Honorary Freeman Wells (Mayor).
APOLOGIES:	Councillors Douglas-Martin [personal], Ellis [personal], Rich [business], and Sunderhauf [business].
ALSO IN ATTENDANCE:	William Thorpe-Stanley (Committee Clerk) and one member of the public.

Prior to the meeting a one minute silence was held for Councillor Jonathan Tann.

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**. P/26/726

2 DECLARATIONS OF INTEREST

There were no declarations of interest. P/26/727

3 MINUTES

a The minutes of the Planning & Licensing Committee meeting held on 03 September 2026 were considered for accuracy.

It was proposed by Councillor Tucker, seconded by Councillor Wells, and **RESOLVED** that they be considered a correct record and signed. **P/26/728**

b The minutes of the TCAAC meeting held 22 September 2026 were **noted**. P/26/729

It was proposed by Councillor Swain, seconded by Councillor Tucker and **recommend** Council writes to the Local Planning Authority presenting a policy of inspection and amendment of Listed Building descriptions. P/26/730

4 PLANNING CONSULTATION

a En bloc applications.

i.	31 Boscawen Street Truro Cornwall TR1 2QJ Support.	PA26/05901
ii.	6 Stratton Terrace Truro Cornwall TR1 3EW Support.	PA26/06161
iii.	17 Boscawen Street Truro Cornwall TR1 2QZ Support.	PA26/06091
iv.	23 Penair Crescent Truro Cornwall TR1 1YS Support.	PA26/06026
v.	9 Trewinnard Grove Truro Cornwall TR1 3RQ Support.	PA26/05996
vi.	8 Penair View Truro Cornwall TR1 1XR Support.	PA26/06065

vii. 8 Bishop Temple Road Truro Cornwall TR1 1YP PA26/06158
Support.

viii. Cathedral View House Kenwyn Church Road Truro TR1 3DR PA26/05880
Support.

ix. St Marys COfE School Higher Trehaverne Truro TR1 3RJ PA26/06342
Support.

x. Bosvigo County Primary School Chapel Hill Truro TR1 3BJ PA26/06241
Support.

xi. Trafalgar House Dental Practice Malpas Road Truro TR1 1QH PA26/05731
Support.

xii. 22 Union Place Truro Cornwall TR1 1EP PA26/06379
Support.

It was proposed by Councillor Swain, seconded by Councillor Wells, and **RESOLVED** that Truro City Council submit the Chairmans' recommendation, to support, in response to consultations for the above applications. **P/26/731**

b Applications considered individually.

iv 130 Moresk Road Truro Cornwall TR1 1BL (PA26/06160)
A member of the public spoke in support of the application.

[Councillor Carlyon joined the meeting at 19:11.]

Members recalled the Council's objection to a previous application on this site being due to scale but noted the current proposal had been made more subservient.

The requirement to provide secure cycle storage was raised.

It was proposed by Councillor Wetherill, seconded by Councillor Swain, and **RESOLVED** to support the scheme subject to a condition being applied requiring specification of the secure cycle store to be submitted to the case officer for approval and its installation prior to any occupation. **P/26/732**

Councillor Tucker requested his vote against the motion be recorded.

i Land At Tre-El-Verne Close Truro TR1 3NP (PA26/05647)
The committee were concerned, despite a previous approval for a similar scheme, that a change in retail occupier next door bought with it increased hours of operation, additional refrigeration noise, and a larger sign with bright illumination would all significantly reduce the enjoyment of any dwelling in this location.

The resident objections to a reduction in access road were noted.

The structure would be built in the root zone of TPO trees.

It was proposed by Councillor Wells, seconded by Councillor Nolan, and **RESOLVED** to object as this application represents overdevelopment, loss of trees and a resulting inadequate highway provision. **P/26/733**

ii **Old County Hall Station Road Truro Cornwall TR1 3EX** (PA26/06040)
It was proposed by Councillor Carlyon, seconded by Councillor Swain, and **RESOLVED** to support, subject to HEP being satisfied with the appropriateness of the location of the triangular vents. **P/26/734**

iii **The Nest 7 City Road Truro Cornwall TR1 2JJ** (PA26/04750)
The committee were aware of the need for dentists but equally the need for housing. The focus of concern during discussion was the narrow access to the car park and its likelihood to cause disruption both to the highway and neighbours.

It was proposed by Councillor Nolan, seconded by Councillor Tucker, and **RESOLVED** to object where this is the loss of a city centre residence and the proposed narrow car park access will likely lead to conflict. **P/26/735**

v **37 Tinney Drive Truro Cornwall TR1 1AT** (PA26/06449)
The tree was identified as contributing to the leafy green Penair Lane. The tree had no damage or disease and it was considered the works severe, members questioned the need when thinning would lesson the sail effect and be good management without major reduction in amenity value.

It was proposed by Councillor Carlyon, seconded by Councillor Tucker, and **RESOLVED** to support the application if there is a reduction in the severity of the works and the Tree Officer examines the risk to safety. **P/26/736**

5 LICENSING
None P/26/737

6 URGENT APPLICATIONS
None. P/26/738

7 CORRESPONDENCE
CONSULTATION - Cumulative Impact Policies for Newquay, Truro, Penzance & Falmouth under licensing Act 2003

It was proposed by Councillor Wells, seconded by Councillor Carlyon, and **RESOLVED** to support the reimposition of Cumulative Impact Policies. **P/26/739**

It was proposed by Councillor Carlyon, seconded by Councillor Swain, and **RESOLVED** to thank Julie Flowers for her support in licensing and wish her the best for the future. **P/26/740**

8 DELEGATION OF POWER
None. P/26/741

9 DECISIONS
The decisions by Cornwall Council since the last meeting of the planning committee were **noted.** P/26/742

10 CHAIRMANS REPORT
The Chairman reported the Transport Strategy and Priorities Statement tenders were soon to be closed. P/26/743

11 ITEMS FOR FUTURE MEETINGS
None. P/26/744

12 DATE OF NEXT MEETING

15 10 2026 P/26/745

The meeting closed at 19:57.

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 5 OCTOBER 2026 AT 19:00 PM IN THE LARGE COMMUNITY ROOM, SECOND FLOOR, LIBRARY BUILDING, UNION PLACE, TRURO

PRESENT:	Councillors La Borde (Chairperson), Claxton, Rabey, Rich (Deputy Mayor), Southcombe, Taylor, and Webb (Chairperson Finance and General Purposes Committee), and Honorary Freeman Wells (Mayor).
APOLOGIES:	Councillors Honorary Freeman Eathorne-Gibbons and Green.
ABSENT:	None.
ALSO IN ATTENDANCE:	Councillors Biscoe and Carlyon. Richard Budge (Parks and Amenities Manager), David Rodda MBE (Town Clerk) and Cheryl Simpson (Committee Clerk).

1. COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**. The Chairman noted the sudden passing of Councillor Tann, a gentleman, who would be sadly missed. PK/26/803

2. DECLARATIONS OF INTEREST

The Committee Clerk noted that she was currently a member of the Barrack Lane Allotment Group. PK/26/804

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

None. PK/26/805

4. MINUTES

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

RESOLVED that the Minutes of the Parks and Amenities Committee Meeting held on 7 September 2026 were a correct record and signed. **PK/26/806**

5. CHAIRMAN'S REPORT

None. PK/26/807

6. CORRESPONDENCE

a. Email dated 17 09 26 regarding concern about fencing play spaces at Boscawen Park was **noted**. PK/26/808

The Parks and Amenities Manager referred to the tragic accident involving the loss of child Noah Woods. He explained that Boscawen Park was open in design and open to the road. Similar concerns had previously been raised in the past. During the consultation undertaken by the former Friends of Boscawen Park (prior to the installation of the current play park) the open vista of the Park was welcomed by people. Traffic calming measures in the

car park were also designed in part, to raise drivers' awareness of the movement of people. The responsibilities of parents and carers were emphasised. The potential cost of fencing the whole of the Park was not available at the meeting. The Town Clerk commented that it was impossible to manage all risks and, if the Park was fenced, this would significantly change the character of the Park.

[Councillor Carlyon arrived at the meeting at 19:07.]

It was generally agreed that a response be sent to the correspondent thanking them for raising the issue, indicating that the Committee was not minded to fence Boscawen Park. The Park was regularly monitored and there had been no similar incidents as far as the Committee was aware. Regular safety audits were undertaken. It was also noted that the new fencing on the riverside of the Park was due to be completed later that week.

b. Email dated 17 09 26 regarding an update on weeds and public realm management from Cornwall Association of Local Councils was **noted**. Cornwall Council and the Portfolio Holder for Environment and Climate Change were thanked for embracing the spirit of consultation. Truro City Council has for many years-controlled street weeds and therefore currently there were no hot spots identified for urgent treatment. PK/26/809

7. MOTION – PLANTING SCHEME

The background to the motion, planning to deliver this part of the strategy was highlighted. The figure of 25% was queried. In response, the Town Clerk highlighted the results of the recent survey of residents and visitors undertaken as part of the work to develop the Council's Strategy and the high value placed on the planting. The Council could agree to go further and faster but a gradual approach was advocated. He acknowledged that this was ultimately dependent on the Council's ambition and he and the Parks and Amenities Manager sought direction from the Committee at this stage.

During debate, examples of sustainable planting already being undertaken were provided by the Parks and Amenities Manager such as planting, splitting and reuse of dahlias, canna lilies and abutilons (and planting three rows of annual bedding plants around the edge for effect), planting herbaceous perennial plants, planting wildflowers, and reducing the use of compost, lighting and energy. Sustainable planting was already undertaken in Boscawen Park, the bed by Trafalgar Roundabout, the bed by Fairmantle Street, and City Road and there was the potential for more changes to be made if requested by Council. Whilst Victorian style planting was being maintained in Victoria Gardens such planting had been removed from Waterfall Gardens. The Town Clerk acknowledged that a given % reduction in the number of plants may not deliver a corresponding % reduction in cost savings but the direction of travel to make changes and deliver the Council's agreed objectives was important. The lack of cost information was queried. It was also suggested that providing graduated cost information for 10%, 15%, 20% and 25% reductions in budget over a four-year period might be useful. Concern was also expressed that the effect of the motion might risk councillors overstepping the boundary between councillors (delivering governance) and officers (delivering policies) and respect for these roles was important.

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

RESOLVED that the Parks and Amenities Committee **notes** the Council's Strategy 2026–2030 commitment to "Maintain and enhance the quality and attractiveness of our formal parks, gardens and city centre planting schemes whilst introducing more sustainable planting designs in order to reduce their cost and environmental impact." In order to deliver this objective, the Parks and Amenities Committee requests that the Parks and Amenities Manager provides a costed implementation plan that will see the cost and environmental impact of the planting scheme reduce by up to 25% by 2030 so that this can inform budget decisions. The plan will include: **PK/26/810**

1. an indicative timetable, with appropriate milestones, for increasing the proportion of sustainable and perennial planting and reducing reliance on annual bedding;
2. the anticipated effects on planting, procurement and maintenance costs, including achievable cost reductions over the strategy period; and
3. a proposed schedule for reporting progress to the Committee against the adopted strategy and agreed budgets.

8. INSPECTION REPORT FOR PLAY AREAS (INCLUDING ADULT EXERCISE EQUIPMENT)

A survey, to ascertain the current condition of individual play areas and the equipment within them had been undertaken by the Parks and Amenities Department Foreman. The Parks and Amenities Manager highlighted the survey as a useful tool in the Council's budget planning process. Overall, the Boscawen Park Play Area looked tired and there were drainage issues on the safety surface. Tremorvah Playing Field received new equipment a few years ago and the 'thrill' ride had been removed following complaints from neighbouring residents. Redannick Play Area had last received new equipment. The two small play areas in the Treffry Road estate were displaying signs of wear and tear. Further, Newbridge Lane had basic equipment and a wall blocked sight from the road, but S106 funding was available to make improvements (trees and hedgerows would also be trimmed).

During discussion, it was suggested and generally agreed that the recommendation as printed, be amended to reflect engagement with friend' groups. The Town Clerk clarified that he could vire monies between agreed budgets up to his delegated limits.

PK/26/811

The condition survey was **noted.** Further it was **noted** that the repairs work programme would be prioritised and presented as part of the Q2 review of actuals and in-year predicted spend at the November Committee meeting. Following review of the Parks and Amenities Department service plan, any balance required would be vired from playground reserves or included in the five-year renewal plan from 2027-28 as the Committee saw fit.

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

PK/26/812

RESOLVED that the Parks and Amenities Manager be instructed to approach and engage with the Friends' Groups of Newbridge Lane and Treffry Road to help raise funds to redesign, refurbish and help replace equipment.

[The Town Clerk left the meeting at 19:50.]

9. WIDER PONDS AND WETLAND POLICY

A pond policy including the Boscawen Park Duck Pond was agreed by Council in April 2026. The Policy had since been widened to include the

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fishpond and water features at Victoria Gardens, the pond at Newbridge Lane Park, the scathe pond at Daubuz Moor, the pond at the Haven, St Georges Road, the pond at Coosebean Wood and butterfly meadows. Since the last meeting the draft policy had been amended to include reference to wildlife at Daubuz Moor, a reference to the Council's 2019 ecological study report and a wider reference to the value of ecological surveys. The Committee also recommended to Council that fish be allowed in the Fish Pond at Victoria Gardens.

There was a lively discussion about whether or not fish should be allowed in the Fish Pond at Victoria Gardens. It was noted that fish preyed on invertebrates. The Parks and Amenities Manager commented that fish could not be introduced back into the Fish Pond until oxygenated water was circulating in the Gardens – and there were plans to install a new 'Papa' pump to achieve this.

It was proposed by Councillor Rich, seconded by Councillor Taylor, and **RECOMMENDED TO COUNCIL** that the Wider Ponds and Westland Policy be approved, subject to the inclusion of fish being allowed in the Fish Pond at Victoria Gardens. **PK/26/813**

10. BARRACK LANE ALLOTMENT GROUP (BLAG) REVISED CONSTITUTION

Members were asked by Barrack Lane Allotment Group to consider a revised Constitution provided by the Group. The Parks and Amenities Manager outlined the history to the establishment of the Barrack Lane Allotment Group for the benefit of newer Members.

It was generally agreed that the Committee was open to the Constitution being amended but it was preferred that the existing constitution be used as the base document. It was also considered that there were insufficient financial and governance controls, as presented in the revised Constitution.

It was proposed by the Mayor, seconded by the Chairman, and **RESOLVED** that the Barrack Lane Allotment Group be requested to amend the latest version of the Group's Constiution (dating back to June 2015) retaining suitable financial and governance controls. **PK/26/814**

11. WORKING GROUP AND SUB-COMMITTEE

(i) Truro Nature Recovery Forum Meeting 15 September 2026

It was **noted** that this meeting was cancelled because it was inquorate. The new date was 22 October. PK/26/815

(Ii) Land at Compigney Hill Steering Group Meeting

It was **noted** that in line with the management plan for the area, the annual mowing regime had been undertaken. The Parks and Amenities Manager commented that the area had been mown and was awaiting collection by the Council's contractor, PK/26/816

12. STANDING ITEMS

a. Boscawen Park - Dredging of Swanpool – Update

The Town Clerk's report reported that these works were postponed until 2027, and a contract change letter would be issued by Town Deal PMO. The update was **noted.** PK/26/817

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b. Towns Fund Deal Boscawen Park Sports Hub Project and Pitch Improvement Works Update

The fencing works were due to be completed by early October. The new Pavilion was open and snagging issues were in the process of being resolved. Usage was at 26% theoretical maximum, and income generation was higher than forecast for 2026/27. Work on the planting scheme was underway. Specialist equipment had been purchased as part of the project to maintain the pitch area undertaken by the Parks and Amenities Team. The update report was **noted**. PK/26/818

c. Swing Bridge Project Update

The City Council was still awaiting confirmation from Cornwall Council about the impact of the proposed new design on Council-owned land on in Boscawen Park. PK/26/819

During a lively debate, clarification was requested on ownership of Boscawen Park. It had recently become apparent that Cornwall Council retained ownership of the Riverside Walk (which was thought to have been in the City Council's ownership). The Parks and Amenities Manager commented that Truro Harbour Authority was also responsible for the slipway, life rings and emptying some bins. It was acknowledged that Cornwall Council was the project manager for this scheme and the matter of land ownership would be relevant to the question of future maintenance, on completion of the project. Cornwall Councillor Rich, Portfolio Holder for Environment and Climate Change agreed to follow this matter up within Cornwall Council and update the Committee at the next meeting. The Committee **noted** the update report.

13. INFORMATION ITEMS

Parks and Amenities Manager's Report

The Parks and Amenities Manager thanked the Committee Clerk for her work in organising the Council's Annual Garden and Allotment Competition and Presentation Evening. The Maintenance Team would return to working on sealing the Leats (interrupted by rainy weather) once the fencing alongside Riverside Walk had been completed. He was investigating the potential use of a 'papa' pump supplied by the company Aquasource, and in a similar way to a RAM pump, he suggested that the pump could be installed at the weir end of the pool to generate sufficient water into Victoria Gardens and back to the Leats. He thought that the algathine pipe was still in situ and could be utilised. Members were impressed by the regeneration of grass at Boscawen Park pitch area in September compared to the photograph of the grassed area in August, during the unusually hot, dry summer. He also reported that £706 had been raised by the annual End of Year Plant Sale for the Mayor's chosen charity, Young People Cornwall and the team of staff who supported the event were thanked. Finally, he referred to the six compliments and two complaints which had been received since the last meeting, noting that an electric pump would be fitted to the watering van for next year's watering of planting schemes. PK/26/820

Additional positive feedback about the Garden and Allotment Competition had been received via Councillors. In response to a query, the Parks and Amenities Manager advised that no goals were provided for football training bookings; if goal posts were required this would incur an additional charge because a member of staff was required to install them; football teams provided their own kit for training sessions. It was noted that fees and charges would be reviewed by the Committee as part of the forthcoming budget

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process. It was noted that the Town Clerk had clarified the charge for training sessions separately. The report was **noted.**

14. EXCLUSION OF THE PRESS AND PUBLIC

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

RESOLVED that in accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following item by reason of its confidential or special nature: business. **PK/26/821**

15. CONFIDENTIAL CORRESPONDENCE

a. To note email regarding unauthorised building located on Truro City Council land

The Parks and Amenities Manager reported that the unauthorised building had now been removed. He had recently inspected the site and confirmed that some plasterboard, Mipex matting and some posts had yet to be removed. The Committee was requested to consider whether the previous allotment agreement be reinstated. PK/26/822

It was proposed by Councillor Webb, seconded by the Mayor, and **RESOLVED** that an allotment rental agreement be made between the Council and the householder (in relation to the land where unauthorised building had previously occupied, subject to the stipulation that no other shed or structure be erected on this site). **PK/26/823**

[The Chairman and Councillor Rich requested that their names be recorded as voting against the motion.]

b. **Letter dated 19.07.26 from Chairman of Truro Cricket Club and an email dated 30.08.26 from a former chairman of Truro Cricket Club**.

Both items of correspondence were considered together by the Committee. The letter set out their current operational situation and future concerns. The Finance and General Purposes Committee recommended to Council:

1. That the City Council support Truro Cricket Club in its request to renegotiate its lease to include a peppercorn rent and diversify the activities which can take place on the Cricket Club site.
2. That the Council consider further financial assistance, including the small grant scheme, for the 2027-2028 financial year.

Council, at its meeting on 28 September 2026 referred the matter back to this Committee for re-consideration.

During reconsideration of the correspondence, it was suggested that renegotiation of the lease to include a peppercorn rent, by the Council with the Cricket Club would bring it into line with other organisations which had a similar arrangement. However, it was generally agreed to amend the first recommendation to require that any proposed change in activity should be approved by the Council and consent not be unreasonably withheld. It was also decided to amend the second recommendation – to delete the reference to Council's small grant scheme – noting that Council could consider further financial assistance as part of the imminent Budget process.

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

RECOMMENDED TO COUNCIL: **PK/26/824**

1. That the City Council support Truro Cricket Club in its request to renegotiate its lease to include a peppercorn rent and diversify the activities which can take place on the Cricket Club site. Any proposed

change in activity should be approved by the Council and consent not be unreasonably withheld.

2. That the Council consider further financial assistance, for the 2027-2028 financial year.

16. READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by the Councillor Rich, seconded by Councillor Taylor, and **RESOLVED** that the press and public be permitted to re-join the meeting. **PK/26/825**

17. DATE OF NEXT MEETING

It was **noted** that the date of the next meeting was 2 November 2026. PK/26/826

18. ITEMS FOR FUTURE MEETINGS

- Review of Q2 revenue budget (November 2026) PK/26/827
- Review of capital budget (November 2026)
- Review of (dogs on lead) Cemetery Regulations (March 2027)

The meeting closed at 21:07.

CHAIRMAN

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Report to:	**Council**	
Date:	**26 October 2026**	
Title:	**Wider Ponds and Wetland Scrapes Policy**	
Authors, Roles and Contact Details:	**Richard Budge, Parks and Amenities Officer** **Stephen Kirkpatrick, Countryside Ranger**	
Approval and clearance obtained from chair of committee:		**N/A**
Urgency Procedure(s) used? If yes include rationale.		**N/A**

Recommendation(s): To **recommend to Council** that the revised Wider Pond and Wetland Scrapes Policy be approved subject to the inclusion of fish being allowed in the Fish Pond at Victoria Gardens.

1 Executive Summary

The Wider Ponds and Wetland Scrapes Policy details the responsible management of Truro City Councils ponds and wetland scrapes. The policy covers the duck pond at Boscawen Park, the fishpond and water features at Victoria Gardens, the pond at Newbridge Lane Park, the scathe pond at Daubuz Moor, the pond at the Haven, St Georges Road, the pond at Coosebean Wood and butterfly meadows.

2 Purpose of Report and key information

2.1 To explain how Truro City Council will manage the responsibility of all ponds and wetlands in its land management.

2.2 This report details the Ponds and Wetland Scrapes that Truro City Council looks after and how TCC took on the management of each area.

2.3 The council responsibilities are detailed including maintenance, wildlife and habitat management, safety, accessibility, biodiversity enhancement, and compliance with relevant legislation and policies.

3 Benefits for Customers/Residents

3.1 Safe running of ponds and wetlands to ensure they fulfil their primary purpose and are accessible, and safe for the public.

3.2 Ensuring a safe management of wildlife and habitats to ensure correct preservation practices are in place.

3.3 Opportunities for education, volunteering and community engagement in environmental stewardship and conservation activities.

4 Relevant Previous Decisions

4.1 Parks and Amenities Committee 7th April 2025 - Draft Pond Policy - The progress being made to develop a ponds policy was noted. The final policy would come back to the Committee once it was complete. It was generally recognised by the Committee that, given the different nature of the Duck

Pond at Boscawen Park, the pond at the Haven St Georges Road, the pond at Coosebean Wood, the fishpond and water features at Victoria Gardens, the pond at Newbridge Park, the scathe pond at Daubuz Moor and the pond at Beechwood Parc each warranted individual management plans sitting under one policy.

4.2 Parks and Amenities Committee 13th April 2026 - Pond Policy – The Boscawen Park Duck Pond Policy was presented at the Parks and Amenities Committee as it was required as part of the compliance paperwork for dredging the duck pond. The contractor would also be required to provide appropriate method statements.

4.3 Parks and Amenities Committee 7 September 2026 – During discussion of the draft policy Councillors suggested that a reference to wildlife be added to the section about the Daubuz Moor pond/wetland scrape such as the European Eel which was a red-listed at-risk species and benefited from a wetland environment. It was suggested that a reference to the Council's 2019 ecological study report of Daubuz Moor be added. It was also suggested that a wider reference to the benefits of ecological surveys as a tool to understand wildlife be added. It was agreed that further work would be undertaken on the draft policy and a revised version would be brought back for presentation to the Committee in due course. The Committee also recommended to Council that fish be allowed in the Fish Pond at Victoria Gardens.

4.4 On 5 October 2026, the Parks and Amenities Committee recommended the revised Policy subject to the inclusion of fish being allowed in the Fish Pond at Victoria Gardens.

5 Risk Implications of the proposed course of action/decision

5.1 Please see risk assessment in part 10 of the policy.

6 Options available

6.1 **Option 1 – Recommend Council adopt the Wider Pond and Wetland Scrapes Policy.** This enables correct management of all ponds and wetlands under TCC ownership and management.

6.2 **Option 2 – no other options.**

7 Supporting Information (Appendices)

7.1 Draft Wider Ponds and Wetland Scrapes Policy

8 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)	David Rodda	30/09/26

Deputy Town Clerk (Finance and HR) (Required for **all** reports)	Esther Greig	28/9/26

WIDER PONDS AND WETLAND SCRAPES POLICY

Objectives

This Policy, Pond History and accompanying Risk Assessment has been created to ensure the consistent and responsible management of Boscawen Park Duck Pond, Victoria Gardens Fish Pond, Newbridge Lane wetland scrape, Daubuz Moor wetland scrape, The Haven Pond, Coosebean Butterfly Meadows pond, Coosebean Enchanted Woods pond/wet woodland, by Truro City Council as landowners.

Truro City Council recognises its responsibility to manage assets on behalf of the community for their primary design purpose and to maximise the enjoyment and wellbeing of Truro's residents and visitors, as an attractive urban green space, as well as protecting and encouraging the presence of wildlife in accordance with the Biodiversity Policy. Management decisions should also be sensitive to the heritage of the sites, the primary purpose of the ponds and its wider surroundings. Each site has a different purpose, for example the Duck Pond at Boscawen Park is primarily a flood alleviation measure, The Fish Pond at Victoria Gardens is primarily an ornamental fishpond that doubles as a header tank for the fountain, and the scrapes located at Newbridge Lane, Daubuz Moor, The Haven, Coosebean Butterfly Meadows and Coosebean Enchanted Woods were created to increase biodiversity in the areas.

The policies combine guidance from consultation and surveys with broader advice from the Government and wildlife authorities. The routines and activities listed in the following clauses should be undertaken following guidance found in the risk assessment, as well as any other guidance applicable from wider health and safety policies approved by Truro City Council. Generally, where members of staff at Truro City Council are trained to undertake an activity, it may be conducted in-house. Otherwise, a specialist must be contracted to undertake an activity in order to minimise risk to staff and/or wildlife.

Definitions

A **pond** is a body of standing water, either natural or artificial, that is typically deeper, steeper sided and more permanent than a wetland scrape. Ponds usually retain water throughout the year and provide habitat for aquatic plants, fish, amphibians, insects, and birds.

A **wetland scrape** is a shallow, man-made or naturally formed depression in the ground that is designed to collect and hold water temporarily, creating a wetland habitat for a wide variety of wildlife. Wetland scrapes are shallow edged, normally being no more than 0.5 meters at the deepest and have areas of exposed mud making them particularly valuable for wading birds, amphibians, aquatic insects, and wetland plants. Unlike ponds, they normally dry out seasonally and are intended to mimic natural wetland conditions.
Wetland scrapes aid nature recovery and have unique biodiversity benefits, creating habitat that are often scarce in the wider landscape. The seasonal cycle of flooding and drying creates an ever-changing mosaic of shallow water, exposed mud, wet grassland and vegetation, which support a diverse range of species throughout the year. These scrapes provide important breeding and feeding habitat for amphibians and aquatic invertebrates, along with foraging opportunities for birds, whilst creating conditions for wetland plants. As scrapes commonly dry out, they are unlikely to support permanent fish populations, reducing predation on amphibian eggs and larvae and allowing aquatic invertebrate populations to flourish. Scrapes also provide ecological connectivity, acting as stepping stones between ponds, wetlands, grasslands and other habitats, while providing natural flood management by temporarily storing rainfall and surface water. As a result, even small wetland scrapes add valuable habitat diversity and increase the overall ecological value and resilience of a site.

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A **scrubland** is a transitional habitat dominated by dense, low-growing woody vegetation, typically developing between open grassland, heathland, wetland, and mature woodland. It commonly consists of species such as hawthorn, blackthorn, hazel, willow, bramble, gorse, and young trees, and can occur naturally or develop where land is no longer regularly managed. Scrub is an important stage in the natural succession from open grassland to woodland, creating a diverse mosaic of habitats. Its dense vegetation provides food, shelter, nesting sites, and breeding habitat for birds, mammals, insects, and other wildlife.

Scrub woodland is particularly valuable along woodland edges, hedgerows, river corridors, and field boundaries, where it creates a gradual transition between different habitats. This 'edge habitat' can support species that depend on both woodland and open countryside. When appropriately managed, scrub woodland can contribute significantly to nature recovery, ecological connectivity, carbon storage, and climate resilience. A balance of young, mature, and open areas is important, as allowing scrub to become too dense can reduce the diversity of habitats it provides.

A **wet woodland** is a type of wooded habitat that grows on poorly drained or seasonally wet soils, often supporting water-loving trees and a rich diversity of wildlife. Wet woodland, also known as carr, occurs on soils that are frequently or seasonally waterlogged, either due to flooding, soil type, or landform. These woodlands are typically found along rivers, streams, floodplains, lakes, fens, bogs, and peaty hollows. The soil moisture and local conditions create a unique environment that supports specific tree species and a high level of biodiversity.

Characteristic trees include alder, willow, and birch, which are adapted to extract oxygen from water-saturated soils. In some areas, ash, oak, pine, or beech may occur on slightly drier fringes. Wet woodlands can vary in structure, from low-canopied carr dominated by willow and alder to taller floodplain woodlands with rich silty soils

Wet woodlands play a crucial role in flood management, water purification, and soil stabilization. They are often ancient habitats, supporting species that are rare or specialized to waterlogged conditions. The combination of water, shade, and decaying organic matter creates a mosaic of microhabitats, making wet woodlands highly valuable for biodiversity conservation

Name	Habitat Classification
Boscawen Park Duck Pond	Pond
Victoria Gardens fish pond	Pond
Newbridge Lane Pond/ wetland scrape	Wetland scrape
Daubuz Moor Pond/wetland scrape	Wetland scrape
The Haven Pond	Scrubland habitat
Coosebean Butterfly Meadows pond,	Scrubland habitat
Coosebean Enchanted Woods pond/wet woodland	Wet woodland habitats

History of the Ponds

Boscawen Park Duck Pond

The land at Boscawen Park, including the Duck Pond, accumulated as part of a Victorian municipal waste site. It was previously the millpond for Trennick Mill, which was powered by the tidal wash – this would turn water wheels and therefore the millstones. It became a feature of the Park when it was opened by Truro City Council in 1901 as designed by Veitch and Sons in 1894.

The pond continues to serve as a leisure amenity for the residents and visitors of Truro and as a flood alleviation measure for the Boscawen Park area. The area is planted by the Truro City Council Parks team and features a circular path, seating, and simple wildlife/trail signage. It also functions as part of the drainage system of Boscawen Park, slowing down and trapping water as it flows into the Truro River and creating capacity for a tidal surge.

Boscawen Park Duck Pond, 1912 (Dunning, 2000)

Species management:
Boscawen Park Duck Pond provides a habitat for a variety of native and introduced wildlife species. Avian species include mallards (Anas platyrhynchos), swans (Cygnus), gulls (including IUCN red-listed Larus argentatus), Moorhens (Gallinula), and kittiwakes (Rissa tridactyla). A variety of plants, mammals (including sightings of Meles meles) and fungi are present at the location.

Invasive species are those determined as species of concern due to their competitive nature and ability to spread across Europe. It is a criminal offence to do any of the following with invasive species: import, keep, breed, transport, sell, grow, cultivate or permit to reproduce.

Previous restoration/dredging works:
Two recorded dredging works have been undertaken at Boscawen Park Duck Pond. The first was conducted in the late 1970s or early 1980s, followed by another in 1995. The material dredged during the former works was spread over the land at Boscawen Park, which caused significant drainage issues. The material from the second dredging was disposed of at Newham Quay.

Victoria Gardens' fish pond
Victoria Gardens was created to commemorate Queen Victoria's Diamond Jubilee, it is filled with exotic trees, shrubs & flowers. Before this particular garden was established there used to be the small Waterfall Gardens which were created in 1893. The Waterfall Gardens are still in existence, by St Georges Church. There is also a water feature that is powered by a hydraulic water ram situated in the Leats next to the River Kenwyn, which supplies the water for the fish pond and runs back down through the gardens through the old water fountain which used to be situated in Boscawen Street, then feeds small cascade of waterfalls before returning back into the Leats. This system is currently inoperable but as part of planned refurbishments of the Leats system it will be repaired/replaced during this current Council tenure.

A low wall was built around the pond after a tragedy where a young child was found to have drowned in the pond. In the 1970/80's the pond was relined and made shallow to the depth it is today, meaning it became unable to support larger fish.

The last fish were removed from the pond in 2020 ready for the pond being drained and refurbished, which has been temporary put on hold as over 100 Smooth and Palmate newts were found to be breading in it.

Pond at Victoria Gardens. (Cormie, 2026)

Species management:
Due to the smaller size of the pond at Victoria Gardens, it does not support as many of the larger bird species as the Duck Pond at Boscawen Park. However following the removal of fish, the abundance and diversity of amphibian, aquatic and semi aquatic wildlife increased, as eggs, larvae and tadpoles from frogs, toads and newts, as well as dragonflies, damselflies, aquatic beetles and other invertebrates, are no longer subject to fish predation. This has increased the range of wildlife found in and around the pond.
As the pond was historically installed as a fishpond, going forward a controlled level of fish will be reintroduced, these will be monitored and maintained so to ensure that the wildlife species mentioned above have a chance to thrive alongside them. This controlled number of fish will reduce the chance of an Alge bloom happening and effecting water quality.
It would be beneficial to have signage up saying 'do not feed the fish' as this will help control an increase in nitrate levels and other pollutants.
If fish are unofficially added buy the general public these will be removed.

Newbridge Lane pond/wetland scrape
Created by Cormac solutions when the playing field and surrounding land was handed over to Cornwall County Council after the development of the old Richrd Lander school site.
In 2019 the site was handed over to Truro City Council.

This is a large shallow (< 0.5m) depression sitting on top of a hill with no water source apart from rain, it spends approximately ½+ a year dry and as such is being managed as a wetland scrape, with native wetland flora around it.

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Pond/wetland scrape at Newbridge Lane. (Cormie, 2026)

Daubuz Moor pond/wetland scrape
The site was gifted to Truro City Council by Reverend Enys in 1977.
The pond was created in 2002 by British Trust for Volunteers and was designed as a scathe pond with it being feed by a nearby spring, which has since disappeared. In 2019 an Ecological survey (RSB.EcoLogic; R.S. Bennett, I. Draycott and K.R. Allen) was commissioned for Daubuz moor which highlighted Brown Trout, Brook lamprey and European Eel in the river. Of these, the European Eel is on the red data list as critically endangered and if the if the meadow floods it will potentially move across to the scrape and back.

Over the years this has successionally reverted into a shallow (<0.5m) overgrown wetland scape, with Yellow Flag Iris, Fool's Watercress and Alder growing throughout it. This pond/wetland scrape sits beside the river Allen in its floodplain and stays predominantly wet throughout the year.

Pond/wetland scrape at Daubuz Moor. (Cormie, 2026)

The Haven Pond
The Haven site was created when the housing development was built at the end of the road. It was transferred by a Section 106 agreement to the council in 2017 and passed to the ranger team for management in 2019. The site is managed for nature, the small pond (1m squared) was created in 2020, but by 2023 succession had taken over and covered the pond with brambles as is today. The Haven Pond was built 3 meters above the water table and 3-4 meters from the edge of the river Kenwyn with no water able to flow to it.

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Pond at The Haven. (Cormie, 2026)

Coosebean Butterfly Meadows pond
A small pond (2 meters squared) was created at the start of 2023 on top of a hill with no rising water or water course nearby, it was situated in a dense area of brambles by digging and using a liner and stone. It naturally fills with rainwater, but as no obvious access was created for safety reasons and disturbing wildlife, the pond has since grown over with brambles.

Pond at Coosebean Butterfly Meadows. (Cormie, 2026)

Coosebean Enchanted Woods pond/wet woodland
This small pond/scrape (3meters by 1.5meters) was created in a wet area next to the river Kenwyn behind an earthen bank in mid to late 2022 by digging and using the displaced soil and branches to bank up the sides. By winter of 2023 it had naturally reverted back to wet woodland.

Pond/wet woodland at Coosebean Enchanted Woods. (Cormie, 2026)

Policy

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1. Truro City Council's Responsibilities

1.1. As landowners, Truro City Council are responsible for:

a. The regular maintenance of the Ponds, wetland scrapes and surrounding area, including both in-house and contracted activities to ensure that it delivers its primary purpose as a flood alleviation measure.
b. Management of the wildlife and habitats.
c. Ensuring accessibility and safety for residents, visitors, staff, contractors, volunteers, and wildlife.
d. Encouragement of species and habitat diversity where possible, according to the Biodiversity Policy.
e. Following legislation relating to the management of inland waters and surrounding habitats where relevant, to include the Land Drainage Act 1991.

1.2. The ponds, wetland scrapes and surrounding area should be managed in accordance with Truro City Council's Biodiversity Policy, as well as any other policies related to the management of outdoor spaces where this does not conflict with the primary purpose of the pond.

1.3. The ponds, wetland scrapes and surrounding area should be managed in accordance with wider policies and aligning with goals enacted by Cornwall Council and the UK Government.

1.4. Management decisions should be sensitive to the heritage of the sites and their wider surroundings.

1.5. Management decisions should consider the views of the community, including residents, schools, and environmental groups, to foster a sense of stewardship over the areas whilst retaining its ability to act as a flood alleviation measure at Boscawen Park and Daubuz Moor

2. Pollution and Pest control at Boscawen Park Duck pond and Victoria Garden fish pond

2.1. The ponds should be regularly inspected by Parks Staff to identify and respond to pollution events.

2.2. Under normal flow conditions, solid waste will become trapped at the sluice at Boscawen and should be retrieved using a pitchfork or other available far-reaching equipment by Parks Staff.

2.3. In the event of contamination of the water by sewage, the Parks and Amenities Manager, must contact the Environment Agency for guidance. If the contamination is likely to spread from the pond at Boscawen into the estuary at low tide, the sluice gate must be shut.

2.4. In the event of nutrient pollution, the Parks and Amenities Officer must contact the Environment Agency for guidance.

2.5. Pest control in the water should be managed by an external contractor using an approach which maintains native biodiversity.

2.6. The public should be encouraged not to feed wildfowl bread or other starchy foods so as not to contaminate the water, attract pests, or endanger wildfowl health. Appropriate signage should be maintained to encourage alternative feeding practices.

2.7. Parks Attendants should responsively manage litter disposal within the pond area on land managed by Truro City Council.

2.8. Bins on site should be changed at minimum on a weekly basis, with increases in frequency occurring during the Summer or in response to overflow.

2.9. Where possible and necessary, oxygenating plants or other measures to increase water oxygen should be installed to maintain a productive habitat for aquatic and semi-aquatic species.

2.10. In the event of a large piece(s) of debris being found in the ponds which provides a profound negative impact on the appearance and drainage of the ponds, the debris should be removed in adherence to the risk assessment.

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3. Silt trap at Boscawen Park

3.1. The silt trap should be de-silted every five years.

3.2. In addition to the above, the silt trap should be cleared as soon as possible in the event of a major obstruction which negatively impacts the usual drainage pattern.

3.3. The silt trap should be inspected regularly by Parks Attendants to assess levels of build-up.

4. Sluice at Boscawen Park

4.1. The sluice gate should be opened in the event of anticipated high rainfall, or any other event during which the water levels must be controlled, during low tide on the estuary.

4.2. The sluice gate should be left shut in the event of anticipated drought.

5. Dredging and reprofiling at Boscawen Park Duck pond and Victoria Garden fish pond

5.1. The ponds should be dredged to the extent necessary to maintain a suitable depth every 15 years.

5.2. The ponds may be dredged responsively in the case of a build-up of polluting sediments.

5.3. The ponds should be regularly inspected by Parks Attendants to identify when the pond may need to be dredged responsively.

5.4. Due to its size a full Ecological Impact Assessment report for Boscawen Park duck pond must be undertaken in advance of dredging or reprofiling activities to ensure minimal disturbance and the maintenance of adequate habitat for species present.

5.5. In accordance with the Biodiversity Policy, where possible, dredging and reprofiling methods offering minimal disturbance to wildlife should be sought.
Organic material recovered from dredging should be spread nearby, with landowner permission and statutory consents, on land with low-quality vegetation accounting for potential drainage issues

5.6. Where practical, wildlife excavated by dredging should be returned to the pond.

5.7. At Boscawen Park some shallow (<30cm) areas, particularly edges, of the pond as well as small debris piles should be kept available to encourage biodiversity.

5.8. The island in the pond at Boscawen Park should be retained and managed as a habitat for nesting wildfowl.

5.9. Where necessary the edges of the Boscawen Park Duck Pond should be reprofiled using natural vegetation to address erosion.

6. Horticulture and Wildlife

6.1. Introduced wildlife species in the wetlands scrapes and surrounding area should be native to the UK, Boscawen Park and Victoria Gardens' ponds and surrounding area should be native to the UK where possible.

6.2. Adequate conditions should be maintained in the ponds, wetland scrapes and surrounding area so that native species are permitted to thrive.

6.3. Animals found injured, sick, or dead by a member of the public or staff should be reported to the Parks and Amenities Manager and monitored so that they are not interacted with by members of the public.

6.4. Animals found injured, sick, or dead must be managed according to the latest Government guidance, or where this is not available, guidance provided by leading UK conservation charities.

6.5. Invasive species must be managed according to the latest Government guidance.

6.6. Grass cutting may occur on site to ensure accessibility and maintain a tidy appearance but should be kept to a minimum in order to encourage biodiversity.

6.7. Pesticides and herbicides must not be sprayed within 10m of Boscawen Park duck pond and 1m of Victoria Gardens' pond or wetland scrapes if holding water

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7. Safety Devices at Boscawen Park Duck Pond

7.1. Life rings should be checked once per week.

7.2. Life rings should be replaced in the event of missing or damaged components, and in the event of their expiry.

8. Accessibility

8.1. Paths and entrances in the area surrounding the ponds should be maintained to enable safe and easy access for wheelchair, mobility scooter, and pushchair users, and paths around wetland scrapes should be maintained for safe and easy access.

8.2. To minimise disturbance to wildlife, dogs should not be permitted on or around Boscawen Park Duck pond

8.3. Cycling should not be permitted at Boscawen Park Duck Pond or surrounding area.

8.4. Leaf blowing on paths should occur weekly in the winter months at Boscawen Park and Victoria Gardens.

9. Third Party-led Activities

9.1. If a third party wishes to conduct an event using the ponds, wetland scrapes or surrounding area, they must submit an appeal to be considered at the Parks and Amenities Committee.

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10. Risk Assessment.

Risk Category	Specific Risks	Control Measures	Details for Boscawen Park Duck Pond	Victoria Gardens Pond	Wetland scrapes
Physical Risks	Erosion and Sedimentation	Vegetative buffers, terracing, sediment traps	Plant native Cornish species like gorse or Hawthorne along pond edges to stabilise soil.		
	Flooding and Overflow	Overflow channels, spillways, embankment maintenance	Account for Cornwall's frequent rainfall by building overflow systems to handle stormwater.		
	Structural Failures	Inspections, durable materials, emergency response plan	Use locally sourced stone or clay for embankments to match the area's geological conditions.		
	Altered Hydrology	Flow control structures, upstream storage ponds	Preserve natural flow patterns from nearby tributaries of the River Truro.		
Chemical Risks	Nutrient Overload (Eutrophication)	Constructed wetlands, aquatic vegetation, reduced fertiliser use	Reduce agricultural runoff from surrounding farmland using buffer zones and wetland plants.		Reduce agricultural runoff from surrounding farmland using buffer zones and wetland plants.
	Toxic Contamination	Buffer zones, water quality monitoring, responsible chemical disposal	Monitor for potential contaminants from farming or nearby urban areas in Truro.		Monitor for potential contaminants from farming or nearby urban areas in Truro.
	Salinity Changes	Drainage systems, sustainable irrigation, salinity monitoring	It is not typically an issue for this region, but salinity should be monitored if land use changes nearby.		It is not typically an issue for this region, but salinity should be monitored if land use changes nearby.
Biological Risks	Invasive Species	Surveys, removal, biological controls	Monitor for invasive aquatic plants (e.g., New Zealand pigmy weed) common in Cornwall ponds.	Monitor for invasive aquatic plants (e.g., New Zealand pigmy weed) common in Cornwall ponds.	Monitor for invasive species

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	Biodiversity Loss	Habitat restoration, conservation zones, sustainable usage	Protect native species found in Cornish wetlands.		Protect native species found in Cornish wetlands.
	Disease Outbreaks	Aeration, mosquito control programs, public health campaigns	Maintain water flow and introduce natural mosquito predators like bats or certain fish species.	Maintain water flow and introduce natural mosquito predators like bats.	Maintain water flow and introduce natural mosquito predators like bats.
Hydrological Risks	Water Depletion	Water extraction limits, community-based water management, water-saving technologies	Given Cornwall's moderate climate, ensure sustainable use for irrigation or recreational activities.	Given Cornwall's moderate climate, ensure sustainable use for irrigation or recreational activities.	
	Waterlogging and Soil Salinization	Drainage systems, crop rotation, salt-tolerant species	Improve drainage in clay-heavy soils common in Cornwall to prevent waterlogging.		Improve drainage in clay-heavy soils common in Cornwall to prevent waterlogging.
Social and Health Risks	Public Health Hazards	Mosquito predators, water aeration, clean drinking water initiatives	Engage with the local community to ensure stagnant water does not become a public health risk.	Engage with the local community to ensure stagnant water does not become a public health risk	Engage with the local community to ensure stagnant water does not become a public health risk
	Livelihood Impacts	Sustainable aquaculture, community training, ecotourism	Promote ecotourism by emphasising the pond's natural beauty and biodiversity.	Promote ecotourism by emphasising the pond's natural beauty and biodiversity.	Promote ecotourism by emphasising the wetland scrapes natural beauty and biodiversity.
	Cultural and Aesthetic Losses	Beautification programs, educational signage, stakeholder engagement	Highlight the pond's role in local heritage and provide interpretive signage for visitors.	Highlight the pond's role in local heritage and provide interpretive signage for visitors.	
Climate-Related Risks	Temperature Extremes	Shade-providing vegetation, heat-resistant species,	Plant native trees like willows to provide shade and manage water temperature.		Plant native trees like willows to provide shade and manage water temperature

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		evaporation management			
	Storm Events	Reinforced structures, early warning systems, floodplain restoration	Prepare for heavy rainfall events and potential downstream impacts on the River Truro.		
	Long-Term Climate Change	Adaptive management plans, resilience-building initiatives	Plan for wetter winters and drier summers predicted under climate models for Cornwall.	Plan for wetter winters and drier summers predicted under climate models for Cornwall.	Plan for wetter winters and drier summers predicted under climate models for Cornwall.
Regulatory and Management Risks	Non-Compliance	Regular audits, stakeholder training, partnership with regulatory bodies	Ensure compliance with UK environmental laws and local council regulations in Cornwall.	Ensure compliance with UK environmental laws and local council regulations in Cornwall.	Ensure compliance with UK environmental laws and local council regulations in Cornwall.
	Management Failures	Management committees, clear protocols, technology-based monitoring	Engage local conservation groups such as Cornwall Wildlife Trust for management input.		Engage local conservation groups such as Cornwall Wildlife Trust for management input.
	Conflict with Local Communities	Participatory decision-making, equitable access, transparent grievance mechanisms	Collaborate with the Malpas community to align pond management with local interests.		

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MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 15 OCTOBER 2026 AT 19:00 IN LARGE ROOM (SECOND FLOOR), TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO, TR1 1EP

PRESENT: Councillors Swain (Chairman), Wetherill (Vice-Chairman), Douglas-Martin, Ellis, La Borde, Tucker, and Honorary Freeman Wells (Mayor).

APOLOGIES: Councillors Carlyon [personal], Nolan [business], Rich [personal], and Sunderhauf [business].

ALSO IN ATTENDANCE: William Thorpe-Stanley (Committee Clerk).

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**. P/26/839

2 DECLARATIONS OF INTEREST

There were no declarations of interest. P/26/840

3 MINUTES

a The minutes of the Planning & Licensing Committee meeting held on 24 September 2026 were considered for accuracy.

It was proposed by Councillor Swain, seconded by Councillor Tucker, and **RESOLVED** that they be considered a correct record and signed. **P/26/841**

b The minutes of the TCAAC meeting held 13 October 2026 were **noted**. P/26/842

4 PLANNING CONSULTATION

a En bloc applications.

i.	51 Chirgwin Road Truro Cornwall TR1 1TS	PA26/06495
ii.	Cathedral View Nursing Home Truro TR1 3DR	PA26/05928
iii.	Trevaunce House 11 Penwethers Lane Truro Cornwall TR1 3PW	PA26/06637
iv.	4 Belvedere Truro Cornwall TR1 1UU	PA26/06708
v.	South Penarth Truro Cornwall TR1 1NX	PA26/06393
vi.	21A Carvoza Road Truro Cornwall TR1 1BA	PA26/06526
vii.	4 Trennick Row Malpas Road Truro Cornwall TR1 1QL	PA26/06652
viii.	Newham House Truro Cornwall TR1 2SR	PA26/06787

It was proposed by Councillor Swain, seconded by Councillor Douglas-Martin, and **RESOLVED** that Truro City Council submit the Chairmans' recommendation, **P/26/843** to support, in response to consultations for the above applications.

b Applications considered individually.

i Number 1 Tabernacle Street Truro Cornwall TR1 2EJ (PA26/04418)

Members recalled the property was constructed eight years prior and a refused application for change of use to a hotel two years ago. The scheme presented clearly attempted address the reasons for past refusal yet the

committee had concerns while noting the demand for town centre hotel rooms.

The concerns raised were that the noise from the café would cause undue disturbance to the residents of the flats above, and the corridor that is shared by hotel guests and the residents relocated bike store as well as access to bin store will be of nuisance to all parties.

The addition of a window, despite obscured, for each room was commended and the lack of parking felt addressed by way of the public car park opposite.

It was proposed by Councillor Wells, seconded by Councillor Douglas-Martin and **RESOLVED** to support the application but raise the council would not like to see any undue disturbance to the upper flat residents during the reconfiguration of their part of the ground floor, by way of noise generated in the café, or nuisance arising from shared corridor with bike store and access to hotel rooms and waste store. **P/26/844**

ii Land At Dudman Farm Truro Cornwall TR1 3QF (PA26/04739)
The committee considered the revised house designs to be bland and lacking in any local features. A further comment was made that the application title was unclear as to what was being applied for this time around.

It was proposed by Councillor Wells, seconded by Councillor Douglas-Martin and **RESOLVED** to support the application and concur with the Public Protection Air Quality Planning Consultations comments made Thursday 15 Oct 2026. **P/26/845**

iii Truro Health Park Infirmary Hill Truro Cornwall TR1 2JA (PA26/06957)
It was proposed by Councillor Tucker, seconded by Councillor La Borde and **RESOLVED** to support the application. **P/26/846**

iv Seil House 6 Tremorvah Crescent Truro Cornwall TR1 1NL (PA26/06047)
It was proposed by Councillor Swain, seconded by Councillor Douglas-Martin and **RESOLVED** to defer to the advice of the Tree Officer for the suitability of the work and to suggest a replacement species to be planted within the garden of the property **P/26/847**

5 LICENSING
None P/26/848

6 URGENT APPLICATIONS
None. P/26/849

7 CORRESPONDENCE

a DfT Transport And Works Act 1992: The Proposed Lighterage Quay Bridge (Truro) Order
The later notifying of delay was **noted**. P/26/850

b Cornwall Council Neighbourhood Planning Newsletter
The email was **noted**. P/26/851

c Scoping Consultation for the Cornwall Local Plan
The Chairman encouraged all members to read the papers and consultation and to send any comments for the Council response to the Committee Clerk by 28th October for collation ahead of the next Planning Committee meeting.

Members were also encouraged to submit their comments directly in order to maximise the weight that their opinions are given. P/26/852

8 DELEGATION OF POWER

a PA26/05647 Land At Tre-El-Verne Close

It was reported the Town Clerks delegated decision was to agree to disagree with the case officer. P/26/853

b PA26/02318 The Deanery, The Avenue

It was reported the Town Clerks delegated decision was to agree with the case officer. P/26/854

9 DECISIONS

The decisions by Cornwall Council since the last meeting of the planning committee were **noted.** P/26/855

The Chairman commented that the schemes the committee objected to were refused and so it must have improved its explanation for objection and focused on planning considerations, becoming more effective.

10 CHAIRMANS REPORT

It was said the Local Plan Engagement Workshop was well organised but the proof of its success would be in the result. P/26/856

11 TRURO TRANSPORT STRATEGY WORKING GROUP

The minutes of the meeting held 14 10 2026 were **noted**. P/26/857

It was proposed by Councillor Wells, seconded by Councillor Tucker and **RESOLVED** to co-opt Stephen Horsecroft, Stuart Roden, Alun Jones, Sian Knights, Joe Crane, Chris Wallis, Chris Cowan, and Chris Bissell to the Truro Transport Strategy Working Group. **P/26/858**

12 TRURO NEIGHBOURHOOD PLANNING STEERING GROUP

The minutes of the meeting held 08 10 2026 were **noted**. P/26/859

13 BUDGET

It was proposed by Councillor Wells, seconded by Councillor Tucker and **recommended** £5,000 be put into the 2027-28 budget for Planning Expenses. P/26/860

14 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Swain, seconded by Councillor Wells and **RESOLVED** that 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 their confidential or special nature: contracts. **P/26/861**

a Neighbourhood Priorities Statement

It was proposed by Councillor Douglas-Martin, seconded by Councillor Tucker and **RESOLVED** to appoint Atlantic Arc as the supplier for the Neighbourhood Priorities Statement production support. **P/26/862**

b Truro Transport Strategy

It was proposed by Councillor Swain, seconded by Councillor Wells and **RESOLVED** to appoint Atlantic Arc as the supplier for the Truro Transport Strategy production support. **P/26/863**

15 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Wells, seconded by Councillor Swain and **RESOLVED** to readmit the press and public. **P/26/864**

16 ITEMS FOR FUTURE MEETINGS

None. P/26/865

17 DATE OF NEXT MEETING

05 11 2026 P/26/866

The meeting closed at 20:22.

Chairman

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MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 19 OCTOBER 2026 AT 19:00 IN THE LARGE ROOM, TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO, TR1 1EP

PRESENT:	Councillors Webb (Chairman), Biscoe (Vice-Chairman), Rich (Deputy Mayor), Carlyon, Claxton, Collins-Rajna, Knuckey, Swain, and Tucker.
APOLOGIES:	Councillor Honorary Freeman Wells (Mayor) [business].
ABSENT:	Councillor Pascoe.
ALSO IN ATTENDANCE:	David Rodda (Town Clerk), Esther Greig (Deputy Town Clerk & Responsible Financial Officer), and William Thorpe-Stanley (Committee Clerk). Stephen Lennon – Truro Anti Social Behaviour Officer Tamsin Lees - Community Safety Manager, Cornwall Council

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were noted. F/26/886

2 DECLARATIONS OF INTEREST

Councillor Biscoe - item 8.a – non-registerable - to leave the room
Councillor Rich - item 7.b – non-registerable - to leave the room F/26/887

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

None. F/26/889

4 MINUTES

It was proposed by Councillor Webb, seconded by Councillor Tucker, and **RESOLVED** that the minutes of the meeting held 14 September 2026 be considered a correct record and signed. **F/26/890**

8d ASB Officer Funding

Councillors asked the ASB Officer on what preparations there were for more serious occurrences such as violent protests, the difference in responsibility between the role and the Street Rangers, and what the Council may do to continue assisting the activity.

The report on the activities of the Truro Antisocial Behaviour Officer during 2025/26 was **noted**. F/26/891

The annual costs of the remainder of the 3-year Service Level Agreement with Cornwall Council for the provision of an Anti-social Behaviour Officer have been reduced to £33,731 in 2027/28 and £35,706 for 2028/29 was **noted**. F/26/892

5a Responsible Financial Officer Report

The report was **noted**. F/26/893

The RFO reported that Arlingclose had been instructed to review the investment report. It had been asked if the City Council had or wanted an ESG or Ethical Policy if it chose to explore other asset classes in the future. It was advised it could be difficult to find agreement, and members were asked for a steer on if

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they wished to look at this or rely on the officer's judgment. The committee stated that Council had agreed to pursue a policy of ethical investment and it was for officers to best deliver this.

8a Q2 Expenditure to Budget

The committee were pleased to see the apportionment of loans to the releavnt building/service as that provides a clearer understanding of the costs of each location. It was said the wage bill for the café had to be strictly monitored over the winter to ensure that the good progress made to date is not lost. Solutions to the paper costs to be investigated, potentially being an IT solution for Councillors.

There was a question as to the way the loss of rental income at the VIC was shown, this was said to be budgeted as £0 in 2027-28.

The report was **noted**. F/26/894

[Councillor Biscoe left the room at 19:46.]

It was proposed by Councillor Webb, seconded by Councillor Tucker and **recommended** that Full Council resolves to allocate £18,500 to Moresk repairs and £20,000 to additional 2 x Q3 bye-elections from the general reserve. F/26/895

[Councillor Biscoe entered the room at 19:48.]

5b Community Development Officer

The report was **noted**. F/26/896

Councillors commended the improved quality of the report, specifically its increased readability and use of data. It was suggested that more measures of outcomes could be used, different to participation figures.

Given the use thus far of the H.A.L.O. project the committee were keen to understand the cost per unique participant once the project is completed in order to judge value for money.

A discussion was had as to where the council fits not being a social service provider but there being an identified need. TCC considered itself a pioneer in leading on local needs social prescribing.

6 CHAIRS REPORT

The Chair had nothing to report. F/26/897

7 CORRESPONDENCE

a. Weymouth Town Council Sustainable Communities Act Dependants' Carers' Allowance updated proposal.

The email was **noted**. F/26/898

It was proposed by Councillor Swain, seconded by Councillor Rich and **RESOLVED** to sign the letter. Councillor Carlyon requested her vote against the motion be recorded. **F/26/899**

[Councillor Rich left the room at 20:09.]

b. Future of Truro Loops

The letter was **noted**. F/26/900

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The change from a CIC to a CIO meant the terms of the licence to occupy the room at the Boscawen Park Tennis Pavilion would be nullified, this change to be taken as an opportunity to renew the agreement for the remainder of the 5 year term (until April 2028). It could also facilitate discussion about the future occupation of the room beyond this date.

It was proposed by Councillor Biscoe, seconded by Councillor Tucker and **RESOLVED** to ask the Town Clerk to converse with the Truro Loops on the future occupation of the Loops room. **F/26/901**

c. [Councillor Rich entered the room at 20:19.]

National Emergency Briefing
The email was **noted**. F/26/902

It was proposed by Councillor Webb, seconded by Councillor Tucker and **RESOLVED** to nominate Councillor La Borde as delegate for the event. **F/26/903**

8 AGENDA ITEMS

b Young Future Hubs
It was proposed by Councillor La Borde, seconded by Councillor Claxton and **RESOLVED** to send letter to Cornwall Council to request that one of two future hubs destined for Cornwall is located in Truro. **F/26/904**

c 2027-28 Service Plans
The Town Clerk introduced the item as the mechanism for staff to outline what they hope to achieve and require to provide their respective services next year. The committee was being asked for its view on the scope and scale.

i. **Democratic Services** F/26/905
It was said the shortfall due to a reduction in staffing would be managed via increased efficiencies and computer systems.

The committee supported the service plan commenting only that it was ordinary change to operational activity.

ii. **Visit Truro & Destination Marketing** F/26/906
Discussion was had on the connection between Visit Truro and the VIC. It was put that the value of the service was difficult to measure but was acknowledged as an investment in the economy of Truro. Councillors felt destination marketing was a long term exercise and committing to minimum functions was inadequate.

iii. **Community Development** F/26/907
The committee made comment the service plan was too detailed, didn't display direction or ambition, and needed a clearer strategy on what the Community Development Department was for.

iv. **Visitor Information Centre** F/26/908
The service plan was supported and it was noted that a previously tabled options report on the future siting of the VIC beyond June 2028 would be considered seperately by Council in 2027.

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v. **Community Library** F/26/909

There was agreement with the need for additional staff hours. Some members questioned what more could be done to secure the remainder of the books from the Cornish section from theft; these being irreplaceable antiquarian books.

e Councillor Gifts & Hospitality

The register of gifts and hospitality received by councillors for Q2 2026-27 was **noted**. F/26/910

Councillor	Date of Gift	Gift From	Reason for Gift	Gift	Value/Approx Value	Accepted
Cllr Wells	7/24/2026	Hall for Cornwall	Inviting Mayor	Youth Theatre performance at the Hall for Cornwall	£70.00	Yes
Cllr Wells	8/14/2026	BOOM Theatre	Inviting Mayor	BOOM Theatre performance at Truro School	£60.00	Yes

9 BANK BALANCES

At 30 September 2026 as follows:

HSBC Current Account	£534,126.71
CCLA Public Sector Deposit	£4,547,626.10
Total	£5,081,758.81

The bank balances were **noted**. F/26/911

10 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Webb, seconded by Councillor La Borde and **RESOLVED** to exclude the press and public from the meeting during consideration of the following item by reason of the confidential or special nature: contracts. **F/26/912**

a Boscawen Park Letter of Variation

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **recommended** to Council it resolve to sign the letter of variation for the Boscawen Park Sport Hub project which will commit Truro City Council to the revised terms of the Town Deal grant funding agreement. F/26/913

11 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Webb, seconded by Councillor Swain and **RESOLVED** to readmit the press and public. **F/26/914**

12 DATE OF NEXT MEETING

The date of the next meeting was **noted** as 09 November 2026. F/26/915

13 ITEMS FOR FUTURE MEETINGS

Town Deal Project Updates (inc NLCB), CCTV, IT Policy. F/26/916

The meeting closed at 20:30.

Chairman

Report to:	**Full Council**
Date:	**26th October 2026**
Title:	**Q2 Reserves Report**
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 from Finance and General Purposes Committee:

1. To **resolve** to allocate £18,500 to Moresk repairs and £20,000 to additional 2 x Q3 bye-elections from the general reserve.
2. To **approve** on the additions and releases (as detailed in 2.1) within the Ear Marked Reserves.

1 Executive Summary

Some unexpected expenditure will adversely impact the general reserve at year end, namely; 4 unexpected bye-elections, neighbourhood planning statement consultant cost and the Moresk repairs. Council would be advised to carefully consider any further unbudgeted spending (apart from emergencies and clear strategic need).

100% of the precept has been received for 2026-27 - £3,527,562.

Of the funds held by Truro City Council at 30.09.26 £5,069,823.98, £1,078,462 are allocated for projects and ear-marked reserves, £837,488 for general reserves after movements and £17,216 is held for partner organisations and charities.

TCC is continuing to receive good returns on its cash deposits, currently 3.85% (Bank of England interest rates are steady at 3.75%).

2 Purpose of Report and key information

To provide an overview of Council's reserves position at end Q2 and to gain approval of the current position.

2.1 Earmarked Reserves

Additions. EMRs are as budgeted for replacement playground equipment, tennis court resurfacing, Boscawen Park depot roof and the Lander monument. Boscawen Park shed and the fall prevention system for the Municipal Building will not be completed in year.

Releases. Staffing – back pay, elections, CCTV and the accountancy fees have been spent along with the annual proportion for the lemon booking system.

The Municipal Buildings reserve was transferred to the Victoria Gardens Lodge for emergency repairs: these repairs are currently nearing completion. The tree and library fire escape EMRs will be utilised in year – the EMRs will be released at year end.

2.2 General Reserve

Net expenditure of £750,000 remains as the 3 months level. Council now holds just over 3 months in general reserve - £837,788 on 30.9.26.

Council have already approved £25,000 being used towards the completion of a Neighbourhood Planning Statement

Moresk repairs were not completed in 2025-26 when that ear-marked reserve was released. The scheduled works on this building were to rectify damp, water ingress and redecoration. Funds from the general reserve are required (£18.5k) and will be replenished when the building is fully devolved via a £20,000 capital receipt from Cornwall Council.

Elections - the earmarked reserve for elections was set-aside in the previous year to support a bye-election. So far in 2026-27 TCC will be required to pay for 4 elections. The general reserve is required to support these – balance £5,796 for the previous two and the subsequent 2 in Q3 for approximately £20,000.

Pavilion initial running costs (July 26 to Mar 27) - It was agreed that the Pavilion expenditure would be supported by reserves in this financial year – there is a contingency related to the Nursery relocation within the town deal that will be transferred to the general reserve on completion of the project (approx. £80,000). Reserves are showing an approved transfer of £79,180 at 30.9.26. This should balance at the end of the project.

		opening	movement	movement				
		balance	out	in	Q1	out	in	Q2
Earmarked Reserves		£	£	£	£			
Environment	S.106 Funds	484,145			484,145			484,145
	Boscawen park match fund	110,106			110,106	0		110,106
	Allotments	0		30,000	30,000			30,000
	vehicles	36,000			36,000			36,000
	Emergency trees	38,000			38,000			38,000
	Playground Equipment	8,000			8,000		55,000	63,000
	Bridge (Rosedale RA)	380			380			380
	Beechwood salt/grit	800			800			800
	Tennis court resurfacing fund	75,600			75,600		10,800	86,400
	Wild Truro	1,295			1,295			1,295
	Boscawen Park depot shed						3,750	3,750
	Chemical store	13,500			13,500			13,500
Buildings	Café -business rates	10,000			10,000			10,000
	lander monument	15,000			15,000		10,000	25,000
	Library fire escape	58,586			58,586			58,586
	Community Buildings	10,000			10,000			10,000
	Municipal Bldgs	37,000			37,000	37,000	7,000	7,000
	Boscawen Park Depot - Roof						27,500	27,500
	Victoria Lodge maintenance						37,000	37,000
	Lodges	5,000			5,000			5,000
Administration	Grants	0			0			0
	Staffing	10,000		15,000	25,000	25,000		0
	Election expenses	12,000			12,000	12,000		0
	professional fee (inc.NPS)	1,500			1,500	1,500		0
Community	Trelander rebuild funds	9,000			9,000			9,000
	CCTV - disputed invoice	25,000			25,000	25,000		0
Economy	Lemon Quay	0		5,000	5,000			5,000
	Communications	3,000		5,000	8,000			8,000
	Events	6,000			6,000			6,000
	Lemon Booking - Town Deal	4,000			4,000	1,000		3,000
Total EMRs		**973,912**			**1,028,912**			**1,078,462**
General Reserves		**1,041,264**	55,000		**986,264**			
	Neighbourhood planning (NPS)					25,000		-25,000
	Moresk repairs					18,500		-18,500
	Elections x 2 - Q2					5,796		-5,796
	Elections x 2 - Q3					20,000		-20,000
	Pavilion subsidy					79,180		-79,180
								837,788
Total Funds		**2,015,176**	**55,000**	**55,000**	**2,015,176**	**249,976**	**151,050**	**1,916,250**
								0
Partnership funds		17,216			17,216			17,216

3 Benefits for Staff/Councillors

3.1 This report gives an overview of TCC's Q2 2026-27 reserves position.

4 Relevant Previous Decisions

In January 2026, TCC set its budget and precept for the 2026-27 financial year to reflect the expected financial position and operating requirements. It was **RESOLVED** that:

- the 3-year budget forecast and revised fees and charges for Finance and General Purposes Committee be approved. **25/1256**
- £3,527,562 be precepted in 2026-27. **25/1257**
- to transfer unspent project balances to ear-marked reserves with the balance on 2026-27 unused budgets to be transferred to general reserve. **25/1258**

In April 2026, TCC revised its ear-marked reserves position at year end to reflect ongoing projects.

5 Legal/Governance Implications

5.1 TCC is following its financial regulations by monitoring budgets quarterly.

5.2 TCC has the General Power of Competence. This concept was introduced by the Localism Act 2011, allowing eligible parish councils to do anything that individuals generally may do, as long as it does not contravene other laws. This power is designed to give councils greater flexibility and confidence in their ability to act for their communities.

6 Summary Position of Cost Centres

6.1 Being slightly under on expenditure (47% of budget) and over on income (63%) as set out below, shows the usual position for Council at the end of Q2. Budgets have been adjusted at the end of Q2 to reflect project timescales and requisite reserve movements.

6.2 Please note that some items may have been coded incorrectly to the new coding system initiated within Sage 50 at the start of the year. This matter is being addressed so figures will be correct by end of year.

6.3 Further explanation of Q2 expenditure to budget can be viewed in the report to Finance and General Purposes Committee, associated documents – appendix 7.

Cost Centre Expenditure	2026-7 Budget £	2026-7 Budget £	Projection	Q2 Actuals £	Q2 % £	remaining budget £
Parks & Open Spaces	1,358,341	1,328,494	1,231,444	650,448	48%	707,893
Administration & Democratic	758,452	821,452	828,798	411,247	54%	347,205
Facilities	620,218	629,363	635,778	294,101	47%	326,117
Community & Library services	493,838	493,838	520,196	213,221	43%	280,617
Café in the Park	268,990	284,411	284,411	156,770	58%	112,220
Public Conveniences	395,423	395,423	370,457	92,644	23%	302,779
Visitor Information Centre	353,688	353,688	351,663	172,952	49%	180,736
Bos. Pk Sports Hub	0	107,454	107,454	23,082	0%	-23,082
Allotments	4,160	4,160	4,160	1,040	25%	3,120
Public Cemetery	11,446	11,446	11,496	3,853	34%	7,593
Total Expenditure	**4,264,556**	**4,429,729**	**4,345,857**	**2,019,358**	47%	2,245,198

Cost Centre Income	2026-7 Budget £	2026-7 Budget £	Projection	Q2 Actuals £	Q2 % £	remaining budget £
Café in the Park	290,000	290,000	290,000	158,867	55%	131,133
Facilities	158,841	158,841	160,041	61,363	39%	97,478
Parks & Open Spaces	108,400	108,400	108,400	84,811	78%	23,589
Visitor Information Centre	80,600	80,600	77,000	37,613	47%	42,987
Administration & Democratic	40,077	107,077	107,000	71,966	180%	-31,889
Public Cemetery	25,000	25,000	25,000	18,000	72%	7,000
Bos. Pk Sports Hub	15,000	45,000	45,000	3,846	26%	11,154
Community & Library services	13,280	13,280	27,943	25,554	192%	-12,274
Allotments	3,250	3,250	3,250	4,703	145%	-1,453
Public Conveniences	2,600	2,600	2,600	1,300	50%	1,300
Total Income	**737,048**	**834,048**	**846,234**	**468,023**	63%	269,025
Net Expenditure	3,527,508	3,595,681	3,499,623	1,551,160	44%	1,976,348
Net expenditure (noting reserve movements)			**3,400,697**			

7 Approval and clearance

All reports:

Final report sign offs	This report has been cleared	Date
Town Clerk (Required for **all** reports)	David Rodda	20/10/26
Deputy Town Clerk (Finance and HR) (Required for **all** reports)	Esther Greig	20.10.26

CITY OF TRURO

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NOTES OF A MEETING OF THE REVIEW OF PROCEDURAL GUIDANCE TASK AND FINISH GROUP HELD 10 SEPTEMBER 2026 AT 19:00 IN THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE, TRURO

PRESENT:	Councillors Carol Swain (Chairman), Tann (Vice-Chairman), Claxton, Douglas-Martin, Honorary Freeman Wells (Mayor), and Wetherill.
APOLOGIES:	Biscoe and Rich (Deputy Mayor).
ALSO PRESENT:	Councillors Carlyon, Claxton, Rabey and Webb.
ALSO IN ATTENDANCE:	David Rodda MBE (Town Clerk) and Cheryl Simpson (Committee Clerk).

1 ELECT A CHAIRPERSON PG/26/1

The Mayor opened the meeting and requested nominations for the position of chairperson.

It was moved by Councillor Douglas-Martin, seconded by Councillor Swain, **RESOLVED** that Councillor Swain be elected Chairperson of the Review of Procedural Guidance Task and Finish Group.

2 ELECT A VICE-CHAIRPERSON PG/26/2

It was moved by the Chairman, seconded by Councillor Douglas-Martin, and **RESOLVED t**hat Councillor Tann be elected Vice-Chairperson of the Review of Procedural Guidance Task and Finish Group.

3 COUNCILLORS IN ATTENDANCE AND APOLOGIES

See above. PG/26/3

4 DECLARATIONS OF INTEREST

There were no declarations of interest. PG/26/4

5 TERMS OF REFERENCE

The Group reviewed the Terms of Reference, and: PG/26/5

It was moved by the Chairperson, seconded by Councillor Douglas-Martin, and **RESOLVED** that the draft Terms of Reference be accepted.

6 PROCEDURAL GUIDANCE

A copy of the 26/27 procedural guidance was reviewed.

It was moved by the Mayor, seconded by Councillor Tann, and **PG/26/6**
RECOMMENDED to Council that Section 1 Paragraph (ii) be amended by changing "randomly the same questions" to "the same questions in random order" for clarity.

It was noted that Councillors could not ask candidates if they were a member of a political party because this was a protected characteristic.

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7 PROGRAMME ITEMS

a. Report from Town Clerk setting out background on the need to review procedural guidance, including areas of dispute, legal requirements etc. PG/26/7

The Chairman sought any questions or comments.

The Town Clerk reminded the Group that this was an opportunity to review the process to be followed next year. Having taken legal advice from the Cornwall Association of Local Councils and the National Association of Local Councils, it was clear that currently City Council's custom and practice was at odds with the law, namely the Local Government Act 1972 s15 (1). These concerns need to be addressed and the process made clearer. His report laid out the legal background and legal advice which he was 100% confident was accurate. Essentially any council could determine its own custom and practice, but this could not fetter a councillor, duly proposed and seconded, from standing for election. The current wording was ambiguous.

The Town Clerk confirmed that under the law there was also no limit on the number of terms a councillor could serve as mayor or deputy mayor. There was no stipulation that a period of service was limited to one year and this did not feature in the current procedural guidance.

It was commented by the Town Clerk that procedural guidance operated by consensus (of Councillors).

The Town Clerk undertook to check if a councillor could nominate themselves as mayor or deputy mayor. Following the meeting it was confirmed that so long as they were legitimately in the room, any councillor was free to make any proposal (whether or not it was regarding their own appointment to a given position).

[Councillor Claxton left the meeting at 19:32.]

The Town Clerk emphasised it was not a case of whether he liked (or not) the current procedural guidance. Part of his role as the Proper Officer of Truro City Council was to provide legal advice, and if Councillors went against that advice, they could leave themselves open to legal challenge e.g. by judicial review. In such a situation at a meeting, for example, if legal advice was ignored this would be minuted as such.

The Town Clerk also agreed to check if a co-opted councillor could be elected mayor or deputy mayor. Following the meeting it was confirmed that a co-opted councillor could stand as Mayor or Deputy Mayor if they were proposed and seconded.

b. Written Representations

i. **Councillor Biscoe** PG/26/8

Copies of Councillor Biscoe's written representations had been circulated electronically in advance of the meeting and were tabled at the meeting. Comments were sought by the Chairman.

The Town Clerk commented that he had addressed the points raised in his report. Councillors generally acknowledged that they could consider 'exceptional circumstances.' The Town Clerk reminded the Group that it was not the role of the town clerk to judge what were or were not 'exceptional

circumstances'; this was the role of Council. Paras. 2.19-2.23 of his report set out the selection process.

It was generally agreed to change "Prior to" to "At" (the February Council meeting) at para.2.20 to seek nominations for Mayor and Deputy Mayor for the following year. It was agreed that following the receipt of statements and questions and answers that the next stage of the democratic process should be a ballot (as with the co-option process.) Further the Group considered that, as part of a fair democratic process, the groups be deleted from the Details of Service List. The Town Clerk said he could clarify that as part of the pre-selection process Council can only transact business on the agenda. Also, the mayor and deputy mayor could only be elected at the annual council meeting.

PG/26/9

ii. **Councillor Sunderhauf**

Comments were sought on Councillor Sunderhauf's written representations which had been circulated to the Group with the meeting programme.

The Town Clerk commented that he had received reviewed Councillor Sunderhauf's views and this was reflected in his report. Councillors were reminded that the terms chairperson and vice-chairperson were used in polices and documents etc, but it was down to individual chairpersons how they wished to be addressed.

8 DISCUSSION ON POSSIBLE CHANGES TO PROCEDURAL GUIDANCE IN ORDER TO CLARIFY THE PROCESS FOR ELECTING THE MAYOR AND THE DEPUTY MAYOR IN 2027/28 MUNICIPAL YEAR PG/26/10

Following the above considerations the Town Clerk took the Group through the procedural guidance paragraph by paragraph.

Section 1 Co-option of Councillors		
Paragraph (i)	N/C	
Paragraph (ii)	Recommendation to change – see above.	
Paragraph (iii)	N/C	
Paragraph (iv)	N/C	
Section 2 Council Members – Details of Service List		
Paragraph (i)	It was proposed by Councillor Douglas-Martin, seconded by Councillor Tann, and **RECOMMENDED to Council** that "accordingly to their length of continuous service" be replaced by "alphabetically by surname".	**PG/26/11**
Paragraph (ii)	It was proposed by Councillor Tann, seconded by Councillor Douglas-Martin, and **RECOMMENDED to Council** that Section 2 Paragraph (ii) be deleted.	**PG/26/12**
Paragraph (iii)	Town Clerk to add to and clarify if co-opted councillors can stand for the positions of mayor and deputy mayor. It was noted that they can vote.	

Section 3 Selection of Mayor etc	
Paragraph (i)	Town Clerk to re-word to reflect proposed changes. To ensure all councillors aware of details of experience which will be circulated before the February meeting.
Paragraph (ii)	N/C
Paragraph (iii)	Town Clerk to review wording so that the process was clear. (Referred to in his report.) To include nominations required in writing with proposers and seconders so that details can be listed on the Council agenda.
[Councillor Webb left the meeting at 20:15.]	
Paragraph (iv)	N/C
Section 4 Selection of Committees	N/C
Section 5 Composition of Committees	
Paragraph (i)	N/C
[The meeting was suspended from 20:19 to 20:23 and the Town Clerk left the room and returned.]	
[The meeting was suspended from 20:25 to20:27 whilst Councillor Rabey and the Town Clerk left the room and returned.]	
Paragraph (ii)	A suggestion to increase the membership of the Staffing Committee by 1 not agreed.
Section 6 Bank Account Signatories	Town Clerk to summarize in relation to Scheme of Delegation

9 RECOMMENDATIONS TO COUNCIL PG/26/13

The Town Clerk reported that he would reflect on the Group's deliberations and prepare a paper to be considered by Council at the next meeting including a set of recommendations.

10 ANY OTHER BUSINESS PG/26/14

None.

11 DATE OF NEXT MEETING

None. PG/26/15

The meeting closed at 20:34.

Chairman

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Report to:	**Full Council**	
Date:	**26th October 2026**	
Title:	**Review of Procedural Guidance**	
Authors, Roles and Contact Details:	**David Rodda MBE** **Town Clerk** **clerk@truro.gov.uk**	
Approval and clearance obtained from chair of committee:		**Y / N**
Urgency Procedure(s) used? If yes include rationale.		**N**

Recommendation(s):
To **resolve** the changes to procedural guidance outlined in this report in order to clarify the process for selecting the Mayor/Deputy Mayor for Truro City Council.

1 Executive Summary

1.1 In 2026 the process for selecting the Mayor/Deputy Mayor was questioned as there was a clear difference between the historic customs and practice of Truro City Council and what is required by the Local Government Act 1972 s15 (1).

1.2 Advice was sought from the Cornwall Association of Local Councils, and they sought legal advice from the National Association of Local Councils. This confirmed that the key legal point is that Section 15 of the Local Government Act 1972 requires the chair of a parish council to be elected annually by the council "from among the elected councillors,". This means that Truro City Councils adopted custom and practice is at odds with the law as guidance cannot lawfully narrow eligibility to prevent an elected councillor from being nominated or standing, provided they are otherwise eligible and willing to serve.

1.3 A procedural guidance working group was convened to investigate this matter in more detail and was tasked to revise Truro City Councils Procedural Guidance so that it provides clarity on what process will be followed to identify the Mayor and Deputy Mayor "elects" each year whilst not restricting any Councillor standing if they are duly proposed and seconded at the Councils annual meeting as this is the only time a legally binding election can take place. This report and the attached appendix is the result of their deliberations.

1.4 The "elect" selection process is deemed necessary to ensure a smooth transition between mayoral terms, but it cannot be used to override the formal election process held at the annual meeting.

2 Purpose of Report and key information

2.1 A revised procedural guidance document is attached in Appendix 1 but the key changes are outlined below.

2.2 All references to Chairman have been changed to Chairperson whilst recognising that at the start of each cycle the chairperson of any committee or working group can clarify how they would like to be referred to during the proceedings.

2.3 The previous seniority and groupings list of Councillors will be replaced with a "Details of Service" list that will detail length of service, experience of chairing committees, whether a Councillor has been mayor or Deputy Mayor previously and will be in alphabetical order by surname. This is for information only and does not grant any Councillor precedence over other Councillors.

2.4 A clear and transparent process will be undertaken to identify the Mayor and Deputy Mayor "elects" as outlined below:-

2.4.1 To support a fair, transparent and lawful transition between Municipal Years, the Council will use the preliminary process outlined below to identify its preferred candidates for Mayor and Deputy Mayor. This process does not constitute an election as the Mayor and Deputy Mayor can only be elected at the Annual Meeting of the Council. **NB: It is important to note that by law any councillor may stand at that meeting if duly proposed and seconded.**

2.4.2 The Town Clerk will administer the preliminary process, confirm whether nominations have been validly proposed and seconded, prepare the agenda and ballot papers, and advise the person chairing the meeting on the applicable procedure. The person chairing the meeting will conduct the nomination presentations, questions and voting. The detail of the process is as follows:-

2.4.3 At the February meeting of the Council, a dedicated agenda item will open the preliminary nomination process for Mayor and Deputy Mayor. Written nominations must be received by the Town Clerk by the end of the second week of March and must identify the nominee, proposer and seconder. To inform the nominations process, members will be circulated with the Details of Service List.

2.4.4 Once correctly proposed and seconded nominations have been received in writing (email or letter) the names of the nominees and their proposer and seconder will be added to the agenda of the March meeting of Council.

2.4.5 At the March Council meeting, the proposer and seconder of each valid nominee may explain their reasons for supporting the nomination, and each nominee may explain their reasons for standing. A serving Mayor seeking a further term must explain why they wish to serve again. The person chairing the meeting should apply the same speaking arrangements to every nominee.

2.4.6 A short opportunity for questions to be posed to the nominees will also be included in this agenda item. Following this agenda item a ballot will then take place.

2.4.7 If there is only one nomination for Mayor, the current Mayor (or in their absence the Chairperson of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether the nomination is successful. If the nomination is unsuccessful, then the current Mayor will call for nominations from members present.

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

Following the ballot, the Mayor and Deputy Mayor "elects" will be identified to progress to the formal election process taking place at the Annual Meeting.

3 Benefits for Customers/Residents

3.1 A clear and transparent process helps to ensure that residents can be confident that Truro City Council is operating in line with all necessary laws governing its operations.

3.2 It will also help to demonstrate that Truro City Council is delivering Objective 5b of its 2026 to 2030 strategy which states that it will "complete the process of reviewing all Council processes, policies and procedures in order to achieve "Quality" Council status by 2029".

4 Relevant Previous Decisions

4.1 At its meeting on the 27th July 2026 Council resolved to create a task and Finish Group to review Procedural Guidance, and this group was tasked to bring recommended change back to Council for consideration.
Minute **26/523**

5 Consultation and Engagement

5.1 To date consultation has been with members of the Procedural Guidance Task and Finish Group only with external advice sought from the Cornwall Association of Local Councils and the National Association of Local Councils in order to clarify the legal position.

6 Financial Implications of the proposed course of action/decision

6.1 There are no additional financial implication arising from this report other than the staff time required to run the suggested process.

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

7.1 The recommendations outline in this report ensure that Truro City Council is operating in line with the Local Government Act 1972 s15 (1).

8 Risk Implications of the proposed course of action/decision

8.1 The primary risk relating to this report is that Council decide to ignore the recommendations of the Procedural Guidance Task and Finish Group and revert to its established customs and practice. This would mean that Council is operating illegally by narrowing the field of Councillors who could stand for Mayor/Deputy Mayor.

8.2 The secondary risk is that by enabling any Councillor to stand it would be possible for one political group or grouping of Councillors to favour their candidate over someone with more experience. However, that's a core foundation of democracy.

9 Options available

9.1 **Option 1 – Recommended option –** adopt the recommended changes to procedural guidance

9.2 **Option 2 –** decide to not adopt the recommended changes and revert to established customs and practice. In this scenario the Town Clerk will ask for it to be recorded that Council will be operating against his legal advice as Proper Officer for Truro City Council. The recommended changes still provide for length of service and experience to be considered during the selection process but do not preclude any Councillor from standing if they are duly proposed and seconded at the annual meeting.

10 Supporting Information (Appendices)

10.1 Appendix 1 – Revised Procedural Guidance

11 Approval and clearance

All reports:

Final report sign offs	**This report has been cleared by (or mark not required if appropriate)**	**Date**
Town Clerk (Required for **all** reports)	David Rodda	15/10/26
Deputy Town Clerk (Finance and HR) (Required for **all** reports)	Esther Greig	19/10/26

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CITY OF TRURO

TRURO CITY COUNCIL PROCEDURAL GUIDANCE 2027~~5~~

1 Co-option of Councillors

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

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

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

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

2 Council Members – Details of Service List

(i) Following the election or co-option of new members of the council, a list of all members shall be drawn up. This list will contain each Councillors length of service, what experience they have of chairing committees and whether they have previously held the position of Mayor or Deputy Mayor. It is for information only and m~~M~~embers shall appear on the list alphabeticaly by surname~~ccording to their length of continuous service~~.

~~(ii) Where, following an election, two or more members are elected to the council for the first time or return after a break of service, they shall be placed on the list according to the number of votes cast, expressed as a percentage of the total ward electorate eligible to vote on the day of poll, with the new member achieving the highest~~

~~percentage point across the city placed at the head of the list of new members and the other new members following in percentage point order.~~

~~(iii)~~ (i) Elected or Co-opted Councillors are able to stand for Mayor/Deputy Mayor as for the purpose of the Local Government Act 1972 s15 (1) co-option is interpreted as being elected.~~Where new members have been returned unopposed or are co-opted to the council, they shall be placed on the list in an order decided by drawing lots, but after those from contested elections~~.

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

To support a fair, transparent and lawful transition between Municipal Years, the Council will use the preliminary process outlined below to identify its preferred candidates for Mayor and Deputy Mayor. This process does not constitute an election as the Mayor and Deputy Mayor can only be elected at the Annual Meeting of the Council. **NB: It is important to note that by law any councillor may stand at that meeting if duly proposed and seconded.**

The Town Clerk will administer the preliminary process, confirm whether nominations have been validly proposed and seconded, prepare the agenda and ballot papers, and advise the person chairing the meeting on the applicable procedure. The person chairing the meeting will conduct the nomination presentations, questions and voting. The detail of the process is as follows:-

(i) At the February meeting of the Council, a dedicated agenda item will open the preliminary nomination process for Mayor and Deputy Mayor. Written nominations must be received by the Town Clerk by the end of the second week of March and must identify the nominee, proposer and seconder. To inform the nominations process, members will be circulated with the Details of Service List.

(ii) Once correctly proposed and seconded nominations have been received in writing (email or letter) the names of the nominees and their proposer and seconder will be added to the agenda of the March meeting of Council.

(iii) At the March Council meeting, the proposer and seconder of each valid nominee may explain their reasons for supporting the nomination, and each nominee may explain their reasons for standing. A serving Mayor seeking a further term must explain why they wish to serve again. The ~~person chairing the meeting~~chairperson should apply the same speaking arrangements to every nominee.

(iv) A short opportunity for questions to be posed to the nominees will also be included in this agenda item. ~~Following this agenda item a ballot will then take plac~~Voting will take place according to standing orders section 9~~e~~.

(v) Following the ballot, the Mayor and Deputy Mayor "elects" will be identified to progress to the formal election process taking place at the Annual Meeting.

Commented [CS1]: selects instead of elects?

~~Prior to February/March in a non-election year, or in an election year, at the annual meeting held in May at the first meeting of council, at which the selection of the Mayor and Deputy Mayor shall take place, members of the council shall be circulated with a list of members in their respective groups together with 'Council Members – Details of Service List'. These groups are to indicate who should be considered for either position in order of experience and fair sequence. The groups shall comprise of the following:~~

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

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

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

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

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

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

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

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

~~(i)~~(vi) **Eligibility for Nomination**

The Local Government Act 1972 Section 15 sub section 1 states that "the ~~chairman~~Chairperson of a parish council shall be elected annually by the council from among the elected councillors".

~~Councillors are advised to refer to the Details of Service of Council Members list when considering these nominations.~~

~~Members who are not prepared to allow their name to go forward for nomination shall notify the Town Clerk in writing, prior to the meeting at which the selection is undertaken.~~

Any Councillor who is willing to be considered for Mayor or Deputy Mayor should seek a proposer and seconder to support their nomination. All those prepared to stand will be noted on the Annual Meeting agenda and on the voting slip to be used at the Annual Meeting.

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

At the February/March meeting of the council, or in an election year, at the annual meeting held in May, the Town Clerk shall remind members of the policy of the council that, in normal circumstances the office of Mayor of the city for the ensuing year maybe offered to the current Deputy Mayor unless they are unwilling to serve. The Town Clerk will also remind members of the policy of Council to follow the recommendation for selection of Mayor and Deputy Mayor as laid out in procedural guidance 3 (i) for fair rotation.

If there is only one nomination for Mayor, the current Mayor (or in their absence the chairmanChairperson of the meeting) shall, call for a proposer and seconder in respect of the nomination for Mayor, after which the Mayor (or in their absence the chairmanChairperson of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful. If the nomination is unsuccessful, then the current Mayor will call for nominations from members present.

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

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

If, under unusual circumstances, the current Mayor is to serve for one further year, then the current Deputy Mayor may indicate that that they are willing to accept a further term and will be added to the voting slips for the Deputy Mayor election.

Immediately after the selection of the Mayor, or election of the Mayor (or in their absence the chairmanChairperson of the meeting) in an election year, for the ensuing year the Town Clerk shall advise the council of the names of the next members who meet the criteria set out in part 3(i & ii).

If there is only one nomination for Deputy Mayor, the Mayor (or in their absence the chairmanChairperson of the meeting) shall, call for a proposer and seconder in respect of the nomination for Deputy Mayor, after which the Mayor (or in their absence the chairmanChairperson of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful.

In accordance with standing order 9(a), where there are more than two nominees for Deputy Mayor, a person must get a majority of votes over all the other nominees. Thus, where nominee A receives four votes, and nominees B and C each receive two, A is

~~not elected because they have the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two nominees, the nominee with the least number of votes is eliminated, so the final vote is between two nominees only. An abstention is not a vote and not part of the count.~~

4 Selection of Committees

A Committee Selection Committee, comprising the Mayor and Deputy Mayor for the time being, together with five other Members of the Council, shall be elected by ballot of the whole council at the ordinary meeting of the council held in March/April, or, in an election year, at the Annual Meeting held in May (standing order part B 6(j)(vii)). The Mayor (or in their absence the ~~chairman~~Chairperson of the meeting) ~~shall~~ may request a show of hands in favour of a ~~secret~~ written ballot.~~, i~~ In accordance with standing order~~s~~ ~~part~~ section~~B~~ 9(b), ~~if at least one-third of members present vote in favour, the council will proceed to a secret ballot, without discussion. Otherwise, the vote shall be by show of hands.~~

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

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

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

5 Composition of Committees

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

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

(a) **Finance and General Purposes**

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

(b) **Parks and Amenities**
Mayor, Deputy Mayor and nine members elected in accordance with standing orders ~~part B~~5 together with the ~~chairman~~Chairperson of the Finance and General Purposes Committee. In the absence of the ~~Chairman~~Chairperson of the Finance and General Purposes Committee, the Vice-~~Chairman~~Chairperson is permitted to attend and to vote.

(c) **Planning and Licensing**
Mayor, Deputy Mayor, and ten members elected in accordance with standing orders ~~part B~~5.

(d) **Staffing**
Five members elected in accordance with standing orders ~~part B~~5. Mayor, Deputy Mayor, Chairpersons~~men~~ and Vice-Chairpersons~~men~~ of Parks and Amenities and Finance and General Purposes will not be considered for this committee.

(e) **Emergency Committee**
Mayor, Deputy Mayor, and five m~~-~~embers elected in accordance with standing orders 5.

6 Bank Account Signatories
As a minimum, the Mayor, Deputy Mayor, ~~Chairman~~Chairperson and Vice-~~Chairman~~Chairperson of the Finance and General Purposes Committee, Town Clerk and Deputy Town Clerk shall be Signatories to the Council bank accounts.

Scheme of Delegation

Approved by Truro City Council on 18th May 2026	DEPARTMENT											
SCHEME OF DELEGATION (Authorisation, Purchase & Payment Function)(*Please refer to TCC Standing Orders and Finance Regulations*) figures excluding VAT	Town Clerk	Deputy Town Clerk (RFO)	Finance Officer	Finance Team	Manager	General Foreman, Buildings Supervisor	Supervisor, Head Gardeners	Service Lead	Parks & Amenities	Staffing Committee	Finance & General Purposes Committee	Full Council
COST CENTRES	ALL COUNCIL BUDGETS & RESERVES				Parks & Amenities/Facilities			Budget specific	P & A Budgets and Reserves Only	Staff Budgets only	ALL BUDGETS & RESERVES	
1. Budget												
Approval of Annual Fees and Charges, Budget and Precept												✓
2. Capital Expenditure												
The Council must be satisfied that the necessary funds are available and the requisite borrowing approval has been obtained												
Within CAPEX budget and up to £49,999	✓								✓		✓	
Within CAPEX budget and up to £99,999											✓	
Within CAPEX Town Deal budget over £50,000 up to £99,999 (2 signatures)	✓+1	✓+1										
Within CAPEX Town Deal budget over £100,000 up to £499,999 (2 signatures plus one C	✓+2	✓+2										
Examination of Business Case for Projects over £25,000	✓											✓
Fixed Assets Disposals residual value up to £49,999											✓	
Fixed Assets Disposals residual value over £50,000												✓
3. Payments												
In cases of extreme risk to delivery of Council services - limited to £10,000	✓											
Approved cheque payments up to £2,000 (Plus one Councillor on Bank Mandate)	✓+1	✓+1			✓							
Approved cheque payments over £2,000 to £150,000 (Plus two Councillors on Bank Man	✓+2	✓+2										
Inter Account Bank Transfers (Internal transactions only) up to £25,000	✓	✓	✓									
Inter Account Bank Transfers (Internal transactions only) up to £50,000	✓	✓										
BACS Payments up to £150,000 - initiators	✓	✓	✓	✓								
BACS Payments up to £4,999 - authorisers (Identified Officer + One Councillor on Bank I	✓+1	✓+1			✓+1							
BACS Payments over £5,000 - authorisers (Plus two Councillors on Bank Mandate)	✓+2	✓+2										
Pay run authorisation (Must be confirmed by Finance Officer)	✓	✓	✓									
Set-up new Direct Debits up to £25,000 in budget year (via F&GP)	✓	✓										
Credit Card holders (shown with limits)	£3,000											
Debit Card holders	£5,000	£5,000			£5,000							
4. Non-salary Expenditure Commitments												
Purchase Orders up to £250	✓	✓	✓	Stationery	✓	✓	✓	✓				
Purchase Orders up to £1000	✓	✓	✓		✓	✓		✓				
Purchase Orders and contract commitments up to £4,999	✓	✓			✓							
Purchase Orders and contract commitments over £5,000 to £49,999	✓											
Purchase Orders and contract commitments over £50,000 (2 signatures)	✓+1	✓+1										
Examine, verify and certify invoices for payment	✓	✓			✓							
Grants											✓	✓
Invoice authorisation up to £4,999 single item (Identified Officer + One Councillor on Bani	✓	✓			✓							
Invoice authorisation over £5,000 single item (Identified Officer + Two Councillors on the	✓	✓										
Expense claims payment authorisation	✓	✓			✓							
Petty Cash claim	✓	✓	✓									
Travel / Mileage Claims payment authorisation	✓	✓										
Refunds	✓	✓	✓									
5. Banking												
Maintenance of Bank mandate		✓	✓									
Authorising of approved signatories												✓
Administrators (Internet Banking) (***within limitations of banking app***)		✓	✓	✓								
Authorised Users	✓	✓			✓							
6. Staff (No changes to pay, emoluments, terms and conditions without prior consent of the Council / relevant Committee)												
Offers of appointment / authority to recruit / termination TC/RFO/Parks & Facilities Managers												✓
Offers of appointment / authority to recruit / termination other staff	✓	✓								✓	✓	
Approval of monthly overtime	✓	✓			✓			✓				
Pay Awards											✓	✓
Termination Payments												✓
7. Financial Transactions, Borrowing, Lending and Investments												
Treasury Management	✓	✓										
Property Leases												✓
Loans, borrowing and investments to be approved by Full Council												✓
Letting of contracts total value to £49,999	✓											
Letting of major contracts total value over £49,999 to £173,099 (Govt. threshold)	✓										✓	✓
Letting of major contracts total value over £173,100 (Govt. threshold)												✓
Creation of new supplier accounts	✓	✓	✓									
8. Virements												
Up to £1,000 within the same department	✓	✓	✓		✓							
Up to £5,000 within the same department	✓	✓			✓							
Up to £50,000 within the same department and across departments	✓										✓	✓
Up to £99,999 across departments											✓	✓

TRURO CITY COUNCIL

Report to:	**Council**
Date:	**26 October 2026**
Title:	**Café in the Park: Financial Performance and Customer Environment Improvements**
Authors, Roles and Contact Details:	**Mark Wright BSc (Hons), MIET** Facilities, Estates and Compliance Manager
Approval and clearance obtained from chair of committee:	**Y**
Urgency Procedure(s) used? If yes include rationale.	**N**

Recommendation to Council:

1. That it **notes** the Café in the Park's financial performance for the updated reporting period.

2. That it **resolves** that £10,000 from the Café in the Park Reserve is allocated to improve the customer environment through lighting, acoustic treatment, climate control, decoration, furniture and soft furnishings as a first step into shifting the business model into a more community-focused offer.

1 Executive Summary

1.1 This report provides an update on the financial performance of Café in the Park for the period April to September 2026 and seeks approval to use up to £10,000 from the Café in the Park Reserve to improve the customer environment.

1.2 The proposed improvements will focus on air conditioning, acoustic treatment, warmer lighting, general decoration, comfortable furniture and soft furnishings. The aim is to create a warmer, quieter and more comfortable community café environment.

1.3 The proposal responds to customer and members feedback about the existing lighting and atmosphere, and independent advice that the café feels cold and uninviting.

1.4 The café's financial performance continues to improve, with both sales and operating performance reaching their highest level during the available three-year comparison period.

2 Purpose of Report and Key Information

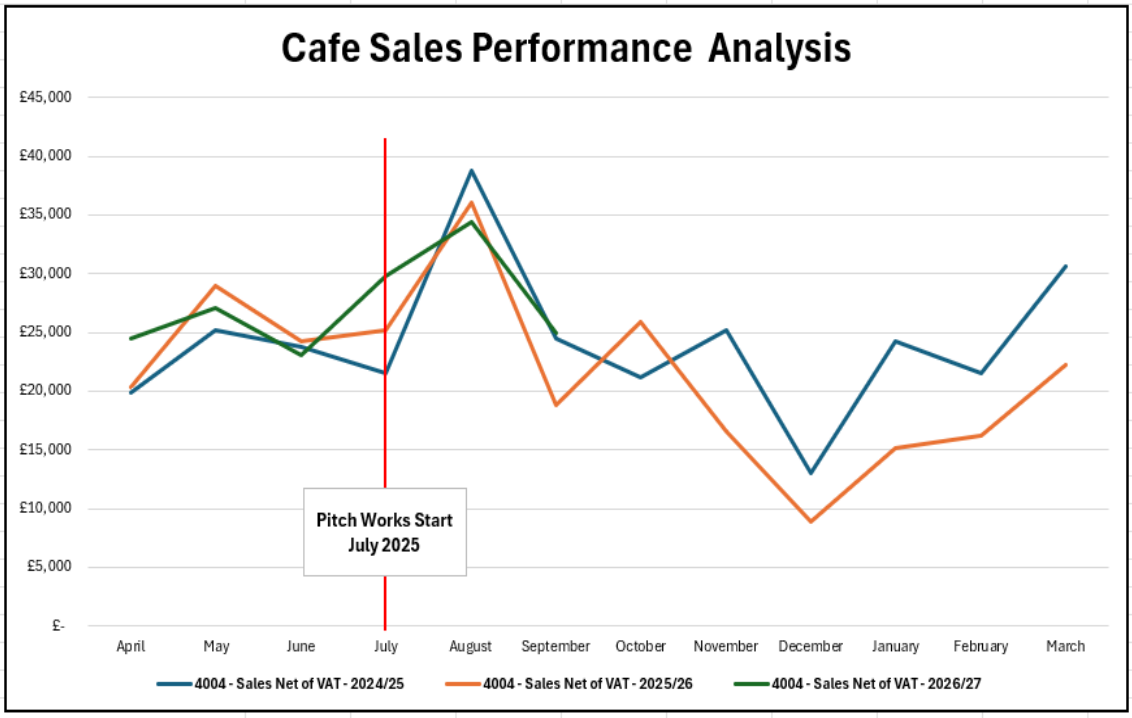
2.1 This report provides Members with an update on the financial performance of Café in the Park for the period April to September 2026 and seeks approval to allocate up to £10,000 from the Café in the Park Reserve to improve the customer environment.

TRURO CITY COUNCIL

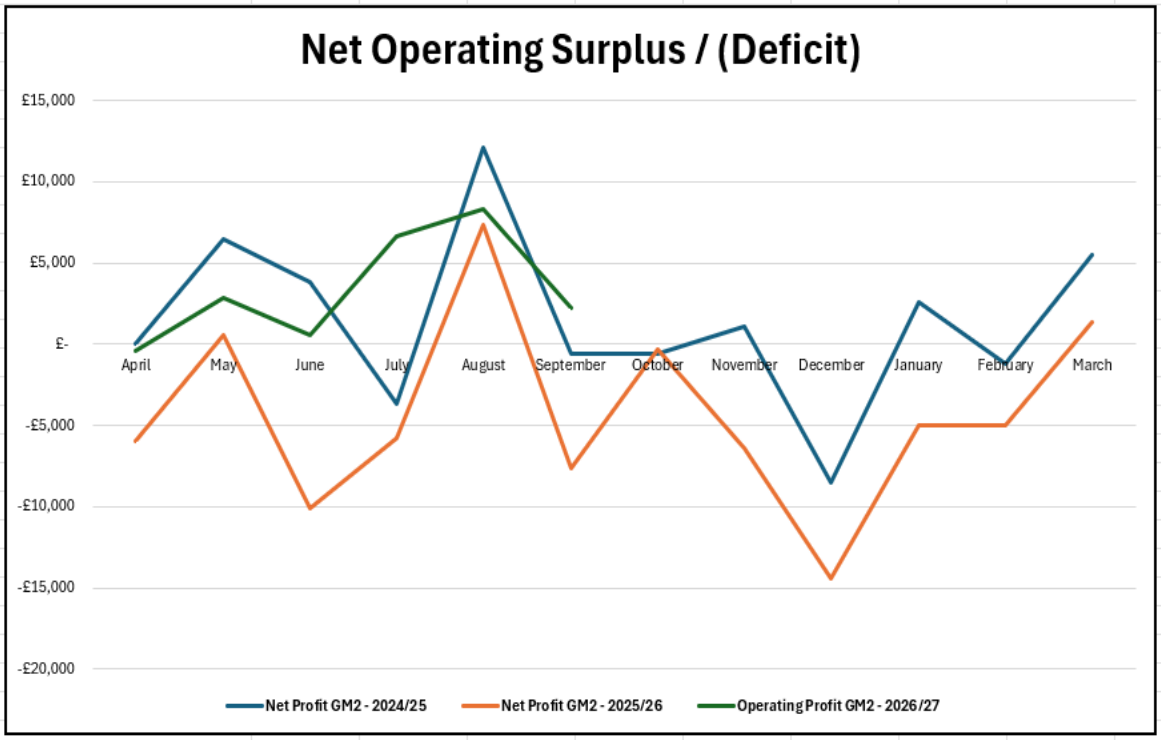
Café in the Park - Monthly Trading Summary 2026/27

	April	May	June	July	August	September	Total
4005 - Sales Net of VAT	£ 24,492	£ 27,040	£ 23,005	£ 29,812	£ 34,444	£ 24,997	£ 163,789
6004 - Cost of Sales	£ 6,921	£ 7,948	£ 7,171	£ 8,386	£ 9,804	£ 5,483	£ 45,712
Gross Profit GM1	**£ 17,571**	**£ 19,092**	**£ 15,833**	**£ 21,426**	**£ 24,640**	**£ 19,514**	**£ 118,077**
GM1%	*72%*	*71%*	*69%*	*72%*	*72%*	*78%*	*72%*
Quarterly GM%		***70%***			***74%***		
5000401 - Wages & Salaries	£ 12,758	£ 14,150	£ 15,307	£ 13,143	£ 14,929	£ 15,399	£ 85,686.09
Contract Cleaning	£ 80	£ 205	£ 80	£ 80	£ 80	£ 80	£ 605.00
Waste Disposal	£ 59	£ 353	£ 446	£ 337	£ 374	£ 429	£ 1,995.21
6303 - Equipment & Materials	£ 412	£ 540	£ 313	£ 269	£ 623	£ 303	£ 2,460.27
6300 - Electricity (80 % Operational Charge)	£ 258	£ 135	£ 148	£ 98	£ 86	£ 78	£ 803.97
6301 - Water (50% Operational Charge)	£ 134	£ 131	£ 131	£ 131	£ 131	£ 113	£ 771.59
6409 - Card Machine Charges	£ 376	£ 538	£ 474	£ 590	£ 580	£ 500	£ 3,058.18
Total Expenses	**£ 14,076**	**£ 16,052**	**£ 16,899**	**£ 14,648**	**£ 16,803**	**£ 16,902**	**£ 95,380**
Operating Surplus Before Building Costs	**£ 3,495**	**£ 3,040**	**-£ 1,066**	**£ 6,778**	**£ 7,837**	**£ 2,612**	**£ 22,697**
GM2%	*14%*	*11%*	*-5%*	*23%*	*23%*	*10%*	*14%*
1225 - Compliance & Repairs	£ 2,528	£ -	£ 43	£ 291	£ -	£ -	£ 2,862
9225 - Local Authority Rates	£ 341	£ 341	£ 341	£ 341	£ 341	£ 341	£ 4,092
6301 - Water (50% Remainder of the Building)	£ 134	£ 131	£ 131	£ 131	£ 131	£ 113	£ 772
6300 - Electricity (20 % Remainder of the Building)	£ 64	£ 34	£ 37	£ 25	£ 22	£ 20	£ 954
Building Costs	£ 3,068	£ 506	£ 552	£ 788	£ 494	£ 474	£ 8,680
Net Contribution After Building Costs	**£ 427**	**£ 2,534**	**-£ 1,618**	**£ 5,991**	**£ 7,343**	**£ 2,138**	**£ 14,016**

2.2 Sales for the first six months of 2026/27 totalled **£163,789**, representing the strongest first-half trading performance recorded during the available three-year comparison period and exceeding the equivalent periods in both 2024/25 and 2025/26.



2.3 Gross surplus for the period was £118,077, equating to a gross margin of 72%. The café generated an operating surplus of £22,697 before building costs and a net contribution of £14,016 after building costs. This represents the strongest six-month operating performance recorded during the available three-year comparison period.



2.4 Comparison of trading performance across the last three financial years suggests that the Boscawen Park improvement works, which commenced

during summer 2025, had a significant adverse impact on visitor numbers and café income during 2025/26. Based on comparative sales data, the estimated impact on turnover was approximately £39,000. Current year trading indicates a substantial recovery following completion of those works.

2.5 The Council previously resolved to retain and improve the operation of Café in the Park. Previous investment has primarily focused on operational improvements, compliance requirements and building infrastructure. The proposed use of the Café Reserve would support the next phase of improvement by enhancing the customer-facing environment and developing a more community feel.

2.6 Customer feedback, independent observations and initial professional scoping work have identified opportunities to create a warmer, quieter and more comfortable café environment through improved lighting, acoustic treatment, air conditioning, decoration, furniture and soft furnishings. These improvements are intended to enhance the visitor experience and support the café's continued long-term success.

3 Benefits for Customers/Residents

3.1 The proposed investment will:

- Create a quieter and more comfortable environment for customers.
- Improve temperature control.
- Reduce noise and reverberation through acoustic treatment and soft furnishings.
- Replace the existing harsh lighting with a warmer and more welcoming lighting scheme.
- Improve the overall appearance and atmosphere through decoration, comfortable furniture and planting.
- Support the continued development of the café as an accessible, family-friendly, community facility within Boscawen Park.

These improvements respond directly to feedback that the café can feel cold, noisy and institutional, while supporting the Council's decision to retain and improve the service.

4 Relevant Previous Decisions

Date and minute	Topic	Decision summary
10 March 2025, F/24/1064	Solar PV installation	Supported the installation of a solar photovoltaic system at Tennis Pavilion to reduce energy costs and support sustainability objectives.

Date and minute	Topic	Decision summary
16 June 2025, F/25/226	Café in the Park EHO Action Plan	Endorsed operational improvements, including training, layout and hygiene measures to support service delivery.
9 March 2026, F/25/1518	Café financial performance	Considered the café's financial performance and instructed officers to return with an options and costs report within three months.
June 2026, F/26/257	Future operation of Café in the Park	Recommended that the café continue to operate in-house under a performance improvement programme, with a review point in October 2026.

5 Consultation and Engagement

5.1 Initial advice has been obtained from an experienced local café operator, who identified opportunities to improve the lighting, seating, planting and overall atmosphere of the café through relatively modest changes.

5.2 Initial professional scoping has also been undertaken to consider acoustic treatment, lighting, decoration, soft furnishings and air conditioning.

5.3 Further specialist advice and quotations will be required to confirm the scope, affordability and deliverability of the proposed improvements within the available budget.

6 Financial Implications of the proposed course of action/decision

6.1 The report seeks approval to allocate the full £10,000 Café in the Park Reserve towards improvements to the customer environment within the café.

6.2 The reserve was established to support future potential rate changes in the Café in the Park. Approval of this proposal would fully utilise the reserve.

6.3 The proposed expenditure would be funded entirely from the existing earmarked reserve and would not create an additional revenue budget pressure during 2026/27.

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

7.1 There are no direct legal or governance implications arising from the recommendations contained within this report.

8 Risk Implications of the proposed course of action/decision

8.1 The primary risk associated with the proposal is that the current levels of improved performance do not continue. Whilst a reduction in trade is expected over the winter months it is hoped that the improvements made to date will continue to deliver improved performance and costs will be managed by reducing staffing to minimum levels during the quieter periods.

8.2 The secondary risk is that improvements do not deliver the anticipated increase in customer satisfaction or usage of the facility. This risk is reduced by the relatively modest scale of investment, the use of an existing earmarked reserve and the alignment of the proposals with customer feedback, operational experience and independent advice.

8.3 Failure to invest in the customer environment may result in the café continuing to operate with identified shortcomings relating to lighting, acoustics, comfort and atmosphere, potentially limiting opportunities to further improve the customer experience and support future growth.

9 Options available

9.1 Members may:

- Option 1 – Recommended - Note the café's financial performance for the period April to September 2026 and resolve to approve the allocation of £10,000 from the Café in the Park Reserve to improve the customer environment within the café.
- Option 2 – resolve to approve a reduced allocation from the Café in the Park Reserve. Not recommended as it will not deliver the desired result.

- Option 3 - Defer a decision pending further information or revised proposals. Not recommended as the winter months provide the ideal opportunity for any works to be undertaken.
- Option 4 - Decline the proposed use of the Café in the Park Reserve. Not recommended as this will require the cafe to continue to operate with known shortcomings and will not deliver a shift towards a more community-based operation

10 Supporting Information (Appendices)

10.1 N/A

11 Approval and clearance

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

All reports:

Final report sign offs	**This report has been cleared by (or mark not required if appropriate)**	**Date**
Town Clerk	David Rodda	08/10/26
Deputy Town Clerk (Finance and HR)	Esther Greig	11/10/26

From: Philippa Patterson XXXXXX
Sent: 14 October 2026 13:44
To: Town Clerk <Clerk@truro.gov.uk>
Subject: A Bright Future for Cornwall Museum & Art Gallery

Dear David and Carol,
Last week, we hosted an event outlining our mission to complete the transformation of the museum, and the vital role your support could play in the months and years ahead.
We shared details of our plans to safeguard Cornwall's heritage within an inspiring, world-class museum, with the final phase delivered through an ambitious capital project. We also outlined the challenges facing culture, and the museum's unique opportunity to become a thriving cultural hub, bringing widespread social and economic benefits for all our communities.
Even if you couldn't make it to the event, you could still have a crucial role to play in this exciting journey.
We cannot do it alone. There are many ways you can get involved, including:

- Spread the word! Become an advocate and help us build momentum.
- Contact us with fundraising ideas
- Donate and leave a lasting legacy
- Introduce us to companies interested in supporting us
- Connect us with trusts and foundations who support culture, heritage and community
- Come along to our exclusive fundraising event on 28 January - details coming soon

We are grateful for any and all support you can give the museum, and will keep you updated as work progresses to secure Cornwall Museum and Art Gallery for the next generation.
With best wishes
Philippa

Philippa Patterson (she/her)
Fundraising and Partnerships Manager
XXXXXXXX

Usual working days: Monday to Thursday

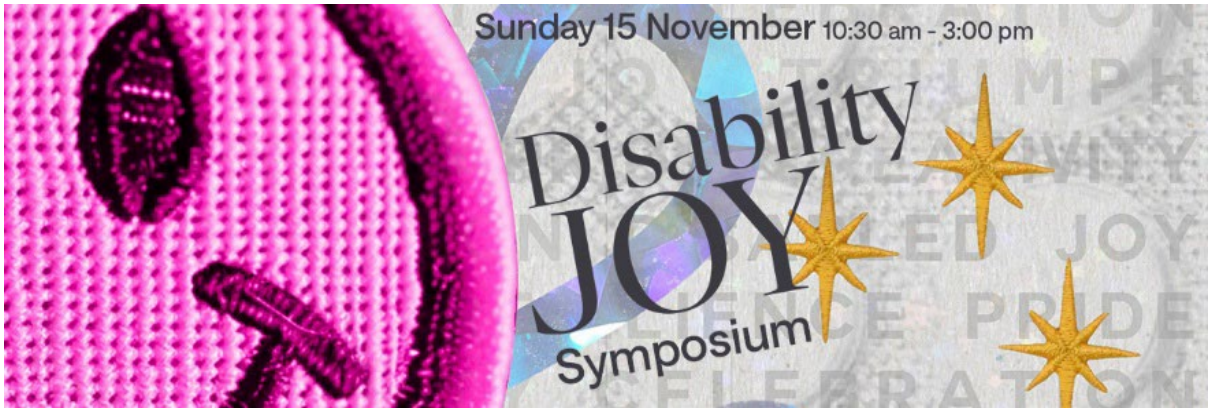
About our Transformation Project | Latest News | #cornwall_museum | cornwallmuseum.org

CORNWALL MUSEUM & ART GALLERY

Heritage Fund · Funded by UK Government · CORNWALL COUNCIL · Council of the ISLES OF SCILLY · Town Regeneration & Investment Programme · GOOD GROWTH · ARTS COUNCIL ENGLAND

Cornwall Museum and Art Gallery is run by a charity, The Royal Institution of Cornwall. Registered Charity, number 1150749.
A company limited by guarantee, registered in England and Wales, no: 8362598. Registered Office: 25 River Street, Truro, Cornwall, TR1 2SJ.

From: Emma Gibson XXXXXX
Sent: 15 October 2026 18:27
To: Town Clerk <Clerk@truro.gov.uk>
Cc: Abi Steel <XXX>; Abbie Williams <XXX>; Richard Budge <XXX>
Subject: Invitation Cornwall Museum and Art Gallery Disability Joy 14 &15 November



Dear David and TC team

Cornwall Museum and Art Gallery are delighted to be collaborating with the **We Are The People** project and invite you to join us at their **Disability Joy takeover event on Saturday 14 and Sunday 15 November.**

About We Are The People
We Are The People is a team of disabled academics and non-disabled allies based at Bath Spa University, funded by the Wellcome Trust.
Over a 5-year period we have been engaged in disability research and disability activism. The research has been co-produced with disabled people, community groups and Disabled People's Organisations within the South West.

The project has challenged the way research has been previously conducted, with a strong focus on its completion by disabled people, influenced by the historic 'Nothing about us, without us' slogan.

Saturday 14th November: From 10am to 7pm
We Are The People will be showcasing their research findings and outputs with a day of art, play and discussion, followed by a celebration disco from Redruth Record Club. Full programme details on the **event webpage**. We can offer some free museum entry tickets if you or your wider community network groups would like to attend, usually priced at £10 for adults and free to under 18s - please email Hazel Vernon: **h.vernon@bathspa.ac.uk**

Sunday 15th November: From 10:30am to 3pm

A symposium exploring how to work collaboratively and meaningfully with disabled people in research. We Are The People are bringing together community groups and organisations to share and reflect on the We Are The People research findings, as well as discussing Disability Joy, and how it has been woven through each of the research projects. It would be wonderful if you were able to attend.

Refreshments and lunch will be provided. Places are free but limited, please see full programme and book via **event webpage**

Access and travel information: Access and travel information for the venue can be found on **Visit Cornwall Museum.** If you have any reasonable adjustments or would like to discuss anything about the event, please contact Hazel Vernon: **h.vernon@bathspa.ac.uk**

We hope to see you there!

With thanks and all good wishes, Emma

Emma Gibson (she/her)
Programme & Engagement Manager

Direct Line: XXXXXXXXX

CORNWALL MUSEUM & ART GALLERY

Heritage Fund · Funded by UK Government · Cornwall Council · Council of the Isles of Scilly · Town Regeneration & Investment Programme · Good Growth Cornwall & Isles of Scilly Shared Prosperity Fund · Supported using public funding by Arts Council England

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From: Abby Williams <Abby.Williams@cornwall.gov.uk>
Sent: 15 October 2026 11:27
Subject: Expression of Interest: Temporary Winter Provision for People Experiencing Homelessness

Information Classification: CONFIDENTIAL

Dear all

This winter, Cornwall Council is seeking community venues that may be willing to help provide a safe place for people experiencing homelessness.

Through funding secured from the Prime Minister's Rough Sleeping Programme, we are exploring the use of churches, village halls and community buildings as temporary overnight shelter between 1 December and 31 March.

The Council will cover the cost of hiring the building and will appoint a qualified and trusted homelessness support provider to operate the service overnight. The provider will staff the building, support those staying there, manage health and safety arrangements, be responsible for safeguarding and help people move into longer term accommodation wherever possible.

We are particularly interested in buildings that could accommodate around 10 to 15 people overnight, with access to basic facilities such as toilets and a kitchen or kitchenette. The overnight provision would typically operate between 8:00pm and 8:00am, allowing the building to continue its normal daytime activities.

To minimise any impact on your organisation, the Council will also fund the cleaning of the building each morning so that it is ready for daytime use. Where possible, we would welcome access to a storage cupboard, room or other secure space to store pop up beds, bedding and other essential items during the day.

We appreciate the significant contribution that faith groups and community organisations already make across Cornwall, and we would welcome an informal conversation to explore whether this opportunity might be suitable for your organisation.

If this sounds feasible and you are interested, we would be grateful if you could provide indicative costs, and a contact name and email for a follow up conversation via Teams.

Together, we can help ensure that people experiencing homelessness have somewhere safe and warm to stay during the coldest months of the year, while receiving the support they need to move towards more settled accommodation.

Thank you for your consideration

Abby Williams | Principal Commissioning Officer

Cornwall Council | Strategic Housing

Email: abby.williams@cornwall.gov.uk | Phone: 01872 322222

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

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Subject: Truro Autumn Litter Pick - The Stats

Morning All

Headline number was 104 Bin Bags which was nearly 6 Industrial Wheelie bins full, this excluded large items as listed below.

Large Items collected and stacked separately for removal.
2 Prams/ Pushchairs
Lengths of Guttering and 100mm pipe
1 sofa/ sofa bed
3 Tyres
2 Broken recycling boxes.
2 Push bikes
1 scooter
1 Sun lounger

The litter pick also collected 10 trolleys , 4 of which were returned to Tesco/ Sainsbury's. Of the other 6 , they were recovered from the river and riverbank/ scrub and returned to Truro Harbour master for recording and recovery process, 4 of these were grapple hookedout of the river.

During the 2 days we also focused on collecting abandoned road signs , cones barrier etc , below are the numbers for this , all reusable gear being returned to the CORMAC compound at Newham.
Road cones (various sizes and reusable)- 41 No
Road cones broken and skipped - 4 No
No waiting cones - 5 No
No waiting cones broken and skipped - 3 No.
Plastic Pedestrian Barrier - 4 panels
Sandbags -7 No
Road Signs - Plastic Foldable - 2 No
Road signs and/ or Frames - 9 No
Road Direction sign - 1 No
Temp Styrofoam Signs - 3 No.

Majority of the Trolleys and Road Signs etc were collected on specific sweeps on Saturday.

The Truro Grit Team of Bryan, Tony and myself put in shifts of 09:15-17:30 Friday and 09:15- 16:15 Saturday . With Bryan putting in extra time collecting kit and van and facilitating the cubs and scouts litter picks.

Hope the above is useful and look forward to the wash up meeting.

Kind Regards
XXXXX For and on Behalf of Truro GRIT.