

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 20 November 2018 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm

Present: Councillors A P Flide (Chairman for the meeting), F J Bealing, R Buscombe, R Clark, A Rickard and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) Mr O Clarke (Outside Services Supervisor) and Mrs S Daly (Support Officer and Minute Taker) and Councillor R Higman

- LTOS2018/26 **Apologies for absence:**** were received from Councillor C Watson-Smyth. In the absence of the Chairman, Councillor A P Flide was appointed Chairman for the meeting.
- LTOS2018/27 **Announcements:**** There were no announcements.
- LTOS2018/28 **Declarations of Interest:**** Councillor A Rickard and D N Vivian declared an interest in Agenda Item 11 Projects 2018/19 and Projects and Budgets 2019/20: Allotments.
- LTOS2018/29 **Public Participation:**** There was no public participation
- LTOS2018/30 **RESOLVED**** that the **minutes** of the meetings held on **i) Tuesday 22 May 2018** and **ii) Tuesday 10 July 2018** were true records of the meetings and they were signed by the chair.
- LTOS2018/31 **Committee Works Programme:**** The agenda update was noted for information. The Town Clerk further updated that works to the Railway Toilets were now complete. In response to a member query it was advised that the cost of this had been as per the quote agreed by Council which was approx. £14,000.
- LTOS2018/32 **Skate Park:**** The Town Clerk confirmed that the contractor was due on site on Monday 26 November for approx. 8 weeks and that the Project Manager would be attending the site fortnightly to oversee progress. It was noted that the relevant licenses for access across the Link Road Car Park had been obtained, this was at a cost of £1,500 and was within the budget.

Members were reminded that the skate park had conditional planning (prior to first use) in respect of replanting trees. The Town Clerk had now received the tree experts report and subsequent proposals to comply with the condition. The proposals were to plant a) a native hedge with trees planted at 5m intervals or b) an ornamental hedge with trees planted at 5m intervals. Both options could be planted either inside or outside of the boundary fence (Link Road side). The report detailed that there were no foreseen issues with the new skate bowl and tree growth. However, for further re-assurance the recommendation was to install a vertical root barrier to a depth of 600mm. The report detailed suggestions for species. The Town Clerk read aloud the details in the report relating to spacing, whip size and

quantity for each option. The Town Clerk advised that she and the Outside Services Supervisor (OSS) recommended a beech hedge which would retain its leaves in winter and be safer than a hawthorn hedge for a play area.

The Town Clerk advised that the expert was happy to support the preparation of an application to Cornwall Council to lift this condition. Ideally this be submitted as soon as possible so that the condition could be lifted to allow first use as soon as possible following the scheme's completion.

Generally members considered that a laid hedge without gaps would be more visually appealing and safer. It was noted that the hedge could be planted behind the fencing but that this also needed replacing and updating. Members expressed concern at the root growth of a hedge impacting on the skate bowl over time and queried whether the root barrier depth would be sufficient. It was felt that the surest way to prevent damage to the skate park would be to replant the trees further away, closer to the play area. It was suggested that the Town Clerk seek the informal thoughts of the Planning Officer as to whether this alternative proposal would be considered. It was noted that the opinion of the Tree Expert was that this would be unlikely. In response to a query, the Town Clerk clarified that lifting the planning condition would not delay the project build but could potentially delay the first use.

One member highlighted that grants were available from the Woodland Trust for tree planting. The discussion at the moment was relating to lifting the planning condition, of course once undertaken then acquiring the trees and planting could take place.

In response to a query, the main purpose for the installation of the electric supply in the Lawns Area was to provide a supply to the Council garages. This would take place with discussion and decision being made on this issue previously, furthermore supply would also be made to the Scout Hut.

RESOLVED that the Town Clerk seek the informal opinion of the Planning Officer regarding the location within the Lawns Area for the re-planting scheme necessitated by the planning condition prior to first use and report back to a future meeting.

LTOS2018/33

Multi-Use Games Area (MUGA) Proposal: The Town Clerk advised that she had yet to receive further information from the Sports England Representative. When forthcoming, the information would detail information and ideas from similar projects which they had supported.

It was noted that the representative had highlighted a need to draw out evidence for the scheme including details of the sports that would benefit and a programme of use and not just evidence of "desire". Members considered that this was a fair comment and felt now was an appropriate time to gather this data from local residents.

The Chairman of the meeting advised that he had also spoken with the representative and that it had been suggested that a robust questionnaire would be a good way to gather this data. He noted that in order to obtain any funding the important thing was how you apply and how you have evidenced a need. The Town Clerk further added that the type of scheme would determine the type of funding and that his professional advice regarding schemes and evidence would be helpful.

It was noted that the representative was supportive of an open-air scheme and had found them to be well used. There was some disagreement with this opinion and one member expressed that this had not been found to be the case with the current open-air tennis courts. The Town Clerk clarified that their advice had been sought in respect of "future proofing" the scheme for a canopied MUGA.

Members were generally supportive of the proposal to use a questionnaire to establish a proper need. One member suggested that this could be sent to every household in the parish, similarly as had been undertaken by the NDP questionnaire.

RESOLVED that the drafting of a questionnaire in respect of a Multi-Use Games Area seeking the opinion and input of the Sports England Representative be delegated to Town Clerk, in consultation with Councillor A P Flide and taken back to a future meeting of the Committee for their further input and consideration.

LTOS2018/34

Ride-On Mowers: The Outside Services Supervisor (OSS) referred members to the agenda report in this regard. It was noted that Council's 2 mowers were in a good condition having winterised well and been serviced regularly but that they were actually high end domestic mowers.

The recommendation from the OSS was to trade-in the John Deere JDX748 mower to Masons Kings and purchase from them the John Deere JD1026R at a cost of £6,850 after discount and part exchange allowances. This replacement would provide greater functionality by way of a transport box and by having a detachable cutting deck to provide easier access to places where vehicular access was difficult such as Harlyn. The OSS also considered that the new mower would increase the scope of future projects such as hedge cutting at height as it could reduce risks to staff from Manual Handling and Vibration.

Query was raised as to whether this meant new areas could be included in the maintenance schedule. It was felt that, subject to appropriate risk assessments, additional areas could be considered.

RESOLVED to part exchange Council's John Deere JDX748 at Masons Kings for a John Deere JD1026R for a balance payable of £6,850 ex VAT and that the cost be taken from the Vehicle and Machinery Earmarked Reserve.

LTOS2018/35 **Winter Works Programme Update:** The update was noted as per the agenda report. Members considered that mapping and numbering the locations of Council benches was a good idea and beneficial for reporting damages.

LTOS2018/36 **Projects 2018/19 and Projects and Budgets 2019/20 (including fees and charges):**

Budget 2018-19: The update was noted as per the agenda report. Committee was satisfied with this.

Budget 2019-20:

Burial Charges: In response to a member query the Town Clerk advised that burial fees contributed more towards the administration costs of burials and memorials rather than the up keep of the cemetery which was considerably more. It was noted that the Sexton fee was simply a recharge of his set fee.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT: No change be made to the burial fees for 2019-20.

Filming Fees: The current fees of £150 plus VAT on the bandstand and £100 plus VAT for other Council spaces were noted. It was felt that these should remain the same.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT: No change be made to filming fees for 2019-20.

Councillors A Rickard and D N Vivian left the meeting.

Allotment Fees: The Town Clerk advised Committee that there had been some difficulty during the transfer of the allotments in getting the correct rental figures for the current year from Cornwall Council. As such her recommendation would be to maintain the status quo in this first year.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT: No change be made to the Rope Walk allotments' annual rent for 2019-20.

Councillors A Rickard and D N Vivian returned to the meeting.

Skate Park: The Responsible Financial Officer (RFO) clarified that Committee had provided a mobile skate park once a year for the local youth. In the last 2 years the scheme had no longer been available however Committee had resolved to retain the budget should this change. As this will no longer be required once the skate park is built a proposal had been included in the budget for a possible skate park instructor as an idea to mark the opening of the skate park and encourage use.

RESOLVED TO RECOMMEND TO THE FINANCE AND

GENERAL PURPOSES COMMITTEE THAT: A provision of £1,000 be included in the budget to provide a skate park instructor, if required, following first use of the skate park.

Stile Field wildflowers and hanging baskets: The RFO advised that a budget of £1,500 for these works had been incorporated within the LTOS Equipment, furniture and materials budget. Members considered that additional provision should be provided for the maintenance of Stile Field. One member commented that there were approximately 3 patches of considerable bramble growth which would benefit from being removed and the areas added to a managed regime.

RESOLVED TO RECOMMEND TO THE FINANCE AND

GENERAL PURPOSES COMMITTEE THAT: The LTOS Equipment, furniture and materials budget be increased by £500 in order that £2,000 be made available for Stile Field wild flowers and hanging baskets.

North Quay and Cory Toilets: The RFO advised that the toilets had experienced increased use since the closure of South Quay toilets and were showing signs of wear and tear and vandalism. It was noted that works would need to be over the winter months and that an estimate from Council's Project Manager to refurbish both toilets was £80,000. It was noted that doing them both at the same time would be the most cost effective approach.

RESOLVED TO RECOMMEND TO THE FINANCE AND

GENERAL PURPOSES COMMITTEE THAT: £80,000 be included for refurbishment works to the North Quay and Cory Toilets.

Vehicles: It was noted that the Outside Services Supervisor was currently undertaking a full evaluation of the team's current vehicles and working practices to be brought to a future meeting. The Town Clerk clarified that Council currently had an Earmarked reserve for Vehicles as Committee had considered it a good idea to have a reserve to meet any future requirement. Mention was made that the Council vehicles should be appropriately signed as Padstow Town Council vehicles.

RESOLVED TO RECOMMEND TO THE FINANCE AND

GENERAL PURPOSES COMMITTEE THAT: the Vehicles Earmarked reserve be increased by £10,000. Total £30,000 for 2019-20.

Business Plan

Multi Use Games Area (MUGA): It was noted that research into this project was currently underway and Committee was asked to consider if this project should be included in the Business Plan for 2020-21.

RESOLVED TO RECOMMEND TO THE FINANCE AND

GENERAL PURPOSES COMMITTEE THAT: the Multi Use Games Area (MUGA) be included in the Business Plan for 2020-21.

Committee gave consideration as to whether there were further items which should be included in the budget for 2019-20. It was not

thought there were any further items to add. Mention was made that a tower scaffold would be a beneficial purchase for the Maintenance Team. The Town Clerk clarified that this was something which could be purchased within the current budget, if required, she had discussed the same with the Outside Services Supervisor previously.

LTOS2018/37 **Date of Next Meeting:** Tuesday 15 January 2019 was noted.

LTOS2018/38 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

LTOS2018/39 **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 22 May 2018** were a true record of the meeting and they were signed by the chair.

Meeting closed 6.40 pm