

PADSTOW TOWN COUNCIL

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15 May 2019

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE
Councillors F J Bealing, R Buscombe, A P Flide, R Higman, A Rickard, D N Vivian and C Watson-Smyth

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **LEISURE, TOURISM AND OPEN SPACES COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 21 May 2019 at 7.40 pm or on the rising of the Highways, Roads and Transport Committee which ever the later.**

Yours faithfully

N. Barnes

Kathy Pemberton
Town Clerk

Please note start time

Agenda

Press & Public are invited to attend

1. **Election of Chairman/Vice Chairman**
 - i) To **ELECT** Committee Chairman
 - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
2. To receive **apologies for absence**
3. **To receive announcements:** for information only.
4. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
5. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
6. **To agree the minutes** of the meeting held on **Tuesday 5 March 2019** (pg's 1-3)
7. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for amendment to Council (pg's 4-5)
8. **Clerks Report/Works Programme:** To receive an update for information (pg 6)
9. **Date of next meeting:** Tuesday 4 June 2019 Time: 7.30 pm or on the rising of the Highways, Roads and Transport Committee, whichever the later

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 5 March 2019 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

Present: Councillors C Watson-Smyth (Chairman), R Buscombe, A P Flide, R Higman, A Rickard and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk and note taker)

- LTOS2018/48 Apologies for absence:** were received from Councillors F J Bealing.
- LTOS2018/49 Announcements:** There were no announcements.
- LTOS2018/50 Declarations of Interest:** There were no declarations of interest.
- LTOS2018/51 Public Participation:** There was no public participation
- LTOS2018/52 RESOLVED** that the **minutes** of the meeting held on **Tuesday 15 January 2019** were a true record of the meeting and they were signed by the chair.
- LTOS2018/53 Committee Works Programme:** was noted for information. In response to a query, the Town Clerk advised that the Outside Services Supervisor has been investigating the tourism signs for Padstow and Trevone.
- LTOS2018/54 Skate Park:** Committee was referred to the agenda report, the Town Clerk provided a further update in respect of the suggested "test day". She confirmed that Mount Hawke could provide instructors on the 1 April starting in the morning for a couple hours. This would be at a cost of £600, within the budget available, and would include instructors, travel, skateboard hire and helmets. It would focus on skills, skate safety and etiquette. The Town Clerk advised as per the agenda report, the Head of School was supportive of their involvement suggesting it be part of their House Reward Points, with the "winning" house having this as their reward. However, it was considered this be for the junior children, the younger children having their reward at the school. Overall Committee was supportive of this and a great idea. The Town Clerk added that if toilet facilities were needed, she would approach the Core Building to possibly be available, also for children to store their bags etc.

The Town Clerk further advised that the drainage works were taking place this week, along with the ducting works for electrics to the Scout Hut and Council garages. It was hoped this would take a couple weeks, weather dependent. She advised there had been issues with anti-social behaviour unfortunately, the police had assisted in this regard. She

further advised that the skate park wasn't officially opened yet, the conditions of use sign was to be erected, this arrived today. Apparently RoSPA had also signed off the skate park, but she had yet to receive the certificate.

In terms of the opening, Committee considered this should happen as soon as possible, it was felt that the Easter Holidays would be a good time, ideally the w/c commencing 8 April 2019 as young people would be using it anyway. Various ideas were discussed, such as involvement of the original "crew" and re-enacting the original Skate Park photo (as per the original Facebook page. The idea of a "skate safe" poster competition, as per the agenda report, was welcomed. It was considered that this would work well with Padstow School's curriculum and also provide guidance to the children on how to use the skate park safely. Committee liked the idea of displaying the posters, if possible.

In terms of naming the skate park, Committee agreed with the Head of School in this regard that perhaps it wasn't best for younger ones to come up with a specific name, it would also prove difficult to judge a winner. An idea could be that Committee come up with some name ideas, which the young people could vote on. Names suggested by Committee were Rawlings, Senders Hill, Stephenson's Bowl and Padstow Skate Park. It was suggested that Committee members come back to the Town Clerk with further ideas, for the Chairman and Councillor Flide to review and give consideration to way forward on this. Committee liked the idea of t-shirts with the skate park name, to be given out on the opening or as prizes, however, until a name was decided on this it was difficult to pursue.

Other ideas for the "open day" were to have music, a BBQ, the emergency services, such as the police, local fire brigade and coastguards. Also to use the Core Building and Social Club. Thoughts for young children were discussed, some that may not be so interested in skating, ideas were face painting and perhaps inviting the Owl Sanctuary (often at Tesco's). The Town Clerk commented on how we would engage with the older children, as most discussion had focused on Padstow School. Comment was made that Rob Stephenson be approached to seek his view on this.

RESOLVED that i) a "test day" take place on 1 April 2019 undertaken by Mount Hawke at a cost of £600. This be for the junior children at Padstow School as a House Points Reward, as per the agenda report;
ii) Padstow School years 3, 4 and 5 be invited to be involved with a "skate safe" poster competition entries to be displayed the fencing as way of bunting, if possible. The Town Clerk in consultation with the Chairman and Councillor Flide be given

delegated responsibilities over the details and timings of this competition;

iii) the opening day take place over the Easter Holiday, as soon as possible, ideally w/c Monday 8 April. The idea of reinstating the original "skate park" photo be explored and the originally "crew" invited to assist the Town Council with the official opening. Rob Stephenson be approached to assist. The Town Clerk in consultation with the Chairman and Councillor Flide be given delegated responsibilities over the details and timings of the opening;

iv) In terms of engaging the older children, Rob Stephenson be approached for ideas in undertaking the same. The Town Clerk in consultation with the Chairman and Councillor Flide be given delegated responsibilities in finalising the same.

v) Committee members put forward ideas of possible "names" for the skate park within 1 week from the date of the meeting. The Town Clerk in consultation with the Chairman and Councillor Flide be given delegated responsibilities in finalising a list for consideration by the school to vote on their preferred name.

LTOS2018/55

North Quay and Cory Toilets Refurbishment: Committee reviewed the proposal for refurbishment and welcomed the same. The Town Clerk confirmed that the budget was £80,000; broken down as £75,000 for the works and £5,000 for professional fees.

RESOLVED to request the Project Manager draft specification based on the proposal as per the agenda report.

LTOS2018/56

Railway Toilets – Proposed Hoist: Committee welcomed the idea of looking at a possible hoist for the public conveniences. Mention was made that ideally this be placed in the Railway Disabled Toilets. Initially it thought helpful to get a specialist in to review the same and offer their advice in the matter. The Town Clerk advised that budget for any potential works could come from the Capital/Project Contingency budget, as advised by the RFO.

RESOLVED that the Project Manager invite suggested firm to visit the site and put forward their proposal for consideration.

LTOS2018/57

Date of Next Meeting: Tuesday 21 May 2019 (election of Chairman) and Tuesday 4 June 2019 were noted.

Meeting closed 7.25 pm

Terms of Reference for the Leisure Tourism & Open Spaces Committee

Membership

- The Committee will consist of 7 elected Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 4 elected members.
- The Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity and members of the public can be co-opted on to assist with the recommendations.

Records of Proceedings

- The Committee will meet on the 1st Tuesday of every month bi-monthly
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

Functions

The Committee will have **full delegated powers in respect of –**

1. The improvement, maintenance and management of all open spaces, grounds, play areas, Padstow's Cemetery and St Petroc's closed Churchyard, allotments and public conveniences owned and/or managed by the Town Council subject to clause 7,
2. The monitoring, improvement and management of the Plantation,
3. The monitoring and management of the War Memorial
4. The provision management and maintenance of Town Council notice boards,
5. The support of Padstow Tourist Information Centre,
6. Responsibility for the provision, management and maintenance of public seats, litter bins, dog bins and bus shelters.
7. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorized by the F&GP Committee,
8. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee,
9. All aspects of Health and Safety/Risk assessment that fall within the remit of the committee,

10. The implementation of agency agreements for the delegation of services from CC which fall within the remit of the committee
11. To apply for any appropriate grants for the use of the Council
12. To consider such matters as may be delegated by the Council from time to time,

To make recommendations to Full Council/F & GP in respect of:

1. To consider and submit to the F&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year by November each year,
2. Consultation with other relevant bodies with similar interests including other Town Council committees and sub-committees and consideration of their recommendations.
3. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents of a parks and recreation nature,
4. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy future direction and strategy.
5. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F&GP Committee by November each year,
6. Making recommendations to the Council on all matters not within existing policy,
7. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.

PROJECT	BUDGET 2019/20	NOTES/UPDATE
LEISURE, TOURISM AND OPEN SPACES COMMITTEE		
Recreation Facilities (i.e. Tennis Court/Lawns Site)	Budget in 2018/19	Skate Park: Official opening took place and was well received. Area has been turfed and grass seeds. Some issues around anti-social behaviour, Town Clerk met with local police, Council Chairman and Cllr Buscombe (CC) to discuss the same. TC will bring report to future meeting on potential option for CCTV.
Victoria Shelter	Properties Maintenance EMR	MUGA Proposal: Cllr Flide and Town Clerk tasked with looking at questionnaire to gauge view of public, with support from Sports England. Work has been progressing. Project Manager awaiting confirmation as to completion which is expected soon.
Victoria Monument	-	Report that lightening conductor had been stolen. An application has now finally been made by OSS to CC to ascertain if planning permission is required. Monument is listed.
Hanging Baskets	<i>LTOS Equipment, furniture and materials budget: £2,000</i>	Support Officer contacting same supplier as last year. Baskets to be ready end of May/Beginning of June.
Dog Waste Bins	-	The office received a couple pieces of correspondence concerning dog waste. We informed CC of the concerns. An idea which a member of the public suggested is that more bins are provided and dog waste bags to encourage more use. Officers will report to a future meeting on current bins PTC provide and where and confirmation on CC bins in the area.
Public Toilets North Quay Cory; and Railway	£80,000 [£75,000 project, £5,000 professional fees]	North Quay and Cory: Plans of toilets being drawn up alongside specification based on Committee's views by Project Manager. Will bring this back to future meeting. Railway toilets ongoing issues with ladies toilet door. Hoping this will soon be sorted.
Tourism Signage and Finger Posts	£2,000 (signs)	This is currently being looked in to by OSS and Support Officer. Council agreed that position of post in Railway Car Park by delegated to Town Clerk and Chairman of Council.
Council Vehicles	Vehicle & Machinery EMR £30,000	TC has requested OSS look at working practices and ascertain needs to team in this regard.
Plantation Annual Maintenance	Grounds Maintenance EMR	Ongoing.