

# PADSTOW TOWN COUNCIL

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26 February 2020

**TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE**  
Councillors C Watson-Smyth (Chairman), R Buscombe, A P Flide, K Freeman,  
R Higman, J O'Keefe and D N Vivian

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 3 March 2020** at 7.00 pm.

Yours faithfully

*K E Pemberton*

Kathy Pemberton  
Town Clerk

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## Agenda Press & Public are invited to attend

1. To receive **apologies for absence**
2. **To receive announcements:** for information only.
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **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.
5. **To agree the minutes** of the meeting held on **Tuesday 11 February 2020** (pg 1-4)
6. **Works Programme:** To receive an update for information. (pg 5)
7. **Link Road Flower Beds:** To be updated on correspondence received from a (pg 6) member of the public and discuss and decide on way forward.
8. **Multi-Enforcement Officer:** To be updated on this matter and discuss and (pg 6-7) decide on way forward.
9. **Cornwall Council Service Level Agreements:** To receive an update in respect of latest agreements from Cornwall Council relating to grass cutting and maintenance and discuss and decide on way forward. (pg 7)

10. **Updates:** To be updated on the following matters and discuss and decide on (pg 7) way forward:
  - i) **North Quay and Cory Toilet Refurbishment**
  - ii) **Skate Park Regular Update**
11. **Date of Next meeting:** Tuesday 19 May 2020 (Election of Chair) - Time: 6.40 pm, or on the rising of the Staffing Committee, whichever the later. Next scheduled full meeting Tuesday 7 July 2020 at 7.00 pm
12. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
13. **North Quay and Cory Toilet Refurbishment:** To be updated on this matter and discussed and decide way forward.

## **PADSTOW TOWN COUNCIL**

### **Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 11 February 2020 at the Council Offices, Station House, Station Road, Padstow at 6.30 pm**

**Present:** Councillors C Watson-Smyth (Chairman), K Freeman, R Higman, J O'Keefe and D N Vivian

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker), Councillor Mrs T Walter (part) and Councillor Mrs A Symons (part)

**LTOS2019/58      Apologies for Absence:** Apologies were received from Councillors R Buscombe and A Flide.

**LTOS2019/59      Announcements:** There were no announcements.

**LTOS2019/60      Declarations of Interest:** There were no declarations of interest.

**LTOS2019/61      Public Participation:** There was no public participation.

**LTOS2019/62      RESOLVED** that the **minutes** of the meeting held on **Tuesday 3 December 2019** were a true record of the meeting and they were signed by the chair.

**LTOS2019/63      Clerks Report:** The Clerks reported was noted for information.

**LTOS2019/64      MUGA and Core Building Questionnaire:** Members gave consideration to a report on this item having been tabled and read. Mention was made that the Sports England representative's comments reflected that the MUGA and future use of the Core Building could be complimentary to each other. It was felt that this should be reflected in the introduction at the outset of the questionnaire.

Members also considered that the final part of cost questions 11 and 4 in sections 1 and 2 respectively, were unlikely to get a sensible response at this stage. It was felt most people would answer, in the first instance, that they thought there should not be a charge for use. It was felt further feedback on the topic could be sought through further consultation at a later date.

Consideration was given to promotional proposal 3.2 x) of the tabled report regarding members attending local groups to promote the questionnaire to the community and generally members were supportive.

**RESOLVED** i) to approve the revised questionnaire in the tabled paper subject to a) making reference in the questionnaire introduction to the MUGA and Core Building's potential to have complimentary uses; and b) removing "If 'a', how much would you consider fair" from section 1 question 11 and section 2 question 4; and ii) to send member champions from the Leisure, Tourism and Open Spaces Committee to

attend local groups to raise awareness of the questionnaire, appropriate wording to be prepared.

Members gave consideration to the recommendations in the tabled report. In response to a member query, the Town Clerk confirmed it was necessary to get approval from Full Council for spending in respect of the questionnaire as this would need to be funded via the 2019/20 Capital/Projects contingency budget. This was because the budget for the MUGA would not be available until the new financial year, being 1 April 2020. Members considered it best to build in a contingency figure to the questionnaire budget to avoid a need to go back to Full Council; it was therefore proposed that £1,000 be requested.

**RESOLVED** i) to approve the promotion proposals as detailed in paragraph 3.2 of the tabled paper, numbers i) to ix); ii) to send copies of promotional literature to Padstow Town Council's hard copy mailing list where subscribers have given such consent; iii) **TO RECOMMEND TO FULL COUNCIL** that £1,000 from the 2019/20 Capital/Projects contingency budget be made available for the purpose of funding the questionnaire including promotional costs and a new annual subscription for SurveyMonkey; iv) to delegate sign-off of promotional materials including layout of the questionnaire on SurveyMonkey and the final draft to the Town Clerk in consultation with the Committee Chairman; v) to make the questionnaire live on Monday 2 March, subject to relevant approval from the February Full Council meeting; and vi) the questionnaire be made available for 6 weeks.

## **LTOS2019/65**

**Updates:** i) North Quay and Cory Toilet Refurbishment: The Town Clerk provided an update on this item, noting that the pace of works had slowed in part due to contractor sickness. She advised that the Project Manger, Shaun Watts was addressing the matter. It was noted that due to delays the roof fix in North Quay had not been undertaken before the bad weather which had impacted the issue. The next site visit with Mr Watts was taking place later in the week, it was hoped that more progress would be seen. With regard to Cory, this had been stripped out and tiling had begun. In response to a member query the Town Clerk advised that the Project Manager did not think that delays were too significant at this stage; the Project Manger had been applying pressure and as such they were expecting big changes at the next site visit.

ii) Stile Field Slips: The Town Clerk advised that 3 contractors had been contacted for quotes in respect of the 3 slips along the wall at the top path of Stile Field. It was noted that only 1 had provided a quotation and to avoid delay, they had been instructed to undertake the works. A date was yet to be confirmed but the Town Clerk had requested this be after the February half term holiday.

In response to a query, the Town Clerk confirmed that the contractor would remove the affected section and rebuild it from the Town Council owned side, rather than patch. The Town Clerk advised that

she had noticed other areas which looked to be a "matter of time" before they slipped, when on site she would discuss these with the contractor.

An update was also provided in respect of the cliff slip; the Town Clerk read aloud an email from Shaun Watts confirming the area that had slipped appeared to be the topsoil section sat above the natural rock. It also stated there were a few small areas of topsoil that appeared loose and likely to fall over the coming weeks, though it was noted these were unlikely to be comparable to the size of the recent slip. Mr Watts further stated that from the inspection at beach level the rock appeared to be stable with no signs of current or imminent movement. Mr Watts advised that the area at the top of the cliff was largely overgrown with vegetation and a large section was also provided with fencing, this appeared to be keeping members of the public about 10 to 15m away from the edge of the affected cliff. As such, Mr Watts confirmed that he "did not see any imminent danger to people using the public footpath or the monument at this present time".

Further advice was that the area should be checked on a regular basis and if there was any evidence of further movement or slips then a further visual inspection could be undertaken at that time. At the present time it was suggested a visual inspection of the area at the head and foot of the cliffs be undertaken once every six months, possibly before and at the end of the main tourist season.

The Town Clerk confirmed that as well as the regular internal checks undertaken on the cliff she would set up these regular checks with Shaun Watts and consult with Council's Health and Safety Advisor who was visiting next week.

Question was raised as to the benefit of a possible inspection of the area by drone as this may provide greater access. In response, the Town Clerk advised that dense vegetation at the top of the cliff would likely impede an inspection from the top in this manner and that when the tide was out, the view of the cliff from the beach was good.

iii) New Burial Plots: Members were referred to a report on this item which was tabled and read. It was noted that the map identified 45 additional grave spaces which had been marked out in the empty space at the top of the cemetery closest to the road. Physically there was space for a further 2 graves, however as the verge alongside the wall was not straight, these 2 graves would impede the "walkway" to other graves and would impact the aesthetics of the area. Committee's views on removing the verge to create further spaces were sought.

It was noted that in the existing area for burials, 17 spaces remained. Mention was made that if a bench in the area were relocated, a further 2 spaces would potentially be gained. Members felt that as this would not gain a significant number it was best to leave the bench in situ.

It was noted that a number of years ago, enquiries were made into possibly utilising the field at the bottom of the cemetery for an extension but it was found to be too waterlogged for permission to be granted by Environmental Health. Comment was made that a leat of water ran under the top section of the cemetery and much of the surrounding land was thought to be too waterlogged for permission. Generally members felt it worth looking into the possibility of acquiring and using the adjacent field.

Committee were advised that whilst the cemetery looked to have more than 17 grave spaces remaining in the existing area, many of these were in fact reserved. It was noted that some Exclusive Rights of Burial had been purchased as far back as 2003 and had yet to be used, this was having a direct impact on present day demand. It was noted that some grave spaces had been forgotten about and/or never transferred and as such were unusable. Committee's thoughts were sought on whether it wished to stipulate that the new graves spaces are only used in sequential order and only sold at the time of need. It was noted that in order to help going forward, a more proactive management of grave ownership was planned in respect of the new grave spaces and cremation plots.

In response to a member query it was noted that burial numbers fluctuated yearly, however in November 2019 the number of remaining spaces was approx 30 and at present this was now only 17. It was noted that not all of the spaces sold in that time were for burials, some were spaces purchased by family next to or close to a family member's grave for future use in possibly 20-40 years time.

**RESOLVED** i) to make immediately available 45 new grave spaces as identified in the map in the tabled report on the basis that these be used in sequential order beginning with number 1 and that they be sold only at the time of burial; ii) to make enquiries with the landowner of the adjacent field and other relevant bodies in respect of a possible extension; and iii) to make enquiries into removing some or all of the verge next to the new grave spaces by the roadway.

iv) Skate Park Update and Signage: Members noted the agenda update in this regard and gave consideration to the skate park sign proof. It was **RESOLVED** to approve the new sign for the skate park as per the proof on agenda page 9.

**LTOS2019/66**

**Date of Next Meeting:** Tuesday 3 March 2020 at 7.00pm was noted.

Meeting closed at 7.05 pm

**PADSTOW TOWN COUNCIL: 3 MARCH 2020  
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Earmarked Reserve

| PROJECT   | BUDGET<br>2019/20       | NOTES/UPDATE   |
|---|-------------------------|--|
| <b>LEISURE, TOURISM AND OPEN SPACES COMMITTEE</b> |                         |  |
| MUGA and Core Building                            | -                       | As agreed by Committee at their last meeting a questionnaire is being progressed, Council has confirmed to budget in this regard. There will be a short delay due to timings of printing not originally factored into the timescales.  |
| Padstow Cemetery – New Plots                      | -                       | Committee will know they agreed to the new layout and that these would be sold as the need was required, not reserved, owing to the demising space. Further to this the grave digger confirmed the layout and sequencing would work and support in respect of the "sold as need". Another action was also to contact local landowners either side of the cemetery, this is still to be done. |
| Public Toilets North Quay Cory;                   | -                       | An update is on the agenda, the Town Clerk expects to have further information in time for the meeting on this matter.   |
| CC SLAs – Grass Cutting, Maintenance, Footpaths   | -                       | Town Clerk has been liaising with CC to provide update in respect of agreements for 2020/21; this is on the agenda.  |
| Quay Side Issues                                  | -                       | The Town Clerk met with CC officers and the Harbour Master recently to take this forward; she will provide an update at the meeting under the Multi-Enforcement Officer item.  |
| Stile Field Slips                                 | -                       | Cornish hedge slips, dependent on weather works should commence first week in March and take 2-3 days. Town Clerk gave an update on the cliff slip at Cttee's last meeting.  |
| Tree Inspection Report Actions                    | Grounds Maintenance EMR | The Town Clerk has made initial contact in this regard with the Tree Officer but unfortunately due to other priorities has not progressed this matter further. She hopes to progress this during March.  |

Agenda Item 6

**PADSTOW TOWN COUNCIL  
LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 3 MARCH 2020**

**AGENDA ITEM 7: LINK ROAD FLOWER BEDS**

The following request has come in from a member of the public. What our Council's initial views? It should be noted that the main areas into and around town are Cornwall Council/Highways, with PTC undertaking the grass cutting for them, so their views/permission need to be sought. Furthermore, it is likely that any volunteer work would involve supervision from PTC staff especially on the roadside. The Town Clerk has spoken with Angie who has said at the moment she did not have a group of volunteers but she would like to look into the possibly if Council were supportive. The Town Clerk has also been made aware that Padstow School are looking for volunteers to help with their school garden and she has passed this inform on to her also.

**From:** Angie Rogers <  
**Sent:** Thursday, January 30, 2020 1:05 PM  
**To:** Enquiries <[Enquiries@padstow-tc.gov.uk](mailto:Enquiries@padstow-tc.gov.uk)>  
**Subject:** FOA : Cathy Pemberton Town Clerk

Please forgive me Mrs Pemberton but I sent an email via PTC web page late last night but wasn't happy that there was enough info as it was restricted to 500 letters. Below is the email that has slightly more info in, could this one be presented to councillors instead please?  
Yours

From Angie R

Dear Town Councillors

I am aware and understand PTC have a full programme of maintenance works carried out and around Padstow with regards to upkeep of grassed and woodland areas. I also understand the need to meet budgets. I would be reluctant to ask to add to that already heavy schedule however I would like to make a proposal please.

I would like to ask.....

Would the Town Council consider working with, and in conjunction with a small group of volunteer keen gardeners to add a splash of colour to cultivated flower beds to designated and agreed areas around town especially the main approach road into Padstow? Including an ongoing programme of care and maintenance when needed to keep tidy and weed free.

I Thank You for your consideration  
Yours  
Angie

**AGENDA ITEM 8: MULTI-ENFORCEMENT OFFICER**

This item relates to a joint meeting the Town Clerk had with the Harbour Master and CC officers regarding options and ways to address the trading issues around the quayside. The Town Clerk is chasing the further information from this meeting to present to Committee for its views.

Committee will know that Council agreed a budget of £5,000 in respect of on-street parking enforcement the Highways Roads and Transport Committee has



agreed the same agreement as last year from July to September, due to the resources available by Cornwall Council its expected, as last year, that the full budget will not be spent probably not more that £2,500 in which case budget is available to fund other multi-use options, PHC is happy to part fund this also. The HRT Cttee was support of this at its recent meeting and if helpful this element could be incorporated into the on-street parking enforcement.

As mentioned, the Town Clerk hopes to have more information in this regard to present to the meeting.

### **AGENDA ITEM 9: CORNWALL COUNCIL SERVICE LEVEL AGREEMENTS (SLAs)**

The Town Clerk has been in conversations with Cornwall Council concerning SLAs from April 2020. The Town Clerk is seeking further advice in this regard and hopes to send a report to follow or provide update at the meeting.

### **AGENDA ITEM 10: UPDATES**

- i) NORTH QUAY AND CORY TOILETS:** As Committee will know this project has not progressed as quickly as it should have. The Town Clerk will provide further update at the meeting following discussion with the Project Manager.
  
- ii) SKATE PARK UPDATE:** This is a general update on the Skate Park located at Lawns Car Park. Since the last meeting held on 11 February 2020, there have been no further incidents at the Skate Park. The last recorded incident was on 6 January 2020 where the wooden gate was broken off its hinges. The contractors are continuing their work in the car park and are still scheduled to complete by Easter, subject to weather. The contractor has also fitted the new safety gate to the skate park (same one as the young people's play area).

The signage approved by Committee at the last meeting has since been ordered and is currently being produced ready for dispatch. Upon arrival it will be installed with the original sign at the skate park.