

PADSTOW TOWN COUNCIL

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13 October 2021

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE
Councillors C Watson-Smyth (Chairman), A P Flide, R Higman, J O'Keefe, A N Rees, D N Vivian and Mrs T Walter

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **LEISURE, TOURISM AND OPEN SPACES COMMITTEE** at the Church Rooms, Church Street, Padstow on **Tuesday 19 October 2021 at 7.00 pm, or on the rising of the Highways, Roads and Transport Committee, whichever the later** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated in a COVID safe way. All attending are asked to respect these provisions which are in place for all our safety.

Capacity Due to COVID: In taking a cautious approach to our Council meetings during this time and following the Council's risk assessment there is a limit on the number of people who can be seated in the Church Rooms. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the meeting.

Agenda

Press & Public are invited to attend

1. To receive **apologies for absence and announcements (if any)**
2. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
3. **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.
4. **To agree the minutes** of the meeting held on **Tuesday 10 August 2021** (pg 1-2)
5. **Clerks Report/Works Programme:** To receive an update for information. (pg 3)
6. **Tennis Court/MUGA Update:** To receive an update from the Town Clerk and discuss and decide on way forward. (pg 4-5)

7. **2021/22 Update and Budget 2022/23 (including fees and charges):** To ^(Pg 6-8) receive an update for 2021/22 and to give consideration to potential future projects for 2022/23 and associated budget for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan.
8. **Date of next meeting:** Tuesday 2 November 2021 at 7 pm (or on the rising of the Staffing Committee, whichever the later)

PADSTOW TOWN COUNCIL
Minutes of the Leisure, Tourism and Open Space Committee meeting held on
Tuesday 10 August 2021 at the Church Rooms, Church Street,
Padstow at 6.15pm

Present: J O'Keefe (Chairman for the meeting), A P Flide, R Higman, J O'Keefe, A N Rees, D N Vivian and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs Tracey Trestain (Support Officer and Minute taker) and Councillor Mrs J Dawe

LTOS2021/09 Apologies and Announcements:

- i) Apologies were received from Councillor C Watson-Smyth
- ii) In the absence of the Chairman it was **RESOLVED** that Councillor J O'Keefe be elected Chairman for the meeting whereupon he took the Chair.
- iii) There were no announcements.

LTOS2021/10 Declarations of Interest: There were no declarations of interest.

LTOS2021/11 Public Participation: There was no public participation.

LTOS2021/12 RESOLVED that the **minutes** of the meeting held on **Tuesday 25 May 2021** be signed as a true record of the meeting.

LTOS2021/13 Consultation Responses [Proposed Multi-Use Games Area (MUGA) and Core Building Improvements:

Councillors referred to the agenda report where it was noted that there weren't many responses to the questionnaire, which had been advertised well, but it was likely the paramedic may have impacted on the interest in responding. Comment was made as to whether to run a questionnaire again, as there had been so few responses as they didn't want something to be taken forward which could be a "white elephant".

Question was raised as to whether there was still a local need for a MUGA, reference was made to a previous outside exercise area for older people which was underutilised.

Further comment was made that this has been discussed for some time and this needed to move forward, reference was made to the Parish Plan and Neighbourhood Development Plan.

Comment was made that the tennis court was in need of a "redo" where it could accommodate sports such as football and tennis but to future proof it so that a roof covering could be added at a later date. There could be problems with having a fully enclosed area, such as bookings/access etc, as well as ongoing running costs.

There was discussion on how the skate park project had been progressed as a Councillor recalled this had been a good opportunity

for young people to get involved. The Town Clerk clarified that a budget had been set and an outline proposal for companies to come back with their ideas within the budget parameters, the top two skate park plans were then shared with the community with people voting at an event hosted at the Social Club, with the one with the most votes being built.

There was discussion on an enclosed area for sports, the Town Clerk outlined that previously this Committee and Council had discussed a sport centre however, this had been considered and moved on. She clarified that the Council had agreed the Business Plan and included within major projects a MUGA for 2022/23 and outlining a budget, she couldn't recall if this was £100,000 or £200,000 [NB: After the meeting the Town Clerk checked, and it was outlined for £200,000]. She further outlined that Councillor Flide had been in touch with her in how to progress matters and she had confirmed that the Council's surveyor needed direction to move things forward, hence this meeting to consider the consultation responses and how to move forward. He had outlined it would take time and planning may be required, therefore the clearer Committee was then quicker progress could be made.

In response to a query, the Town Clerk clarified there was a small budget set aside, she believed £5,000 to progress pre-work for a MUGA.

RESOLVED to request Council's surveyor to outline costings and if possible, artist impressions of:

- i) MUGA on existing tennis court area with all-weather surfacing, fencing and future proofing for potential to add a roof covering at a later date and be set up for football, tennis and basketball;
- ii) As above but with the inclusion of a roof covering; and
- iii) An enclosed MUGA with walls and roof.

Committee then discussed comments relating to the Core Building. It was considered at this stage to clean and tidy the area to make it look nice and then take stock of the matter. The Town Clerk confirmed a small budget had been set aside for paint and tidy the Core Building at the moment LiveWest had emptied the building of their possessions, the office team were sorting out the contracts with the fire alarms etc, regular checks were being made and Cornwall Council were still occupying the library space. She anticipated that further conversations would take place with them on their occupation, but nothing further had been forthcoming.

RESOLVED to clean and tidy the Core Building for now and take stock of the situation and future use at a later date.

LTOS2021/14

Date of Next Meeting: Tuesday 7 September 2021 at 7.00pm was noted.

Meeting closed 6.46 pm

**PADSTOW TOWN COUNCIL: 19 OCTOBER 2021
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Earmarked Reserve

LEISURE, TOURISM AND OPEN SPACES COMMITTEE	
PROJECT	NOTES/UPDATE
MUGA	Further information required by Committee at their last meeting, update item on agenda.
Public Toilets North Quay Cory;	Two toilets flush systems not working at North Quay, contractor liaising with the manufacturers to try and determine the cause. Locksmith being arranged for Cory toilets, so toilets can be locked when outside of automatic lock system.
Bands	As Committee are aware we have not undertaken the bandstand summer schedule for the last couple of years and training has lapsed in this time. Therefore, this seems an appropriate time for Committee to consider future use of the bandstand area. A report will come to Committee at their next meeting to give this their due consideration.
Information Boards	The Support Officer has been looking into this matter and will be preparing a report for consideration at your next meeting.
Weed Spraying	We understand Cornwall Council has ceased the use of neonicotinoids and glyphosate on all its assets (unless it is to deal with certain types of plants). Therefore, this seems the appropriate time for Committee to consider our practises and a report will be brought to your next meeting for consideration.

Agenda Item 5.

**PADSTOW TOWN COUNCIL
LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 19 OCTOBER 2021**

AGENDA ITEM 6: Tennis Court/MUGA Update:

1. Background

- 1.1 Committee will recall at their last meeting they requested Council's surveyor to outline costings and if possible artist impressions of:
1. MUGA on existing tennis court area with all-weather surfacing, fencing and future proofing for potential to add a roof covering at a later date and be set up for football, tennis and basketball;
 2. As above but with the inclusion of a roof covering; and
 3. An enclosed MUGA with walls and roof.
- 1.2 The Town Clerk duly contacted him after the meeting and he has now come back apologising for the delay.

2. Initial Response

2.1 He outlines that:-

"Apologies for the delay in coming back to you, I am rarely in the office at the moment.

I have had a look at the MUGA proposals and would be grateful for clarification please, at the moment it looks like you want three different options drawn up with artist impressions on each scheme, which will be costly and time consuming.

I will need to use an Architect to help produce the drawings that you are looking at and provide you with CGI's (artist impression) for each scheme. I have had a brief discussion with them and at this stage they would budget on about £2,500 + VAT for each option to be drawn up and a CGI produced, this wouldn't allow for any meetings and would just give you the options at this stage for you to decide which one you want to take forward.

I would think at this stage that option 1 and 2 may be the most sensible way forward and I will do all I can to try and bring the cost of these works within your proposed initial budget.

I hope this makes sense and would be grateful for your comments, any queries please let me know."

- 2.2 The Town Clerk subsequently spoke with him and at the time of speaking he did outline that there was a potential of 4 to 8 week lead in time for these schemes to be drawn up.
- 2.3 In his opinion, he would suggest Committee concentrate on what it wants so that this project can move forward, thus saving time and money. Once Committee are settled on a scheme then based on what Committee are asking a specification can be drawn up to send out to contractors who could then provide a scheme based on the budget available (along the same approach we did with the skate park).

3. Potential Project Costings

- 3.1 The Town Clerk also sought his input in respect of potential project costings:

- 3.2 Option 1: He outlined the proposed budget of £200,000 [outlined in the Council's Business Plan] seems sensible to him and should deliver a terrific community asset for the community but clearly there are variables in this and more direction needed particular in terms of flooring options and ensuring the flooring is suitable for the three types of sport put forward for football, tennis and basketball. He considers this would be a like-for-like project so cannot see this would require planning.
- 3.3 Option 2: Very much depends on what roof covering you are looking at as there are various options out there – could be canopy style, retractable, for instance. The Town Clerk has seen a MUGA facility with a roof (Seven Hills Primary School) and is seeking their advice in terms of potential cost. However, when speaking with Shaun this has the potential to add around £100,000 on top of Option 1. He also considered that this would require planning permission. The Town Clerk has spoken with the RFO in this matter and this uplift could be a possible request that LTOS may wish to make to FGP if it wished to pursue this option.
- 3.4 Option 3: He outlines it is difficult to put a figure on this which is a building. Costings would depend on size, materials used etc. Any permanent structure would need to have a feasibility study, sound business case and full consultation. This would also require ongoing long-term running costs and maintenance. It may also require greater management. This would also need planning permission.
- 3.5 The Town Clerk also wondered in terms of timescale in progressing each project and how long each could take. Conservatively, Shaun has suggested Option 1 could be 12 weeks, Option 2 could be 20 weeks (dependent on roof type) and Option 3 could be 52 weeks (dependent on size and structure).

4. Committee's Consideration

- 4.1 Committee's further views are welcomed now that the surveyor has come back with his advice.

**PADSTOW TOWN COUNCIL
LEISURE, TOURISM AND OPEN SPACES COMMITTEE
19 OCTOBER 2021**

Agenda Item 7: 2021/22 Update and Budget 2022/23 (including fees and charges):

1. 2021/22 Update

1.1 Committee will recall that last year was very different in respect of the budget setting process due to COVID with instead an interim budget set in November due to the uncertain time we all found ourselves in. A prudent but balanced budget was set at that time to ensure that no precept was set for our community. FGP then met on 16.3.21 to discuss the budget situation further when more was known in terms of income and reserves. In terms of projects, a lot was put on hold for the time being and moved on to future years. The Business Plan was agreed and outlined that the Multi-Use Games Area be moved to 2022/23.

2. Expenditure Update

2.1 Electrical Costs

The Council's three-year fixed term contract for electricity expires in March 2022, it is expected that costs will increase considerably, the RFO will ensure a provision for this increase is included.

2.2 Water Costs

Whilst we are not hearing any news stories of potential increases as with electrical costs, we need to review our contract early next year (will review at the same time as looking at the electrical contract), it is expected that costs will increase also, the RFO will ensure a provision for any potential increase is included.

2.3 Tree Management

There is ongoing management across all our sites, which include the services of the Tree Specialists with his regular inspections, as well as any plans to have in place and work required from a tree surgeon. There is expected to be more work particularly around the management of trees in the Churchyard.

Recommendation to FGP that £10,000 be included within the LTOS Grounds Maintenance nominal code for possible tree works.

2.4 Memorial Safety Programme – Health and Safety Headstones

Over time many of the older headstones in the Cemetery can lean and it is recommended that a Policy be drawn up for dealing with this Health and Safety issue. It is recommended that a provision of £6,000 for topple testing be included in the LTOS Environment Cemetery cost centre, for recommendation to FGP. We can then look into this further with advice from the ICCM as to the best approach in undertaking this health and safety exercise.

Recommendation to FGP that £6,000 be included within LTOS Environment Cemetery cost centre

3. Fees and Charges 2022/23:

3.1 Burial and Memorial Fees

Committee will recall that the Burial and Memorial Fees were increased on the 1.4.21, as agreed by Council on 21.10.20, as they hadn't been increased for some time. As this was only recently increased it is recommended that our burial charges remain as they are and not change.

3.2 Land Use

Council has Land Use Policy in place, in terms of charging it outlines that dependent on what the request is for and if the applicant intends to charge for the activity, the Council may charge for use of their land. Alongside this there is also a Filming Procedure which outlines fees which were last agreed in 2020/21. The fees agreed at that time were any commercial organisation to be charged a fee of £1,500 per day for filming on any part of Town Council land but that this fee be negotiated at the Town Clerk's discretion. It's recommended that this fee remain as it is and not be changed.

4. Proposed Projects 2022/23:

4.1 Committee are reminded of the Business Plan Major Capital Projects as follows:-

i. Multi-Use Games Area: this was included within the Business Plan for 2022/23, an update will be given to the Committee and this is being progressed and therefore should remain for 2022/23, budget suggested at the time being £200,000 and recommend this budget be put forward to FGP.

ii. Play Area Lawns Car Park: This has been flagged in the Council's Business Plan for 2023/24 to replace (it is c. 14 years old) however, it is needing an increasing level of expensive repairs, parts come from France and with Brexit this is more costly and time-consuming to receive. Therefore, Committee are asked to bring this forward to 2022/23. An average cost for play equipment in a small area is in the region of £75,000. The RFO is suggesting a provision of £90,000 be included in the Draft Budget 2022-23 for replacing the play equipment with a new set (removal costs for old equipment, safety matting etc). This should hopefully then last for 10-15 years. As with the skate park three firms could be approached to provide drawings and details for a set amount, the public could then be consulted on the preferred option. Does the LTOS Committee agree with this approach and a Budget of £90,000 to recommend to FGP to include in the Draft Budget 2022-3?

4.2 Some key things that have cropped up recently are outlined below which may help in Committee's consideration for other potential things to take forward for 2022/23:

iii. Community Engagement/Queen's Jubilee: We have such great outdoors space to enjoy and as Committee may recall the involvement we had from our community with the skate park opening was terrific. Therefore, perhaps Committee may wish to look to do more – things we could explore could be community events in the children's holidays, which could be free to children in our community? Events could include sports/games run by a Cornwall Council Sports Development Officer, Badger School, Owl Sanctuary, story time or similar. A Budget of £10,000 could be included for community events and could be recommended to FGP? This is to include any plans for

the Queen's Platinum Jubilee in 2022 and how we can celebrate this milestone.

- iv. Plantation: We have seen the compost area, which was put in place with good intentions some years ago, however, this is now abused and has become unsightly, furthermore we are unsure due to so much debris build up the state of the wall behind. Would Committee like to improve this area, remove the compost and waste from the area? Due to how much waste there is we would need a contractor to remove before surveying what else needs to be done. Also potential for woodland seating?
- v. Skate Park Fencing: The wooden fencing is still in position and week after week parts are kicked out and damage sustained. This also requires regular maintenance. What are Committee's views in respect of the same fencing which is around the whole car park and younger play area also being around the skate park?
- vi. Tesco Bus Shelter: The company responsible for its upkeep was contacted by the Town Clerk around various issues including the state it is in. Mention was made about the possibility of improving the same by the company. The Town Clerk is waiting on further information in this regard.
- vii. Core Building: To give more thought to its use going forward and therefore any potential projects and associated costs.

5. Council Business Plan (Major Capital Projects)

- 5.1 Future years Committee may wish to think about refurbishment or replacement of Lawns Garages/Scout Hut?