

PADSTOW TOWN COUNCIL

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26 January 2022

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 a meeting of the **LEISURE, TOURISM AND OPEN SPACES COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 1 February 2022 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K. Pemberton
Kathy Pemberton
Town Clerk

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

Capacity Due to COVID: The Council will be taking a cautious approach to meetings and there is a limit on the number of people who can be seated in the Council Offices. 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 19 October 2021** (1-4)
5. **Clerks Report/Works Programme:** To receive an update for information. (5)
6. **Weed Spraying:** To consider report and discuss and decide on way forward. (6-8)
7. **Bandstand Performances:** To consider report and discuss and decide on way forward. (to follow)

8. **Information Boards:** To consider report and discuss and decide on way forward. (9-12)
9. **Allotments:** To consider report and discuss and decide on way forward. (13-17)
10. **MUGA:** To receive an update and discuss and decide on way forward.
11. **Date of next meeting:** TBC

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 7.00 pm**

Present: C Watson-Smyth (Chairman), R Higman, A N Rees and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs Samantha Daly (Support Officer and Minute taker) and Councillor Mrs J Dawe

LTOS2021/15 Apologies and Announcements:

- i) Apologies were received from Councillors A P Flide, J O'Keefe and Mrs T Walter.
- ii) There were no announcements.

LTOS2021/16 Declarations of Interest: There were no declarations of interest.

LTOS2021/17 Public Participation: There was no public participation.

LTOS2021/18 RESOLVED that the **minutes** of the meeting held on **Tuesday 10 August 2021** be signed as a true record of the meeting.

LTOS2021/19 Clerks Report/Works Programme: The report was noted for information.

LTOS2021/20 Tennis Court/MUGA update: The Chairman referred members to the agenda report in this regard which had been drafted following advice from Mr Watts, Council's Surveyor. He favoured option 1 which he considered would "get the ball rolling" and was generally supported by other Members. It was noted that Councillor D N Vivian was in favour of option 3 being an enclosed MUGA with walls and a roof.

RESOLVED to progress option 1 of the agenda report, being the development of a Multi-Use-Games-Area on the 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.

Councillor D N Vivian voted against this decision he requested this be recorded.

LTOS2021/21 2021/22 Update and Budget 2022/23:

2021/22 Update: The update was noted as per the agenda and Committee was satisfied with the report.

Expenditure Update: The update was noted and Committee was satisfied with the report in respect of electrical and water costs. Consideration was given to providing provision in the 2022/23 budget for possible tree works and the development of a Memorial Safety Programme including topple testing.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) £10,000 be included within the LTOS Grounds Maintenance nominal code for possible tree works; and
- ii) £6,000 be included within the LTOS Environment Cemetery cost Centre for potential costs towards a Memorial Safety Programme and topple testing.

Fees and Charges 2022/23: Members noted that the Burial and Memorial fees had been increased on 1 April 2021 and noted the current filming charges of £1,500 per day for commercial organisations, negotiable at the Town Clerk's discretion.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) No change be made to the Burial Fees and Charges for the year 2022/23; and
- ii) No change be made to Filming Fees for the year 2022/23.

Proposed Projects 2022/23: Consideration was given to projects for the coming year.

MUGA: Members were keen to retain provision in the budget for the year 2022/23.

Lawns Play Area: It was noted that the play area equipment needed an increasing level of expensive repairs and with parts coming from France, these were now also experiencing timely delays, perhaps due to Brexit. For insurance purposes, parts had to be purchased from the manufacturer and so there was no option to change supplier for parts. It was generally felt a good idea to bring the project forward to 2022/23 with a view to redoing the area entirely, details of which would need to be worked up by Committee at a later date. In response to a member query the Town Clerk confirmed that PTC only own the play area at Lawns and all other play areas are owned by CC. At committees request she would raise concern with CC over the condition of the other play areas in the Parish.

Community Engagement and Queens Jubilee: Members noted the agenda report in respect of these and were supportive of the suggestions proposed examples being, community events in the children's holidays including sporting events, Badger School, Owl Sanctuary and story time. All felt a provision should be included.

Plantation: It was noted that the compost area in Plantation had become unsightly and was misused. Committee was supportive of including a provision in the budget to remove the compost and waste and improve this area.

Skate Park Fencing: Members wished to see the wooden skate park fencing replaced with the metal fencing used in the rest of the area

due to repeated damage to the existing fence. It was agreed that the Town Clerk should contact the contractor Michael Vanstones for a quote in the New Year and that they be the preferred contractor.

Tesco Bus Shelter: The Town Clerk advised she had been contacted by the company responsible for the bus shelter who wished to improve the shelter. Comment was made that replacing the shelter with a clear Perspex structure would help to reduce anti-social behaviour and provide a better view of the bus approaching to waiting passengers. The Town Clerk understood the works would be paid for by the company responsible and they would have ultimate say on design and size, in liaison with Cornwall Council, however members felt it prudent to include a contingency in the Budget to support the project if needed.

Core Building: The Town Clerk advised that no maintenance had been undertaken on the Core Building since it had been taken over however the fire alarm and security of the building had been arranged. It was felt a new front door was needed soon. Generally, members felt that a use for the building would become clear, particularly once the MUGA was built, and felt it important the building is not neglected in the meantime. It was agreed a maintenance and upkeep provision be included in the budget.

Tommy Figure Stile Field: A member raised the idea of purchasing a solid Tommy figure to be instated on the plinth in Stile Field which would withstand the weather conditions and it was agreed a provision be included in the budget. It was noted that the project should be undertaken in consultation with the Royal British Legion and that consideration should be given to bury the plinth in the ground as a base as originally intended.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the budget for 2022/23:

- i) £200,000 for a Multi-Use Games Area (MUGA);
- ii) £90,000 for replacing the play equipment at the Lawns Play Area;
- iii) £10,000 for Community Engagement to include the Queen's Jubilee and other events;
- iv) £5,000 provision in the Grounds Maintenance budget for improvements to the Plantation compost area;
- v) £10,000 to replace the wooden fencing in the skate park with the same metal fencing used elsewhere in the Lawns car park, and that the preferred contractor, Michael Vanstone be approached for a quote;
- vi) £2,000 as a contingency for the replacement of the Tesco Bus Shelter;
- vii) £10,000 for maintenance and upkeep of the Core Building; and
- viii) £1,000 for a solid "tommy" style figure to be located in Stile Field.

Council Business Plan (Major Capital Projects): There was some discussion as to the condition of the Lawns Garages and available workspaces for the Maintenance Team however it was not felt necessary to include anything in the Council Business Plan at this time.

LTOS2021/22 **Date of Next Meeting:** It was felt that Tuesday 2 November 2021 did not provide enough time to bring committee further information in respect of its decision regarding the progression of the MUGA. Therefore, the date of the next meeting would be confirmed when this information was forthcoming, likely December.

Meeting closed 7.27 pm

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**PADSTOW TOWN COUNCIL: 1 FEBRUARY 2022
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Earmarked Reserve

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Agenda Item 5

LEISURE, TOURISM AND OPEN SPACES COMMITTEE	
PROJECT	NOTES/UPDATE
MUGA	Budget agreed from April 2022. Town Clerk to discuss how to move forward with this project with Project Manager w/c 25.1.22
Public Toilets North Quay Cory;	Issues with toilets addressed and dealt with. Locksmith being arranged for Cory toilets, this is being chased up!

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 FEBRUARY 2022

AGENDA ITEM 6: WEED SPRAYING

1. Background

- 1.1** The Council outside team have not undertaken weed spraying for a couple of years, this is due to COVID and due to this training lapsing but also that Cornwall Council has instructed that no weed spraying take place on CC property/land (para 3.1 outlines detail in this regard).
- 1.2** Due to Cornwall Council instructing this not take place on their land it raised the question as to what Padstow Town Council wish to do on their land. The outside team consider that weed spraying does help reduce the amount of strimming required and keeps on top of the weeds.

2. Equipment & Training

- 2.1** Currently the equipment the Council has for this task is Frontline Classic CDA lance and No Mix Hilite. No Mix is a low concentrate product which is applied via CDA (controlled droplet applicator) reducing the risk of spray drift and run-off. No Mix also requires no mixing, no water and applied by on foot. For all these reasons it makes it a safer option to other weed killers not just for the operator but also for bystanders, animals and the environment. However, it does still contain glyphosate and sulfosulfuron.
- 2.2** No Mix Hilite is already included in the Councils COSHH (Control of Substances Hazardous to Health) records. It can be harmful to aquatics and as such the risk assessment would ask for 6-metre buffer zone around natural water areas.
- 2.3** One outside team member has got Level 2 certificate in Safe use of Pesticide PA1 and PA6, which doesn't have an expiry date. However, after seeking advice from the Council H&S Advisor and one of the local training companies they both recommend re-fresher training. The reason is that since this certificate was gained several changes may have happened, including legislation, equipment, knowledge and practises. PA1/PA6 training is over two days and cost £400.00 per person (*cost quoted at the end of 2021*).
- 2.4** Should Council agree that weed spraying could restart then an up-to date risk assessment would need to be applied, which would include the use of operators completing a weed spraying record, which is part of legislation as well as refresher training.

3. Cornwall Council and other Town and Parish Councils

- 3.1** As members will be aware Padstow Town Council undertakes some works on behalf of Cornwall Council via service level agreements. They advise that *'In a proactive effort to reverse the destruction of the bees*

and pollinators and to protect human health, CC ceases the use of neonicotinoids and glyphosate on all of its assets. With the exception of use for the control of Schedule 9 plants (under the Wildlife & Countryside Act, 1981), such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity.' Appendix 1. Is a policy the Cornwall Housing Department has provided. Cornwall Council has also advised it hopes to give out some more general guidance to Town and Parks Councils about Integrated Weed Management in due course.

- 3.2** Bodmin Town Council has said they only weed spray as a last resort and believe all herbicides that contain glyphosate maybe banned in the future, so they too are looking at other solutions.
- 3.3** Newquay Town Council outsource weed killing to an external company. Explaining there are companies who will weed kill for a predetermined fee, using a maintenance plan created by the client (Council). If you know the areas you would like to be weed killed, and the frequency, it may be worthwhile putting this out to tender. Also adding that Newquay Town Council has one member of staff who is certified to use glyphosate and does so in areas outside of the arranged agreement with their contractor.
- 3.4** Wadebridge Town Council don't weed spray and haven't for four years. Detailing that their heads groundsman is passionate about alternative methods which although not all the Parks team were in full agreement, they do have similar results (perhaps just not lasting as long, as spraying). they use the basic hand weeding/tools, strimmer's, a self-drive machine with a steel brush attachment (good for curbs in car parks) and a flame weeder which is good for brick flooring and other areas.

4. Areas effected and frequency

- 4.1** This would only apply to Padstow Town Council owned/leased land.
- 4.2** The Outside Team would recommend that weed spraying take place 2-3 times a year, and early when fewer people around, so this would not be a regular occurrence.
- 4.3** Conversations would need to take place with Cornwall Council on approaches to dealing with weeds around the parish, as we have yet to receive any further general guidance in this regard.

5. Committee Views

- 5.1** How does Committee feel about weed spraying on Padstow Town Council land for 2-3 times a year? Should this be the case training would need to be booked in/take place and updated risk assessments before continuing.
- 5.2** Or would Committee like to continue investigating this matter and for now not get staff trained in weed spraying?

CORNWALL HOUSING

Glyphosate Usage CHL Asset

Current policy in November 2019 to be followed until otherwise directed.

Following Cornwall Council, CHL has adopted the Pollinator Action Plan. CHL insist you only use glyphosate based weed killers on invasive plants like Japanese Knotweed which CHL has a legal responsibility to control on its land. You are to use a product that is currently approved for use in the EU around both humans and animals for this purpose. Staff who use this product are fully trained and use Controlled Droplet Application (CDA) to spot spray so that the product is targeted effectively.

In a proactive effort to reverse the destruction of the bees and pollinators and to protect human health, CHL ceases the use of neonicotinoids and glyphosate on all of its assets. With the exception of use for the control of Schedule 9 plants (under the Wildlife & Countryside Act, 1981), such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity.

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 FEBRUARY 2022

AGENDA ITEM 8: INFORMATION BOARDS

1. Background

- 1.1 In 2019 LTOS Committee recommended that information boards and finger posts be investigated to be updated with a £2,000 budget assigned. In June 2019 a report went to Council regarding fingerposts and was resolved to update the current fingerpost located near the Bandstand, which used the budget assigned.

2. Current boards

- 2.1 Padstow has 2 information boards
 - 1 x near the bandstand
 - 1 x near Pedestrian exit to Railway car park near the disabled spaces.

Both boards in Padstow are of the same map, the information is correct on them as vinyl stickers have been added when items have altered, however their condition is deteriorating, they do not have a marker to depict where you are when looking at the map and therefore may not be very useful to people unsure of the town layout. Appendix 1 shows the map at Railway Car Park.

- 2.2 Trevone has 1 information board on the green above the beach. This board has incorrect information (telephone box and post office markers) and some vinyl sticker looked to have fallen away/been removed and this map is in the worse state of repair. Appendix 1 shows the map at Trevone.

3. Improvements and Expense

- 3.1 The Council Support Officer has spoken to several signs companies and the price heavily depends on the level of artwork, illustration, sourcing images, text setting and number of edits. Unfortunately, the Council does not have artwork that was originally used for the maps.
- 3.2 A rough quote from one supplier for a 'like for like' Trevone map vinyl aerial overlay including installation was £563.00 + VAT (quote given end of 2021).
- 3.3 Appendix 2 shows Cornwall Council's information board at Polzeath Beach, which has A4 frames included as part of the sign, which could be a useful way to provide more information that is easily interchangeable. Cornwall Council advised that that their design team undertook this work and map design cost around £800.00 (advised end of 2021).
- 3.4 The type of map is also important. Aerial maps like the current boards (appendix 1) or illustrated maps (like Polzeath appendix 2). Illustrated maps are drawn as if you're standing at the location, however this means focus is usually within eyesight. Aerial maps are better for showing larger areas, however its then wise to have the 'you are here' marker.
- 3.5 Consideration needs to be given to what the Council wants shown on the map/s, this in turn would help determine the focus of the map/s. To help in this respect for Trevone, the Council Support Officer has done a very crude example (appendix 3) which includes the A4 frames (similar to Polzeath board as mentioned in point 3.3)

and includes ideas of what could be included within these frames and welcomes input into what else could/should be highlighted on the map. The Support Officer has a rough quote of £631.00 + VAT per information sign (given at end of 2021). It is hoped the current posts would still be okay to affix too.

- 3.6 The RFO has confirmed the cost of the information signs could come from the LTOS furniture and equipment budget and could be done within this financial year.

4. Moving forward

- 4.1 The Council Support Officer would like input from Committee on how to progress, such as what should be shown on the map, to help focus the scope in this regard.
- 4.2 Would Committee be happy that the Council Support Officer move this forward, once input from Committee given to help in this regard, and that final artwork be delegated to the Town Clerk in consultation with the Chairman?



Trevone map at the green above the beach



Appendix 2 - Cornwall Councils information map at Polzeath beach

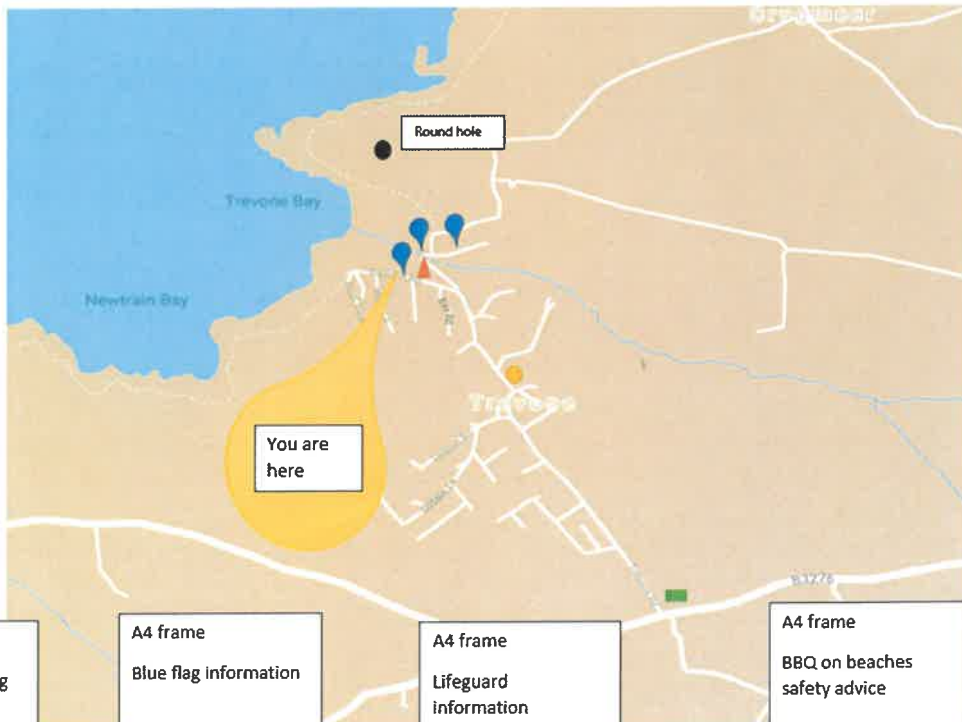


Appendix 3 – Crude Trevone map to seek further input.



Welcome to Trevone

- Parking
- St Saviour Church
- Bus Stop
- Toilets



A4 frame
Coastal walk information

A4 frame
Trevone interesting information
Round hole
Trevone swimming pool

A4 frame
Blue flag information

A4 frame
Lifeguard information
Dog on beach time of year

A4 frame
BBQ on beaches safety advice
Beach cleans/ Plastic surf board advice

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 FEBRUARY 2022

AGENDA ITEM 9: ALLOTMENTS

1. Background

- 1.1 Council will know that it took over the allotments at Rope Walk from Cornwall Council. Throughout that time the running and administration and been taken forward as per how Cornwall Council used to do the same.
- 1.2 All tenants have agreements in place which is clear as to how they manage their allotment, rentals etc however that are some aspects in terms of the general managing that need to be in a document to ensure consistency and that all are clear.

2. Allotment Protocol

- 2.1 Committee is asked to agree to recommend to Council the drafted Allotment Protocol detailed at Appendix 1 which has been drafted following advice from Cornwall Council in their former running of the allotments, also speaking with other Councils, alongside tenant agreements and looking at improvements that could be made.
- 2.2 Outlined below is rationale for the items included in the Protocol to help Committee in their consideration.
 - i. Waiting Lists

The Waiting List has grown since Padstow Town Council took on the same hence why this has been included in the document to better manage. Cornwall Council did offer to people outside of the parish, probably due to not much uptake however, clearly, if interest were to wane locally and there be an issue in being able to let available allotments Council may wish to review how they approach the waiting list at a later date.
 - ii. Offering an Allotment

This is helpful to include, other Councils allow there to be 3 refusals/or three sites after which the person is refused. However, when speaking with Cornwall Council, and what we have been working too, it would seem fair to follow what CC were doing and offer it on no more than two occasions or two sites. After which if refused a second time the person is removed from the list. They can of course add themselves later if they so wish, but they would be placed at the bottom on the waiting list.
 - iii. Allotment Agreement

Presently there is no real limit on the number of people that could be on an allotment agreement. *[NB: the most we have is 3 which is from an agreement back in 2016, this to be honoured]*. Clearly there is more demand now for allotments therefore its felt that perhaps restricting to no more than 2 (as is common on most if not all the agreements) will help with turnover.

iv. Giving Up An Allotment

There is no provision within the agreements for allotments to allow friends or family to tender their allotments if the allotment holder is unable too. Therefore, to be clear it would seem advisable, following other Councils and acknowledging the number of people on the waiting list, that if it is discovered that someone is working a plot registered to an allotment holder that the allotment be taken back and offered to the next person on the waiting list.

There may well be exceptional circumstances such as perhaps allotment holder is having an operation that a short-term arrangement maybe requested. Therefore, its felt that such requests should be in writing to the Council and it be clear what this issue is, the timescale and who would be managing on this behalf and when this was due to end. It's advisable that short-term agreement be no more than 3 months, with a possible further extension subject to Council agreement but in total this should not exceed 6 months. Only in exceptional circumstances to be determined by Council could this be extended.

3. Committee Views

- 3.1 As outlined in para 2, Committee views are welcomed to recommend this Protocol to Council for adoption.



PADSTOW TOWN COUNCIL

Allotment Protocol

POLICY/PROTOCOL/PROCEDURE			
Version	1.0	Comments	
Approval Date		Responsible Officer	Town Clerk
Committee	LTOS	Approval by	Full Council

VERSION HISTORY		
Date	Version	Comments
25.1.22	1.0	Town Clerk first draft for Committee's consideration

REVIEW RECORD		
Date Review initiated	Review undertaken by i.e. officer/ Cttee/Council	Summary of any recommended updates/changes to be made

Allotment Protocol

1. Protocol Overview

- 1.1 This document has been drafted to assist in the running and managing of Council allotments to ensure consistency and clarity. It does not affect the tenant agreements.
- 1.2 This Protocol applies to any allotment under the management/ control of Padstow Town Council.

2. Key Areas

- 2.1 This Protocol covers:-
 - o Waiting List
 - o Offering an Allotment
 - o Allotment Agreement (numbers on agreement)
 - o Giving up an Allotment

3. Waiting List

- i. To be kept in date order and when an allotment becomes available to offer to first person at the top of the list i.e. the person who contacted the Council first.
- ii. List to be checked annually to ascertain if people on the list wish to remain. People on the list be reminded that they should contact the Council if their contact details change. If at the time of the annual check the contact information fails i.e. email bounce backs or number no longer recognised then the person will be removed. If person fails to respond within 14 days they will automatically be removed from the list. Considered helpful administration to have in place to try to avoid out of date information.
- iii. Only people living in the parish (residents of the parish) are applicable and can be placed on the waiting list. This to be determined by confirmation of their postal address. Should the person move outside of the parish they should advise the Council to remove their details off the waiting list.

4. Offering an Allotment

- iv. To offer an allotment to the next person on the waiting list no more than on two occasions or two sites. After which if refused a second time the person is removed from the list.
- v. To avoid unnecessary delay, if the person offered the allotment does not respond within 14 days, it be assumed they do not wish to take up the offer and it will be offered to the next person on the list (again giving 14 days). This will continue until someone takes up the offer. They will remain on the list (unless it is the second time of offering or second site).

5. Allotment Agreement

- vi. To restrict the number of people who can be named on an allotment agreement at the point of taking on the agreement from this moment on to be no more than 2. [*NB: this is the case with most agreements. One does have 3 which back in 2016, this to be honoured*]. This to help with turnover due to the number of people on the waiting list.

6. Giving Up An Allotment

- vii. If someone is working a plot who is not the registered allotment holder (i.e. the person who holds the agreement with the Council) then the allotment holder be contacted to advise that the allotment is to be taken back and offered to the next person on the waiting list.

- viii. However, in exceptional circumstances (i.e. allotment holder is having an operation) the allotment holder should contact the Council to request a short-term arrangement so that someone else may tender their plot. This to be in writing to the Council and it be clear as to why this request is being made, the timescale and who would be managing on their behalf and when this was due to end. Short-term agreement be no more than 3 months, with a possible further extension subject to Council agreement but in total this should not exceed 6 months, unless in particularly exceptional circumstances to be determined by Council.