

# PADSTOW TOWN COUNCIL

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18 May 2022

**TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE**

Councillors Mrs J Colwill, Mrs J Dawe, A P Flide, A N Rees, M Rickard, Mrs T Walter and D N Vivian

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **LEISURE, TOURISM AND OPEN SPACES COMMITTEE** at the **Church Rooms, Church Street, Padstow** on **Tuesday 24 May 2022 at 7.30 pm or on the rising of the Planning Committee meeting, 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 with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety.

## 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 and announcements (if any)**
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 10 May 2022 (1-4)**
6. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for any amendment to Council (5-7)

- 7. Updates:** To receive updates on progress since the last meeting and discuss and decide forward :- *(to follow)*
- i) Information Boards
  - ii) Youth Provision
  - iii) Plantation Compost Heaps
  - iv) CCTV Lawns Car Park Area
  - v) Multi-use Games Area (MUGA)

- 8. Date of next meeting:** Tuesday 5 July 2022 Time: 7.00 pm

## PADSTOW TOWN COUNCIL

### Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 10 May 2022 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

**Present:** Councillors C Watson-Smyth (Chairman), 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 S Daly (Support Officer and minute taker)

- LTOS2021/34      Apologies and Announcements:** There were no apologies or announcements.
- LTOS2021/35      Declarations of Interest:** There were no declarations of interest.
- LTOS2021/36      Public Participation:** There was no public participation.
- LTOS2021/37      RESOLVED** that the **minutes** of the meeting held on **Tuesday 1 February 2022** be signed as a true record of the meeting.
- LTOS2021/38      Clerks Report/Works Programme:** The report was noted for information. In response to a member query, it was noted that the contractors had been contacted to repair a leak in the Cory Toilets, in the meantime they remained closed.
- LTOS2021/39      Multi-Use Games Area:** Committee was referred to the agenda report and appended preliminary plan provided by Council's surveyor, Shaun Watts. It was noted the plan included the 3 sports requested by committee, as well as indicative ideas on fencing and "future-proofing". In response to a member query, it was anticipated the fencing would be metal but full details would be set out in the specification. Generally, members were supportive of the preliminary plan and were keen to press forward with a specification for a "design and build" scheme on this basis. The Town Clerk confirmed that timescales were provisional, but that Mr Watts considered works could hopefully commence in November 2022, provided that Planning permission was not required.
- RESOLVED** to request Council's surveyor, Mr Watts, pull to together a specification on a "design and build" MUGA based on Appendix 1 and paragraph 3.2 of the agenda report (pages 5 and 6 of the agenda pages), and that this be finalised by the Town Clerk in consultation with the Committee Chairman to avoid delay.
- LTOS2021/40      Information Boards:** There was some discussion on this item and Committee gave consideration to agreeing the quotation to replace the 3 parish information boards, as per the decision of the last meeting, in order for the suppliers to commence work on the designs. It was noted that the revised quotation of £1,168 +VAT for all 3 boards was a reduction on the previous quote. Generally, Committee wished to see

the designs when available and inform their content but to avoid delay preferred to be consulted by email with final sign-off delegated to the Town Clerk in consultation with the Committee Chairman.

**RESOLVED:** To i) accept the quote of £1,168 +VAT for the 3 information boards for Trevone (1) and Padstow (2) using the budget available in the LTOS Furniture and Equipment budget; and ii) to avoid delay, members be consulted regarding the designs of the information boards by email with final sign-off of the proofs delegated to the Town Clerk in consultation with the Committee Chairman.

**LTOS2021/41**

**Lawns Play Area:** Members gave consideration to the replacement of the Lawn's Play Area as included in the Council's budget for 2022-23 and the way forward in this matter. Committee was supportive of the suggestion that UK based, preferably local, companies be approached to put forward designs on a "design and build" basis within Council's £90,000 budget. Further that this includes work to replace the skate park fencing to match other areas of the car park redevelopment.

It was noted that the current equipment had been purchased based on feedback from the local community. It was suggested by a member that a short online poll be used to ascertain what equipment would be favoured by users of the play area going forward. This could then be fed back to companies to incorporate in their designs. It was noted that, as with the Skate Park, designs could be shortlisted by Committee and put to a community vote to ascertain preferred design.

**RESOLVED** to undertake an online survey to seek community views on the type of play equipment that should be included in the new design for the Lawn's Play Area. Further that local UK based companies be approached to provide a "design and build" proposal being mindful of the results of the poll.

**LTOS2021/42**

**CCTV:** Committee was referred to the agenda report and the appended 2019 report previously considered. There was much discussion on this item. Members discussed the possibility that CCTV could have the effect of moving anti-social behaviour from the Skate Park to another area not covered by CCTV. However, it was generally felt the problem had escalated to such a point as to warrant CCTV with members noting anecdotally that anti-social behaviour and drug taking concerns meant that many children were unable to use the Skate Park after a certain time of day due to this antisocial behaviour. Furthermore, members were concerned that the planned level of investment in the area should be protected and it was suggested any CCTV should cover the whole Lawns area. Mention was made that the Social Club building might be a suitable place to site cameras both because of its set back location and level of activity which may deter vandalism to the cameras themselves.

In relation to other areas of the town, the Town Clerk commented that the police had been responsive when issues had been raised and that for the harbour area the Padstow Harbour Commissioners CCTV system was useful, in particular its sophisticated zoom.

Members gave consideration to investigating an independent CCTV provision vs joining The West Cornwall Public Spaces CCTV Systems scheme. It was felt an independent scheme was more suitable.

**RESOLVED** that a proposal for an independent CCTV system covering the whole of the Lawns area be brought to a future meeting of the Leisure, Tourism and Open Spaces committee for consideration.

#### **LTOS2021/43**

**Memorial Bench Policy:** Members were referred to the draft Memorial Bench Policy which Committee was advised aimed to build on but replace the current memorial policy in order to support current practices, define processes and pre-empt future issues with bench deterioration and poor historical record keeping. It was noted that the draft policy maintained the previous decision of Council that "no further benches would be permitted in the parish" and made clear that any replacement benches are to be made of a composite recycled material. Most significantly, the policy ended the uneconomical maintenance of wooden benches and introduced relevant fees and charges (amounts to be considered at a future meeting).

In addition, members were asked - if in agreement with the principle of not considering new donations for any "spaces" which become available following the removal of benches not on Town Council land - to agree the following amendments as read aloud by the Support Officer:

- 1.4: Remove "except in respect of paragraph 2.3. Further" and reorder "section in 4" to "section 4 in";
- 2.3: To insert ",subject to paragraph 2.4," after "Leisure Tourism and Open Spaces Committee"; and
- 2.4 To insert the following paragraph "Where a "space" becomes available following the removal of a bench historically maintained by the Town Council but not situated on Town Council land, new donation requests will not be considered and paragraph 2.2 will apply."

Members were supportive of the principle and in agreement with the revised wording.

**RESOLVED:** To i) recommend to Council the adoption of the draft memorial Bench Policy, subject to the amendments to paragraphs 1.4, 2.3 and the inclusion of 2.4 as outlined in these minutes; and ii) to note that suggestions for the fees and charges detailed in the policy will be brought to a future meeting of either the Leisure, Tourism and Open Spaces Committee or the Full Council, whichever is first, for consideration and approval.

**LTOS2021/44**

**Wheal Jubilee Parc – Dogs on Leads:** Members noted that the office was looking to tidy up the current Wheal Jubilee Parc signage. They were asked to give consideration to including a sign advising that dogs be kept on leads. It was noted that this could not be fully enforced but that it might be of some use.

Members were in agreement that any dogs in the area should be kept on leads and ideally stay on the footpaths as it was for children's recreation not dog exercising. There was discussion around the style of wording for such a sign and one member noted that signs provided by Defra for their farm asking members of the public to help look after farm animals by keeping dogs on leads had been more successful than notices which demanded it. They had also noted that such wording prompted community policing of the issue. Members were supportive of this style of sign but felt that it should also be placed at Empty Purse and Trevone Green. Further that the tidying up of signage should include one about picking up after your dog.

**RESOLVED** that i) dogs must be kept on leads in Wheal Jubilee Parc; ii) that dogs on leads and tidy up after your dog be included in the sign tidy up at Wheal Jubilee Parc and written in the style used by DEFRA; and iii) that the signs outlined in ii) also be placed at Empty Purse and Trevone Green.

**LTOS202/45**

**Updates:** i) Band Performances: Further to the agenda report it was noted that Cornwall Council had agreed the road closure for band performances.

The updates in respect of ii) Weed Spraying, iii) Youth Provision and iv) Plantation Compost Heaps were noted as per the agenda report.

**LTOS2021/46**

**Date of next meeting:** Tuesday 24 May (election of chair) at 7.30pm or on the rising of the Planning Committee, whichever the later, was noted.

Meeting closed 7.06 pm

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### **Committees Delegated powers**

Each committee agenda will clearly indicate if the item under discussion is within the Committees delegated powers. If the item is within delegated powers the minutes will record the decision as **RESOLVED**. If it is not within the delegated powers then the minutes will show **RECOMMENDED** and the item will then be brought to the Full Council for approval and adoption as appropriate.

A power delegated does not always have to be exercised and if a committee is unsure of a decision they may make a recommendation to Full Council.

### **Committees**

All Committees are appointed by and are solely responsible to Padstow Town Council. The Committee's duties are defined and agreed by the Full Council within these terms of reference. Alterations to the terms of reference may be made at any Full Council meeting provided an agenda item is included to amend.

All committees are required to make clear and concise formal resolutions at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

# 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 1<sup>st</sup> 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.