

**PADSTOW TOWN COUNCIL: 31 MAY 2022
CLERK'S REPORT / WORK PROGRAMME**

Agenda Item 8

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Neighbourhood Development Plan (NDP)	Cornwall Council's Plan Proposal Decision – Post Examination Report Modifications and Referendum – has been received. <i>Decision: 1. That the Padstow Parish Neighbourhood Development Plan is modified according to the Examiner's recommendations, the Plan proposal decision is published and the Plan progresses to Referendum. 2. That authority be delegated to the Service Director for Planning and Sustainable Development, in consultation with the Portfolio Holder for Housing and Planning, the Section 151 Officer and the Monitoring Officer, to make the plan and publish it for referendum.</i> The referendum time timetable has also been received. The publication of information documents is timetable for 20 June 2022, the date of the referendum itself is 28 July 2022 .
Youth Support	Arising from discussions with the police on issues in the Parish, an initial meeting with the Police, representative from Action for Children, our Local Vicar and volunteer from the former Padstow Youth Group was held. This was an initial discussion with Action for Children now looking at speaking with young people in the community to establish need.
Protect Duty	Government has set out proposals on a new Protect Duty a legal requirement for public places to ensure preparedness for and protection from terrorist attacks. Still waiting on any further information on this from CC and likely impact on Parish and Town Councils particularly on public open spaces. When more information is available Town Clerk will update accordingly.
Levelling Up – UK White Paper	Area of interest are review of neighbourhood governance, including looking at the role and functions of parish councils and explore how the existing Community Infrastructure Levy (CIL) can be used to support neighbourhood portion of CIL. Cornwall Council will review initially from a Cornwall wide perspective and then liaise with parish and town councils with their initial take on it, NALC are also reviewing the document. More information expected in this in due course.
HRT	
Padstow Signage	Proposed improved signage shared with Councillors. Feedback that was received was sent to the Highways Officer. Confirmed that funding available from CC to take forward. Once further information available Town Clerk will update
LTOS	
Tennis Courts/MUGA	Committee confirmed happy to progress based on plans by surveyor which incorporated outcome from consultation for football, tennis and basketball. Surveyor now working up specification.
Play Area	Committee consider online survey be undertaken to seek community views and that UK based companies be approached on a "design and build" basis mindful of results of poll. This is to be taken forward.
CCTV	Committee gave this matter consideration due to issue at the Lawns, requested an independent CCTV system be explored and report back. This is being progressed.
Skate Park	Part of the Play Area improvement considered that updating the skate park fencing to the same as the rest of the car park be incorporated.
Band Performances	The bandstand summer schedule has been published on our website. Received the Road Closure Notice from CC. Waiting on risk assessment for 4x4 responders who will help with road closures this year.
Information Boards	Committee happy with quote put forward. The supplier is now working on draft designs, which will be shared with Committee members before delegated sign off.

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 24 May 2022
at the Church Rooms, Church Street, Padstow at 7.00 pm**

Present: Councillors Mrs J Colwill, P Curgenvin, Mrs J Dawe, R Higman, J O'Keefe and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker), 28 members of public, Councillors A P Flide (part), A N Rees and Councillor M Rickard (part)

P2022/1 Election of Chairman/Vice Chairman:

- i) **RESOLVED** that Councillor J O'Keefe be re-elected as Chairman whereupon he took the chair.
- ii) **RESOLVED** that Councillor R Higman be elected as Vice Chairman.

P2022/2 Apologies and Announcements: There were no apologies or announcements.

P2022/3 Declarations of Interest: Councillor Mrs T Walter declared an interest in the following agenda items:

- 7 iv c) [PA22/04255](#) Land At Dinas Dinas Padstow Cornwall
- 7 iv f) [PA22/03725](#) Yawl Cottage 3 Hill Street Padstow Cornwall;
and
- 7 iv g) [PA22/03892](#) Land Adj. Dolphins Barn Dobbin Close Trevone Padstow

P2022/4 Public Participation: 5 members of the public addressed the Committee in relation to agenda items 7 iv a), 7 iv b), 7 iv c), 7 iv f) and 7 iv g).

7 iv b) [PA22/03670](#) 3 Bowen Gardens Trevone Road Trevone Padstow:

Comments in objection to this application included:

- Lack of justification, visual impact, increased intensity of use of adjacent paddock, overlooking issues and change of use;
- Neighbouring properties back on to site area;
- Undesirable extension onto open space;
- Paddock is higher area than house and so outbuilding proposal will overlook neighbouring properties;
- A condition of the property is that the paddock be retained for agricultural purposes;
- Application states area around pool not large enough for seating and recreation, consider not true.
- Outbuilding could easily be used for parties and games leading to further use of the paddock which impacts neighbours;
- Development encroaches into open countryside and does not enhance AONB;

- Consider the proposals are contrary to several policies in the Cornwall Local Plan and the draft Padstow Parish Neighbourhood Plan.

Comments in support of this application included:

- Consider seating is critical;
- Aware field has complicated planning history and there is widespread nervousness about the building, applicants have been open and transparent and invited people to discuss concerns;
- Proposed seating area within designated landscaped garden area does not require change of use, application is for 5m strip at bottom of field;
- High natural hedge will enhance area with additional planting as they too value their own privacy as much as their neighbours;
- Purpose of outbuilding is for storage of games and is situated as far as possible from neighbours and greater than the required boundary;
- Outbuilding is of a "barn type" design to blend with location.

7 iv c) [PA22/04255](#) Land At Dinas Dinas Padstow Cornwall: Comments in objection to this application included:

- Proposal is for 4-5 bed houses of a large size unlike houses in surrounding area which are only 2-1 bed with the occasional 3 bed;
- In 2018 a Padstow Parish Neighbourhood Plan questionnaire concluded that only 10% of respondents were in favour of 4-5 bed houses, 66% were in favour of 2-3 bed houses;
- Development is out of character and visually unfortunate when surrounded by bungalows;
- Main objection is access which would be via a small, paved cul-de-sac which would be damaged by construction vehicles and cause a nuisance to the properties of Sarah's View. Another access would be much better.

Councillor Mrs T Walter left the meeting.

Comments in support of this application included:

- Application was for outline planning permission for up to 5 houses all matters reserved;
- Land had been owned by family for a long time;
- Planning permission was previously granted for the development of a dilapidated barn with the same access;
- Understand that the access road has been adopted by highways and that there is no restriction on usage of access to area;
- Properties immediately adjacent are houses not bungalows;
- Development is not in a conservation area, not in the AONB and not in a critical drainage area;
- Meets with the Cornwall Local Plan;
- Proposal includes retention of hedge and introduction of boundary;
- Development meets size and scale requirements.

7 iv f) PA22/03725 Yawl Cottage 3 Hill Street Padstow Cornwall:

Comments in support of this application included:

- Retrospective planning permission was required for the summer house and planning permission was now sought for the domestic extractor cowl;
- Odour and noise assessments both concluded that extractor should not cause an issue

7 iv g) PA22/03892 Land Adj. Dolphins Barn Dobbin Close Trevone Padstow: Comments in objection to this application included:

- Concern for impact on neighbouring property, Trevone House which is listed. Exact impact on setting not clear, clarification has been requested from Planning Officer.

Councillor Mrs T Walter returned to the meeting.

7 iv a) PA22/03102 Land South East OF Treceus Riding Stables Treceus Padstow Cornwall: Comments in support of this application included:

- Application is for a care home with up to 80 beds and for 28 homes;
- The care home will provide both respite and residential care. Cornwall Council have identified a need for 184 beds in Wadebridge and Padstow by 2025. Following clarification, it was outlined this was for North Cornwall;
- No new care homes have been built in the area in the last 10 years and there is increasing need for dementia care and nursing which this will provide;
- Cornwall Council have expressed interest in purchasing some of the beds;
- The care home will cater for the current area;
- Baker Estates (developer) are working on a similar project with Dartmouth;
- The development will provide 50 full-time equivalent jobs in a wide variety of roles;
- The bungalow scheme will provide downsizing opportunities. Have found consistently that 80% of homes are bought by people in the local area;
- Are aware of second home concerns, happy to accept primary residence policy within the Neighbourhood Plan and 40% of homes will be affordable;
- Held public consultation on 1 March, 33 people attended and 8 people responded in writing. A balanced response but considered concerns raised were house prices and impact on the Doctor's Surgery due to capacity concerns, properties being for second/holiday homes. Concern also expressed over the location close to existing properties, however development would be 30m or more from front doors of neighbouring properties;

- Development recognises need for care home which will be supplementary to the bungalows and proposal will provide attractive gateway feature to the town;
- 2 online objections to the application have been received but overall feel the proposal meets a need, meets PAD7 of the Padstow Parish Neighbourhood Plan and will make an attractive development.

P2022/5 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 12 April 2022** be signed as a true record.

P2022/6 **Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.

P2022/7 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) **PA22/02071 Seaview Cottage Dobbin Lane Padstow** – Combined use of an existing building as a self-contained residential annexe and for tourism, not in accordance with PA19/07268

APPROVED

b) **PA22/00797 32 Treverbyn Road Padstow Cornwall PL28 8DN** – Change of Use of Land for the proposed construction of garage and public seating area

REFUSED

c) **PA22/01899 9 Raleigh Road Padstow Cornwall PL28 8ET** - First floor level side extension, car-port and access to the rear of the existing property underneath.

WITHDRAWN

d) **PA22/03083 Land East of The Old Barn Trerethern Farm Padstow Cornwall PL28 8LE** - Non Material Amendment (1) in relation to PA21/09729 dated 15.11.21 for construction of replacement dwelling house and associated development (revised design following approval of PA11/03182) with non compliance with condition 1 in relation to Decision Notice PA20/06670, namely, to change the timber cladding from cedar to larch.

APPROVED

e) **PA21/04718 44 Egerton Road Padstow PL28 8DL** - Proposed front and rear extensions, alterations plus home office to garage with associated landscaping. Amended plans.

APPROVED WITH CONDITIONS

f) **PA22/00245 Anneth Lowena Dobbin Lane Trevone Padstow** - Conversion & change of use of existing garage to Annex

APPROVED WITH CONDITIONS

g) **PA22/01541 Seaway Trevone Road Windmill Padstow** - Proposed garage with terrace to front of property

WITHDRAWN

h) **PA22/03301 Culverlea Homer Park Road Trevone Padstow Cornwall PL28 8QU** - Non Material Amendment (1) to PA21/00995 dated 30.03.21 for Rear extension and re-roofing to provide

accommodation in roof space, namely, plant room north west wall set back 220mm; plant room rooflights; bedroom 3 window widened; kitchen window sill height reduced; front steps and internal layout tweaks. **APPROVED**

i) **PA22/02588 Trevisker Garden Centre Padstow Cornwall PL28 8LD** - Extension to existing retail space at Trevisker Home and Garden Centre **APPROVED**

j) **PA21/12795 Land ESE of Tarkas Rest Sandy Lane Trevone Padstow** - Proposed residential development with amenity space and infrastructure **REFUSED**

k) **PA22/01348 11 St Petrocs Meadow Padstow Cornwall PL28 8HB** Remove the existing decorative apexes to make a standard peak roof so as to be able to fit solar panels. **APPROVED**

l) **PA22/03397 Trethillick Farm Crugmeer Padstow Cornwall** - Western Power Distribution (WPD) for the Installation of a third wire to the HV line between poles 43DLC11 and 43DLC11B, a total length of approximately 181m **No objections (OHL/OHE/HG apps)**

ii. The following Cornwall Council tree works decisions were noted:

a) **PA22/02393 Abbey House North Quay Padstow Cornwall PL28 8AF** – Works to trees in a Conservation Area, namely, Elm, Ash Sycamore and Holly trees in top garden – to reduce all trees by one third and pruned back hard.

Decided not to make a TPO (TCA apps)

b) **PA22/03025 Polyphant Cross Street Padstow Cornwall PL28 8AT** - Proposal Works to trees in a Conservation Area, namely, Magnolia Tree - crown lifting to a height of 15ft/20ft on Marble Arch side, pruning/cut overhanging branches.

Decided not to make a TPO (TCA apps)

c) **PA22/03008 46 High Street Padstow Cornwall PL28 8BB** - Proposal Works to trees in a Conservation Area, namely, Bay tree to the rear garden reduce height by c.3 to 4m and shape/reduce overall spread proportionately **Decided not to make a TPO (TCA apps)**

d) **PA22/03206 Rosehill House 40 High Street Padstow Cornwall PL28 8BB** - Proposal Works to trees in a Conservation Area, namely, Magnolia tree requires pruning back and shaping. Branches are nearing overhead service wires

Decided not to make a TPO (TCA apps)

iii. The following applications for tree works submitted to Cornwall Council were noted:

a) **PA22/03008 46 High Street Padstow Cornwall PL28 8BB** – Works to trees in conservation Area, namely, Bay tree to the rear garden reduce height by c3 to 4m and shape/reduce overall spread proportionately

b) [PA22/04570](#) **27 Church Street Padstow Cornwall PL28 8BG** - Works to a tree in a conservation area (CA), works are for the removal of a Mimosa tree in order to prevent future potential damage.

iv. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

a) [PA22/03102](#) **Land South East OF Treceus Riding Stables Treceus Padstow Cornwall** – Outline planning permission with some matters reserved (appearance, landscaping, layout and scale) for mixed-use development comprising of a C2 use class care/nursing home of up to 80 bedrooms (up to 4,500 square metres), up to 28 dwellings, formation of access from the A389 and associated parking, drainage, open space and other infrastructure

NOT SUPPORTED i) not beneficial to the local community; ii) access concerns – too dangerous; and iii) major drain on Drs Surgery

b) [PA22/03670](#) **3 Bowen Gardens Trevone Road Trevone Padstow** - Change of use of land to residential garden, erection of oak garden room and associated landscaping
SUPPORTED

Councillor P Curgenvan voted against this decision and requested his name be recorded.

Councillor Mrs T Water left the meeting.

c) [PA22/04255](#) **Land At Dinas Dinas Padstow Cornwall** - Outline application for the erection of up to five dwellings including access with all other matters reserved

NOT SUPPORTED i) unsuitable access via Sarah's View; ii) environmental impact concerns; iii) should have a primary residence policy under PAD11 of the Padstow Parish Neighbourhood Plan

Councillor Mrs T Walter returned to the meeting

d) [PA22/03842](#) **4 Ruthys Lane Padstow Cornwall PL28 8AZ** - Proposed conversion of dwelling into two units with extended side extensions to the north and west (Re-submission of Application No. PA21/04719)

SUPPORTED on the condition that there is no roof terrace

e) [PA22/04113](#) **Veilsfield Bay Road Trevone Padstow** - Proposed extension and alterations to Veilsfield, Bay Road, Trevone, PL28 8QZ
SUPPORTED

Councillor Mrs T Walter left the meeting

f) [PA22/03725](#) **Yawl Cottage 3 Hill Street Padstow Cornwall** - Installation of a domestic extractor cowl in the east facing roof plane of the recently approved summerhouse [PA21/07477]

NOT SUPPORTED installed and should be retrospective planning permission

g) [PA22/03892](#) Land Adj. Dolphins Barn Dobbin Close Trevone Padstow – New Dwelling
SUPPORTED

Councillor Mrs T Walter returned to the meeting

h) [PA22/03592](#) Trerethern Barn Padstow Cornwall PL28 8LE - Conversion of Barn to Form Dwelling House & Associated Works
SUPPORTED

i) [PA22/04147](#) 18 Egerton Road Padstow Cornwall PL28 8DJ - Demolition of the existing 3-bed detached dwelling and replaced with a new 4- bed detached dwelling
SUPPORTED

j) [PA22/04155](#) Mariners Friend Access To Hawkers Cove Hawkers Cove Padstow - Construction of coastal retreat replacement dwelling and garage, together with alterations and change of use of existing dwelling to annexe and boathouse and demolition of existing annexe
SUPPORTED on condition access to slipway is maintained for public use into and out of the cove and South West Coast Path is not moved away from site it is on now

P2022/8 **Date of Next Meeting:** Tuesday 14 June at 7.00 pm was noted.

Meeting closed at 8.13 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



PADSTOW TOWN COUNCIL

Memorial Bench Policy

POLICY/PROTOCOL/PROCEDURE

Version	1.1	Comments	
Approval Date	31.5.22	Responsible Officer	Town Clerk
Committee	LTOS	Approval by	Full Council

VERSION HISTORY

Date	Version	Comments
10.5.22	1.0	LTOS considered draft and recommended adoption to Council with some amendments as detailed in min no LTOS2021/43
25.5.22	1.1	Policy updated to include changes made by LTOS and appended to LTOS minutes for Council meeting 31.5.22.

REVIEW RECORD

Date Review initiated	Review undertaken by i.e. officer/ Cttee/Council	Summary of any recommended updates/changes to be made
April 2022	Draft document pulled together by Support Officer (SD) with comments from Town Clerk.	Final draft to be taken to 10.5.22 LTOS meeting for consideration.

Memorial Bench Policy

1. Scope

- 1.1 Padstow Town Council recognises that the provision of memorial benches in Padstow Parish provides a useful and valued public amenity to a wide range of people.
- 1.2 The purpose of this policy is to ensure a clear, consistent and sustainable approach is applied to the management of memorial benches for the mutual benefit of all. This policy will be reviewed regularly and the content revised as necessary to meet changing circumstances.
- 1.3 Authorised sites in the ownership of Padstow Town Council for placing of memorial benches have historically been Stile Field and Padstow Cemetery.
- 1.4 This policy will be applied to all memorial benches historically maintained by Padstow Town Council even where this includes benches on land not owned by the Town Council. Requests made under section 4 in relation to these benches will require the formal approval of the landowner.

2. Applications for New Memorial Benches

- 2.1 New applications for memorial benches will not be considered due to a lack of suitable space on Town Council land. The Council will not hold a waiting list of donors. This will ensure that if such applications are invited at a later date, there will be opportunity for donors to make dedications to future loved ones.
- 2.2 Requests for memorial benches on land within the Parish not owned by Padstow Town Council will require the permission of the relevant landowner and will not involve the Council in either permissions, maintenance or installation.
- 2.3 Should a "space" become available following the removal of an existing memorial bench, it will not automatically be made available for a new donation. The "space" will be considered at a meeting of the Leisure, Tourism and Open Spaces Committee, subject to paragraph 2.4, on a case by case basis, and Committee will take into account the following factors in their decision making:
 - a) Location: Is the location a natural stopping point, does it enhance the areas seating provision;
 - b) Accessibility: Is access for installation and maintenance suitable now and in the longer term, can it be easily accessed and used by the general public;
 - c) Ambience: Do the number of memorial dedications compromise the enjoyment of the space for general recreational activities;
 - d) Vandalism: Have there been issues of crime and anti-social behaviour with the previous bench and/or surrounding location;

e) Purpose: Is the proposed memorial dedicated to a resident or former resident of Padstow Parish, or a person with a demonstrable link of public interest.

2.4 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.

3. Management Plan For Existing Wooden Memorial Benches

- 3.1 Padstow Town Council monitors and maintains a large number of wooden memorial benches that have been donated during the years 1985 (approx) to 2011 and placed on Town Council Land.
- 3.2 Padstow Town Council respects the significance that memorial benches hold for the loved ones of those they commemorate. This policy seeks to sympathetically address ongoing maintenance which has become either onerous or which is no longer economical, whilst navigating issues with historical records during the associated timespan.
- 3.3 It is accepted that a wooden memorial bench could be expected to have a serviceable lifespan of 10 years. By July 2022, existing wooden memorial benches will range between approx 10 and 36 years old. It is reasonable to assume that by this date donations (if any) made towards the upkeep and maintenance of these benches will have been spent.
- 3.4 From Monday 4 July 2022, Padstow Town Council will cease its ongoing maintenance of wooden memorial benches, including the painting, varnishing and repairing thereof, as it is no longer considered economically viable to do so. They will be kept fit for purpose by way of the occasional removal of any build-up of grime and the removal of graffiti (where possible). Benches will continue to be monitored for signs of deterioration which impact their safety.
- 3.5 Where the Town Clerk, in consultation with relevant staff members, considers the condition of a bench to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the original donor to discuss more sustainable options for the future of the memorial. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.
- 3.6 Where, in respect of 3.5 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the bench will be removed. No further attempts to contact the donor will be made after 4 weeks.

- 3.7 In acknowledgement of issues with historical records relating to the recording of memorial bench information, the "space" left by any wooden memorial bench removed in accordance with 3.6 above will not be actioned in the manner of paragraph 2.3, until at least 1 year after its removal.

4. Replacement Benches – Terms and Conditions

- 4.1 All applications for replacement memorial benches must be completed using the official request form and be signed by the Donor.
- 4.2 A donation sum is payable upon approval of the submitted application form and will include:
- a) the cost of the bench;
 - b) the cost of any fixings and finishing's (type and cost dependant on bench location);
 - c) the cost of one memorial plaque;
 - d) the installation fee;
 - e) a maintenance fee covering a defined period [see 4.5]; and
 - f) an administration fee.

A current list of fees and charges can be found in appendix 1.

- 4.3 The purchase of the bench and its installation will be undertaken by Town Council employees. Once installed, the memorial bench will become the property of the Town Council.
- 4.4 New memorial benches must be made of recycled material resembling wood. For consistency they must be of a single design which also compliments any wooden benches which remain. The approved bench is a Phoenix Recycled Material Seat, 1790mm in length and with brown Enviropol slats, however, should this bench no longer be available an alternative as per 4.4. will be sourced
- 4.5 It is expected that a memorial bench of recycled material will have a serviceable life of at least 15 years. The Town Council will therefore maintain the bench for an initial period of 15 years and the maintenance fee paid by the donor will contribute to this cost.
- 4.6 The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.
- 4.7 After a period of 15 years the Town Council will contact the donors of the bench to ascertain the future of the bench, being either:
- a) Removal of the bench and the return of any plaque to the donor or their family;

- b) Renewal of the bench, subject to the original donor purchasing a new bench (if required);
- c) Retention of the bench in its current position if it remains in a serviceable position and subject to a donation from the original donor for further maintenance as defined in 4.6 above.

Where attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being contacted, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's rededication by another donor.

- 4.8 The Town Council accepts no liability for damage to any memorial bench from vandals or third parties.
- 4.9 If, during the period of 15 years a memorial bench sustains damage and the Town Clerk, in consultation with relevant staff members, considers its condition to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the donor to discuss with them the cost of replacing the bench or its parts. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.
- 4.10 Where, in respect of 4.9 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor. No further attempts to contact the donor will be made after 4 weeks.
- 4.11 Where, in respect of 4.9 above, the donor does not wish to meet any repair or replacement costs, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor.

5. Memorial Plaques

- 5.1 Memorial bench donations will be recognised by way of a memorial plaque fixed in the centre of the uppermost slat of the back of the bench. The purchase of the plaque and its installation will be undertaken by Town Council employees.
- 5.2 For consistency, memorial plaques shall be made of stainless steel and be 125mm wide x 75mm high, they will have 4 fixing holes and black infill lettering. A maximum of 35 words will be permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench.
- 5.3 A maximum of 3 memorial plaques per bench will be permitted. Where possible, Council employees will centre the plaques on the uppermost slat of the back of the bench by using the existing screw holes made by the

first plaque. Where this is not possible and screw holes are visible, it is beyond the Council's scope for maintenance to repair this. It will also not be possible for the Council to address any discolouration of the bench made visible by the movement of the original plaque.

- 5.4 The Town Council accepts no liability for damage to any memorial bench plaque from general weathering, vandals or third parties.
- 5.5 Applications for a replacement memorial plaque or for a second or third memorial plaque must be completed using the official memorial plaque request form and be signed by the original bench donor.
- 5.6 Upon approval of a submitted application form the following fees are payable:
 - a) the cost of the plaque;
 - b) an administration fee; and
 - c) the cost to post the original plaque to the donor (in the case of replacement plaques and only if requested)

A current list of fees and charges can be found in appendix 1.

- 5.7 Memorial benches are provided for the mutual benefit and enjoyment of all. As such no additional vases, statues, flowers, wreaths, balloons, cards, other ornamentation or unapproved memorial plaques shall be permitted on or at bench locations. Any such items found will be removed and disposed of by the Council without reference to the donor.

6. Donor Records

- 6.1 The Council will maintain a record of each donation and the donor's contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Town Clerk with updated details in writing. Failure to do so could lead to the bench being removed without the donor being notified.

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 24 May 2022 at the Church Rooms, Church Street, Padstow at 8.17 pm

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

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and minute taker)

- LTOS2022/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** to elect Councillor A P Flide as Chairman whereupon he took the chair.
ii) **RESOLVED** to elect Councillor A N Rees as Vice Chairman.
- LTOS2022/2 Apologies and Announcements:** Apologies were received from Councillor D N Vivian. There were no announcements.
- LTOS2022/3 Declarations of Interest:** There were no declarations of interest.
- LTOS2022/4 Public Participation:** There was no public participation.
- LTOS2022/5 RESOLVED** to defer the **minutes** of the meeting held on **Tuesday 10 May 2022** to the next meeting.
- LTOS2022/6 Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that subject to including a start time for meetings of 7.00 pm, the Committee's Terms of Reference be adopted unchanged.
- LTOS2022/7 Updates:** Committee was referred to the "to follow" papers in this regard. The updates regarding the Information Boards, Plantation Compost Heaps and CCTV Lawns Car Park Area were noted for information. Comment was made that members of the community had approached members requesting to use the Core Building. The Town Clerk advised members to refer such requests to the office so that a report could be pulled together to help identify need and uses.
- Youth Provision: In response to a member query, the Town Clerk advised that progress in this matter was such that the organisations were only at the start of a conversation. The police hoped that a further meeting could be held at the end of June a report on which could be brought to Committee's July meeting. It was noted that St Merryn Parish were also looking into something similar due to anti-social behaviour and that perhaps there could be an opportunity to link up in some way.
- Multi-Use Games Area (MUGA): Further to the update report, the Town Clerk advised that the Project Manger had not provided the specification for the project and therefore this would be progressed

through delegated sign off as per Committee's previous decision under minute number LTOS021/39.

LTOS2022/8

Date of next meeting: Tuesday 5 July 2022 at 7.00 pm

Meeting closed 8.28 pm

DRAFT

AGENDA ITEM 14: PLANTATION – COMPOST HEAP REMOVAL AND ENVIRONMENT AGENCY

1. Background

- 1.1 Council will recall it gave permission for the Environment Agency to use Plantation to place welfare facilities for the contractor who was undertaking improvement works to a debris screen near St Petroc's Church. Works are scheduled to start in early July and last about 5 weeks.

2. Site Meeting

- 2.1 The Town Clerk met with the Environment Agency and contractor on site, as well as Church representatives. At the meeting it became apparent to them there would be access issues and unfortunately the site they had originally asked for in Plantation would no longer suffice.
- 2.2 Instead they felt that ideally the Lawns Car Park would be the best location for their welfare facilities and work store. Photo of area below. This would equate to about 5 parking spaces.



3. New Request

- 3.1 At the meeting the Town Clerk requested that they put forward their revised site area, as well as request to store debris from the work in an area in plantation which could then be removed at once, instead of several trips. The Town Clerk asked that at that time of they could remove the compost heaps, including the compost structures. They were open to this, all felt this would be working together in partnership and would be putting together a request. They also spoke about other environmental gains for plantation, such as trees and possibly the help of an officer to provide some advice to improve the area for wildlife.
- 3.2 As of writing this report nothing further has been forthcoming. If this doesn't arrive in time for the meeting, then this could be progressed via an ESD.
- 3.3 The Town Clerk considers although in the main season, these are much needed environmental works, the area in the Lawns identified by the Core Building will not impact on the larger car park and it would be good if they could remove the compost area so that this could be improved.

PADSTOW TOWN COUNCIL: 31 MAY 2022

AGENDA ITEM 15: MEMORIAL BENCH POLICY FEES

1. Background to Memorial Bench Policy

- 1.1 At the Leisure, Tourism and Open Spaces (LTOS) Committee meeting held on 10 May 2022, consideration was given to a new Memorial Bench policy to replace the 2011 version. The purpose of the new policy being to support current practices, define processes and pre-empt future issues by way of:
- Setting clear and consistent procedures for dealing with gaps in donor records;
 - Providing clarity over the definition of maintenance and its timeframe;
 - Determining a clear and consistent procedure for identifying and dealing with the end of a bench's serviceable life;
 - Agreeing a process for dealing with the future issue of "spaces" as aging benches deteriorate; and
 - Introducing appropriate fees for works related to replacement benches.
- 1.2 The LTOS Committee resolved to recommend to Council the adoption of the draft memorial bench policy. Council will give this consideration at the Full Council meeting on 31 May under Agenda Item 9 b) - Committees/Working Group Meetings: To adopt the minutes and approve recommendations (if any) of the Leisure, Tourism and Open Spaces Committee meeting (10 May and 24 May 2022).
- 1.3 The LTOS Committee further resolved 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.*
- 1.4 Council is now asked to give consideration to these fees and charges.

2. Memorial Bench Policy Fees and Charges

- 2.1 In respect of replacement bench fees and charges, paragraph 4.2 of the Memorial Bench Policy states:

A donation sum is payable upon approval of the submitted application form and will include:

- a) the cost of the bench;*
- b) the cost of any fixings and finishing's (type and cost dependant on bench location);*
- c) the cost of one memorial plaque;*
- d) the installation fee;*
- e) a maintenance fee covering a defined period [see 4.5]; and*
- f) an administration fee.*

A current list of fees and charges can be found in appendix 1.

- 2.2 Appended to this report is the draft appendix to the memorial policy with the suggested fees and charges for the items outlined in 2.1 above.

- 2.3 a), b) and c) are the current price at which these items are purchased. The appendix makes clear that costs which are a direct re-charge are subject to change.
- 2.4 d) is a new fee which will go towards the cost of installing the new bench and removing the old one. The suggested fee is based on 2 hours work for 2 team members. Previously there was no charge for the installation and removal of benches. On occasion, the location of the replacement bench has required the bench to be assembled on site. As this is more labour intensive an installation surcharge has been suggested to cover this type of situation.
- 2.5 e) Previous ongoing maintenance of wooden memorial benches has been labour intensive and uneconomical, as little is known about any contributions to maintenance from donors, if any. The replacement composite benches will require very little maintenance, save for that as defined in the policy and reiterated in the fees and charges appendix. The maintenance period is defined in the policy as 15 years and a maintenance donation fee of £300 to cover this whole period is suggested. This equates to £20 per annum. The policy is clear that maintenance does not extend to damage or replacement parts. This figure can be increased when the policy is reviewed in later years.
- 2.6 f) An administration fee is currently charged for replacement plaques but not for replacement benches. The current fee for plaques is £24. A £30 fee is currently charged for administrative tasks related to burial matters. In line with this, it is suggested that the administrative fee for a replacement bench be set at £30.

3. Related Fees

- 3.1 The Support Officer suggests that the memorial plaque administration fee is increased to £30 in line with Council's other administration fees. It is not thought necessary to charge this figure if one replacement plaque is being arranged at the same time as the replacement bench as this will already incur a replacement bench administrative fee.
- 3.2 Council are asked to note the £5 fee for the return of a memorial plaque removed from a bench to cover postage costs. Currently, donors ask to collect these from the Council Offices often taking several months to collect, if collected at all. The Support Officer suggests that if the donor wishes to keep these they be returned by post, unless the donor lives in the Parish.

4. Conclusion

- 4.1 Is Council satisfied with the suggested figures for the fees and charges in the Memorial Bench Policy Appendix 1 as appended to this report and happy to note the fee for the return of a memorial plaque removed from a bench?

PADSTOW TOWN COUNCIL



Memorial Bench Fees And Charges 2022

Where possible, any changes to memorial bench fees and charges will be made during the regular review of this policy. However, charges which are a direct re-charge of purchasable goods or services remain subject to change.

Fees are payable in advance. The total donation fee will be confirmed upon receipt of a completed Replacement Bench Request Form or Memorial Plaque Request Form.

REPLACEMENT BENCHES

The fees given below relate to benches on Town Council land. Where permission from another landowner is required [policy paragraph 1.4] additional fees and charges may be applied by the landowner.

Permitted Bench

The bench listed below is the only permitted memorial bench. Should this bench no longer be available, an alternative will be sourced in accordance with policy paragraph 4.4. You will be notified of any difference in costs prior to purchase.

1	Bench: Phoenix Recycled Material Seat Length: 1790mm Slats: Brown Enviropol	£531.00
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Bench Fixings

The type of fixings required will be determined by employees of the Town Council and depend on the bench's location. The fixings listed below are not exhaustive and additional fees could apply.

2	Concrete surface fixing bolts [typical of most locations]	£nil
3	Paving slab fixing	£14.72
4	Below-ground anchor fixing	£48.90
5	Adjustable depth concrete-in fixing	£35.72

Installation Fee

An installation fee applies to all replacement benches. This fee is inclusive of the removal and disposal of the old bench. If the location of the replacement bench is such that additional team members are required to assist in the removal or replacement of the bench, and/or requires the bench to be assembled after delivery, an Installation Surcharge will be applicable.

6	Standard installation including removal of old bench	£60.00
7	Installation surcharge as defined above	£60.00

Maintenance Contribution

The Town Council will maintain a bench for an initial period of 15 years [policy paragraph 4.5], the maintenance fee listed below will contribute to this cost.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available [policy paragraph 4.6]. This does not extend to damage or replacement parts [policy paragraph 4.9].

8	Maintenance contribution to cover whole 15 year period	£300.00
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MEMORIAL PLAQUES

The plaque detailed below is the only style of memorial plaque permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench [policy paragraph 5.2]. A maximum of 3 plaques are permitted per memorial bench [policy paragraph 5.3].

9	Replacement/additional memorial plaque: Stainless steel Size: 125mm wide x 75mm high Fixing: 4 fixing holes Lettering: Black infill Words: maximum 35	£38.90
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ADMINISTRATIVE FEES

10	Replacement bench administration fee	£30.00
11	Replacement memorial plaque administration and installation fee *not applicable if replacing bench at same time	£30.00
12	Additional memorial plaque administration and installation fee	£30.00
13	Return of memorial plaque removed from a bench	£5.00