

PADSTOW TOWN COUNCIL

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4 May 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 **Church Rooms, Church Street, Padstow** on **Tuesday 10 May 2022 at 6.30 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

KE 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. 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 1 February 2022** (1-3)
5. **Clerks Report/Works Programme:** To receive an update for information. (4)
6. **Multi-Use Games Area:** To consider report and discuss and decide on way forward. (5-6)
7. **Information Boards:** To consider report and discuss and decide on way forward. (7-8)
8. **Lawns Play Area:** To consider report and discuss and decide on way forward. (9)

9. **Skate Park Area Vandalism and CCTV Provision:** To consider report and discuss and decide on way forward. (to follow)
10. **Memorial Bench Policy:** To consider report and discuss and decide on way forward. (to follow)
11. **Wheal Jubilee Parc – Dogs on Leads:** To consider report and discuss and decide on way forward. (10)
12. **Updates:** To receive updates for information in respect of the following:- (11-12)
 - i) Band performances
 - ii) Weed spraying
 - iii) Youth Provision
 - iv) Plantation Compost Heaps
13. **Date of next meeting:** Tuesday 24 May 2022 at 7.30pm or on the rising of the Planning Committee, whichever the later.

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 1 February 2022 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

Present: Councillors C Watson-Smyth (Chairman), R Higman, J O'Keefe and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and Minute taker)

LTOS2021/23 Apologies and Announcements:

i) Apologies were received from Councillors A P Flide, D N Vivian and Mrs T Walter; and ii) There were no announcements.

LTOS2021/24 Declarations of Interest: There were no declarations of interest.

LTOS2021/25 Public Participation: There was no public participation.

LTOS2021/26 RESOLVED that the **minutes** of the meeting held on **Tuesday 19 October 2021** be signed as a true record of the meeting.

LTOS2021/27 Clerks Report/Works Programme: The report was noted for information.

LTOS2021/28 Weed Spraying: Committee was referred to the agenda which advised that Cornwall Council has instructed that no weed spraying take place on CC property/land, as yet they had not been forthcoming as to how they would like the weeds managed. It did however, pose the question as to what Council would like to do on Padstow Town Council's own land, with the agenda report outlining details of interested to help in Committee's considerations.

The Council Support Officer offered further advice at the meeting that if Committee did consider that PTC weed spray that it be early in the day. She outlined that between the hours of 8pm and 8am were the best times when the bees were not foraging. Also to take into consideration the time of year such as early spring before the flowers were in bloom attracting bees.

Overall, it was considered that for the amount of spraying the Council did on its own land was small and it was hugely beneficial in keeping weeds at bay and reducing the need to trim as much. It was noted that training had lapsed due to COVID, upon advice re-fresher training would need to take place before this re-commenced.

RESOLVED that i) weed spraying take place on Town Council land 2-3 times a year on the proviso it is undertaken when flowers are not in full bloom and between the hours of 8pm-8am and appropriate training undertaken and in place.

LTOS2021/29

Bandstand Performances: Committee was requested to give consideration to the agenda report. Mention was made as to whether Council wanted to continue with the summer schedule of band performances, or instead do more community led events. It was noted that the benches were now in situ and that this should remain. It was outlined at the meeting that Sundays were most popular with it being harder to book the Wednesday slots. Due to COVID there had been a lapse with the appropriate training therefore due to timescales involved it would be difficult to have this in place too early in the season.

There was much discussion in this regard overall, it was felt that it would be good to continue with the band performances, but as Wednesdays were problematic to keep to the Sundays offering both an afternoon and evening performance. A Councillor mentioned about Falmouth 4x4 Responder who could be approached to undertake road closures/management as this could be an option worth exploring.

The Council Support Officer referred Committee to paragraph 2.1 of the report outlining approaches that had been made locally and that it would not be possible to provide road closures for these due to training not being in place.

RESOLVED that i) the benches remain in situ; ii) investigations be undertaken with Falmouth 4x4 Responder as to a possible company that could undertake road closures and report back findings to a future meeting; iii) the Council Support Officer ascertain next available training dates and book staff on for road closure training; iv) that the Town Council continue with band performances but only on Sundays (two performances) from July to August; v) that the RNLi days requested as per the agenda report be agreed and noted they manage these days with no assistance from the Town Council required for a road closure except for Sea Sunday however, Sea Sunday would be subject to appropriate training and road closure being in place; and vi) Marie Curie be offered the bandstand but only for collection purposes as it would not be possible to provide a road closure due to timings and training not in place.

LTOS2021/30

Information Boards: Committee was referred to the agenda report and work which the Council Support Officer had undertaken in researching the same. Views of the Committee was welcomed in being able to take this forward.

There was much discussion in this regard particularly relating to the board at Trevone which had the most out-of-date information. It was noted that Cornwall Council had put in place rubbish bins and that it felt that a concrete base, same as at George's Well would tidy the area up.

RESOLVED that i) new information boards for Trevone (x1) and Padstow (x2) be progressed on the basis that the maps are of an aerial

view (same as they are at present) but with the information/clip boards (as per the map depicted in Appendix 2 of the report - Polzeath Beach) with font being verdana to match other Padstow Town Council boards; ii) that Committee members provide clarification on any information that needs amending/updating to the office team, in particular Trevone as information was outdated; iii) matter be considered by Committee at a future meeting; and iv) a concrete plinth be made for the bins area at Trevone Green.

LTOS2021/31

Allotments: Committee was referred to the agenda report. There was much discussion on this item with the Town Clerk confirming that since Padstow Town Council had taken on the allotments it was working to how Cornwall Council managed them. For consistency it was considered helpful to have in place a protocol.

In response to a member, the Town Clerk clarified that allocation was an administrative task and it was based upon Cornwall Council's approach and that it was helpful to have the protocol in place to ensure consistency was followed.

Concern was raised at the number of days grace on people to respond to either being on the waiting list (para 3ii) or being offered an allotment (para 4v). Committee felt that more time should be given, in case the person was on holiday for instance and could miss out. It was felt this should be changed from 14 days to 21 days.

Mention was made about the age of allotment holders. The Town Clerk clarified that any agreement would need to be an adult and that if two people on the agreement, then both would need to sign.

RESOLVED to recommend to Council the adoption of the Allotment Protocol subject to changing 3ii) and 4v) to 21 days instead of 14 days.

LTOS2021/32

MUGA: The Town Clerk advised that unfortunately she had yet to talk through this matter with the Project Manager, she would chase up with a view to updating Committee on the way forward, including costings etc and timescales.

LTOS2021/33

Date of next meeting: to be confirmed.

Meeting closed 7.40 pm

**PADSTOW TOWN COUNCIL: 10 MAY 2022
CLERK'S REPORT/ WORK PROGRAMMES**

Key: EMR: Earmarked Reserve

LEISURE, TOURISM AND OPEN SPACES COMMITTEE	
PROJECT	NOTES/UPDATE
MUGA	Budget agreed from April 2022. On agenda for discussion.
Play area	Budget agreed from April 2022. On agenda for discussion.
Information Boards	This matter has been progressed as per Committee's decision at its last meeting and is on agenda to take forward.
Bandstand	Following Council decision to use 4x4 responders for road closures, the Support Officer is taking this forward. Full update on Council agenda.
Public Toilets North Quay Cory;	Toilets are open; however, we have had to have contractors back to address issues with leaks in Cory so this couldn't open with the others! This is being dealt with.
Allotment Protocol	This was adopted by Council.

Agenda Item 5.

AGENDA ITEM 6: MULTI-USE GAMES AREA

1. Background

- 1.1 Committee will recall it considered the results from the public consultation and accordingly requested that the Town Clerk contact Shaun Watts to look at plans to develop the existing tennis court as a MUGA with an all-weather surface, fencing and future proofing for potential to add a roof covering at a later date. It be set up for football, tennis and basketball.

2. Preliminary Plan

- 2.1 Mr Watts has now contacted the Town Clerk with a preliminary layout plan in order to move things forward. Appendix 1 details the same and it provides the 3 sports requested, as well as the indicative ideas on fencing and the "future proofing" requested.

3. Next Steps

- 3.1 Committee to give consideration to the preliminary plan and decide if it is happy to proceed on that basis.
- 3.2 On speaking with Mr Watts next steps once the plan is approved is that Mr Watts can prepare papers on a "design and build" basis, this will involve a short specification based on the Appendix 1 which will outline key information in which a tender can be submitted, along with plans of the current tennis courts and Appendix 1 plan. This can be undertaken once approval for the plan is given. Therefore, it would be possible that the tender would be ready to be advertised by the end of May at the latest, and a suggested 6 week tender window.
- 3.3 Committee will then need to consider tender report from Mr Watts, which would be anticipated for August, with the tender being awarded August/September time with a view to being on site to commence works in November. These timescales are provisional but "do able" provided there is no requirement for planning, which when speaking with Mr Watts this shouldn't be required as there are no fundamental changes being made. Clearly if at a later date Council did want to pursue the roof option then planning permission would need to be applied for at that stage.
- 3.4 Town Clerk to remind Mr Watts of the budget agreed by Council for these works, being mindful of the same. Mr Watts has confirmed that his fees for all necessary paperwork and engagement with the client up to the tender award stage would be £950 plus VAT. In respect of project management the same this would be £495 plus VAT for each visit and engagement in the same. These fees are covered in the MUGA budget which was agreed by Council.

4. Way Forward

- 4.1 In order to press forward Committee is asked to:-
- i) Provide its feedback/support for the preliminary plan;
 - ii) Request Mr Watts to pull together specification on a "design and build" based upon Appendix 1 and as outlined in paragraph 3.2 above this be finalised by the Town Clerk in consultation with the Committee Chairman, to avoid delay.

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 10 MAY 2022

AGENDA ITEM 7: INFORMATION BOARDS

Following the LTOS meeting 1 February 2022 it is was resolved to progress with new boards for 1 x Trevone and 2x Padstow basis on aerial view but with the information/clip boards.

1. Site visit and further information

- 1.1 The company which the Support Officer has been liaising with previously, visited all sites in April. They advise that they could produce new inserts that would fit inside the already existing frames and checked measurement.
- 1.2 They understand the aerial view, will work on using Verdana font and to fit in with Council's existing signage.

2. Revised quotation and moving forward

- 2.1 Following the site visit they have provided the appended (appendix 1) revised quotation of £1168 + Vat for all 3 boards. Which is a reduction from the previous reported £631.00 + VAT per board with clip frames. They are looking to place two clips frames per board.
- 2.2 The cost of the information signs could come from the LTOS furniture and equipment budget.
- 2.3 The company are asking us to accept the quotation and then they will start working on the designs, are committee happy to continue on this basis. If Committee are happy to do so, its suggested that final sign off of the Information Board proofs be delegated to the Town Clerk in consultation with the Committee Chairman.

Appendix 1

Quotation Ref no. 1315-2

Tracey Trestain
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Freedom Signs

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19/04/2022

Thank you for considering Freedom Signs to deliver this project. Please find specifications and costs detailed below.

Padstow and Trevone Maps

Item	Description	Unit	Total
A	To supply and install 3no. aluminium composite insert panel with applied digitally printed vinyl detail with gloss laminate overlay, screw fixed over existing framed panel. Size approx: 1162mm x 855mm	£244.00	£732.00
B	To re-create revised maps including titles, key, location, marker and associated brand/logos for use on the above panel.	£340.00	£340.00
C	To supply and attached to the above mentioned map, 6no. tamper resistant A4 size snapframes with silver frames. 2no. per map.	£16.00	£96.00
		Sub Total	£1,168.00
		VAT	£233.60
		TOTAL	£1,401.60

This quote is provided in line with the requirements of the CDM (Construction, Design and Management) Regulations 2015, to ensure that the work is carried out safely.

We hope that this quotation meets your approval, if you have any questions or wish to discuss alternative solutions, please do not hesitate to contact us.

Kind Regards

Mark Minton
Project Manager

Payment: 50% deposit - 50% balance on completion.

Terms & Conditions: Quotations are valid for 30 days. All new clients are required to pay via Pro Forma Invoice, prior to any works being carried out.

PADSTOW TOWN COUNCIL: 10 MAY 2022

AGENDA ITEM 8: LAWNS PLAY AREA

1. Background

- 1.1 Committee will recall that a budget has been agreed by Council for 2022/23 to replace the young people's play area in the Lawn's Car Park. It has been in situ for several years, and it was considered now was the time to update and renew as it was costing time and money in repairs.
- 1.2 It was also considered that the fence surrounding the skate park could be updated and improved at the same time, the same as the fencing around the car park and play area.

2. Way Forward

- 2.1 The Town Clerk considered local contractors/firms be approached on a "design and build" basis to request that they put together a play design within our budget (£90,000 – but note this also includes professional fees) and also include the works to replace the skate park fencing with the same fencing recently installed.
- 2.2 Committee's approval is welcomed to move this forward. The Town Clerk however, would urge that where possible UK based firms be approached as with the current play area we have in situ there have been issues with parts and rising costs (EU additional charges).

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 10 MAY 2022

AGENDA ITEM 11: WHEAL JUBILEE PARC – DOGS ON LEADS: Team members have undertaken an inspection of the current signage at Wheal Jubilee Parc and have found that a lot of the signage is old with outdated wording (such as "By Order Of") and in a poor state of repair, therefore this will be updated and replaced.

The inspection followed a report from a member of the public of dogs being out of control in Wheal Jubilee Parc. They reported that on one occasion 2 dogs entered a neighbouring garden and property, where they then chased the property owner's pet causing it distress.

Committee is asked to consider whether it would like to make Wheal Jubilee Parc an area where dogs must remain on leads given its purpose as a play and recreation area. If so, a request for dogs to remain on leads will be included in the new signage. Members are asked to note however that such a sign is a request and that this would be hard to enforce. What are Committee's views?

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 10 MAY 2022

AGENDA ITEM 12: UPDATES

i) Band Performances

The LTOS meeting on the 1 February 2022 agreed to run the bandstand schedule in July and August for Sunday's performances.

1. Road closure

- 1.1 The road closure application was submitted by post to Cornwall Council beginning of April 2022 and still waiting confirmation of the closure. 2019 when we last sent an application the closure was granted about one month before the first performance.
- 1.2 Support Officer is liaising with the 4 x 4 Responders following approval by Council at its April meeting to use their service for the road closures.
- 1.3 Support Officer has contacted Cornwall Council Event Planning Team to updated them that the Council will be using the 4 x 4 Responders service.

2. Allocating sessions

- 2.1 This year we introduced a new and improved process of submitting 'Interest Forms' via the Council website to allocate session. This new process this has worked well and saved officers time in ringing around, offering dates etc
- 2.2 Bands on our mailing list were informed of this new process in good time and on 19 April another mail campaign was sent informing bands that the 'Interest Forms' were live on the website.
- 2.3 All sessions were booked quickly and initial feedback is that this new system had run smoothly.
- 2.4 All bands that have successfully reserved a provisional session, have been sent Bandstand Agreements to sign and return with their bands Public Liability Insurance. Once all this is sent back then their booking will be confirmed.

3. Outstanding

- 3.1 As mentioned above we are waiting on confirmation of road closure with Cornwall Council, liaising with the 4 x 4 Responders and receiving signed Bandstand Agreements and PLI from bands.
- 3.2 As per previous years, once the road closure has been agreed we will provide letters and information to local businesses along the closure route to let them know.
- 3.3 Also as per previous years we have reserved 2 coach bays for bands parking, parking permits will be issued and Cornwall Council have been updated already in this regard.

ii) Weed Spraying

Following the LTOS meeting 1 February 2022 where it was decided that weed spraying could take place on Town Council land 2-3 times a year on the proviso it is undertaken when flowers are not in full bloom and between the hours of 8pm-8am and appropriate training undertaken and in place, the following had been progressed:-

1. Training

- 1.1 One member of the Outside team only needed refresher training, which is a one day course, he has now undertaken this session and we are awaiting his certificate.
- 1.2 Support Officer has booked the remaining team member on the full training course with Council's regular training company.

2. Health & Safety

- 2.1 Support Officer has undertaken a risk assessment and has sent this to the Council's H&S advisor for comments.
- 2.2 New PPE has been purchased and provided to the team members.
- 2.3 New spray log book is being purchased as good record keeping is essential part of the H&S for weed spraying.

iii) Youth Provision

As advised to Council, the Town Clerk has been in touch with the local policing team and an initial meeting with interested parties namely police, church, youth worker and former youth team member has been arranged to start a conversation in this regard. Meeting to take place on Friday 13 May 2022.

iv) Plantation Compost Heaps

This has been mentioned before in respect of how the initial idea of the compost heaps for use by the community has over time become an issue and is overwhelmed with garden waste and looks unsightly. Council at its March meeting gave permission for the Environment Agency to use plantation to park their welfare facilities when undertaking improvement works in the area. Furthermore, that the Town Clerk enquire as to whether the Environment Agency would undertake the clearing of the compost area in the Plantation at the same time using the provision in the Grounds Maintenance budget. The Town Clerk is waiting to hear further on this.