

PADSTOW TOWN COUNCIL

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26 October 2022

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE
Councillors A P Flide (Chairman), A N Rees (Vice Chairman), Mrs J Colwill,
Mrs J Dawe, M Rickard, 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** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 1 November 2022 at 7.00 pm or on the rising of the Staffing Committee, whichever the later** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated 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 10 May 2022** (1-4)
5. **To agree the minutes** of the meeting held on **Tuesday 27 September 2022** (5-7)
6. **Clerks Report/Works Programme:** To receive an update for information. (8)
7. **Defibrillator installation Request:** To receive a request for this installation from residents of Water Edge and The Old Boatyard in either Claude Berry or Marks Shelter. (9)

8. **Multi-Use Games Area:** To receive any update in this regard and discuss and decide on ideas for opening and managing the facility. (10)
9. **2022/23 Update and Budget 2023/24 (including fees and charges):** To receive an update for 2022/23 and to give consideration to potential future projects for 2023/24 and associated budget for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan. (11-14)
10. **Date of next meeting:** Tuesday 17 January 2023 Time: 7.00 pm
11. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
12. **To agree the confidential minutes** of the meeting held on **Tuesday 27 September 2022** (15).

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 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

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 27 September 2022 at the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors, A P Flide (Chairman), A N Rees (Vice Chairman), Mrs J Colwill, Mrs J Dawe, M Rickard, D N Vivian and Mrs T Walter.

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and minute taker), Councillor J O'Keefe (part), Councillor C Watson Smyth (part) and 1 member of the public (part)

- LTOS2022/9** **Apologies and Announcements:** There were no apologies for absence. It was **RESOLVED** to take the confidential agenda items at the start of the meeting.
- LTOS2022/10** **Declarations of Interest:** There were no declarations of interest.
- LTOS2022/11** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- LTOS2022/12** **Lawns Play Area:** Consideration was given to the design and build tenders received for the new Lawns Play Area.
- RESOLVED** to i) appoint Outdoor Play People to build a new outdoor play area at the Lawns as per their design and proposal subject to replacing the ice-cream truck with a farm shop and incorporating an inclusive swing seat option, for the tender amount of £90,000 (excluding VAT); and ii) **TO RECOMMEND TO COUNCIL** that an additional £29,661 be made available to upgrade the design to include wetpour safety surfacing of the full play area in full colour with graphics. [*Subsequent to the meeting the RFO confirmed that this could be funded from the contingency in the Capital/projects budget*]
- LTOS2022/13** **It was RESOLVED to reopen the meeting to the press and public.**
- LTOS2022/14** **Public Participation:** There was no public participation.
- LTOS2022/15** **RESOLVED** that the **minutes** of the meeting held on **Tuesday 24 May 2022** be signed as a true record of the meeting.
- LTOS2022/16** **Clerks Report/Works Programme:** The report was noted for information. The Town Clerk confirmed that the replacement bus shelter was now in place. It was noted by a member that on the latest version of the Padstow Information Board maps the location of the Nether-ton Road defibrillator was incorrect, this would be amended.
- LTOS2022/17** **CCTV Lawns Car Park Area:** There was discussion on this item with members keen to protect investment in the Skate Park and the new Lawns play area. In response to a member query the Support Officer advised that the camera on the block house would be on a pole and

not on the roof itself, further that any vandalism to the block house camera should be visible on the other 2 cameras.

Members gave consideration to the recommendations in paragraph 6 of the agenda report and were supportive of these as a way forward.

RESOLVED to:

- i) Endorse Section 1 – Justification and Planning of the Passport to Compliance as completed and appended to the agenda pages;
- ii) Agree to the proposal from the Council's IT Provider, Tanist, for a surveillance camera system (CCTV) covering the Skate Park and under 12's play area at the Lawns, as outlined in paragraph 4 of the agenda report, ensuring the system is future proofed to allow additional cameras if required at a later date;
- iii) Agree that the Support Officer a) prepare a Data Protection Impact Assessment (DPIA) on the proposed CCTV system and, to avoid delay, this be shared by email with Committee members for comment with final sign-off delegated to the Town Clerk in consultation with the Committee Chairman; and b) progress a public consultation on the proposed system as outlined in paragraph 5 of the agenda report including the renewal of SurveyMonkey for 12 months, results to be brought to the next meeting of the Leisure, Tourism and Open Spaces Committee;
- iv) Keep a log of anti-social behaviour in the whole of the Lawns area to monitor any future need as outlined in paragraph 4.4.
- v) **TO RECOMMEND TO COUNCIL** that a maximum budget for the costs associated with the CCTV proposal as agreed in ii) and iii) be set at £8,200 and taken from any remaining budget within the LTOS cost centres and the shortfall, if any, be taken from the 2022/23 contingency budget in Capital/projects;
- vi) To request the Responsible Financial Officer include a provision of £7,000 to expand the CCTV system, should it be necessary, in the budget 2023/24 report for consideration alongside other budget conversations at Committee's budget meeting.

LTOS2022/18

Tommy – Stile Field: Members gave consideration to the two replacement Tommy options sourced by Support Officer, Tracey Trestain and discussed the suitability of possible locations following the repeated weather damage of the original Tommy placed in Stile Field.

The 10mm plate steel Silent Solider was thought to be the better option, being considerably stronger than the 3mm aluminium Tommy available from the Royal British Legion. With regard to location, members felt that option b in the agenda report, being next to the memorial plinth by the war memorial would be the most suitable option.

RESOLVED to purchase a 10mm plate steel Silent Single Solider from David Ogilvie Engineering Ltd at a cost of £768 (ex VAT) including delivery to be installed to the left of the memorial plinth by the war memorial as depicted on agenda page 20.

LTOS2022/19

Short Term Holiday Lets Consultation: In response to a member query, the Town Clerk confirmed that the Department for Culture, Media and Sport (DCMS) had advised that although the response deadline of 21 September had passed, responses could still be considered. Members therefore agreed that a response be sent as set out in the agenda pages, being the member comments made and the data extracted from the Neighbourhood Development Plan consultations which refer to this matter.

RESOLVED to respond to the Department for Culture, Media and Sport (DCMS) consultation on short term holiday lets with the member comments on agenda pages 23-27 and the public comments relating to this matter received during the Neighbourhood Development Plan consultations as detailed on agenda pages 28-30.

LTOS2022/20

Date of next meeting: Tuesday 1 November 2022 (Budget) at 7.00pm

Meeting closed 7.25 pm

PADSTOW TOWN COUNCIL: 1 NOVEMBER 2022: CLERK'S REPORT / WORK PROGRAMME

Agenda Item 5

PROJECT	NOTES/UPDATE
LTOS	
Tennis Courts/MUGA	Contractor appointed, awaiting date to meet on site. Will need to think about how area managed and also opening, requested by Chairman to consider, on the agenda.
Play Area	Contractor appointed. Additional items for Council to consider at its meeting on 25 October. After which, date to be set to meet on site.
CCTV	Considered by LTOS to move forward, recommendation to Council.
Skate Park	Contractor for play area to replace this fencing as per their quote.
Core Building	Part of the winter works programme to clean and paint up – inside and out. This is taking place. The Town Clerk sought quotes for new front and side doors. Council set aside a small budget for these works. Order has been placed. Looking at how the area can be used when finished, report on Council agenda to discuss.
Information Boards	Contractor has installed the new information boards and Support Officer working on information to go into the A-frames on the same.
Chiddleypumps – railings	Due to wear and tear caused by the elements the railings have broken beyond repair. Temporary measures have been put in place to protect the public which are checked regularly. Awaiting confirmation on when this can be fixed.
Cemetery	Committee need to now consider about the potential to extend the cemetery, if possible. Estimate 10 years left. Committee to consider at a future meeting, initial enquiries are being made.

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 NOVEMBER 2022

AGENDA ITEM 7: Defibrillator Installation Request

1. Request

- 1.1 The residents of Water Edge and The Old Boatyard have been in touch for Council to consider their request for a defibrillator to be sited in one the two shelters on North Quay. The request reads:

Dear Sir/Madam,

It is proven that defibrillators save lives. Padstow has an excellent existing network of defibrillators throughout the town with the exception of North Quay. Given the high footfall from the ferry, especially in high season, this is a gap. The residents of Waters Edge and The Old Boatyard are keen to look at fund raising to provide a defibrillator in this part of the town. Having explored various siting options both with our residents and with the harbourmaster, we wondered whether a defibrillator might be located in one of the two shelters (in memory of Claude Berry and Lord Marks respectively) at the end of North Quay. These have the advantage of being under cover & readily accessible to the public, unlike siting it in Waters Edge. We believe there is power available.

We are aware that the shelters are Padstow Parish Council buildings. I would be grateful therefore if you could direct this email to the relevant responsible officer/committee for a determination and confirm receipt.

2. Current defibrillator locations

- 2.1 Looking at Front Line Emergency Equipment Trust (FLEET) website it shows Padstow has 6 locations of Defibrillators: Harbour Office/ Old Ship Hotel/ Fire Station/ Buff lodge, Netherton Road/ Sailing Club/ Dennis Cove Campsite
- 2.2 We understand Methodist Church Padstow and Padstow Touring Park also have defibrillators and that Padstow Surgery have one during opening hours.

3. Considerations

- 3.1 Our Council Foreperson has confirmed that there is not an electrical supply at the shelters. There is a lamp post in the area. It's understood electrical substation close by is redundant.
- 3.2 We note from other defibrillators they are in a boxed housing and attached to the exterior of buildings, so can't see an issue if not undercover.
- 3.3 The residents of Waters Edge and The Old Boatyard are looking to raise funds. It's presumed this is the initial purchase, unsure of any other ongoing running costs and how these would be met or any insurance requirements. These issues would need to be considered and be clear as it is on a Council shelter in order to make any informed recommendation to Council.
- 3.4 The Council Support Officer did feedback to them issues experienced in the area/shelters with vandalism. She also suggested other potential locations which would be more visible maybe better such as the Red Brick Building or the on the Slipway itself.

4. Views

- 4.1 Committee views are welcomed. Would Committee like the Council Support Officer to investigate further? Which would include electrical supply, understanding more around future running/maintenance costs? Or perhaps Committee would rather suggest other potential locations?

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 NOVEMBER 2022

AGENDA ITEM 8: MUTLI-USE GAMES AREA

The Committee Chairman requested an item on the agenda to have some discussion around opening for the above. It was also felt helpful at the time to start thinking about how the area could be managed. Council Support Officer, Samantha Daly has started looking into the latter, contacting similar organisations on their approach.

Initial ideas from the Committee Chairman are:-

"Overarching idea to have a series of lead up events – counting down to official opening. Each week post on Council's Facebook and/or have celebration at Padstow Social Club?

The above could start 4 weeks before opening [NB: completion date will be weather dependent so bear. Grand opening day will need to build this in]. Could celebrate Padstow's sporting stars – past and present."

This is all part of a conversation/discussion for Committee to have in being able to move this forward. Any costs would need to be a recommendation to Council as no budget has been agreed or set for this. To avoid delay with any progress, Committee may wish to delegate this to the Town Clerk in consultation with the Chairman and/or some Committee Councillors.

**PADSTOW TOWN COUNCIL
LEISURE, TOURISM AND OPEN SPACES COMMITTEE
1 NOVEMBER 2022**

Agenda Item 9: 2022/23 Update and Budget 2023/24 (including fees and charges)

1. Expenditure 2022/23 Update

1.1 Electrical Costs

The Council's three-year fixed term contract for electricity commenced with EDF Energy in 2022, after many issues transferring it from Opus Energy. Electricity prices have increased hugely over the last year and are anticipated to remain at a high level. With increasing prices and no cap on business energy prices, it is fortunate that the Council has a three-year fixed rate contract for most sites.

1.2 Water Costs

The Council's three-year contract with Everflow Water commenced in 2022. Costs are expected to remain at a high level, now that the three sets of public toilets are open again after the Covid pandemic.

1.3 Tree Management

There is ongoing tree management across all PTC sites, which includes the service of a Tree Specialist, undertaking regular inspections and work as required from a tree surgeon. £10,000 was included within the LTOS Grounds Maintenance for tree works and the actual cost up to 30.9.22 is £0. A Planning Application is in progress with Cornwall Council and a contractor is preparing a quotation. The trees have been ordered for the Lawn car park redevelopment tree planting conditions at a cost of £375.

1.4 Memorial Safety Programme – Health and Safety Headstones

£6,000 was included within LTOS Environment Cemetery cost centre for tople testing and the actual cost up to 30.9.22 is £0. This will be taken forward in the next few months. A number of policy decisions are required before external contractors can be booked and paid works undertaken. Dependant on timings, it may be necessary to roll this provision into the next financial year.

1.5 Community Events

A Budget of £10,000 was set for Community Events, very successful Queen's Platinum Jubilee celebrations were held that cost £5934.

1.6 Plantation – Compost

A Budget of £5000 was included for removing the Plantation compost pile and the actual cost up to 30.9.22 is £0. The Town Clerk is still awaiting information from the Environment Agency on this, as they were offering to help. This may well be spent in this financial year.

- 1.7 Skate Park fencing
A Budget of £10,000 was included for skate park fencing and the cost up to 30.9.22 is £0. However, this will be spent this financial year as the contractor appointed to undertake the new play area at Lawns will also undertake this work.
- 1.8 Core Building and Maintenance
A Budget of £10,000 was included for Core Building and Maintenance and the actual cost up to 30.9.22 is £0. Replacement doors have been ordered at a cost of £2960 plus VAT. The Outside Team are also tidying and painting the area, with materials for this coming from the general maintenance budget.
- 1.9 Tommy at Stile field
A Budget of £1000 was included for a 'Tommy' at Stile field and the actual cost up to 30.9.22 is £0. An order has been placed for a 'Tommy' at a cost of £768. We are awaiting clarification and detail on the delivery.
- 1.10 Bus Shelter near Tesco:
As Committee will know the old shelter was replaced with new glass shelter only recently. We have yet to receive any confirmation as to the cost for the Town Council. A Budget of £2000 was set aside, as at 30.9.22 £0 has been spent.

2. Major Capital Projects 2022/23

- 2.1 The Multi Use Games Area (MUGA) had a Budget of £200,000 and the actual cost up to 30.9.22 is £750. A contractor has been appointed to undertake these works. The Council's Project Manager, Shaun Watts, is still awaiting confirmation of the initial site meeting to take this forward. It is hoped and expected works to be completed in this financial year.
- 2.2 Lawn play equipment had a Budget of £90,000 and the cost up to 30.9.22 is £0. The Committee appointed a contractor to undertake the works to replace the Lawn play equipment. Committee wished to enhance the scheme, therefore these additional aspects are to be considered by Council, as recommended by Committee. These works will be completed in this financial year. Initial site meeting is being arranged.

3. Fees and Charges 2023/24

- 3.1 Burial and Memorial Fees
The Committee will recall that the Burial and Memorial Fees were increased last year, taking effect from 1.4.21. As this was only recently increased it is suggested that the burial charges and memorial fees remain the same. Does the Committee agree?
- 3.2 Land Use
The fees agreed were any commercial organisation to be charged a fee of £1,500 per day for filming on any part of Town Council land but that this fee be negotiated at the Town Clerk's discretion. Does the Committee wish for this fee remain as it is?

4. Maintenance Programme

- 4.1 As the Committee will know the Council does have various assets across the Parish. The Council has undertaken several key projects and schemes over the years, and it's considered that we need to now focus on potentially more significant maintenance projects, to protect our assets going forward.
- 4.2 At the moment it's difficult to give detailed projects however, we do need to review our Cornish hedges. We had some work undertaken at Stile Field and have noticed some minor failures across our estate which were dealt with at the time. There is also the dock wall. The company who monitors it regularly has outlined that work will need to be done on further maintenance in the near future. Therefore, the Committee may wish to consider increasing its Maintenance Budget.

5. Budget 2023/24 and Business Plan (Capital Projects)

- 5.1 Some potential projects that Committee may wish to consider including in the budget to recommend to FGP are outlined below:

a) CCTV – provision to expand CCTV system £7000

Committee will know that it considered a CCTV at the Lawns Car Park area at its recent meeting. This is being taken forward. Once the MUGA is up and running and more things are happening at the Core Building, it may wish to extend the CCTV, if there are any issues of concern.

b) replace Railway car park railings (Station House) £35,000

The Outside Team do paint these regularly however, it is very apparent that most, if not all the railings to the rear of the Business Units will need to be replaced. They are broken in places and rusted. To help with budgeting an initial quote was requested.

c) Cemetery – investigate acquiring new land, set aside an Earmarked Reserve.

It's considered that, as a rough estimate, the Council has 10 year's space left in the Cemetery and therefore we really do need to start planning now, initially investigating and acquiring any new land, looking into any planning required and professional advice around planning and setting out a new cemetery area.

d) the refurbishment or replacement of the Lawn garages/Scout Hut area could be considered in the Business Plan for a future year, as a possible compound for the Maintenance Team's vehicles, equipment etc.

This is just really picking up that these assets do need work, or potentially redesign and replacement for the garages at some point before they fall into complete disrepair.

e) Community Events - a Budget of £10,000 was set in 2022-23. Does the Committee wish to include £10,000 for Community Events in 2023/24?

f) Memorial Safety Programme – Health and Safety Headstones – as per paragraph 1.4 a Budget of £6,000 was set in 2022-23 and it is considered prudent to include a provision for this item in the 2023/24 budget due to

potential issues with timing. The previous provision was for the setting up of the safety programme with specialist assistance in safety testing, however it is recommended this be increased to £8,000 for 2023-24 to include fees associated with rectifying any safety concerns. £8,000 is a conservative estimate of the total cost of this project and is not expected to be in addition to the £6,000 2022-23 budget.

- 5.2 Are there any thoughts on potential Capital projects (over £10,000 in value) that the Committee would like to see in the Budget 2023-24 or Business Plan, for recommendation to FGP?