

PADSTOW TOWN COUNCIL

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17 May 2023

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

Councillors Mrs J Colwill, Mrs J Dawe, A P Flide, R Higman, A Hoskin, A N Rees and M Rickard

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 23 May 2023 at 7.30 pm or on the rising of the Planning Committee meeting, whichever the later** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

Agenda **Press & Public are invited to attend**

1. Election of Chairman/Vice Chairman
 - i) To **ELECT** Committee Chairman
 - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
2. To receive **apologies for absence and announcements (if any)**
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. **To agree the minutes** of the meetings held on i) **Tuesday 14 March 2023** and ii) **Tuesday 4 April 2023.** (9-11) (1-3)
6. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for any amendment to Council (12-14)

7. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. (to follow)
8. **Correspondence:** To give consideration to the following items and discuss and decide on way forward. (15-17).
- i) **Hedgehogs R Us – Highway Project**
 - ii) **War Memorial – Stile Field**
 - iii) **British Legion (Padstow) Branch**
9. **Pentreath Limited Bench QR Codes:** To give consideration to this matter and discuss and decide on way forward.
10. **Council's Memorial Bench Policy:** To receive an update for information. (to follow)
11. **Future Meetings (commencement of each 7.00 pm unless specified below):**
- Tuesday 4 July 2023
 - Tuesday 5 September 2023
 - Tuesday 7 November 2023 (budget)
 - Tuesday 9 January 2024 (7.30 pm or on rising of Planning Committee)
 - Tuesday 5 March 2024

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 14 March 2023 at the Council Chamber, Council Offices, Station House, Padstow at 7.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker) and 10 members of the public.

LTOS2022/47 Apologies and Announcements: i) Apologies: There were no apologies for absence.

ii) Announcements: The Chairman welcomed members of the public to the meeting and advised of the meeting process. He acknowledged the emotiveness of the agenda items and apologised for the necessary formality of the meeting. Members of the public were advised they could address the meeting under public participation. The Chairman advised he was happy to move the meeting into confidential session if members of the public made him aware they considered their comments too personal; if not, comments would be captured in the public minutes.

LTOS2022/48 Declarations of Interest: There were no declarations of interest.

LTOS2022/49 Public Participation: 2 members of the public addressed the meeting in relation to agenda item 5 Padstow Cemetery. Comments included:

- Had submitted the formal complaint being considered by Committee;
- Look after brother's grave as his wife is over 80. Had no idea of regulations and upon visit to cemetery found everything removed, have had ongoing correspondence with office since;
- Consider if letters are sent to EROB owners but no acknowledgment is received then Council cannot know whether they have been received;
- Still waiting to know what can be placed on a grave in vase hole as according to regulations, no materials are permitted;
- Feel like grave of brother and great granddaughter have been picked on as believe these are the only graves which have had items removed;
- Consider that Council could at least put signs up to notify people;
- Regulations should be included on the form for reserving a grave;
- Have tended graves in the cemetery for 30 years, rules have been introduced by somebody without thought, consider Council has upset a few people so far but there will be more;
- Rules should be applied to all graves not just a few. More graves with non-permitted items in the cemetery, not prepared to comply if others do not.

1 member of the public addressed the meeting in relation to agenda item 7 ii) Padstow Cemetery Regulations: Children's Graves.

Comments included:

- Happy for personal letter submitted in relation to this item to be openly read [was included in confidential agenda papers only due to confidential nature];

A 2nd member of the public further added in respect of this item:

- The cemetery shouldn't feel like a place that can't be visited because it feels too maudlin and morbid;
- Feel taking items to a grave is all families can do, it should be a place of peace and tranquillity where families can remember;
- Eldest daughter lost cousin at very young age and experienced anxiety and problems at school, only thing she had was to paint stones and shells to take to cousins grave. Has not been able to visit since items removed;
- Grave no longer gives the family peace, gives more sadness.

2 members of the public addressed the meeting in relation to agenda item 7 Padstow Cemetery Regulations. Comments included:

- If a grave is well cared for, why can't families place what they want on a grave;
- Family bereaved suddenly, have young children and have made their grandfather's grave a special place to visit;
- Feel maintenance of cemetery is inconsiderate, grass sprayed over graves and on one occasion on a floral tribute following a funeral;
- Feel letters sent regarding non permitted items are thoughtless, would like graves to be bright, colourful and happy places to remember loved ones;
- Understand reasons for not allowing glass;
- Feel use of strimmer's in cemetery is wrong, memorial stones very expensive and chunks of grass and mess left by strimmer's is more detrimental than the well kept graves [with NPM items]. Could grounds team use hand mowers;
- Understand need for Council to take over if graves are untended but what is the issue if a grave is well tended and not affecting the grounds team, especially for cremation plots. If it's within the burial space, why must items be moved. Especially on a children's grave;
- Cemetery should be a place of celebration, respect and love.

A 3rd member of the public further added in respect of this item:

- Received letter advising planted shrubs needed to be removed. Shrubs had come from parent's garden, had rooted and grown;
- Visit cemetery every day and grave well-tended and grass cut with sheers, no reason for grounds team to go near but all had to be removed;
- Received another letter saying glass had to be removed from the plinth;
- After first letter, sent heartfelt email but did not receive a reply. Only acknowledgment was at the top of the second letter;

- Consider only a tiny bit of sympathy has been shown, should take care with letters and try to feel the situation from both sides as they try to;
- Cemetery shouldn't be a place of contention.

LTOS2022/50 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 17 January 2023** be signed as a true record of the meeting.

LTOS2022/51 **Padstow Cemetery:** The Chairman referred members to a complaint from a member of the public regarding the enforcement of cemetery regulations as set out in the agenda pages. There were 7 issues set out within the complaint and Committee gave consideration to each in turn.

Issue 1: Members noted under the current process, more than one letter is sent before enforcement action is taken and that it is the Exclusive Right of Burial (EROB) owner's legal obligation to ensure they notify the Council of any changes to their address. It was noted that EROB owners are made aware of this at a number of stages.

Members were supportive of improvements made to help ensure details are accurate, being the system of a 5 year contact detail check introduced in April 2022.

It was felt that the current process for contacting EROB owners and the system for checking was acceptable but it was suggested this be reviewed in 12 months.

RESOLVED to make the following response/take the following action, in relation to issue 1 of the Padstow Cemetery

complaint: The current process for contacting EROB owners and the system for checking their contact details is acceptable at present but should be reviewed in 12 months' time.

Issue 2: Members noted that the Town Council is not required to notify EROB owners that non permitted memorial (NPM) items are being removed and acknowledged that despite this, letters are sent out to EROB owners. Committee noted the recommendation from Full Council in November, that LTOS look at "future improvements in the cemetery to help advise and inform the public and grave owners of the cemetery regulations". It was further noted that this was a later agenda item.

One member noted that there were currently a lot of NPM items in the cemetery and queried whether the Maintenance Team found it difficult to remove items. It was acknowledged that all team members, inside and out, found the issue difficult however, both teams had roles in managing the cemetery in accordance with the regulations.

It was generally felt that improved signage would help both the members of the public and the team because it could also be used to communicate the process of removal. Mention was also made that this could include a QR Code, as well as contact information such as phone number and email address.

RESOLVED to make the following response/take the following action, in relation to issue 2 of the Padstow Cemetery

complaint: Committee support the suggestion of notices regarding the Cemetery Regulations within the cemetery and will look to introduce new signage to improve communication. This having also been requested by the Full Council at its meeting in November.

Issue 3: Committee noted that under the wording previously used in the paperwork for purchasing EROBs (both in advance of and at the time of a burial) there was confusion over what constituted a memorial - tributes and tokens not being considered under this term by members of the public. Members were supportive of the improvements made over the last 2 years in respect of this paperwork with one member commenting that it all came back to communication. It was felt that improvements made would take time to show their full effect.

Committee acknowledged that whilst there may have been some communication issues with graves purchased before the improved paperwork, the regulations had not changed and that the only way forward at present was to accept that despite this, the regulations still exist.

RESOLVED to make the following response/take the following action, in relation to issue 3 of the Padstow Cemetery

complaint: Committee acknowledge issues with the communication of cemetery regulations relating to graves purchased before the improved paperwork. Committee support the improvements made to the paperwork in order to address this going forward and will continue to work towards raising the awareness of the regulations.

Issue 4: Member's noted the current process for removing items from graves, being to write to EROB owners first, except where items have deteriorated to a poor or dangerous state. Officers outlined the rationale for the pragmatic approach applied in respect of NPM items placed on graves at certain times of year e.g Christmas. Committee noted the improvements made this year in respect of the removal of these items after the occasion, being a notice in the cemetery advising EROB owners to remove any items they wished to keep by a set date with the team then removing any remaining after that date. In response to a member query the Town Clerk advised she would raise with the Foreperson that members had noted Christmas items still on some graves.

Generally, Committee felt that the notice displayed following Christmas had been "a good starter for 10" but felt that further improvements could be made. There was further discussion on this matter and whether such an approach should be applied to other times of the year such as Easter and May Day. It was suggested by a member that the process be managed through a cemetery management review every 8 weeks with any NPM items being removed from graves, thereby capturing all special occasions. Further, that a notice be displayed in the cemetery to this effect. It was felt this would be an initial improvement to consistency and it was agreed that this approach could remain open to review.

RESOLVED to make the following response/take the following action, in relation to issue 4 of the Padstow Cemetery

complaint: A more defined process for the removal of non-permitted items placed on graves which are specific to key times of year e.g Christmas/Easter will be introduced. A cemetery management review be undertaken every 8 weeks and if necessary removals will be undertaken and cemetery signage will reflect this. This will be an initial improvement that will be open to review.

Issue 5: The rationale for the current process of staggered enforcement being reflective of team capacity and capacity for respectful storage was noted, as was the rationale for the specific areas of initial focus. Committee noted that officers would be seeking input from Committee as to the approach to be taken for graves pre-dating the 2014 regulations. Committee noted that the initial focus was specific to areas and to the latest interments and did not look at individuals. Committee was satisfied with the approach within resources.

RESOLVED to make the following response/take the following action, in relation to issue 5 of the Padstow Cemetery

complaint: The current staggered approach to the enforcement of non-permitted memorial items [where they do not relate to key times of year as in iv) above] is acceptable within the resources of the Council. The Committee will give future consideration to how this is managed in relation to areas which pre-date the 2014 regulations.

Issue 6: The Chairman outlined the legislation permitting cemeteries to set their own regulations and gave an overview of how Padstow Town Council agreed their regulations when they were introduced in 2014. Committee noted that looking at several cemeteries across the county, these were broadly in line with Padstow Cemetery. Comment was made that how other cemeteries were managing those regulations was a matter for them.

In response to a query from a member of the public, the Chairman confirmed that the current item related to a matter concerning the regulations as they were at present. He advised the cemetery regulations were being considered at a later agenda item. The Vice-

Chairman further added that Committee would not be able to make any changes to the regulations at this meeting, any suggested changes would be a recommendation to the Full Council.

RESOLVED to make the following response/take the following action, in relation to issue 6 of the Padstow Cemetery

complaint: To share with the complainant the background to the regulations as outlined in the agenda pages.

Issue 7: Members noted the comments raised in the complaint regarding the maintenance of the cemetery. The Town Clerk confirmed that she would raise with the Foreperson the possibility of not using strimmer's in the cemetery, in response to a member of the public's comments regarding the impact these have on the condition of a grave. It was noted that the Support Officer was working on a memorial safety management plan for the cemetery and it was confirmed that memorial stones were the responsibility of the EROB owner. It was suggested that a site meeting be attended by Committee members, members of the outside team and members of the office team to look at how cemetery maintenance could be improved. It was agreed this would be a good way forward.

RESOLVED to make the following response/take the following action, in relation to issue 7 of the Padstow Cemetery

complaint: A site meeting is to be held to look at possible improvements to the maintenance of Padstow Cemetery. This will be attended by members of the Committee, outside team members and office team members.

LTOS2022/52

CCTV Lawns Area Update: The Town Clerk referred members to the agenda report highlighting community support for the CCTV proposal. The Support Officer further updated that Council' provider, Tanist had recently re-visited the site in preparation for the installation. Having taken account of the new structures in the play area they now considered that the proposed camera locations would not provide sufficient height for a useful vantage point. Therefore, they propose that the camera positions be moved to 2 cameras mounted near the top of the lamp post and 1 camera on the Core Building. Members were supportive of the recommendation by Tanist and noted the next steps in relation to the compliance paperwork and policies as outlined in the agenda pages.

RESOLVED to i) agree to the recommendations from Tanist to move the proposed CCTV camera locations to 2 cameras mounted on the lamp post and 1 camera mounted on the Core Building, to take account of the new wooden play structures installed in the play area since the initial proposal; and ii) to note the next steps as set out on agenda page 15.

LTOS2022/53

Padstow Cemetery Regulations:

i) Future Improvements: Members gave consideration to this item and were agreed that formal cemetery signage with an incorporated

noticeboard element would be beneficial in helping to advise and inform the public and EROB owners of the cemetery regulations. Members were also supportive of exploring the possibility of placing a small structure near to the entrance where non permitted memorial items that have been removed from graves could be placed.

RESOLVED to i) install informative welcome signage referring to the cemetery regulations at the entrance to the cemetery and that to avoid delay the sign be delegated to the Town Clerk in consultation with the Chairman to progress; and ii) to work up proposals for a small structure to place items removed from graves and that this be considered at a future meeting.

ii) Children's Graves: The Chairman referred members to the agenda report in this regard. The agenda report set out research outlining the significance of children's graves as a place of comfort and detailed existing support for individualised memorial spaces within Padstow Cemetery's regulations. The Chairman noted the approaches suggested by the Institute of Crematorium Management as well as alternative approaches that could be considered.

Members expressed concern for the consequences of discriminating between graves, both for families and aesthetically. Members considered separate regulations would mean differentiating between types of grief and found this idea difficult with one member expressing that each death is significant to each family.

It was acknowledged that some of the regulations, such as those relating to glass, were included for clear practical reasons, and it was also understood that it was unlikely that the regulations, whatever they be, would please everyone.

One member expressed they felt unable to make a decision in respect of regulations concerning children's graves at this meeting. They wished to give consideration to the facts and comments by members of the public in order to make a reasoned decision. This was supported by other members who wished to visit the cemetery again in order to consider all the information from the meeting. It was felt important however, that Committee reconvene as soon as practicable following this pause for consideration.

RESOLVED that in consideration of the facts and situations presented at the meeting, not to make a decision regarding children's graves but to meet again within 2 weeks [subject to diary commitments] in order to make a reasoned decision for all families following further individual member visits to Padstow Cemetery.

LTOS2022/54

Date of next meeting: To be confirmed but, subject to diary commitments, within the next 2 weeks or as soon as possible thereafter.

- LTOS2022/55** It was **RESOLVED** to exclude the press and public due to the confidential nature of the business about to be transacted.
- LTOS2022/56** **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 17 January 2023** be signed as a true record of the meeting.
- LTOS2022/57** **Padstow Cemetery Regulations:** The confidential papers relating to agenda item 7ii) were noted. No discussion was required.

Meeting closed 9.15 pm

PADSTOW TOWN COUNCIL

Minutes of the Extra-Ordinary Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 4 April 2023 at the Council Chamber, Council Offices, Station House, Padstow at 6.00 pm

Present: Councillors A P Flide (Chairman), A N Rees (Vice Chairman), Mrs J Dawe and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker) and 2 members of the public.

LTOS2022/58 Apologies and Announcements: i) Apologies: Apologies were received from Councillors Mrs J Colwill and Mrs T Walter.
ii) Announcements: There were no announcements

LTOS2022/59 Declarations of Interest: There were no declarations of interest.

LTOS2022/60 Public Participation: 2 members of the public addressed the meeting in relation to agenda item 4, Padstow Cemetery Regulations: Children's Graves. Comments included:

- Wished to reiterate comments from last meeting and information set out in daughter's letter [confidential papers];
- A lot of the information in the agenda papers had been provided by them, having been forwarded to them from SANDS. Glad to see the research had been used in the agenda papers.
- The research referred to in paragraph 2.4 of the agenda papers [p2] describes how they feel as a family, and in particular how their daughter feels;
- Understand that distinguishing children's graves could cause controversy. Although as a family what they do for their granddaughter's grave is very different to what they do for the graves of other relatives;
- Next week would have been granddaughter's 4th birthday, wish to be able to take a present and a card. Grief for the loss of a child is different because with each missed milestone the loss gets harder;
- Understand that in respect of the older cremation area it would be difficult to distinguish specific grave spaces but in new cremation area where granddaughter is buried, this is not difficult because of the kerbing [stone chippings and edges];
- Appreciative of Committee's consideration of the matter, have noticed that children's graves are scattered around the cemetery and realise that changes may cause issues.

LTOS2022/61 Padstow Cemetery Regulations: Children's Graves: Members began by giving consideration to introducing regulations specific to children's graves. As at the last meeting, concern was expressed at differentiating between grief. It was also felt that determining the age of a child would be difficult. Theoretically the grave of a person aged 18 and a few days would be treated differently to that of a person aged just under 18 years but both could be considered children by the family.

Members were unanimous in wishing to see all graves treated in the same way.

RESOLVED Not to recommend the introduction of regulations specific to children's graves and that children's graves and adult graves continue to be treated in the same way.

Members recognised the academic research in the agenda papers and the advice of the ICCM as well as the contributions from members of the public at this and the previous meeting. Members were unanimous in wishing to see changes to the permitted items on graves but were all mindful of the need to manage the cemetery effectively for the benefit of all.

There was discussion around setting greater clarification in respect of regulation 51 and being more specific about what items could be permitted and that this might be more helpful and positive. However, it was noted that it would still be necessary to include some specific preclusions e.g glass to ensure there is no ambiguity. It was also suggested that if making changes it would be a good opportunity to consider being "greener" in the cemetery, perhaps avoiding plastic flowers and cellophane.

There was support for the suggestion of a defined area within a grave space for mementoes, one member thought this could be defined by fencing. It was felt this would allow people to personalise graves whilst ensuring ease of cemetery maintenance. There was discussion as to whether the number of permitted items should be limited to a specified number. However, it was felt this would provide additional issues, such as team members having to determine which item should be removed if there were more than the set amount and potentially removing the most sentimental.

It was suggested that should any changes be made to the regulations regarding mementoes then it would be prudent that at the same time, defined policies and procedures for the Council's management of the same be set and communicated to grave owners. In particular, the regularity of checking graves and the process for removal of items which are either broken, perceived to be dangerous, or not permitted.

There was discussion of potential items that could be permitted such as solar lights and discussion of whether it would be appropriate to restrict the height of such items. However, it was felt this level of detail would be better considered at a future meeting subject to Full Council agreeing to Committee's recommendations for change. Members were in agreement that a good way forward would be to introduce a defined memorial area in front of the headstone for earthen grave spaces and on the cremation tablet for cremation plots, and to revise regulations 51-53 to reflect this.

It was noted there would be no enforcement action in respect of paragraphs 51-53 whilst they were being revised.

RESOLVED TO RECOMMEND TO FULL COUNCIL that i) paragraphs 51-53 of the Padstow Cemetery regulations be revised and that any revision be prescriptive about permitted mementoes rather than solely prohibitive; and ii) to accommodate these revisions, regulations be introduced setting a defined memorial area immediately in front of a headstone for mementoes not exceeding a specified area or height; iii) in respect of cremation areas, the defined memorial area be limited to the cremation tablet; and iv) that the Leisure, Tourism and Open Spaces Committee work up the detail of these recommendations at a future meeting.

Having reached a decision regarding this item it was no longer necessary to move to agenda items 5 and 6 and the Chairman closed the meeting, thanking members of the public for attending.

Meeting closed 6.36 pm

PADSTOW TOWN COUNCIL
LEISURE TOURISM AND OPEN SPACES COMMITTEE: 23 MAY 2023

AGENDA ITEM 6: COMMITTEE TERMS OF REFERENCE:

At the Annual Meeting of the Council, it was resolved that each Committee give consideration to their own terms of reference at their first meeting. Appended to this report are the current terms of reference for the Leisure, Tourism and Open Spaces Committee.

With regard to meeting frequency, the terms of reference currently specify that Committee will meet "on the 1st Tuesday of every month bi-monthly at 7 pm" and "additional meetings will be arranged as required". Therefore, each year 6 meetings are scheduled, these being May, July, September, November, January, and March. In considering the same, it was thought members may find it useful to note when and how often Committee has met in recent years and this is set out below.

2022-2023:

- 1) 24 May 2022 (election of Chair and updates)
- 2) 27 September 2022
- 3) 01 November 2022 (budget)
- 4) 24 January 2023
- 5) 14 March 2023
- 6) 04 April 2023 (extra-ordinary meeting due to cemetery item)

2021-2023:

- 1) 25 May 2021 (election of Chair)
- 2) 10 August 2021
- 3) 19 October 2021 (budget)
- 4) 1 February 2022
- 5) 10 May 2023

For information, Council's other standing Committees currently specify the following in relation to meeting frequency in their terms of reference:

- Highways Roads and Transport: "on the 1st Tuesday six times a year, to include June and October at 7pm". These are scheduled on the opposite months to LTOS.
- Planning: "on the 2nd Tuesday of each month at 7pm".
- Finance and General Purposes: "The committee will meet quarterly Additional meetings can be convened to deal with special events as they occur."
- Staffing: "The committee will meet quarterly – June, September, December & March"

Does committee wish to recommend to Full Council any changes to its terms of reference?

Terms of Reference for the Leisure Tourism & Open Spaces Committee

Membership

- The Committee will consist of 7 elected Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 4 elected members.
- The Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity and members of the public can be co-opted on to assist with the recommendations.

Records of Proceedings

- The Committee will meet on the 1st Tuesday of every month bi-monthly at 7 pm
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

Functions

The Committee will have **full delegated powers in respect of** –

1. The improvement, maintenance and management of all open spaces, grounds, play areas, Padstow's Cemetery and St Petroc's closed Churchyard, allotments and public conveniences owned and/or managed by the Town Council subject to clause 7,
2. The monitoring, improvement and management of the Plantation,
3. The monitoring and management of the War Memorial
4. The provision management and maintenance of Town Council notice boards,
5. The support of Padstow Tourist Information Centre,
6. Responsibility for the provision, management and maintenance of public seats, litter bins, dog bins and bus shelters.
7. Authorisation of expenditure within the committees budget, provided that the payment is made from a budget within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorized by the F&GP Committee,
8. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee,
9. All aspects of Health and Safety/Risk assessment that fall within the remit of the committee,
10. The implementation of agency agreements for the delegation of services from CC which fall within the remit of the committee
11. To apply for any appropriate grants for the use of the Council
12. To consider such matters as may be delegated by the Council from time to time,

To make recommendations to Full Council/F & GP in respect of:

1. To consider and submit to the F&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year by November each year,
2. Consultation with other relevant bodies with similar interests including other Town Council committees and sub-committees and consideration of their recommendations.
3. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents of a parks and recreation nature,
4. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy future direction and strategy.
5. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F&GP Committee by November each year,
6. Making recommendations to the Council on all matters not within existing policy,
7. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.

PADSTOW TOWN COUNCIL
LEISURE TOURISM AND OPEN SPACES COMMITTEE: 23 MAY 2023

AGENDA ITEM 8: CORRESPONDENCE

i) Hedgehogs R Us – Highway Project

Appendix 1 details the above, it outlines that Councils are signing up to this project, which involves the purchase of 50 hedgehog surrounds (1 box), information leaflet as well as sticker showing support. The surrounds are to help promote and show access holes that have been left in peoples fence/walls to ensure that a "hedgehog highway" is maintained, as well as promoting the idea.

Would Committee like to recommend to Council to sign up to the same? If so, 50 surrounds would cost £150. These could be offered to anyone living in the parish free of charge or recharged? Alternatively, should Committee consider that this isn't required, potentially if Committee considered this were an issue in its community it could instead push information on this matter on its social media platforms?

ii) War Memorial – Stile Field

The Padstow British Legion contacted the office to provide feedback they had received in respect of the above, in particular that names were almost illegible as well as a need for general cleaning of the same. Committee may recall that back in 2014 a total refurbishment was undertaken to mark the centenary of WW1. Specialist companies were contacted, a requirement outlined by the War Memorials Trust. Council also sought a grant of up to 50%. McNeilage Conservation undertook cleaning/restoration which involved as well as cleaning, repointing and re-painting worn letters. They also provided a short report with photos which was supporting evidence in respect of the successful grant application which awarded a sum towards a portion of the costs. As Committee will note, from past experience, experts in this field would need to be approached for such works. As we were pleased with McNeilage, and this being a very specialist area (we only contacted one other firm), would Committee like us to contact the same to seek an idea on cost – for a clean and re-painting of worn letters, and then report back?

iii) British Legion (Padstow) Branch

The above has been in contact, as detailed in Appendix 2. Are Committee happy that we meet with them and offer our team's services to help in siting the bench in the Churchyard?

Also are Committee happy to recommend to Council that we work with the British Legion in respect of the Remembrance Day Order of Service Books, and provide a report to Council in this regard as to cost?

AGENDA ITEM 9: PENTREATH LIMITED: BENCH QR CODES

Pentreath Limited is a charity in Cornwall that supports recovery from mental ill health and provides opportunities for people to meet their potential for happy and productive lives. Liskeard Town Council has been displaying Pentreath QR Codes on small cards in certain places on benches. Councillor Dawe made the office aware of this. The code instantly gives someone access to the phone number of the Samaritans and the Cornwall Mental Health helpline, both of which offer 24/7 support. In a moment of crisis sometimes the smallest of things can offer the greatest of help in that moment. The Town Clerk recommends that Committee look to obtain these and that they be placed around our Parish.



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!
I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

- Each box of 50 is £150 and includes:
- * 50 Hedgehog Highway surrounds & 50 information leaflets
 - * A display box & window sticker showing you are part of the project.



Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.



Linda Cook, Founder of Hedgehogs R Us

RECEIVED
9 MAY 2023

Appendix 2.

[REDACTED]

Dear Padstow Town Council,

Thank you for our grant cheque which was received recently, and thank you once again for the council's continued support for the British Legion in Padstow.

We will now get the commemorative bench ordered to complete the garden of remembrance at St Petrocs church, this will take approx. 10-12 weeks to come through.

We have been in discussion with St Petrocs church about where we would like to locate the bench and we would like to ask the council if they could help and provide us with a concrete plinth on which to set the bench on.

We have also been in discussion with the council with regards to replacing the order of service books that are used on remembrance Sunday. The current order of service book is now out of date and need replacing. We would be very grateful if this is something that the council would be able to undertake for us.

Thank you once again for considering these requests.

Best regards

[REDACTED SIGNATURE]

Mr Paul Willis
Secretary
Padstow Royal British Legion