

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 4 July 2023 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors Mrs J Dawe (Chair), A N Rees (Vice-Chair), Mrs J Colwill, R Higman and A Hoskin

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

- LTOS2023/12 Apologies and Announcements:** Apologies were received from Councillors A P Flide and M Rickard. There were no announcements.
- LTOS2023/13 Declarations of Interest:** There were no declarations of interest.
- LTOS2023/14 Public Participation:** There was no public participation.
- LTOS2023/15 RESOLVED** that the **minutes** of the meeting held **Tuesday 23 May 2023** be signed as a true record of the meeting.
- LTOS2023/16 Committee Works i) Update:** The update was noted. The Town Clerk further added that she had contacted a company concerning the War Memorial and they had advised that, from looking at the photos, a general clean wasn't necessary as it was growth of lichen and a bit of moss, and in their view, as conservationists, does no harm and shows the monument off in its landscape. The Town Clerk was awaiting further advice on the lettering however, she had recently sent over further photos which would determine cost. Initial thoughts from them were a couple of days work, usual charge being £300 per day plus expenses plus VAT. They also advised they were very busy at present. The Town Clerk hopes to hear further once they have reviewed all the photos and assessed the true extent of works to be undertaken. A Councillor advised that the bench at Victoria Monument wasn't securely in place. The Town Clerk would raise this issue with the Council Foreperson.
- ii) Programme:** This was noted. In response to a query, the Town Clerk added that she hoped the cemetery site visit would be arranged for end of July/early August.
- LTOS2023/17 Railings Improvements:**
- i) Station House, Railway Car Park Railings: A Councillor queried if these were listed? The Town Clerk advised when undertaking the refurbishment works at Station House this was looked into and it was confirmed that the property wasn't listed. Furthermore, over the years they have been repainted, changing the colour from the original green. Other railings had also been removed over the years.

The Town Clerk also added that whilst the quote was within budget, there was an additional cost to be confirmed in respect of the costs involved for a traffic management system as the replacement works were so close to the highway. Any additional funds over the allotted budget would need to be taken to Council.

RESOLVED that i) provided the final quotation, including safety measures falls within the allocated budget then the replacement railings be taken forward after the summer holidays; and ii) any further decisions, provided in budget, be delegated to the Town Clerk, in consultation with the Committee Chairperson.

- ii) Railings, Lawns Car Park: There was some discussion on the state of the steps, as well as the railings. A Councillor considered they were narrow and perhaps instead a quote be obtained to replace the steps and the railings at the same time. The Town Clerk advised that as far as she was aware there were no issues with the steps and they were in good order. They had been painted to highlight the edge of the step. The company contacted for a quotation to do the railings would not be able to do the steps as well, as this did not fall into the works they do. A Councillor commented that he has used the steps and could see no issue with them. It was noted that this wasn't a budgeted item by the Committee and therefore they would need to seek Council's approval

RESOLVED TO RECOMMEND TO COUNCIL that a small section of fencing and the railings at the Guide Hut be replaced with galvanised steel as per the quotation of £4,532.00 plus VAT and that this be funded via the Capital/Projects Contingency budget.

LTOS2023/18

MUGA – Update: Members noted the report and the feedback received from 2 residents. General comment at the meeting was that late use of the MUGA had not been observed and a member questioned whether it was any louder than the nearby Social Club. It was also noted that the fencing surrounding the MUGA was now higher than the previous fencing.

Committee was appreciative of the comments and apologised on behalf of the MUGA users for any inconvenience experienced but believed that some of the unwanted activity will settle down and is perhaps a result of the MUGA being so new. Committee were keen to allow the facility time to "bed in" before making any significant changes. It was noted that if Council were to move to locking the facility at night, careful consideration would need to be given to how this would be managed during the summer months when the evenings would remain light after employees left at 6pm.

It was suggested that windows being open due to the heat and the fact that the area had been disused for so long were likely to be exacerbating issues. However, members wished to keep the situation

under review and to log any further incidents reported. It was suggested that a polite notice be shared on social media a reminder for users to be mindful when using the MUGA as well as a notice at the MUGA.

Committee noted that the basketball nets had been removed, leaving just the rings, due to one having broken during play.

RESOLVED to continue to review the impact of the MUGA and to keep a log of incidents reported and to share a polite notice on social media reminding users to be mindful of neighbouring residents, particularly during the evenings and notice at the MUGA to reinforce this message.

LTOS2023/19

Remembrance Day – Future Planning:

There was some discussion in this matter with Committee querying if a road closure would be required, it was a quieter time of the year. The Town Clerk advised that since COVID the Town Council has been more involved, the Chair of the Council had attended other events across the County and closures were in place. Furthermore, when walking from the bandstand to the Church this was onto oncoming traffic.

It was further queried whether the marshalling duties could be done by volunteers. A member outlined that Nadelik Lowen could possibly help, with a further member also wondering if the same could be said for the Legion. The Town Clerk advised that a meeting had yet to take place and such issues could fall out of that as to support that could be provided on the day. However, she considered it best to book up 4x4, as they will be busy, to ensure we do have cover. The Committee Chair felt that it would be wise to book up especially as they will have the necessary certificates/knowledge in place for traffic management and also counter terrorism.

RESOLVED TO RECOMMEND the services of Devon and Cornwall 4x4 responders be booked, if they are available, for Remembrance Parade sooner rather than later, to avoid disappointment.

RESOLVED that i) the Council's Facilities Officer arrange a meeting with herself, Town Clerk and Mayor with representatives from the Padstow Branch of the British Legion to discuss the 2023 Remembrance Day parade and discussions to include traffic management plan and online "Action Counter Terrorism" course and also seek their view on volunteers with traffic management; and ii) to avoid any delay, any decisions to be made on the Remembrance Day event be delegated to the Town Clerk in consultation with the Chairman, any financial implications of course to recommend onto Council.

LTOS2023/20

Cemetery Land and Availability Update: Committee was referred to the agenda report in this regard and noted that the last available earthen burial spaces in the cemetery extension had now been purchased with no more reservable spaces were remaining. It was thought that last year's rough estimate of 10 years' worth of space

was not significantly affected by this, as there remained approx. 95 purchased but unused graves and the estimate also took account of burials which are second interments. However, it was noted that the Town Clerk would look to progress further conversations with the agent of the landowner of the neighbouring fields to pursue the possibility of acquiring more land for burial.

Committee was asked to note that the sexton had requested the order of use for the graves in the 2020 Roadside Extension be altered due to concerns with accessing the graves along the hedge line in due course.

RESOLVED to i) note the update in respect of the availability of burial spaces in Padstow Cemetery; ii) support the Town Clerk progressing investigations in the acquisition of new land for burial to bring back to a future meeting; and iii) provided the spaces are used in rotation so as to ensure no issues with alignment can occur, agree that a new sequential order of use for the 2020 Roadside Extension be drawn up by the Town Clerk upon advice from the sexton.

LTOS2023/21

Memorial Safety Programme (Topple Testing): Members were referred to the agenda report and gave consideration to the suggestion that the ICCM be instructed to undertake the initial memorial safety inspection and that this takes place in March 2024 due to both availability of the ICCM and avoidance of freezing temperatures during the winter which could affect the test results.

Members were supportive of the proposal to purchase a Cemetery Safety Software System by SAMM computerising memorial inspection records which should increase the efficiency and accuracy of the inspection process. It was noted that the system may also be of use in monitoring other Council assets in due course.

It was noted that costs for both the ICCM and the software system came in under the £8,000 topple testing budget within the LTOS Environment Cemetery cost centre in the 2023/24 budget. It was further noted that additional fees relating to the engagement of specialist services involved in "making safe" memorials such as a stonemason or structural engineer may also be incurred and would be funded via the same budget.

RESOLVED to continue to progress the development of a Memorial Management Policy in Padstow Cemetery by way of i) engaging the services of the ICCM to undertake the initial inspection of memorials and that this be booked to take place in March 2024; ii) purchasing a Cemetery Safety Software System from SAMM to facilitate effective record keeping of i); noting where additional fees may be identified when the inspection commences; and iv) meeting costs from the LTOS Environment Cemetery cost centre in the 2023/24 budget to a maximum of £8,000.

LTOS2023/22 **Padstow Churchyard – Closed Churchyard Clarification:** Members welcomed clarification from two historical documents that had been found which confirmed that at some point Padstow Town Council had accepted responsibility for the maintenance of Padstow Churchyard following its closure in 1881. It was noted that the Town Clerk would inform the Benefice Office of these findings and review whether any additional actions were required to ensure the Town Council meets its obligations in this regard going forward.

LTOS2023/23 **Planation Improvements:** Members noted the agenda report and were supportive of the Town Clerk meeting with the Environment Agency again in July to hopefully move along improvements to the area. Comment was made that the compostable area had good intentions in the beginning but that the area had spiralled into fly-tipping.

LTOS2023/24 **North Quay Parade Improvements:**
The Committee Chair provided an update on site visit she had undertaken with former Committee Member, Councillor Mrs Walter. Their view was that the area does need much improvement and would like to see it developed into a safe, low maintenance and attractive space for the enjoyment of all. It was also considered that once ideas had been formalised it would be good to have professional drawings/design done up. She outlined that money had been budgeted for this purpose and would like to see, if possible, work taking place the winter of 2024.

There was discussion as to the shelters already there and their history. It was felt a good idea to understand more about the people they were dedicated too and perhaps this could be displayed somewhere. Mention was made the museum could help with this as well as old copies of the Padstow Echo.

It was considered initially to understand the full ownership of the area and agreements in place at present as some areas were occupied, one being by CC for bins.

RESOLVED investigations be undertaken on the area and reported back to the next meeting.

LTOS2023/25 **Future Meetings:** Future meeting dates and times were noted as per the agenda, next meeting being Tuesday 5 September 2023 at 7.00 pm.

Meeting closed 7.49 pm