

PADSTOW TOWN COUNCIL
Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on
Tuesday 19 September 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), R Higman, A Hoskin and M Rickard

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

LTOS2023/26 Apologies and Announcements: Apologies were received from Councillors Mrs J Colwill and A P Flide. There were no announcements.

LTOS2023/27 Declarations of Interest: There were no declarations of interest.

LTOS2023/28 Public Participation: There was no public participation.

LTOS2023/29 RESOLVED that the **minutes** of the meeting held on **Tuesday 4 July 2023** be signed as a true record of the meeting.

LTOS2023/30 Committee Works i) Update: The update was noted.

ii) Programme: The programme was noted. In response to a suggestion from the Chair, the Town Clerk confirmed that possible grass cutting collections for the larger areas could be looked into when looking at a possible grass cutting contractor at Committee's budget meeting. She also mentioned that grass cutting scheduling improvements could be looked at, as the current mower mulched the grass which wasn't ideal when it was left too long between mowing.

LTOS2023/31 Station House, Railway Car Park Railings Update: The Chair referred members to the agenda report and the additional costs for the refurbishment of the supporting posts and traffic management system which would be in addition to the original quote of £33,205 for the works.

Members agreed that the traffic management system using 3 way traffic lights for the duration of the works should be used and a recommendation be made to full Council to cover the shortfall in the budget for this and the refurbishment of the posts. It was reaffirmed that as per the previous decision of the Committee, all other decisions, provided in budget, be delegated to the Town Clerk in consultation with the Committee Chair.

Confirmation that the railings are not listed was noted.

RESOLVED to agree the additional costs for the railway car park railing project totalling £3,813.30, being for the refurbishment of the supporting posts and costs for the 3 way traffic light system; and **TO**

RECOMMEND TO COUNCIL that any shortfall in the total £35,000 budget be taken from the Capital/projects contingency.

LTOS2023/32 **MUGA – Update:** Members noted the report. The Town Clerk confirmed that the actions requested of Committee at its last meeting had been undertaken and that no further comments had been received since these had been actioned. One member commented on the positive use of the area by children after school. Committee was satisfied to continue monitoring the situation as per the decision of the last meeting, with a view to reviewing the situation again after the winter.

LTOS2023/33 **Memorial Safety Programme and Policy (Padstow Cemetery):** The Chair referred members to the agenda report and appended policy, noting the update in respect of the initial memorial inspection which had been scheduled for 4-7 March 2024. Members were satisfied with the update and supportive of the Padstow Cemetery Memorial Management Policy.

RESOLVED i) to note the update in respect of the initial memorial inspection for Padstow Cemetery (agenda pages 15-16); ii) to contact the local diocese prior to the commencement of the initial memorial inspection, as outlined in paragraph 2.4 of the agenda report and advised by the ICCM; iii) to **RECOMMEND TO COUNCIL** that the Padstow Cemetery Memorial Management Policy be approved and adopted; and iv) to note that a separate memorial management programme will be progressed in respect of St Petroc's Churchyard and brought back to a future meeting.

LTOS2023/34 **Padstow Cemetery: i) Padstow Cemetery Regulations:** There was detailed discussion of this item. The Chair noted the previous decision of committee to set defined memorial areas for grave spaces and cremation plots and members gave consideration to the size, position, border and height of the defined area. Generally, members wished to ensure adequate space for personalisation without impeding other graves or negatively affecting the general setting. Members also discussed how graves without headstones, and how earthen graves with cremation tablets should be treated so that new regulations could be applied fairly and consistently.

Consideration was also given to the types of mementos that could be permitted within the defined memorial area in order to inform changes to cemetery regulations 51 and 52, Committee having previously recommended to Council these be amended. Members were referred to suggestions detailed in agenda paragraph 3.2 i)-vii) which had been pulled together based on discussions from previous meetings and member comments. It was noted that members were being asked for their thoughts on these items in principle and were not asked to agree the exact wording at this stage. Members were broadly supportive of the suggestions in respect of materials, both permitted and non-permitted, and of solar lights, planting and food/drink offerings. Members expressed a wish to see memorialisation being proportional

so as not to disturb funeral parties and visitors. Generally, members did not agree with the suggestion in 3.2 iv) regarding windmills, considering that these should not be permitted. Generally, members did not agree with the suggestion in 3.2 ii) regarding soft toys, considering that these should be permitted at specific times, such as immediately after a funeral but on a time limited basis. Committee wished to see this incorporated into the management of memorial items in some way.

RESOLVED:

- i) For full earthen graves: a) to set a defined memorial at the base of the headstone of 12" long x 2ft wide (300mm x 600mm), further that the 12" length of the defined memorial area be inclusive of the headstone plinth/base; b) for graves without headstones, the defined memorial area should be positioned broadly in line with those of neighbouring graves, or as directed by the Council; c) no form of fencing, edging or borders, including border stones will be permitted around the defined memorial area; and d) mementoes within the defined memorial area must not exceed 12" in height.
- ii) For cremation plots: a) to reaffirm that in respect of cremation areas the defined memorial area is to be limited to the cremation tablet, and to specify that mementoes within the defined memorial area must not exceed 12" in height; and b) where ashes are interred in a full earthen plot, mementoes must be left in the defined memorial area of the full earthen grave, not placed on the cremation tablet which may be further down the grave space.
- iii) Permitted mementoes: to inform revisions to the Padstow cemetery regulations, to agree in principle the types of permitted and non-permitted mementoes identified in paragraph 3.2 of the agenda report, with the exception of 3.2 iv) regarding windmills, and subject to a) capturing within the draft regulations or draft procedure for the removal of non-permitted items a way of allowing soft toys for a limited time period; and b) making clear windmills are not permitted.
- iv) That the decisions of the meeting relating to the introduction of permitted items be fed into developing the process/procedure of the removal of non-permitted items.
- v) That the Committee Chair work with the Town Clerk / Assistant Town Clerk/RFO in progressing the outcomes of the meeting to bring back to a future meeting.

Padstow Cemetery ii) Future Cemetery Improvements: The Chair referred members to the agenda report. In response to a member query, it was noted that the timing of the weed spraying was related to bee activity. There was concern that despite this, weed spraying in February may be too early and the Town Clerk confirmed this could be looked into again. Members were otherwise supportive of the Padstow Cemetery Maintenance Process and Schedule.

It was noted that a number of the agreed upon improvements were waiting on revisions to the regulations before they could be taken forward however the location of the new signage, relocation of the pathway and location of the dedicated area for items removed from graves were agreed as per the agenda report.

RESOLVED:

- i) To note the Padstow Cemetery Maintenance Processes and Schedule (appendix 1 of the agenda report) and that Management of Mementoes will be updated in due course, subject to moving the February weed spraying to later in the year, if possible;
- ii) To agree the location of the new signage, this to be against the hedge by the main throughfare from the car park to the cemetery next to the soakaway as per paragraph 3.2 of the agenda report;
- iii) To progress the development of a dedicated area for non-permitted memorial items which have been removed from graves, to the left of the Gordon Dawe Shelter; and
- iv) To reroute the main throughfare across the grass from the car park to the cemetery by extending the soakaway chippings to make a path from the soakaway to the tarmac path using the shortest route and, in doing so, levelling the ground as per paragraph 4.2 of the agenda report.

LTOS2023/35

Slipway Area Improvements: The Town Clerk referred members to the agenda report and advised that this had arisen following the appointment of Council's new insurers. She clarified that there were no suggestions to change the use of the slipways, just safety improvements to the access, installation of railings along the retaining walls and additional signage. The Town Clerk confirmed that slipway 1 (as identified on page 41 of the agenda) currently has removeable bollards and is mainly used by the Sea Cadets. Slipway 2 (page 41) is used only by the sand digger on occasion and by request, and that this purpose is all it is fit for. Gates on slipway 2 would help to restrict access and prevent it's use for any other reason and railings on both retaining walls would improve safety. It was noted that Padstow Harbour Commissioner has appropriate slipways for public use.

Members were supportive of the suggested improvements, noting Council's insurers review.

RESOLVED TO RECOMMEND TO COUNCIL i) to place additional signage in the slipway area as outlined in paragraphs 4.1 and 4.2 of the agenda report; ii) to install railings along both slipway retaining walls as outlined in paragraphs 5.1 and 5.2 of the agenda report; iii) to install square posts and gates at slipway 2 as outlined in paragraphs 5.3-5.6 of the agenda report; and iv) that costs of £8,444 for the railings, plus additional costs for the gates be taken from the Capital

projects/ contingency budget.

LTOS2023/36

Core Building, Lawns Car Park: Members noted the update in the agenda report. The Town Clerk further updated that the deep clean had now been undertaken and the foodbank signage was due to be installed later that week.

Members gave consideration to future thoughts for the space and there was discussion regarding hiring of the same. One member expressed concern that if the space was made available free of charge this could take income from existing spaces that currently charge, as groups may move to the new free of charge space. For this reason, it was felt that hire should be chargeable. Members believed that feedback from the Community Day would help to understand need and demand which would help in determining a pricing structure such as morning, afternoon or per hour. It was noted this feedback would be available in time for Committee's budget meeting in November and would therefore feed-in to budget discussions.

Members were supportive of the draft Terms and Conditions of hire and in response to a member query the Town Clerk confirmed that items 7,8 and 9 could be moved to the end of the form for reasons of aesthetics.

It was agreed that the terms of reference for Committee should be updated in respect of the management of the space and that this be a recommendation to Council.

RESOLVED i) to note the update on the Core Building, now Padstow Community Hub; ii) to endorse the draft terms and conditions subject to moving items 7,8 and 9 to the end; iii) to discuss a pricing structure at the LTOS Committee budget meeting; iv) to delegate reviewing the information provided by the community on the future use of the Hub to the Town Clerk in consultation with the Committee Chair in order to bring further proposals for consideration to a future meeting; and v) to **RECOMMEND TO COUNCIL** that Committee's Terms of Reference be amended under Functions to include: "the monitoring and management of the Padstow Community Hub".

LTOS2023/37

War Memorial, Stile Field: Consideration was given to the agenda report and the advice from specialist contractors McNeilage Conservation in respect of the War Memorial's condition. It was noted that McNeilage recommend only the lettering be touched up and advised that the work would take approximately 3 days, anticipated to be in April 2024, earlier if possible but dictated by weather.

RESOLVED to engage the services of McNeilage Conservation to touch up the lettering on the War Memorial at an estimated cost of £1,200, noting the timescales outlined in agenda paragraphs 3 and 4. Further that the cost be taken from the Capital and projects contingency.

LTOS2023/38

Future Meetings: Future meeting dates and times were noted as per the agenda, next meeting being Tuesday 7 November 2023 at 7.00 pm (budget meeting).

Meeting closed 7.54 pm