

PADSTOW TOWN COUNCIL

Council Offices
Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



10 January 2024

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE
Councillors Mrs J Dawe (Chair), A N Rees (Vice-Chair), Mrs J Colwill, R Higman,
A Hoskin and M Rickard, 1 x VACANCY

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 16 January 2024 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully


Kathy Pemberton
Town Clerk

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 7 November 2023.** (p 1 - 7)
5. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. (to follow)
6. **Padstow Cemetery:**
 - i) Cemetery Regulations – Consultation (to follow)
 - ii) Cemetery Update – Minor Projects
 - iii) Memorial Safety Programme
7. **A) Padstow Community Hub** (pg 8 - 11)
 - i) General Update/Feedback
 - ii) Charging Policy**B) Station House** (p. 11)
 - i) Use of Council Chamber and Small Meeting Room

8. **Correspondence:** To give consideration to the following:- (p12).
i) Well Parc Hotel: Issue with regard to Trevone Information Board
9. **Future Meetings (commencement of each 7.00 pm unless specified below):** Tuesday 5 March 2024

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 7 November 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), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

LTOS2023/39 Apologies and Announcements: Apologies were received from Councillor Mrs J Colwill.

LTOS2023/40 Declarations of Interest: There were no declarations of interest.

LTOS2023/41 Public Participation: There was no public participation.

LTOS2023/42 RESOLVED that the **minutes** of the meeting held on **Tuesday 19 September 2023** be signed as a true record of the meeting.

LTOS2023/43 Committee Works i) Update: The update was noted.
ii) Programme: The programme was noted without change. In response to a member query the Town Clerk advised she would confirm the locations of the Pentreath Limited bench QR codes.

LTOS2023/44 Padstow Cemetery Regulations Review: Members were referred to the "to follow" report in respect of this item, giving consideration to the draft regulations which encapsulated the previous decisions of Committee in this matter. Specific consideration was given to the highlighted sections in the report and also to paragraph 7.8 in order to confirm Committee's views on these items. Discussion included consideration of the fact that there are some desk vase tablets (18" x 18" x 4" sloping to 2") in the cemetery (with permission) which are longer than the agreed upon length of the new defined memorial area for earthen graves. Therefore, by default, these would no longer be permitted. To avoid this, it was agreed that the defined memorial area should be increased.

The Assistant Town Clerk advised that the next steps would be to work up the appended documents referred to in the draft regulations, including a Memorial Management Procedure. To ensure that this procedure fits cohesively within the draft regulations, it was noted that in their drafting it may be necessary to make "tweaks" to the draft regulations, therefore Committee's agreement of the regulations was now sought "in principle".

RESOLVED i) Subject to making the following amendments: a) increasing the size of the Defined Memorial Area of a Lawn Grave to 18" long by a maximum of 2ft wide; and b) removing from paragraph 7.8 the line "Any size over these maximums to be considered by

Council”; the draft Padstow Cemetery Regulations be agreed “in principle” with final sign off delegated to the Town Clerk in consultation with the Chair of the LTOS Committee; and ii) to avoid delay, the Memorial Management Procedure also be delegated to the Town Clerk in consultation with the Chair of LTOS in order that these be recommended to the Full Council at its meeting in November.

LTOS2023/45

Padstow Community Hub: The Town Clerk provided a verbal update on this item. It was noted there had been a lot of positive feedback from the Community Fun Day from the community, sports coaches and others involved in the event. It was thought it would be proactive to feedback to the community the comments received during the day. The Support Officer had drafted a poster for this purpose to share on social media and the Council noticeboards. Generally, feedback regarding future use of the Hub was varied with some things raised being things which already take place in other venues in Padstow. It was thought that linking up and sharing information of this kind would be useful.

The Town Clerk confirmed that the Foodbank had now opened in the Hub, their first session having been 2 November. A meeting with the DWP (Department for Work and Pensions) had been arranged to see what provision they could offer with a view to this possibly linking up with the Foodbank. Unfortunately, the DWP had needed to postpone the meeting so this was still to take place. The Foodbank are looking to fund provision of CAB alongside the Foodbank but this is still to be finalised. Members noted that it was hoped to confirm some core items such as these before the Hub is made more widely available. It was suggested by a member that Parent and Carers Cornwall be approached. It was noted that Council’s Facilities Officer was currently looking into capacity and risk assessments for hire.

Members were pleased that Fowey Library wish to repurpose the old library shelving, this was being dismantled for their collection.

It was suggested that Committee may wish to give consideration in the budget setting to possible future plans for the Hub such as, acoustic panels, wifi and the potential creation of smaller meeting spaces within the old Library space to create a wider range of facilities for hire.

The Chair expressed thanks to the Support Officer and Facilities Officer for their time and effort in respect of the Community Hub.

LTOS2023/46

2023/24 Update and Budget 2024/25 (including fees and charges):

Expenditure 2023/24 Update: The update was noted as per the agenda report.

Major Capital Projects 2023/24: The update was noted as per the agenda report. Comment was made that it was good to see that some capital projects had come in under budget. It was noted that the Council had not previously worked with either of the contractors

undertaking the MUGA and the Play Area and that both had been good to work with.

In response to a member query, the RFO confirmed that if new CIL money was received, subject to confirming with CC, this could be used towards works to improve North Quay parades.

Fees and Charges 2024-25:

- a) Land Use: Members noted the current filming charges of £1,500 per day for commercial organisations, negotiable at the Town Clerk's discretion.

RESOLVED to recommend to the Finance and General Purposes Committee that: no change be made to the filming fees and charges for 2024-25.

- b) Allotments: In response to a member query the Town Clerk confirmed that allotment holders can seek the permission of the Council for another person to tend their allotment on a short term basis in accordance with the Council's Allotment Protocol. There was discussion as to how much the allotments cost the Council and it was agreed that this was not material. The largest cost related to pest control but how much this cost was dependant on a number of factors. The biggest issue in this regard being uncovered water butts attracting rodents. It was agreed that there was value in having the allotments as areas of well maintained open space.

RESOLVED to recommend to the Finance and General Purposes Committee that: no change be made to the Allotment rents for 2024-25.

- c) Padstow Community Hub: Consideration was given to what charges should be set for the hire of the Community Hub, having previously agreed that one should be set, and further what booking structure to adopt. It was felt that the structure of the Church Room sessions worked well and that by matching the Church Rooms, should these be fully booked, groups could come to the Community Hub as an alternative at no extra charge.

RESOLVED to recommend to the Finance and General Purposes Committee to: set a hire charge of £25.00 per session for the Padstow Community Hub, sessions being morning, afternoon and evening in line with Padstow Church Rooms.

- d) Memorial Bench Fees and Charges: Members noted the current memorial bench fees and charges which came into effect in June 2022. It was noted that most of the charges were direct recharges from the supplier and that these would be updated with current costings, continuing with the caveat that these may increase through the year dependent on the supplier. In response to a member query, the Town Clerk confirmed that the maintenance fee

for new/replacement benches was compulsory under the Memorial Bench Policy. Consideration was given to Padstow Town Council fees and charges.

RESOLVED to recommend to the Finance and General Purposes Committee that: no change be made to PTC memorial bench and memorial plaque fees and charges.

Budget 2024/25 and Business Plan (Capital Projects):

CCTV: Members gave consideration to including a provision in the budget to expand the CCTV provision should there become a need. There was discussion as to the benefit of installing CCTV in the Railway Car Park. The Town Clerk and Assistant Town Clerk advised that as a Council there are greater compliance requirements for CCTV and there would need to be a clearly identified need which there did not seem to be for the Railway Car Park. They confirmed however that they would look into the possibility of CCTV in the Railway Car Park again and report back.

Cemetery – investigate acquiring new land: It was noted that as this had not progressed and costs were unknown, this provision should remain the same.

Community Events: Committee were keen to see an adequate provision for this item and noted this would include assisting the Royal British Legion in taking forward the annual Remembrance Day Event.

Memorial Safety Programme – Health and Safety Headstones: Committee were satisfied that a provision be included for this item in the event that poor weather or other factors prevent this from taking place in March of the current year as scheduled.

Old Scout Hut: Committee expressed support for the suggestion from the Highways, Roads and Transport Committee that a provision be made to replace the Lawns garages, incorporating the Old Scout Hut Area for a Council maintenance compound. Committee were in general agreement that this would support the works already undertaken in the Lawns area and “finish it off”.

Wooden Shelter at the top of Trevone (Windmill): There was discussion as to how well this shelter was used and the merits of repairing or replacing it. It was noted that when leaving the shelter, bus passengers often go down the grassy slope and not via the steps to better access the place where the bus stops. Members considered that as the shelter was situated on highways land, there was no known history about the shelter, and it no longer seemed to fit with the location at which the bus stops, it would be best to inform highways of the situation and of the request received in respect of the defibrillator. It was suggested that the steps could be utilised to access a defibrillator even if the shelter was removed. However, in the first

instance it was felt best to refer the matter to highways and to include a provision for repair/replacement in case.

RESOLVED to advise highways that the wooden shelter at the top of Trevone (Windmill) located on their land has come to the end of its life seeking their thoughts as to its future and raising concerns as to the safety and appropriateness of its location. Further that they be advised a request to site a defibrillator in the shelter has been received.

North Quay parade: Committee noted the nil spend on this item to date but wished to continue to hold a provision to investigate improvements.

Replacement Vehicles: There was discussion of this item with members noting that the gator was not fit for purpose and that the Peugeot van was in need of updating. As and when replacements are made members noted that they would like to see the vehicle signage improved.

Town Maintenance/Grass Cutting Equipment and Processes: Committee gave consideration to this item and members wished to see improvements to the grass cutting around the parish. It was noted that outsourcing larger areas would impact on the work of the team and it was felt that the changes to the Maintenance team works programme and further work on scheduling and practices being undertaken by the Foreperson would see improvements in this area. The Town Clerk was supporting the Foreperson in this. Committee identified in particular, issues with clumps of grass considering that improved practices were needed to avoid this. Either an extra higher cut when grass has become too long and/or alternative equipment. Committee did not feel it necessary to set a specific budget for this noting that there would be budget available in the LTOS equipment, furniture and materials cost centre should alternative or adaptive equipment be needed. The Town Clerk would take this forward with the Foreperson.

Cemetery: It was agreed that a provision be included in order to implement Committee's recent decisions regarding improvements to Padstow Cemetery.

Tree Management: It was noted this is a routine provision but that this year there would likely be works to undertake in the Churchyard.

Plantation Improvements: Members noted that despite efforts to progress this matter with the Environment Agency nothing had been forthcoming. It was therefore felt this work should taken forward by Committee.

Community Hub: Members felt it would be a good idea to investigate improving the larger community space (formally occupied by CC),

potentially undertaking internal building works to reconfigure the space and to set aside a provision for this purpose.

Public Toilets: There was much discussion on this item and concern expressed regarding the cleanliness of the public toilets and the ease of cleaning these. It was felt that better finishes such as stainless steel urinal troughs and potentially covering blockwork with washable surfaces would improve both cleanliness and the cleaning process. Committee felt a provision for improvements should be set. The Town Clerk confirmed that the Foreperson was arranging a deep clean of all public toilets.

Additional Projects: Consideration was given to including any additional Capital Projects in the Budget 2024-25 or Business Plan. There was discussion of potentially including in the 2025/26 budget a provision to increase the green spaces at Lodenek Avenue and Pellow Close. It was suggested that an outside water fountain in the Lawns area would be beneficial, however it was felt a good idea to investigate the possibility of obtaining a grant for this.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be made in the 2024-25 Budget:

- i. £4,000 to expand the CCTV system;
- ii. £50,000 in an Earmarked Reserve for investigating and acquiring new cemetery land;
- iii. £15,000 for Community Events;
- iv. £7,000 to implement the Memorial Safety Programme (topple testing);
- v. £200,000 to replace the Lawns garages, incorporating the old Scout Hut area for a Council maintenance compound (clean down and service machinery) and store, as proposed by the Highways, Roads and Transport Committee;
- vi. £5,000 for the possible repair or replacement of the Wooden Shelter at the top of Trevone (Windmill);
- vii. £10,000 for investigating options to improve North Quay parade;
- viii. £40,000 to update/improve Council works vehicles:
- ix. £5,000 for cemetery improvements;
- x. £10,000 for tree management;
- xi. £10,000 for plantation improvements;
- xii. £10,000 for to improve Padstow Community Hub; and
- xiii. £10,000 to improve the public toilets.

LTOS2023/47

Burial and Memorial Fees and Charges: The Chair referred members to the agenda report in this regard, noting that the recommended fees for 2024 would bring the Council's fees and charges more in line with other towns and parishes in Cornwall. Members were supportive of the proposals for both Padstow Cemetery and St Petroc's Churchyard.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) The proposed fees and charges for Padstow Cemetery as set out in Appendix 2 of the agenda report be agreed, effective from 1 April 2024, continuing to treble all charges for non-residents as defined in the Padstow Cemetery Regulations with the exception of fees 11, 21 and 22 which relate to the sexton's direct recharge and administration fees; and
- ii) The proposed fees and charges for St Petroc's Churchyard as set out in Appendix 3 of the agenda report be agreed, effective from 1 April 2024.

LTOS2023/48 **Date of Next Meeting:** Tuesday 9 January 2024 7.00 pm was noted.

Meeting closed 8.50 pm

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 16 JANUARY 2024

AGENDA ITEM 7: A) PADSTOW COMMUNITY HUB; B) STATION HOUSE

A) Padstow Community Hub

i) General Update/Feedback

1.0 Overview

- 1.1 At the LTOS Committee meeting on 7 November 2023, the Town Clerk provided Committee with a verbal update on feedback from the Community Fun Day, the relocation of the Foodbank to the Hub and suggestions that consideration may wish to be given to possible future plans for the Hub such as, acoustic panels, wifi installation and the potential creation of smaller meeting spaces within the old Library space to create a wider range of facilities for use.

2.0 Update

2.1 DWP Partnership/Support Sessions

The Town Clerk and Council Support Officer met with the DWP on 30 November to discuss how the DWP could support the Town Council in liaising with agencies with a view to creating a programme of support sessions for local residents to access at the Hub from early 2024.

The DWP acknowledged issues that Padstow/Trevone residents may face in accessing face to face DWP services (based in Bodmin), particularly if individuals did not have their own transport. They expressed their enthusiasm to work with the Town Council in creating a programme of support sessions, including a Work Coach and benefits advisor from the DWP and also offered to liaise with their contacts from Volunteer Cornwall, South West Water, Energy Plus, CAP (Christians Against Poverty) and Citizens Advice Cornwall. The Foodbank already work with CAP and Citizens Advice, and it is hoped to create a 'joined up' approach to provide support to as wide a range of individuals as possible.

It was suggested that the support sessions would initially be held on a fortnightly basis, in the hope that regular sessions will highlight what is available and increase engagement once 'word gets around'. In addition, these sessions will be advertised on social media, Town Council noticeboards and via other local methods (eg- posters).

The Council Support Officer, Town Clerk and DWP are in the process of finalising a date to meet with DWP and Volunteer Cornwall at the end of January, with a view to ascertaining what support can provide to local residents from the Hub.

Having approached the Foodbank to seek ways forward for the Council to work with Citizens Advice Cornwall, we are awaiting a response.

2.2 NHS Vaccination Drop-In Clinic: 7 December 2023

The Hub welcomed its first 'hirers' on 7 December 2023 when the local NHS Vaccination Team held a drop-in clinic for flu and COVID vaccinations for eligible patients. No charge was made for the use of the Hub as previously resolved by the Committee.

As well as offering vaccinations at the Hub, the NHS team also undertook home visits for those who were housebound or who had mobility problems and unable to attend the Hub or their local surgery. This date also coincided with the Foodbank opening hours. The Foodbank were made aware in advance that the Vaccination Team would also be happy to vaccinate any eligible Foodbank service users on the day.

A total of 22 vaccinations were administered on the day, including 7 home visits.

Due to the short notice, the clinic was only advertised on the Town Council Facebook page and by the Vaccination Team. It is hoped for any future clinics, that with more notice the Town Council will be able to advertise these on noticeboards and via local organisations, shops etc so that those without social media are aware of the event/s.

The Vaccination Team Leader indicated that further clinic dates in 2024 may be arranged (eg- Shingles vaccination and child vaccination programmes) and that they would contact the Council to arrange as and when these arise.

2.3 Library Shelving

The shelving in the old library has been dismantled by the Site Team. Fowey Library has previously expressed their wish to make use of the shelving available and they have been contacted to advise that it is now ready to collect. A date for collection will be arranged in the New Year.

2.4 Acoustic Panelling

Contact has been made with an acoustic panel company offering a supply and fit service. They have recommended an initial acoustic assessment by a qualified assessor who will advise on the most effective solution for the space and its use. Once an assessment report is provided, the contractor will be able to provide a no obligation quote based on the recommendations made by the assessor.

Three quotes to carry out an assessment, report and recommendation have been sought, all returning costs in the region of £1500 for the assessment and report. Costs for purchase and installation of acoustic panels would need to be quoted for – the cost will not be known until the assessment is received.

There is currently £2118 remaining in the Core Building/Hub budget for Capital works. However, Committee may wish to consider other more cost-effective solutions such as updating the flooring with carpet or carpet tiles and replacing the current vertical blinds with curtains. This may also assist with retaining heat within the space.

Would Committee like the Support Officer to look into this further?

2.5 Foodbank Book Exchange

The Foodbank have set up a book exchange at the Hub, accessible during their opening hours (Thursday's 1pm to 3pm) and open to all.

2.6 Wi-Fi Installation

Acronyms have been contacted with a view to installing Wi-Fi at the Hub. Initial discussions indicate that this process should be straightforward to upgrade the current provision. Labour for this installation is included in the current contract but Acronyms have advised that additional equipment may be required in order for wi-fi to reach all areas of the Hub building.

2.7 Feedback Poster

The poster presented to LTOS detailing feedback from the Community Day has been updated with details such as the vaccination drop-in, DWP discussions and the book exchange. The poster has been put on display in the Hub (doorway and internal noticeboard), town Council noticeboards and has been published on the Council's Facebook page.

The feedback has very much been more around services that could be provided or a venue for other community groups. Therefore, in light of this are Committee happy to recommend to update the Terms and Conditions of Hire to include that "no bookings will be made for private functions or parties" [this would include children's parties]. A copy of the agreed Terms and Conditions of Hire is appended to this report.

2.8 NHS Social Prescribers

Committee will recall conversations previously with the local Social Prescribers and the offer of space at the Council Offices. Despite meetings and conversations unfortunately this offer was not taken up by them. However, the Council Support Officer has re-connected with the Prescribing Lead to advise that the Hub is now open for use, sharing the feedback poster from the community day with them and seeking their involvement with the Hub for the NHS Prescribing Team to facilitate services/advice to support local residents. A date has been set in January to show them the space and progress any services they can offer/provide.

2.9 Council Surveyor

The Town Clerk has scheduled a meeting with Shaun Watts in order to seek his advice/input concerning the other large community space in the Hub. His thoughts on how this area could be improved, and potential costings will be fed back to a future meeting of this Committee to consider.

ii) Charging Policy – Community Hub

- 3.0 At the LTOS meeting of 7 November 2023 it was agreed to recommend to the Finance and General Purposes Committee (FGP) as part of the budget setting, revenue income that use of the Hub be free of charge until 31 March 2024 but from 1 April 2024 a hire charge of £25 per session would be implemented - a session defined as a morning, an afternoon or an

evening, regardless of length of hire. This rate being in line with those charged by the Church Rooms, FGP Committee recommended the same to Council, which was agreed on 28 November 2023.

Whilst the LTOS Committee did agree to both the terms and conditions of booking and booking form, other than fees no real discussion was had on a Charging Policy and how it should apply.

3.1 Committee's Considerations: Therefore, would Committee like to be more prescriptive to assist officers when undertaking bookings. A suggestion could be:-

- Any invited services to the Hub by the Town Council are not charged for the hire.
- A hirer offering a service/advice/event FOC to the community is not charged for the hire charge.
- A hirer offering a service/advice/event which involves a charge or payment to be made to attendees or is profit-making to be charged.

How would Council like to approach any local community groups which may wish to use the space for their weekly meetings or events? Are Committee happy that regardless of the group and membership that this be charged?

Views of Committee are welcomed in this regard. It is worth noting that the appended Terms and Conditions of Hire, item 7 outlines that "no services are offered to the Hirer, only the premises" and therefore the charge from April 2024 would simply be hire of the premises.

This information could then be pulled together as a Community Hub Charging Policy.

B) Station House

i) Use of Council Chamber and Small Meeting Room

4.0 Committee will know that Council has given consideration to requests for use of Chamber and Small Meeting Room, with no charge being made (NHS Prescribers being one). Are Council happy that these requests are made ad hoc and come to Council for consideration, or would it prefer that any such requests are directed in the first instance to our Community Hub? It should be noted that presently there are no small private meeting rooms that could be used. Therefore, would Committee like to recommend that this space also be used and booked as per the Hub's pricing structure?

4.1 The Chamber has been used on occasion by outside organisations, would Committee prefer this meeting space be kept for meetings involving PTC, or recommend widening its remit?

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 16 JANUARY 2024

AGENDA ITEM 8 : Well Parc Hotel: Issue with regard to Trevone Information Board

The correspondence below has been received from the Well Parc Hotel regarding the Trevone Information Board, which is location on the Green above the beach, next to the car park.

'Finally, there is a lovely new sign down at Trevone beach, listing everywhere and all other business in Trevone except Well Parc, the only Pub and hotel in the village. Now we are sure this is a small oversight but we deeply saddened by this and hope that as a council you could get this amended so that we are part of the village (as we have been for 44 years). Ideally we would like to see it done by the February half term before the next holidays start. A sticker would be an acceptable temporary measure but as it is not permanent & can be removed, we would like something more substantial done please.'

In May 2022 the Leisure, Tourism and Open Space Committee resolved the following, which was to update the existing signs which were outdated and maps falling into disrepair:

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.

Members of the Committee and a Trevone Ward member were involved in the design for the Trevone map with final sign-off delegated to the Town Clerk in consultation with the Committee Chairman.

The new information maps were installed in October 2022.

The Committees thoughts are welcomed.