

## LEISURE, TOURISM AND OPEN SPACES COMMITTEE

### 16 JANUARY 2024

#### i) COMMITTEE WORKS UPDATE: FOR INFORMATION ONLY

- **MUGA Update:** Committee wished to remain updated on the log of incidents reported in relation to the MUGA. Since the last update to Committee on 19 September there have been no reported incidents.
- **North Quay Parade Improvements:** Town Clerk is making enquires with CC just to be clear on ownership on matters and any permissions required. Will chase.
- **Pentreath Limited Bench QR Codes:** 6 x Plaques have been received and installed by the Foreperson in various locations on non-memorial benches (photos attached)
- **Lawns Play Area:** Advised that areas on flooring fixed. They are still sorting the gate and seeking advice in this matter to get sorted. Waiting on confirmation on date.
- **Bandstands:** PHC has come back to confirm process they will take with any requests for booking. All bands have now been contacted advising that PTC will no longer manage the area from February and outlining process that PHC will adopt going forward. Have yet to hear from PHC on benches as to whether they will remain in place.
- **Plantation Improvements:** Following the site meeting with the Environment Agency still awaiting information from them to progress, which will include removal of garden waste piles. Town Clerk has chased. However, as nothing has been forthcoming the Town Clerk has sought a quote form elsewhere. The Council's Facilities Officer has contacted them to schedule in works and obtain their H&S paperwork, currently waiting to hear back from them in this regard. [NB: works to be take place between August – October due to habitat]. Town Clerk has also requested that Council Foreman address "hole in the wall" potentially erection of wooden fencing here (not tied into wall).
- **Station House Railings:** Works due to take place from Monday 19 February. Council Facilities Officer awaiting receipt of the Cornwall Council official notice of traffic works via Amberon and will then notify PHC, TIC, sand lorries and bus companies. Tenants at Business Units have been contacted and made aware of the works. Council Foreperson to schedule in works to remove sand/dirt build up along the section prior to works. MGC currently on track with fabrication of the panels.
- **Stile field:** As in previous years the office is looking to top/cut back the wild bramble sections in the field it is hoped this will be undertaken end Jan/Feb, as nesting bird season (March – July).

Item 5

**ii) WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY**

<b>DRAFT AGENDA ITEM TITLE</b>	<b>ITEM DETAIL (if needed)</b>	<b>PROGRESS UPDATE (if any)</b>
<b>MEETING DATE: 16 JANUARY 2024 – AGENDA DESPATCH: WEDNESDAY 3 JANUARY 2024</b>		
Padstow Cemetery – Regulations Consultation, minor projects update and memorial safety programme	Updates on the latest includes detail on the consultation and memorial safety programme.	On agenda for consideration
Community Hub	Update on progress to date in this matter and consideration of charging policy.	On agenda for consideration.
<b>MEETING DATE: 5 MARCH 2024 – AGENDA DESPATCH: WEDNESDAY 28 FEBRUARY 2024</b>		
Cemetery – Extension	Investigations into options to acquire new land for extension. 2023/24 Earmarked Reserve £50,000	Initial contact has been made with Land Agent.
Cemetery – Consultation and Projects	To be updates on the following i) Regulations Consultation; and ii) Update projects – including SMM	
i) Community Hub and ii) Lawns Garage/Scout Hut Area Hut Improvements	Update to be given to Committee on initial thoughts following advice from Council’s Surveyor.	Town Clerk meeting with Surveyor in January to seek his view/input in the matter to report back to Cttee.
Memorial Policy [trees etc.]	To review the current policy in respect of memorial trees etc, seeking Committees’ input to the same.	
North Quay Parade Improvements (incorporating shelters)	Looking at options for improvement.	Town Clerk making initial investigations.
Outside works and maintenance progress reports	To receive regular update item.	Council Foreman, with support from office team has progressed with a schedule of works, including cemetery.
<b>POTENTIAL ITEMS FOR FUTURE MEETINGS</b>		
Memorial Safety Project Update	To be updated on how the inspection went and any matters	Meeting likely to be arranged for April to receive update in this regard.

Council Community Events	Should budget be set for 2024/25 Committee to give consideration to future events programme.	
Volunteering	This item was original discussed pre-Covid. Thoughts on ideas for volunteering in the community, planting, community involvement to be discussed further.	
CC Parks and Open Spaces – Pellew Close and Lodenek Avenue	To request CC representative to speak with Committee on this issue.	Town Clerk sent request to attend future meeting. No confirmation given at present. Will seek further information and bring back to Committee.
Outside works and maintenance progress reports	Regular update item.	
<b>MEETING DATE: OCTOBER/NOVEMBER (TBC) – AGENDA DESPATCH: TBC</b>		
2024/25 Update and Budget 2024/25 (including fees and charges)	Annual budget meeting, this to also identify any possible capital projects.	
Outside works and maintenance progress reports	Regular update item.	

## Pentreath Support Signage

Signage/QR codes have now been secured to benches/bus stops by the Council Foreperson.

Photos as follows:

Trevone Bus stop



Stile field



Camel Roadway/Opposite sea cadets



Churchyard



New Street/ Near St Petroc Bistro



Near Prideaux place



## LEISURE TOURISM AND OPEN SPACES: 16 JANUARY 2024

### AGENDA ITEM 6: PADSTOW CEMETERY:

#### i) CEMETERY REGULATIONS - CONSULTATION

##### 1. Overview

1.1 As members will know, following the work of Committee, the Draft Padstow Cemetery Regulations 2024 was agreed by Full Council at its November meeting, for consultation purposes (subject to the inclusion of the cemetery map).

1.2 Given the sensitivity of the subject, where there are significant proposed changes to cemetery regulations, best practice is to undertake a public consultation. Furthermore, a consultation will enable Committee to demonstrate how it has listened to concerns and the way in which it is seeking to address those whilst meeting its obligations to the cemetery and wider community.

##### 2. Consultation Proposal

2.1 A suggested timeframe to promote the new regulations and seek feedback is 4 weeks commencing Monday 29 January and closing on Monday 26 February. This would enable Committee to consider any feedback at its meeting on 5 March in order to recommend a final version for approval by Full Council at its March meeting. This fits with Committee's aim that the revised regulations come into effect from 1 April 2024.

2.2 A consultation drop-in event at the Community Hub be arranged for the purpose of sharing with the community the new regulations, identifying how Committee has responded to concerns raised in respect of the current regulations and providing the community the opportunity to give feedback and ask questions.

2.3 To help capture EROB owners who do not live in the parish, a short SurveyMonkey questionnaire could also be prepared, setting out the reasons for amending the regulations, the aims of the new regulations and where they can be obtained. The survey will provide the opportunity for general feedback and will also offer the opportunity to arrange to discuss the new regulations with a member of staff.

2.3 The Council does not have a collated mailing list of all EROB owners. The consultation would be advertised by way of Council's noticeboards, website and social media. Signs would be placed in the Cemetery itself and posters displayed in the usual key locations. The Council does have a Local Interest email mailing list which could be utilised and Officers can also contact those people who previously raised concerns about the regulations that have asked to be kept updated.

##### 3. Conclusion

3.1 Is Committee happy with the consultation proposal as outlined in paragraph 2 and if so, to keep to timescales, does Committee wish to delegate the final details of the consultation to the Town Clerk in consultation with the Committee Chair and Vice-Chair?

## **ii) CEMETERY UPDATE - MINOR PROJECTS (CEMETERY IMPROVEMENTS)**

**1. Rerouting of throughfare** - Committee agreed to rerouting 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. This has now been undertaken by the Outside Team – photo below. This should make access from the car park safer as well as reduce the muddy track marks on the grass on the original route.



**2. Memorial Store** - The Support Officer is liaising with the Foreperson on the best structure to purchase for the dedicated memorial store. A proposal is expected to be brought to Committee's next meeting.

**3. Signage** - Members will appreciate the wording is dependent on the final version of the regulations when they are agreed following consultation. An initial draft and costings are expected to be brought to the Committee's next meeting.

## **iii) MEMORIAL SAFETY PROGRAMME:**

### **1. SAAM Update**

1.1 The data needed to populate the new memorial safety management software (SAAM) has been collated. This is now being cross checked with the cemetery map in order to check that a) the testing results can be input correctly, and b) any amendments to the cemetery map can be identified so that the map works correctly within the software system. It is anticipated that the map amendments will be ready to be sent to Pear Technology by w/c 22 January. Once the map is ready, the SAAM software can be prepared.

## **2. Memorial Safety Inspection Update**

- 2.1 As per the email sent to Councillors on 10 January, the memorial inspection has been rescheduled from March to w/c 8 April (weather permitting), in consultation with the Chair. This was to allow more time to advertise the dates of the inspection and more time to complete the works to SAMM. Committee will recall a provision of £7,000 was included in the 2024/25 budget should it be necessary to delay the inspection until the next financial year.
- 2.2 The inspection has been advertised at the entrance to, and throughout, the cemetery, on the Town Council website, social media and noticeboards. All Councillors have been made aware of the proposed date and key information should they be approached by the community. In addition, a list of frequently asked questions has been prepared and placed on the Town Council website together with a copy of the full Padstow Cemetery Memorial Management Policy.

## **3. Stonemason**

- 3.1 As per the Memorial Management Policy, any memorial identified as C1 (posing an immediate safety risk) will need to be temporarily made safe. This will need to be undertaken by an appropriately qualified stonemason. There are 3 stonemasons who regularly undertake works to memorials in Padstow Cemetery, these are Drew Memorials (Bodmin), Kernow Memorials (St Austell) and Dyer Memorials (Truro). The Assistant Town Clerk has contacted all three to seek their interest and costs in assisting in this matter, as well as confirmation that they meet the qualification and PLI requirements of the cemetery regulations.
- 3.2 To date, Drew Memorials have confirmed that they would be able to assist and have provided the necessary documentation. Their fee would be £120 plus VAT per hour for 2 people. Having liaised with the Town Clerk and spoken with the ICCM, it is felt the most pragmatic way of managing the stonemasons time would be for them to attend on day 3 of testing. By this time there will be a list of memorials ready for their attention. Before their arrival, should the ICCM discover a memorial that causes extreme concern, our team can cordon it off prior to the stonemason's arrival, though this is not expected to be necessary.
- 3.3 In addition to the stonemason's costs in 3.2, it will be necessary for the Town Council to purchase supplementary items such as stakes which are used in the making safe of a memorial. Initial quotes for stakes are approx. £5 each, the number needed is unknown until testing is undertaken. The Council Facilities Officer is looking into a possible sale and return option for this with local builders' merchants.

## **4. Considerations**

- 4.1 Committee is asked to give consideration to agreeing the following:
- i) To note the rearranged memorial inspection date of w/c 8 April 2024 and that this both weather dependant and dependant on the completion date of SAAM;

- ii) To engage the services of a stonemason to temporarily make safe C1 memorials at a cost of not more than £120 plus vat per hour and to purchasing any supplementary items for this purpose.
- iii) That any potential shortfall in the £7,000 provision, due to the unknown number of safety works required, be taken from the Grounds Maintenance cost centre in the Environment Cemetery budget.





## PADSTOW COMMUNITY HUB TERMS AND CONDITIONS OF HIRE

The "hirer" is the person who completed and signed the booking form. "Padstow Town Council" is the owner of the premises being offered for hire.

- 1 Hirers must provide evidence that they have adequate Public Liability Insurance and a risk assessment before they are permitted to operate on the premises.
- 2 Padstow Town Council shall not be liable for any damage or loss (however caused) to any property belonging to, or under the control of the Hirer.
- 3 The Hirer will be provided details in respect of access via a key lock. This is for the hirers sole knowledge only and cannot be shared.
- 4 The Hirer shall be present throughout the period of hire and shall be responsible for the supervision and safety of the room/s and contents. The Hirer is responsible for the behaviour of all persons attending the Hire.
- 5 Any damage or breakages must be reported to Padstow Town Council and a charge will be made for any necessary repairs or replacements.
- 6 Hirers shall leave the hired space clean and tidy after use. All rubbish from the event or booking must be removed from the premises by the Hirer. Costs incurred for additional cleaning required resulting from the booking will be charged to the Hirer retrospectively.
- 7 No services are offered to the Hirer, only the premises.
- 8 The Hirer shall only use the premises as described in the application for hire detailing the specified 'hire area', 'hire period' and 'hire purpose'.
- 9 Padstow Town Council reserves the right to refuse a hire (or to terminate a series of hires) if, in its opinion, such a hire would cause nuisance, or would likely cause, offence or disruption to local residents or those using the Lawns Car Park area.
- 10 The Hirer shall read and, if necessary, act upon the Fire Notices on display.
- 11 Any items the Hirer brings to their hire period to be removed immediately after the hire period has expired, unless prior express permission has been given at the point of booking.
- 12 The Hirer must provide their own refreshments for their hire ensuring to advise at the time of booking if kitchen use is required. NB: The kitchen space may be shared with other users.
- 13 The Hirer shall be responsible for the Health and Safety of all those attending. In particular, the Hirer shall make himself/herself familiar with the Fire evacuation procedures before the event commences, ensuring those attending the event are aware of the fire evacuation procedures at the start of the event.
- 14 When the Hirer signs the application for hire they are also agreeing to the Terms and Conditions and should therefore be responsible for reading the same. Any queries to contact the Town Council.
- 15 No person under the age of 18 shall be entitled to be the Hirer.
- 16 The Hirer to note the premises is located on a car park, where pay and display charges are applicable 24 hours. Parking is **not** included with the hire. Cornwall Council undertake parking enforcement. Padstow Town Council cannot get involved in any parking disputes.
- 17 All hires shall be subject to the following booking procedures:
  - All Hirers must complete the Application for Hire Booking form at the end of this document.
  - No Hirer shall be permitted to exchange hire areas or periods with another Hirer.
  - Should the Hirer need to cancel their booking to contact Padstow Town Council as soon as possible.
  - Should you have a concern to raise about your booking or use please contact Padstow Town Council.
- 18 **Smoking or Vaping is NOT permitted.**
- 19 **Lighting of candles/or any other naked flames are NOT permitted.**
- 20 **Alcohol consumption is NOT permitted.**

# PADSTOW COMMUNITY HUB

## APPLICATION FOR ROOM HIRE FORM

### Hirer Information

<b>NAME</b>	
<b>ORGANISATION'S NAME</b>	
<b>ADDRESS</b>	
<b>CONTACT TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

### Booking Information

<b>DATE/DATES OF HIRE</b>	
<b>TIME</b> (Include setting up/clearing down time within your hire period)	
<b>AREA TO HIRE</b> i) Community Space 1 ii) Use of Kitchen Area	
<b>PURPOSE OF HIRE</b>	
<b>ANTICIPATED NUMBER OF ATTENDEES</b>	

**Required before booking can be confirmed. Please tick enclosed and attached to form: -**

Copy of Public Liability insurance	
Copy of Risk Assessment	
If young or vulnerable persons involved in a booking, if unaccompanied by a parent, carer or guardian then proof of DBS clearance is required	
<i>*Booking Fee</i>	NIL*

*\*NB: whilst the Town Council is encouraging use of the space no booking fee will be made. Booking fees will be charged from 1 April 2024 – See Guidance and Information for Hirers for charging information.*

## Declaration

I/We have read and agree to abide by the terms and conditions of hire.

By submitting this form, I am *provisionally* booking the venue. I understand that Padstow Town Council will confirm this booking in writing/by email.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed form, to Padstow Town Council, Council Offices, Station House, Station Road, Padstow, Cornwall, PL28 8DA or via [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)

### *For office use*

	<i>Initials</i>		<i>Initials</i>
PLI received	<input type="checkbox"/> _____	Risk Assessment rec'd	<input type="checkbox"/> _____
Booking Approval	<input type="checkbox"/> _____	Payment Received	<input type="checkbox"/> _____
Added to Bookings Calendar	<input type="checkbox"/> _____	Booking Confirmed	<input type="checkbox"/> _____
Added to M/T Diary	<input type="checkbox"/> _____	Scheduled on FB (if appro)	<input type="checkbox"/> _____
Key Code issued	<input type="checkbox"/> _____		