

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 16 January 2024 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker) and 2 members of the public.

- LTOS2023/49 Apologies and Announcements:** Apologies were received from Councillor A Hoskin. There were no announcements.
- LTOS2023/50 Declarations of Interest:** There were no declarations of interest.
- LTOS2023/51 Public Participation:** 2 members of the public attended the meeting and addressed Committee in support of agenda item 8 i) Well Parc Hotel. Comments included:
- Considered the Well Parc Hotel had been omitted from the information board at Trevone Beach (Treveon Green) and wished to see it added.
- LTOS2023/52 RESOLVED** that the **minutes** of the meeting held on **Tuesday 7 November 2023** be signed as a true record of the meeting. *[NB: Amendment to date of next meeting was raised on the minutes. This was subsequently checked and the date of the next meeting was changed after the meeting, the minutes were therefore correct at the time]*
- LTOS2023/53 Committee Works i) Update:** The update was noted for information. In response to member queries the Town Clerk provided the following further updates:
- North Quay: The Town Clerk is still chasing Cornwall Council for a definitive answer over land ownership, proof is being sought as establishing this was important as any works could affect the path at the top.
- Bandstand: The Town Clerk will forward to Councillors Padstow Harbour Commissioners correspondence concerning their process for managing the bandstand from February. This was thought to be useful if approached for information by members of the community.
- Plantation Improvements: A quote for the works has been received and the Facilities Officer is taking this forward, obtaining relevant H&S documentation and arranging for the works to be undertaken at an appropriate time of year.
- Station House Railings: It was noted that although these were the last of the old railway they were well beyond repair or reuse as

memorabilia but that the Town Clerk would find out if a small piece could be kept.

ii) Programme: The programme was noted without change. The Town Clerk highlighted that the works to the Lawns Garage/Scout Hut Area Improvements had been put forward by the Highways, Roads and Transport Committee also, however she considered the project was more aligned to the LTOS Committee's remit. As members were in agreement with this, it was noted that the Town Clerk would contact the Chair of both Committee's seeking their support to take a report to Full Council outlining the same.

LTOS2023/54

Padstow Cemetery:

i) Cemetery Regulations: The Chair referred members to the agenda report in the "to follow papers" outlining a proposal for consulting with members of the public on the Draft Padstow Cemetery Regulations 2024. Members were supportive of the suggested way forward which would demonstrate how the Council had listened to concerns about the current regulations and would provide an opportunity for feedback.

RESOLVED to support the consultation proposal on the Draft Cemetery Regulations as outlined in paragraph 2 of the "to follow papers" being to:

- i) Promote the new regulations and seek feedback commencing Monday 29 January – Monday 26 February;
- ii) To hold a consultation drop-in event at the Community Hub 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;
- iii) To run a short SurveyMonkey questionnaire setting out the reasons for amending the regulations, the aims of the new regulations and where they can be obtained. Providing the opportunity for general feedback and the opportunity to arrange to discuss the new regulations with a staff member;
- iv) To promote the consultation in the Council's noticeboards, website and social media. Signs to be placed in the Cemetery itself and posters displayed in the usual key locations. Officers also to contact those people who previously raised concerns about the regulations and have asked to be kept updated; and
- v) the final details of the consultation be delegated to the Town Clerk in consultation with the Chair and Vice-Chair of the LTOS Committee.

ii) Cemetery Update – Minor Projects: The updates regarding the rerouting of the throughfare, memorial store and signage were noted as per the agenda report.

iii) Memorial Safety Programme: Members noted the report in the "to follow" papers which provided an update on the SAAM memorial safety software programme and the update on the revised date of the

memorial inspection being w/c 8 April 2024. It was noted that this date was both weather dependant and dependant on the completion date of SAAM.

The costs associated with the Stonemason were noted and that these were necessary for temporarily making safe any memorial identified as a C1.

RESOLVED to i) engage the services of a stonemason to temporarily make safe C1 memorials at a cost of not more than £120 plus vat per hour plus the cost of purchasing any supplementary items for this purpose; and ii) 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.

LTOS2023/55

Padstow Community Hub:

i) General Update/Feedback: Members noted the Community Hub updates. The Town Clerk advised that meeting with the DWP had been delayed due to their availability but that this was taking place tomorrow. There was discussion regarding the cost of the acoustic assessment which had seen quotes in the region of £1,500. The Town Clerk advised that Council's Surveyor, Shaun Watts thought that this was something he could pick up within his works to improve the space. It was noted he could take advice as to how furnishings could help. There was mention that flags hung from ceilings could be quite effective at reducing noise levels and that carpet or carpet tiles would also help. Concern was expressed by one member regarding the upkeep of this type of flooring in a rented space but it was felt that it should be looked into further.

It was noted that feedback on the Hub's use had been that this should be more around services and community groups. It was agreed this should be reflected in the Terms and Conditions of Hire.

The Town Clerk provided a verbal update on her meeting with Shaun Watts seeking his advice/input concerning the other large community space in the Hub. Full details would be brought back to a future meeting for consideration but the overview included:

- Considered the space could be redesigned into 2 small meeting rooms and 1 large, factoring foot flow to the front of the building to negate the need for additional fire exits;
- Electronics to be redone – lights and sockets;
- New flooring;
- Look to soften noise levels in left hand side community space;
- New heating required – suggest therefore that whole building be done at same time and it potentially be futureproofed for solar panels long term; and
- Consider replacing glazing using aluminium frames, this would be a robust, low maintenance option with a 10 year guarantee.

It was also suggested that it might be worth incorporating the HRT project to explore electric vehicle charging points within the Community Hub project. It was noted that Shaun Watt's initial

thoughts on costs were significantly more than the current budget and that this would need consideration at a future meeting.

RESOLVED i) not to pursue an acoustic assessment at this stage but to instead see how improvements to the space, through the work of Council's surveyor, could help; and ii) to include in the Community Hub's Terms and Conditions of Hire that "no bookings will be made for private functions or parties".

ii) Charging Policy: Members were referred to the agenda report and in particular paragraph 3.1 which sought to ascertain Committee's further thoughts on charging to assist officers when taking bookings for the Hub. There was discussion of this by members.

Committee was happy that the Support Officer now proactively promote the Hub with organisations that she had pulled together which could benefit the community. The preference had been to firm up a regular programme of events with charity/NHS organisations but as this had still not been possible, it was thought other bookings should not be delayed. The Town Clerk advised that the Foodbank had now confirmed that their funded CAB services would only be available for those accessing the Foodbank not the whole community which was disappointing.

RESOLVED TO RECOMMEND TO COUNCIL that the following charging policies be applied to bookings at Padstow Community Hub:

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

Station House: i) Use of Council Chamber and Small Meeting Room: Consideration was given to the use of the Council's small meeting room and Council Chamber during office hours at Station House which Council has previously given permission for organisations to use on an ad hoc basis FOC. It was thought this should now be charged for, with a view when a small meeting space has been created at the Hub these requests are referred to and booked there.

RESOLVED TO RECOMMEND TO COUNCIL that the small meeting room and Council Chamber at Station House be used and booked as per the Padstow Community Hub pricing structure and charging policies.

LTOS2023/56

Correspondence: i) Well Parc Hotel: Consideration was given to the request from the Well Parc Hotel to be included in the signage on Trevone Green.

RESOLVED to i) accept overlooking this matter [inclusion of the hotel on the signage map at Trevone Green] and to design and print a pub/hotel icon and revised key to be placed on the sign; and ii) amend

the wording of the defibrillation unit to "Defibrillator Unit (public access)".

LTOS2023/57 **Date of Next Meeting:** Tuesday 5 March 2024 at 7.00 pm was noted.

Meeting closed 7.39 pm