

PADSTOW TOWN COUNCIL

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28 August 2024

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE

Councillors Mrs J Dawe (Chair), A N Rees (Vice-Chair), G Chapman, Mrs J Colwill, R Higman, A Hoskin and M Rickard

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 3 September 2024 at 7.00 pm or on the rising of the Highways, Roads and Transport Committee, whichever the later** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

KE Pemberton

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 meetings held on **i) 2 July 2024; and ii) 30 July 2024** p 1-4 p 5-6
5. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. p 7-8
6. **Stile Field – Concrete Bases:** To be updated in this matter and discuss and decide on way forward. p 9
7. **Padstow Cemetery**
 - i) **Memorial Safety Programme:** To be updated in this matter and discuss and decide on way forward. p 10
 - ii) **Original Cremation Area:** To be updated in this matter and discuss and decide on way forward. p 11-12

8. **MUGA - Update:** To receive an update incident log and discuss and decide on way forward. p13-19
9. **Progress/Update/Information Items:** All items to note for information.
 - i) Community Hub p20
 - ii) Outside Works/Maintenance Progress Report To follow
 - iii) Legionella Control Measures To follow .
10. **Date of Next Meeting:** 5 November 2024 at 7.00 pm

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 2 July 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), G Chapman, Mrs J Colwill, 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)

- LTOS2024/6 Apologies and Announcements:** There were no apologies or announcements.
- LTOS2024/7 Declarations of Interest:** There were no declarations of interest.
- LTOS2024/8 Public Participation:** There was no public participation.
- LTOS2024/9 RESOLVED** that the **minutes** of the meetings held on **i) Tuesday 12 March 2024;** and **ii) Tuesday 28 May 2024** be signed as a true record of the meeting.
- LTOS2024/10 Committee Works i) Update:** The update was noted for information. In response to a member comment, it was clarified that the 2 new "dogs on leads" signs for Trevone Green were to be in addition to the 2 signs already situated on the posts.
- ii) Programme:** The programme was noted without change. The Town Clerk drew attention to the item relating to Service Level Agreements held with Cornwall Council for grass cutting/footpath maintenance. It was noted that some Councils felt unable to continue with these given the decrease in funding they were receiving for the work. A report relating to Padstow would be brought to a future meeting for consideration.
- LTOS2024/11 Memorial Benches:** The Chair referred members to the agenda report and the "spaces" left by memorial benches that have been removed. Committee considered these spaces following the criteria set out in the Memorial Bench Policy. Comment was made that Committee would like to see the accuracy of the bench locations on the map rechecked. In relation to "spaces" 64, 70 and 85, generally it was felt that although the location was a natural stopping point there are a considerable number of benches in their close proximity. Therefore, not replacing these benches would improve the ambience of the area.
- RESOLVED** not to re-use the "spaces" left by the removal of Memorial benches 64, 70 and 85 for the purpose of new memorial benches.
- Councillors Mrs J Colwill and A Rees voted against this decision and requested it be recorded.**

Being closer to the War Memorial, it was thought "space" 113 should be reused for a memorial bench and made available on a first come first served basis.

RESOLVED that should the original donor of bench 113 decide not to replace their memorial bench in September [being 12 months from removal date as per policy], the "space" be made available for reuse as a space for a memorial bench. FURTHER, that the opportunity not be advertised but made available on a first come first served basis should anyone enquire upon it becoming available.

In considering what to do with the empty "spaces" not to be reused, It was **RESOLVED** that Committees preference was to remove the concrete base left in "spaces" 64, 70 and 85 and for officers to bring options in this regard to a future meeting.

LTOS2024/12 Churchyard Trees: Members gave consideration to the way forward for this matter as outlined in the agenda report, and to updating the community on the same.

RESOLVED i) to submit an application for the Church tree management plan to both the Diocese and Cornwall Council; and ii) that before the applications are made, the community be advised of the intention and that this be done via the Council noticeboards, website and Facebook; as well as shared with the Parochial Church Council.

LTOS2024/13 Community Hub:

i) **Update:** The update was noted for information.

ii) **Improvements:** Committee gave consideration to the indicative plan for the Hub improvements and the specification work set out in 3.3 of the agenda report. In response to a member query the Town Clerk advised that the colour of the included Trepanel Acoustic Slats was likely cost related. It was noted that the expected cost of the project means that the works will need to be advertised on Contract Finder and as per Council's financial regulations, 3 quotes sought. Members were keen to see the opportunity also advertised locally.

RESOLVED i) to amend the specification of works to specify a) the Trepanel Acoustic Slats be white or light wood colour, and b) to move the door to office 1 further into the office 1 space, shown in red on page 18 of the agenda report, to reduce wasted corridor space inside the office; ii) subject to the amendments outlined in i), the Project Manager to move this forward with the Town Clerk and seek 3 quotations to be brought to a future meeting; iii) that works be after the main holiday season; and iv) the opportunity to quote also be advertised locally.

LTOS2024/14

Padstow Cemetery:

- i) Memorial Stability Testing:** The update was noted as per the agenda report.
- ii) Minor Projects:** The update was noted as per the agenda report.
- iii) Infringements:** Committee noted that the majority of larger cemetery infringement that existed prior to 1 April Regulations have been resolved and reaffirmed that the team continue with the policies and procedures for managing those still to be resolved. Clarification of compliance with the regulations of some specific memorial items relating to material and pet ashes was sought.

RESOLVED to i) affirm support for the removal of non-permitted items as outlined in 1.3 and 2.3 of the agenda report; ii) confirm that the 2024 Regulations should be applied as per 3.2 of the agenda report; and iii) confirm that the flower ornament in 3.3 is a permitted item subject to it being the correct height and moved into the Designated Memorial Area.

RESOLVED TO RECOMMEND TO FULL COUNCIL that paragraph 12.8 of the Padstow Cemetery Regulations be amended to "The interment of *and/or the placement of* animal remains including ashes is not permitted".

Councillor G Chapman voted against this decision and requested it be recorded.

LTOS2024/15

Trevone Green: The Chair referred members to the agenda report that outlined some improvements suggested by the Council Facilities Officer following a recent site risk assessment in Trevone. In response to a member query, the Town Clerk confirmed the suggestion in respect of the bench was for it to remain in the same area but be moved further back from the cliff edge. She clarified that this was to protect users of the bench rather than the bench itself.

There was much discussion about the openings in the hedgerow leading to the cliff edge (2.2 and 2.3 of the report) and additional signage. Comments included:

- Concern that temporary fencing (to allow hedgerow to fill gaps) would be ripped down and/or ignored as was a well-known beauty spot;
- Concern a proliferation of signage would be detrimental to area;
- Noted the proposed actions were the recommendation of Council's Facilities Officer whose role it was to assess such risks and that any decision not to accept the advice should be clear as to the rationale.

Generally, members felt it would be beneficial to hold a site meeting to better understand the risk and suggested actions as not all members had the same familiarity with the area.

RESOLVED to defer a decision on Trevone Green improvements until after a site meeting, which be arranged as soon as possible, to allow Committee members to better gauge the size and scale of the areas highlighted in the agenda report and to make a more informed decision on this matter at an extra-ordinary meeting to be held as soon as practicable.

LTOS2024/16 **Old Railings Section – Railway Car Park:** Committee gave consideration to displaying part of the old railway car park railings having been saved by the contractor as requested. There was some discussion as to whether a part of these should be mounted on Station House as a note to their history. However, although old, it was not certain that the railings are from the original railway station.

RESOLVED to ask the contractor, MGC to dispose of the section of railings saved following the replacement of the same earlier in the year.

LTOS2024/17 **Allotment Protocol:** Following a situation where the offer of an allotment was accepted but the lease agreement not signed, it was **RESOLVED** to i) endorse the actions of the Town Clerk in following the timeframe for offering an allotment in order to move forward the matter of an unreturned lease agreement; and ii) to amend the Allotment Protocol as per the tracked changes in the agenda papers to include a deadline for the return of a lease agreement.

LTOS2024/18 **Date of next meeting:** Tuesday 3 September 2024 at 7.00 pm was noted.

Meeting closed 8.11 pm

PADSTOW TOWN COUNCIL

Minutes of the Extra-Ordinary Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 30 July 2024 in the Council Chamber, Council Offices, Station House, Padstow at 7.15 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker), Councillor J O'Keefe, and Councillors K Freeman and P Curgenvan (part)

LTOS2024/19 Apologies and Announcements: Apologies were received from Councillor Mrs J Colwill. There were no announcements.

LTOS2024/20 Declarations of Interest: There were no declarations of interest.

LTOS2024/21 Public Participation: There was no public participation.

LTOS2024/22 Trevone Green: The Chair referred members to the agenda report based on discussions at the site meeting held on 9 July and attended by 5 Committee members, the Town Clerk and the Council Facilities Officer. There was general support for the improvements to Empty Purse, the smaller cliff shelf and the beach side of Trevone Green.

There was much discussion regarding the larger cliff shelf and whether signage alone was suitable and sufficient at this time and the Chair read aloud advice from Council's health and safety advisor received further to the agenda report. Members noted his concern that a well worn pathway would lead him to think it could be walked along, thereby almost pointing the way. They also noted his general comment that if the pathway leads to danger then he would probably not rely on signage. In discussing the way forward, the following comments were made:

- Proliferation of signage, a couple should be sufficient;
- Acceptable to apply different measures to the larger cliff shelf (than the smaller cliff shelf) due to size. Larger cliff shelf thought to be safer;
- Fence will be ignored and repeatedly broken;
- Fence could be installed and if broken reviewed;
- Sign and fence would provide warning and physical barrier;
- If fence is found to be continually broken, will demonstrate need for barrier.
- Evidence of an old stone wall around whole green which has deteriorated over time. Suggestion that stone wall would be more permanent long term solution.

Committee also viewed examples of signage, similar to that used by Cornwall Council.

RESOLVED: i) In relation to Empty Purse (section A on map in report) to agree i) that on closer inspection the location of the memorial bench is not an immediate risk, furthermore the naturally higher foliage in this location provides a visual border; ii) To agree the improvements as suggested in paragraph 2.2 of the agenda report with the 2 cautionary signs being separate signs.

ii) In relation to the larger cliff shelf (section B on map in report), agreed to i) block access with a temporary fence but seek quotes for a Cornish stone wall as a longer term solution; and ii) to install 1 sign outlining "Danger – No Access – Narrow Cliff Ledge".

iii) In relation to the smaller cliff shelf (section C on map in report), to agree the improvements as suggested in paragraph of 2.7 of the agenda report, but that in respect of the Cornish Stone Wall, a fence be installed as temporary measure whilst costs are investigated.

iv) In relation to the beach side of Trevone Green (section D on map in report) to agree the improvements as suggested in paragraph 2.9 of the agenda report.

v) That the final sizing and placement of signage agreed in i) – iv) above be delegated to the Town Clerk in consultation with the Committee Chair and that temporary signage be installed in the interim.

LTOS2024/23 **Memorial Bench Matter:** Following consideration of the agenda report it was **RESOLVED** not to impose any conditions on memorial bench applications received in respect of bench space 113, and therefore not to make any recommendations to Council to amend the policy in this regard.

LTOS2024/24 **Date of next meeting:** Tuesday 3 September 2024 at 7.00 pm (or on the rising of the Highways, Roads and Transport Committee meeting) was noted.

Meeting closed 7.41pm

AGENDA ITEM 5: COMMITTEE WORKS

**LEISURE, TOURISM AND OPEN SPACES COMMITTEE
3 SEPTEMBER 2024**

i) COMMITTEE WORKS UPDATE: FOR INFORMATION ONLY

- **Community Events:** These are being progressed by the Council's Facilities Officer, Town Clerk, Support Officer and Event Councillors with regular updates and decisions via Council.
- **Wooden Noticeboard (Station House, made from oak on from Prideaux-Brune Estate):** Following resolution at Full Council on 30 July 2024, the noticeboard has been removed from Station House and will be stored for a period of six months before being returned to the Prideaux-Brune Estate.
- **Trevone Green:** As per Committee's last meeting, temporary wooden fencing and signage has been erected. Investigations regarding permanent signage and cost of stone walling to be taken forward in due course.
- **Lawns Play Area:** Outdoor Play People have undertaken works noted in the annual play inspection, apart from fixing the top gate. Contractor is arranging a video call with the manufacturer regarding the top gate. Maintenance contract with Outdoor Play People is in place for 2 visit per year.
- **Plantation Improvements:** Following July's Full Council meeting we contacted the Environment Agency to update them and haven't yet received any response in this regards.
- **Churchyard Tree Management Plan:** Poster being designed to share with community about the 10-yr plan being taken forward for formal approval, along with details being work up to place on the Council website including frequently asked questions.
- **Community Hub – Improvements:** Advert inviting quotations was posted in August with a closing date of 5 pm on 12 September.

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

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
MEETING DATE: 5 NOVEMBER 2024 – AGENDA DESPATCH: TBC		
2024/25 Update and Budget 2025/26 (including fees and charges)	Annual budget meeting, this to also identify any possible capital projects.	
Outside works and maintenance progress report	Regular update item.	

<p>North Quay Parade Improvements (incorporating shelters)</p>	<p>Looking at options for improvement.</p>	<p>No real progress on investigations matters however consider Committee should commence moving this forward and developing plans for improvement.</p>
<p>Cemetery – Extension</p>	<p>Investigations into options to acquire new land for extension. 2023/24 Earmarked Reserve £50,000</p>	<p>Initial contact has been made with Land Agent, open to discussions. Committee need to start reviewing this matter in order to progress.</p>
<p>CC SLAs – Grass cutting, footpath maintenance</p>	<p>Funding is decreasing from CC and now seeing some Councils not taking on these services. Consider Committee should review</p>	
<p>Lawns Garage/Scout Hut Area Hut Improvements</p>	<p>This to factor in budget setting and start to give thoughts/consideration to project to progress in 25/26.</p>	
<p>POTENTIAL ITEMS FOR FUTURE MEETINGS [Meetings 4 FEBRUARY AND 1 APRIL 2025]</p>		
<p>Volunteering</p>	<p>This item was original discussed pre-Covid. Thoughts on ideas for volunteering in the community, planting, community involvement to be discussed further.</p>	
<p>CC Parks and Open Spaces – Pellow Close and Lodenek Avenue</p>	<p>To request CC representative to speak with Committee on this issue.</p>	<p>Town Clerk sent request to attend future meeting. No confirmation given at present. Will seek further information and bring back to Committee.</p>

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: TUESDAY 3 SEPTEMBER

AGENDA ITEM 6: STILE FIELD – CONCRETE BASES

1. Overview

- 1.1 At committee meeting held on 2 July 2024 it was agreed not to reuse the memorial bench spaces 64, 70 & 85 and that Committee's preference was to remove the concrete bases and for officers to bring back options in this regard to a future meeting.
- 1.2 The Council Foreperson has checked Stile Field against the office map and has confirmed the number of benches along the top path is correct.
- 1.3 The Council Foreperson has also confirmed the team could break up the concrete and remove the bases, subject to Committee's views on way forward such works would be undertaken after the summer holidays.

2. Moving forward

- 2.1 Would Committee like the areas to be returned back to grass? There is a strip of grass which runs along the side of the hedge (pictures below). To undertake this work, the Council Foreperson has recommended we purchase 2 bulk bags of topsoil's and 1 x 25kg bag of grass seed. An approximate cost for these materials would be £135.00 (exc. VAT)
- 2.2 The Council Foreperson has also suggested that the team weed spray along the top path of Stile field in March (as normal) and then schedule in scattering some wild flower and poppy seeds along the grass section by the hedgerow between the benches in March/April. To give the Committee some idea of cost 1kg of wild flower + 1kg of poppy seed will be approx. £200.00 (exc. VAT)
- 2.3 The RFO has confirmed cost of this could come from LTOS grounds maintenance budget.

3. Decision

Is Committee happy to proceed as outlined in this report?



LEISURE TOURISM AND OPEN SPACES: 3 SEPTEMBER 2024

AGENDA ITEM 7: PADSTOW CEMETERY:

i) MEMORIAL SAFETY PROGRAMME

1. Reinstatement To BS415 Standard

1.1 Of the 69 C1 memorials, 6 have now been, or are in the process of being, reinstated to current BS415 standards by their EROB owners/relatives.

1.2 There have been issues with some of the "stake and band" safety measures being removed by members of the public, particularly in the Cemetery Extension area. 2 have been reinstated by Kerrow Memorials and another 4 are being reinstated next week. There are no contact records for the memorials which have been tampered with. A check of the safety measures is being undertaken during the 9 week cemetery reviews.

2. Longer Term Solution

2.1 For C1 memorials where an EROB owner cannot be traced, Council's Memorial Management Policy outlines that the LTOS Committee is responsible for deciding its longer term solution. The policy states that an EROB owner is untraceable if:

- a) 6 weeks after the initial attempt to contact the owner of the EROB, a response as not been received.
- b) The data held is over 30 years old.
- c) There is no known EROB owner.

2.2 Appended to this report is the relevant extract from the policy detailing possible solutions and the criteria for determining them.

3. Way Forward

3.1 Given the number of C1s, Committee is asked to consider the following suggested way forward:

i) To agree as a broad approach that C1 memorials i) in the Cemetery Extension Area be repaired to BS415 standards as these are most prominent, the burials more recent, and most likely to have EROBs exercised again; and ii) in the Cemetery Original Area the most cost effective solution be applied (subject to paragraph 8.4 of the policy) as these are less likely to be visited or used again.

ii) To delegate the individual decisions of the long term solution to all C1 memorials to the Town Clerk in consultation with the Committee Chair and Vice-Chair based on i) the broad approach agreed in i) above; ii) the policy criteria; and iii) available budget.

Committee to note that the policy states where the Council has incurred any expenses in this regard, this cost must be repaid to the Council before the Exclusive Right of Burial can be further exercised.

ii) ORIGINAL CREMATION AREA

1. Larger Existing Infringements

- 1.1 Committee will recall it previously requested that the Cemetery Regulations be applied to the stone chippings around the cremation plaques in the original cremation area (photo below).



- 1.2 Having spoken with the relatives of the affected graves, the issue of how the area surrounding the plaques would be maintained if the stones were removed and grass seed sown was raised. The reason being, the base of the stone plaques vary in height, meaning strimming is not possible.

2. Improvements

- 2.1 It is thought that the grass on this cremation area has a deleterious effect to its overall aesthetic and Committee is asked if would like to consider making improvements to this area?
- 2.2 A suggestion is to remove the grass and lay stone chippings, something the team has previously undertaken for the original cremation area in the Churchyard.

3. Conclusion

- 3.1 Does Committee wish to investigate improvements to the original cremation area, with options, costs and timescales brought to a future meeting for consideration? If so, does Committee wish to grant special permission for the non-regulation stone chippings to remain around grave spaces A9, B9, A10 and B10, until such improvements are complete, for reasons of maintenance?
- 3.2 If Committee does not wish to investigate improvements to the original cremation area, how does it wish to proceed in relation to the stone chipping infringements in 1.1 above?

MEMORIAL MANAGEMENT POLICY EXTRACT:

8. When The Owner Of An EROB Cannot Be Traced - C1 Memorials

- 8.1 The Leisure, Tourism and Open Spaces Committee has full delegated powers to manage the Council's open spaces, including Padstow Cemetery, in accordance with Padstow Town Council's agreed policies. As such, the LTOS Committee will be responsible for making a decision regarding the longer term solution of a memorial classed as a C1, where the owner of the EROB cannot be traced.
- 8.2 The owner of an EROB will be considered untraceable for the purposes of 8.1 above if:
- a) 6 weeks after the initial attempt to contact the owner of the EROB, a response as not been received.
 - b) The data held is over 30 years old.
 - c) There is no known EROB owner.
- 8.3 Where a longer term solution is required as per 8.1 above, it will be considered at the next appropriate meeting of the Leisure, Tourism and Open Spaces Committee and Committee will decide on one of the following solutions: Leave the memorial laid flat;
- a) Engage a stonemason to embed the memorial flat within the ground;
 - b) Engage a stonemason to bury the bottom 1/3 of the memorial;
 - c) Engage a stonemason to repair the memorial to the current BS415 standard; or
 - d) Any other works as considered necessary which may include (as a matter of last resort) the removal of the memorial.
- 8.4 Committee's consideration of memorials outlined in 8.3 above will be on a case-by-case basis and the decision making will take into account the following factors:
- a) Is the memorial dilapidated by long neglect or is there evidence that the grave is visited;
 - b) By leaving the memorial laid flat would it impede the maintenance of the cemetery to such a degree so as to have a negative effect on the overall aesthetics of the cemetery, OR would the location of the memorial in its laid flat position create a trip hazard significant enough to warrant an alternative long term solution;
 - c) Is the memorial for someone of historical, cultural or local importance thereby making any funding of a repair in the public interest; and
 - d) Is the location or material of the memorial contributing to the deterioration of the memorial in any way.
- 8.5 Where the Council has incurred any expenses in respect of 8.3 above, this cost must be repaid to the Council before the Exclusive Right of Burial can be further exercised.

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: TUESDAY 3 SEPTEMBER

AGENDA ITEM 8: MUGA Update

1. Background

- 1.1 As Committee will know the MUGA opened on 01.06.23 and Committee has been kept updated with any concerns raised by members of the public and the team.
- 1.2 To remind members of the issues logged and shared with Committee to date these included 2 minor equipment issues logged by the Foreperson and 7 public comments (4 logged by the same person) and were received during the period 2 June 2023 – 21 July 2023.
- 1.3 Committee's response to the comments to date were actioned as follows:
 - July 2023 Committee resolved to continue to review the impact of the MUGA and keep a log of incidents reported. To share a polite notice on social media reminding users to be mindful of neighbouring residents, particularly during the evening.
 - Additional signs erected on the entrances of the MUGA in late July/early August 2023.
 - September 2023 report was noted. 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.

2. Update

- 2.1 Since the last report to Committee some further issues have been logged for the period 24 July 2024 to 25 August 2024. These include 2 logged by the Foreperson relating to minor equipment issues and 5 public comments (4 by the same person). See appendix for detail of comment and action/replies.
- 2.2 The Town Clerk will bring a copy of the full log i.e. since the MUGA's opening to the meeting, should Committee wish to see this.
- 2.3 The email received 25 August 2024 had video attached which showed that people were playing football after dusk with lights in their hands, the clip was sent to the office at 21.05pm.


3. End of Season Review

- 3.1 In light of the above, Committee's thoughts on the success of the MUGA and arrangements for use are welcomed. Committee will recall the signage at the MUGA was temporary whilst Committee reviewed the operational processes of this new facility. Is Committee satisfied that permanent signage now be organised or does it wish to make any changes to the MUGA use? Appendix 2 to this report detailing temporary signage.

MUGA Update: Comments Received

Date reported	Reported by	Issue/concern	Response
24.07.24	Foreperson	Someone took the MUGA tennis net down, which in turn caused damage to the property. M/T think they are able to fix this damage, looks like a pin need re-adjusting to wort out the wire tension along the top.	Not thought to be malicious as had been placed in the storage section. Website/social media reminder post put out re equipment. Updating LTOS on 03.09.24
25.7.24	Resident	Came into the offices. Has no is with children playing on the MUGA but reports of adults playing football recently at midnight and also 5am. Adults played football on Sunday 21 st and removed tennis nets (see incident recorded above). During play, kicked ball over the fence and climbed over fence to retrieve rather than knocking on door to ask permission. Also seen up to 4 teenagers at a time sitting on the tennis nets themselves when they have been up. Suggested locking MUGA at night.	SF advised that if locking, would lock by 4pm and no users will be able to use after this time (children or adults), advised that a social media post had recently gone up about moving tennis nets and equipment/damage and would pass on comments to LTOS SF also advised resident of the Fire Brigade charity football event on the MUGA on 28.7.24 so that the member of the public was aware – advised him that this was a formal, supervised event
5.8.24	Resident	<p>Emailed 4.8.24: "I just felt the need to contact you again about the MUGA.</p> <p>Nothing has changed since last year. People are still here until 10.pm and later. We even had people playing tennis at 05.30am last week waking us all up. It's just not on. I'm pretty sure if you had 12 or more hours a day 7 days a week outside your back door you'd be pretty fed up of it also. No one is reading your notices they are just a waste of time. In the opinion of the residents affected by this the MUGA needs to be locked at 8.00pm and not reopened until 8.00am.</p> <p>We all agree it's a wonderful resource for the young people but this needs to be balanced by the need of the</p>	<p>Updating LTOS on 03.09.24</p> <p>Emailed 05.08.24: Good Afternoon ,</p> <p>Thank you for your message.</p> <p>Your update on the MUGA facility has been logged and Information will be taken to our next meeting of the Leisure, Tourism and Open Space Committee.</p> <p>As you are aware from previously communication the Committee have asked to be kept updated.</p> <p>Kind Regards</p>

		<p>residents. We would like to have some peace and quiet which is not happening as it now stands.</p> <p>I know I'm not the only person that has lodged a complaint with yourselves but nothing is being done. If things don't change we will be making an official complaint to an ombudsman.</p> <p>Thank you"</p>	<p>Tracey</p> <p>Updating LTOS 03.09.24</p>
<p>7.8.24</p>	<p>Resident</p>	<p>Emailed:</p> <p>Hi</p> <p>It's now almost 10pm. It's pitch black out there and still there is the constant thud thud thud of the ball and the persistent bang bang as for some reason they enjoy kicking the ball at the fence. Not just once but over and over again. Shouting at the top of their voices</p> <p>I can't cope with any more of this. My mental health is really suffering. I can't even watch tv because it's being drowned out by the noise.</p> <p>Enough is enough you need to deal with this problem. It can't go on.</p>	
<p>18.8.24, 21.12pm</p>	<p>School Hill resident</p>	<p>Attached is a short video of what we are experiencing here because of your 24/7 policy</p> <p>This started at 8.45 pm and it's constantly kicking the ball at the fence. He's on his own tonight but usually we have 3/4 sometimes 5 of them all doing it. I'm sure you'll agree that it's not pleasant. This goes on until at least 10pm usually.</p> <p>I'd be grateful if you can let me know when the next committee meeting is please</p> <p>Thanks</p>	<p>SF unable to open video – forwarded to KP and Tracey for info – both were unable to open as sent via iCloud.</p> <p>Reply sent 19.08.24</p> <p>Thank you for your email and video – I will forward this to the Town Clerk for her attention.</p> <p>Further to my colleague's previous email to you, I confirm that the MUGA will be on the agenda for the Leisure, Tourism and Open Spaces Committee meeting taking place on 3 September 2024 commencing at 7.00pm (or on the rising of HRT Committee which takes place on this date at 6.45pm).</p>

			<p>A copy of the agenda and papers will be available to view on our website here from 28 August 2024.</p> <p>Regards Padstow Town Council</p>
22.08.24	Foreperson	<p>Missing basketball water unit caps – Council Facilities Officer to order more.</p>	
25.08.24	Resident	<p>Here we go again.. bringing their own lights causing a nuisance.</p> <p>Video clip attached with email – below is a still taken from video clip for Committees info:</p> 	

Welcome signage as you enter the MUGA

Welcome



Padstow Town Council hopes you enjoy this space
but asks you **RESPECT OUR NEIGHBOURS** by:

- Playing during **DAYLIGHT** hours **ONLY**
- Keeping play inside the area
- Avoiding unnecessary/excessive noise e.g repeated banging of the fence
- Leaving promptly and quietly at the end of play
- Keeping the area clean and safe


Please read all signage before play. By using the site, **you accept the Code of Conduct** (displayed at the entrance)

Thank – you!

PADSTOW TOWN COUNCIL MUGA



LAWNS CAR PARK, PADSTOW, PL28 8EB

CONDITIONS OF USE	CODE OF CONDUCT	IMPORTANT INFORMATION
<ul style="list-style-type: none">• The play area is an unsupervised facility and it's recommended that young children be supervised by a responsible adult.• No wheeled apparatus including scooters and roller skates.• Wear appropriate footwear for artificial surface. Studs or blades are prohibited.• All persons use this facility at their own risk.• Please respect the equipment, do not climb on goals, netting or fencing.• Only change equipment if you can do so safely, remember to play and use the equipment to your ability.• Respect the neighbourhood i.e. no swearing or loud music• In the interest of safety please do not bring dogs, glass or alcohol into the area.	<p>Please respect this code of conduct and keep this area clean and safe for all users.</p> <p>MUGA for daylight hours only</p> <p>MUGA may be closed at the discretion of the Council and for maintenance</p> <p>Share the area and help others.</p> <p>Please respect the local neighbourhood and leave the site quietly and promptly</p> <p>It is your MUGA – Please help us to look after it</p> 	<p>If a serious emergency occurs dial 999 for Police, Fire or Ambulance. The nearest A&E Hospital is Trelliske, Truro, Cornwall, TR1 3LQ</p> <p>To report a non emergency incident dial 101 for police.</p> <p>Any damage should be reported to Padstow Town Council: 01841 532296</p> <p>Padstow Town Council does not accept any liability for injury or damages whilst using the play area. All users of these facilities do so at their own risk.</p>

Directions on lining and health and safety points signage – inside the MUGA



Multi Use Games Area (MUGA)

was opened in May 2023 by Padstow Town Council

This area is for the benefit of the community and available for everyone to use.

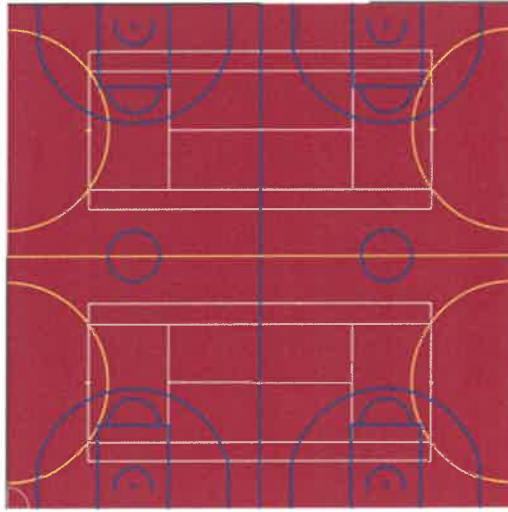
Not all 3 sports can be played at once, so please **think of others** and **share the space**, we want everyone to be able to enjoy the area and sports on offer.



Tennis

Using the **WHITE** markings

2 courts marked



5 aside football

Using the **YELLOW** markings

2 pitches marked



Basketball

Using the **BLUE** markings – 2 courts marked

Normal equipment left out:

- 2 football goals (for 1 pitch)
- 2 basketball hoops (for 1 court)
- 1 tennis net up (for 1 court)

This will help reduce the amount of equipment movement.

Please only play with equipment which is free and doesn't interrupt other users. Spare football goals available in the rear storage area.

Above all have fun



IMPORTANT INFORMATION

Regarding the equipment

Tennis

Padstow Town Council set up the net and check it regularly. We have removed the mechanism to tighten the nets, as this can be used incorrectly and over tension can cause damage the equipment.

Please **do not** try and remove the equipment. Ensure the middle strap on the net is anchored to the ground before play.

5 aside football

Padstow Town Council regularly check the football goals. It is at least at **TWO person** job to move a goal. Safety is the highest priority - If you have any kind of back problems or health problems, we highly advise you not to move the goal yourself.

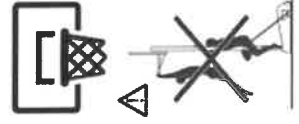
Rising or lowering the football goal, using the lever to bring the wheels into action. Once the frame is on the wheels **TWO** people (one each side) is required to help lift the weighted side, so that it can easily move. Please note the wheels only go forward and backwards and therefore if you need to move in a different direction it will need to be done in stages to avoid damage - move in a gentle arc, paying close attention to the appearance of the wheels.

ALWAYS ensure the frame is back on the flooring and wheels lifted before the goal is used for game play.

Basketball

Padstow Town Council regularly check the hoops. When set up to play the bases are filled with water and chain attached to the fence to anchor it in position.

Please **do not** hang from the ring or climb on the structure. Also, please **do not** try and move the equipment yourselves.



PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: TUESDAY 3 SEPTEMBER 2024

AGENDA ITEM 9i): COMMUNITY HUB UPDATE

1.0 Hub Use: To note the following for information:

- 1.1 Nadelik Lowen used the Hub as part of their carnival in August. The Hub was used as a base and for registration and presentations. There was no charge to Nadelik Lowen in line with the Hub's hire charges.
- 1.2 Cornish Energy Charity Community Energy Plus and Southwest Water will be holding a second drop-in advice session on Thursday 3 September 2024 from 1pm to 3pm (to open alongside Foodbank opening hours). As with their previous booking, they will be offering free advice on energy and water bills and offering support to householders (owners or renters) in fuel debt or who are unable to pay their energy bills. The Council will help publicise this event through the Town Council noticeboards, social media and providing posters for other local stores/organisations to display, for example, Spar, Church, School, Tesco. There is no charge for this hire.
- 1.3 Cornwall Council's Waste Recycling Team will be rolling out their new waste collection arrangements to Padstow Parish from November, with new bins and food caddies being delivered to residents from August onwards. The Waste Recycling Team have hired the Hub on Thursday 24 October 2024 from 1pm to 4pm for a drop-in roadshow. Local residents will be able to drop-in to chat about the new waste collection arrangements, ask questions and receive advice on recycling. The Town Council will help publicise this roadshow event. This hire was chargeable.
- 1.4 Cornwall Heritage Trust are working closely with the Cornwall Historic Environment Team on the project surrounding the interment of the historic bones found at Trevone. The Heritage Trust will be running a children's workshop and have booked the Hub on Saturday 12 October 2024. Council will help to publicise as appropriate. Final booking details to be confirmed.

2.0 Engagement, Promotion and Wi-Fi

- 2.1 Citizens Advice Cornwall: As reported to Committee at the meeting on 2 July 2024, the Support Officer is maintaining contact with Citizen Advice Cornwall with regard to progress being made in securing a Citizens Advice Cornwall Advisor for the Community Hub using Town Council grant funding awarded for 2024/2025. No progress advised by Citizens Advice Cornwall to date.
- 2.2 Wi-Fi Landing Page: Work is now complete and Wi-Fi is now available for public use. Users will be asked to accept the terms and conditions of use before logging in. Full T&Cs are on display in the Hub, available in the Hirer's folder on site and are also available to the user to view when logging in.
- 2.3 Department for Work and Pensions: Discussions are recommencing with the DWP with regard to face-to-face services that they may be able to offer at the Hub in future. It is anticipated that these services will benefit local residents as, at present, DWP clients often have to travel to the DWP offices in Bodmin for appointments.
- 2.3 Amateur Photography Competition: Members will note from the Full Council Event update provided on 30 July that the Hub will be used on the Community Fun Day to display entries received for the photography competition. Hub visitors will be asked to vote for their favourite photo with the entry with the most votes winning the People's Choice prize. The judging panel (judges agreed at Full Council on 30 July) will then choose the Council's Choice prize winner.