

**MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING** held in the St Piran Room, Penlee Centre, Penlee Park, Penzance on Monday 6 August 2018 at 7.00pm.

**PRESENT**

Councillors B Jackson (Chairman)  
W Elliott (Vice-Chairman)

Councillors D J Axford  
K M Baker  
N C Broadhurst  
R B Cliffe  
N A Davis  
W Elliott  
B Jackson  
J S Lambourn  
P Young

Also present: Ben Brosgall (Leisure & Amenities Manager), Hester Hunt (Town Clerk).

**10. APOLOGIES FOR ABSENCE**

Councillors: S Bosworth, R A Mann

Absent without apologies: Councillors N A Davis, S J Reed

**11. TO RECEIVE DECLARATIONS OF INTEREST**

None received.

**12. PUBLIC PARTICIPATION**

No members of the public present.

**13. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

There were no confidential items to be discussed.

**14. TO CONFIRM MINUTES OF THE MEETING HELD ON 11 JUNE 2018**

The minutes of the meeting having already been distributed, it was unanimously

**RESOLVED** – that the Chairman sign the Minutes as a true and correct record.

(Proposed: Cllr Axford; seconded: Cllr Elliott.)

**15. REPORTS FOR DECISION**

(a) Branwell / Brontë Plaque

The Town Council had been asked by a member of the public to consider siting a slate commemorative plaque to Maria Brontë and Elizabeth Branwell on Penlee House.

This request had been considered by the Penlee House Committee and, in view of the rather tenuous link with Penlee House, it had been resolved to pass the request to the Plaques Committee with a recommendation that it was not approved.

It was unanimously

**RESOLVED** – not to progress the procurement and installation of a commemorative plaque for Maria Brontë and Elizabeth Branwell at Penlee House.

(Proposed: Cllr Axford; seconded: Cllr Baker.)

(b) William Colenso Plaque

In September 2016, The Finance and General Purposes Committee had resolved to progress a heritage plaque for William Colenso. Subsequently, a previous plaque (that had been removed due to the renovation of the building) had been reinstated within the main entrance foyer of St John's Hall. Since it was not the Town Council's policy to duplicate commemorative plaques it was recommended that the resolution of September 2016 be rescinded and it was unanimously

**RESOLVED** – to rescind the previous resolution of the Finance & General Purposes Committee to progress a heritage plaque for William Colenso.

(Proposed: Cllr Axford; seconded: Cllr Young.)

(c) Heritage Plaques – new submissions

Requests for Heritage Plaques in respect of the following people had been received:-

- A. Agatha Ursula Chirgwin
- B. Charles Simpson

- C. Charles Campbell Ross
- D. George Marsden Waterhouse
- E. John Matthews

Members were provided with a brief synopsis of the history of each of the candidates and provided with an update on the approx. cost of each plaque, including the cost of obtaining listed building consent, where applicable.

Following discussion, approval for the progression of a Heritage Plaque in respect of candidates A, B, C and D was proposed and **Resolved** as follows:

- A. Agatha Ursula Chirgwin – 6 for; 2 against. The motion was approved.  
(Proposed: Cllr Cliffe; seconded: Cllr Elliott.)
- B. Charles Simpson – 3 for; 5 against. The motion fell.  
(Proposed: Cllr Lambourn; seconded; Cllr Cliffe.)
- C. Charles Campbell Ross – 6 for; 2 against. The motion was approved.  
(Proposed: Cllr Cliffe; seconded: Cllr Lambourn.)
- D. George Marsden Waterhouse – 7 for; 1 against. The motion was approved.
- E. John Matthews – It was **Resolved** not to progress a Heritage Plaque for this candidate  
(Proposed: Cllr Elliott; seconded: Cllr Broadhurst.) 7 for; 1 abstention.

(d) 2019 Public Toilet Cleaning Contract

Members were reminded that the Public Facility Cleaning contract would be due for renewal on 1 April 2019. A draft tender specification document had been circulated and members were asked to review and approve the document.

It was

**RESOLVED** – to approve the tender specification document but to amend the opening hours for the Tourist Information Centre and South Pier facilities to open at 8am in both summer and winter.  
(Proposed: Cllr Cliffe; seconded: Cllr Elliott.) 7 for; 1 against.

(e) Allotment Policy Document

A recent review of the allotment management and allocation process had highlighted the requirement for a more up to date Allotment Policy to replace the

existing one and provide more clarification for allotment tenants on the expectations and standards required.

A draft policy had been drawn up and it was suggested that this could be sent to all existing tenants for a one month consultation period, inviting their comments before the document was finalised.

It was unanimously

**RESOLVED** – to approve the draft allotment policy document but with an amendment that the reference to ‘terminating allotment holder’ should be removed, and that the document should be circulated amongst the existing tenants for a one-month consultation period.

(Proposed: Cllr Axford; seconded: Cllr Broadhurst.)

(f) **Financial Comparison – 30/06/18**

The financial information provided was reviewed and discussed and it was unanimously

**RESOLVED** – to approve the financial comparison for the period 01/04/2018 to 30/06/2018.

(Proposed: Cllr Elliott; seconded: Cllr Lambourn.)

(g) **Penwith Community Development Trust (PCDT) Activity Days**

PCDT had approached the Town Council with a request to hold a number of family activity days throughout Penzance, mainly on sites owned/operated by the Town Council.

Members were provided with an outline of the events, proposed locations and dates and it was unanimously

**RESOLVED** – to approve the PCDT family activity days as detailed, subject to the provision of all relevant risk assessments, insurance documentation and suitable proposals to ensure that the sites were left in the same condition as they were found following the activity days.

(Proposed: Cllr Axford; seconded: Cllr Broadhurst.)

(h) **Income Budget Line Creation**

Following the installation of a CCTV camera at the Princess May Recreation Ground, a new income budget line was required to receive the contribution of

£4,943.00 towards the cost of the installation from Cornwall Councillor Tim Dwelly.

It was unanimously

**RESOLVED** – to approve the creation of income budget line 140/1 and recommend the creation of this budget to the Finance & General Purposes Committee.

(Proposed: Cllr Elliott; seconded: Cllr Lambourn.)

**16. REPORTS FOR INFORMATION**

(a) Strategic Planning – verbal update

Cllr Dick Cliffe provided a verbal update on the recent Strategic Planning workshop.

(b) Green Infrastructures for Growth (G14G) Update / Proposals

Information had been received from Cornwall Council concerning a range of potential biodiversity projects in Penzance that were being proposed by the G14G group. Work on three sites was already underway (Bolitho Gardens, Love Lane Wildlife Garden, Millennium Woods) and the potential of three other sites (St Mary's Churchyard, Mann's Field, Mennaye Boating Lake) was being explored.

(c) Allotment Update

Members were updated on ongoing work being undertaken across the allotment provision to improve site standards and tackle the waiting list.

**17. MATTERS ARISING FOR REPORT ONLY**

None.

The meeting closed at 7.55pm

Chairman  
24 September 2018