

MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING
held in Committee Room No. 3, St. John's Hall, Penzance on Tuesday 6th November 2007
at 7.00 pm.

PRESENT

Councillor J. Moreland (Chairman)
Councillor J. Parkin (Vice-Chairman)

Councillors R. Clark
J.H. Dixon
F. Granger
R.M. Lawrence
J. Ruhrmund

ALSO PRESENT

Mrs. A. Bevan (Director of Penlee House Gallery & Museum), Councillor D. Nebesnuick
(left the meeting at 7.30 pm)

18. **RESOLUTION TO VARY THE ORDER OF BUSINESS**

It was

RESOLVED: to vary the order of business to allow Councillor Nebesnuick to speak to proposals relating to Penlee House Car Park, with a copy of the outline of the proposals having already been circulated to members with the agenda for the meeting.

19. **CAR PARK PROPOSALS**

The proposals included changing the status of the car park from that of 'long-stay' to a combination of 'long-stay' and 'short-stay' which it was hoped would provide more parking opportunities for people visiting Penlee House and a number of doctor and dentist surgeries located nearby.

It was also felt that the safety of the layout of the lower car park could be improved by creating a one-way flow system from east circulating back west, by removing bays at the eastern end and replacing them with bays in the centre of the car park.

It was noted that parking was a serious problem throughout the town and that the car park is currently used by many people working in the town centre area and at surgeries, dentists and businesses throughout Alverton Street.

The loss of 'long-stay' parking for such employees could have an impact on the income of the car park if they were to take advantage of other discounted prices at District Council 'long-stay' car parks and they were not replaced by casual users using the parking machine.

The pricing of car parks is always considered to be a sensitive issue and any increase would have to be carefully researched so as to be within line or remaining favourable in comparison to other car parks in the area.

The Director of Penlee House advised that she would welcome the addition of more 'short-stay' spaces for the benefit of visitors to the Gallery and Museum but felt that the upper section of the car park would not be sufficient for this need.

It was felt that there was sufficient merit in the proposal to investigate the scheme and it was

RECOMMENDED: that the Town Clerk should carry out a review of the current provision and seek information regarding the operation and pricing of other car parks in the area and that a report could be brought to the budget meetings in December, if time allowed, or for the January cycle of meetings (the Town Clerk advised that clearly the Town Council would not wish for any proposal to decrease its income from the car park and the current income could be included in any budgetary proposals and would provide the basis for estimating increased income in subsequent years).

20. **APOLOGIES**

Councillors M.R. Cotton, R.A. Mann, T.E. Williams and H. Worth.

21. **TO RECEIVE DECLARATIONS OF INTEREST**

No declarations of interest were received.

22. **MINUTES OF MEETING HELD ON 18TH SEPTEMBER 2007**

Having been circulated, it was

RESOLVED: that they should be signed as a true and correct record.

23. **REPORT OF DIRECTOR**

(a) **Exhibition, Income and Visitor Number Report**

The Director advised members that the current Dod Procter exhibition was continuing to be extremely well received and had generated considerable interest amongst visitors and local residents alike.

Although the exhibition was more 'modern', there had been no adverse comment.

With regard to visitor numbers and income, the Director advised that the shop takings to the end of the day stood at £78,634.00 against £74,415.00 for the period to the end of November 2006 and, the total takings for the financial year stood at £111,736.00 to the end of the day as opposed to £101,567.00 to the end of November 2006, showing an increase at the present time of more than £10,000.00 for the financial year.

The Director reported that visitor numbers were also up on last year and stood at 33,288 for the calendar year to date as against 33,118 for the same period in 2006 and, 27,555 for the financial year as against 21,706 to the end of October 2006 and it was

RECOMMENDED: that the Director's verbal report be received.

(b) Forthcoming Exhibitions

The next exhibition would be 'Gifts Given' running from the 1st December 2007 to the 12th January 2008 which would celebrate the gifts (donations and bequests) of fine and decorative art received by Penlee House on behalf of the public over recent years. As the celebration to commemorate the 10th Anniversary of the opening of the Gallery and Museum would be taking place on the 15th November 2007, it had been decided not to hold a preview evening for this exhibition which would run concurrent to the 'Crafts for Christmas' show and it was

RECOMMENDED: that the position be noted.

(c) 10th Anniversary Celebration of Refurbished/Extended Building

As mentioned above, the 10th Anniversary of the refurbishment of Penlee House would take place on the 15th November and a booklet providing the background to the House and the Branwell family had been produced by the 'Friends of Penlee House' and this would retail at a price of £3.99.

A reception would be held on the evening of the 15th November and among the people invited were those who had been directly involved in fundraising to support the refurbishment, the current committee of the 'Friends of Penlee House', members of the Penlee House staff and members of the committee who served in 1997.

The Town Clerk reported that, unfortunately, Sir Richard Carew-Pole, who had opened the Gallery 10 years ago, would not be able to attend and the Heritage Lottery Fund case-worker had since left the Heritage Lottery Fund and, therefore, would not be present.

Buffet-style refreshments would be served during the evening and it was hoped that some musical entertainment would be provided.

The Director advised that entry to the house would be free on the day and a children's art competition had been held and won by an eight year old who had designed a poster advertisement based on 'The Rain it Raineth' for Penlee House and it was

RECOMMENDED: that the position be noted.

(d) External Decoration - Penlee House - Extension of Works to Include Morrab Road Railings and Gate

The Town Clerk reported that the external decoration of Penlee House had been finished and that the work had been carried out to a very high standard. In order to complete the fresh look and smarten up the entrance to the eastern end of the park, the Morrab Road

gates and railings had also been painted at an extra cost of £1,116.00 and this had also included lamp-standards in and around the entrance area.

The Chairman advised members that there were ongoing problems with the cap stones on the Morrab Road gate pillars which were being displaced by vehicles entering and leaving the park and the possibility of installing granite bollards to protect the posts would be investigated and it was

RECOMMENDED: that the position be noted.

(e) Security Upgrade

The Town Clerk reminded members that upgrades to the security system at Penlee House had been agreed at a previous meeting and he reported that work had now been completed at a cost of £1,519.00 and it was

RECOMMENDED: that the position be noted.

(f) 'Friends of Penlee House' - Report of Meeting 15th October 2007, Agenda for that Meeting and Minutes of Meeting 10th September 2007

The minutes of the above meeting had been circulated to members for information and the Chairman advised that the items on which he had reported to the 'Friends' on the 15th October were all covered within the Town Clerk's Report and it was

RECOMMENDED: that the position be noted.

24. **REPORT OF TOWN CLERK**

(a) Sensory Garden

The Town Clerk advised that the delayed work on the Sensory Garden would be started after the 10th Anniversary celebrations and that the plants would be removed, prior to the work commencing, and stored for re-planting on completion of the work

The gardening staff had put forward some plans for revisions to the planting scheme which had been reviewed by the Chairman in his capacity as Landscape Architect and some of the suggestions would be included and it was pleasing to note the staff's positive approach to improvements to the park such as this.

The Chairman went on to advise that he would be working with park staff over the coming months to develop an overall plan.

On a separate issue, the Chairman advised that a Tree Planting Ceremony would take place in the park at 4.00 pm on Thursday 8th November 2007 when the Civic Society would provide a tree in memory of Leonard Robinson, a former Chairman of the Society, and it was

RECOMMENDED: that the position be noted.

(b) New Signage for Penlee Park

The Town Clerk reported that new signage for all entrances to the park had been ordered and would take the form of cream writing on a holly green background. The total cost for the signage would be £1,588.00 which would include a sign for the Orangery Café, the cost of which would be reimbursed by the franchisee.

The gate at the Trewithen Road area was due for replacement in the near future and once the new gate had been installed, the gate and railings around the Trewithen entrance of the park would be painted holly green and the cost of works to complete the improvements to the park would be covered from over income and under expenditure from the previous year and it was

RECOMMENDED: that the position be noted.

(c) Open Air Theatre Season 2007 Written Report

A written report of the 2007 Open Air Theatre season had been received from the Director of the Acorn Theatre and was distributed to those present.

Eleven shows had taken place over a five week period and had comprised a mixture of amateur theatre, contemporary music, physical theatre and contemporary performance.

Unfortunately, the two children's shows which had been booked had been cancelled at very short notice due to the lack of other bookings in Cornwall which made it financially unviable for the theatre groups to make the trip.

Advance ticket sales had been affected by the poor weather but the events had still been well attended and the theatre had operated at a surplus.

One area of concern in relation to the operation of the theatre had been the lack of toilet facilities and the Town Clerk advised members that it was proposed that new toilet accommodation could be included in the plans for the theatre changing/education building and it was

RECOMMENDED: that the position be noted.

(d) Resolution to Exclude the Press and Public

Due to the confidential nature of the next item to be discussed, it was

RESOLVED: to exclude the press and public from the next part of the meeting.

(e) Staffing - Penlee Park

See Confidential Appendix 'A'.

(f) Arboricultural Works Approved by Penwith District Council

The Town Clerk advised that the annual tree works following the December 2006 inspections in categories 2 and 3 had been approved by the District Council, following which tender notices had been issued to four companies.

Two completed tenders had been received and the Town Clerk advised that the lower of these quotes would be accepted, with the work taking place early in the New Year, and it was

RECOMMENDED: that the position be noted.

(g) Resolution to Re-Admit the Press and Public to the Meeting

It was

RESOLVED: to re-admit the press and public to the meeting.

(h) New Ticket Machines - Penlee House Car Park

The Town Clerk reminded members that monies were available in the Car Park Fund to renew the existing car park machine in the Penlee House Car Park and to install a second machine in the lower car park area.

A representative of the Metric ticket machine company had visited the previous week to provide details of two machines which were available at £2,300.00 per machine.

There was the possibility of installing a solar-powered machine in the lower car park, with a cost reduction of £200.00, but it was felt that it would be preferable to have this machine linked to the electricity supply and it was

RESOLVED: that the machines should be ordered following the general review of the car park system as mentioned earlier in the minutes.

25. **FINANCIAL POSITION**

The Committee considered its finances to the 30th September 2007 and it was

RESOLVED: to note the position.

The Committee also considered payments made in the month of September 2007 and it was

RESOLVED: to approve such payments (see Appendix "B" for both financial position and payments made).

8.30 pm

Chairman
6th December 2007