

PADSTOW TOWN COUNCIL

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29 October 2025

TO: MEMBERS OF THE COMMUNITY AND FACILITIES COMMITTEE

Councillors Mrs J Dawe (Chair), A N Rees (Vice Chair), G Chapman, Mrs J Colwill, D Eddy, A Hoskin and M Rickard

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **COMMUNITY AND FACILITIES COMMITTEE** at the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 4 November 2025 at 7.00 pm** 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 meeting held on 2 September 2025. *p1-5*
5. **Committee Works i) Update:** for information only; **ii) Programme:** To note and update/amend, as necessary; **and iii) Contingency/Project Budget Update:** for information only. *p6-8*
6. **Budget Update and 2026/27 Considerations**
 - i) **2025/26 Update:** to receive an update for 2025/26 *p9-12*
 - ii) **2026/27 Budget (Including Fees & Charges):** To give consideration to potential future projects for 2026/27 and associated budget for *p13-22* recommendation to the Finance and General Purposes Committee, taking into consideration the Council's 3-Year Business Plan.

7. **2026/27 Budget: Allotments – Fees and Charges:** To give consideration to report in this matter and discuss and decide on way forward.
8. **Post-Season Checks – Railway and Lawns Car Parks:** To give consideration to report in this matter and discuss and decide on way forward. p 23-25
9. **Additional Seating – Lawns Play Area:** To give consideration to report in this matter and discuss and decide on way forward. p 26
10. **Community Hub – Progress and Update Report:** To note latest for information. p 27
11. **Shelter - Windmill:** To be updated in this matter and discuss and decide on way forward. To Follow
12. **Trevone Cliff Scaling Works – Update and Future Monitoring:** To be updated in this matter and discuss and decide on way forward. p 28-30
13. **Railway Toilet – Cistern Replacement Update:** To be updated in this matter and discuss and decide on way forward. p 31-32
14. **Memorial Management:** To discuss and decide on the way forward for
 - i) St Petroc's Churchyard; and
 - ii) Padstow Cemetery
 To Follow.
15. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
16. **2026/27 Budget (Fees and Charges):** To give consideration in this matter and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 2 September 2025 in the Council Chamber, Council Offices, Station House, Padstow at 7.15 pm

Present: Councillors Mrs J Dawe (Chair), A Rees (Vice-Chair), G Chapman, Mrs J Colwill, D Eddy and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/RFO and minute taker), Councillors R Higman and C Newman, and 2 members of the public.

CAF2025/18 Apologies and Announcements: i) Apologies were received from Councillor A J Hoskin; and ii) There were no announcements.

CAF2025/19 Declarations of Interest: The following interests were declared:

- Councillor G Chapman: Agenda item 5 Committee Works, and item 11 North Quay Parade/White Shelter – Update; and
- Councillor Mrs J Dawe – agenda item 10 Railway Toilet Cisterns.

CAF2025/20 Public Participation: Councillor R Higman and 2 members of the public addressed the meeting regarding agenda item 9 Trevone Green.

Councillor Higman's comments included:

- Has personally tried training tamarisk to cover temporary fencing (whilst works to stonewall take place) at the top of the Green.
- When hedges were planted by contractor, tamarisk was cut right back and temporary fencing replaced. Consider temporary fencing has been poorly positioned, consequently area behind is being used as a toilet by members of the public. Consider this is a hygiene issue and possible liability issue if someone were to be injured whilst climbing over the fence;
- Previously requested fence be moved back to prevent access behind. In response, fence widened but not moved back. Problem continues with members of the public even cutting tamarisk back to make access behind easier;
- Fencing left to enable planting to establish, considers this is not successful, weeds growing on top of hedge;
- Requesting Committee either arrange for fence to be moved back to prevent access behind, or for fences to be removed completely.

Additional comments from 2 members of the public included:

- Urinating in public is a public order offence. Have personally seen in excess of 10 people doing so in the 6 week holiday period;
- Good intentions have inadvertently created a space for people to hide behind for unintended purpose.
- Inadvertently created a litter area with the fencing. Further, local litter pickers have difficulty reaching litter through fence even with litter picker.

Councillor R Higman addressed the meeting regarding agenda item 12: Consultation: Review of Existing Dog Bans on Beaches. Comments included:

- Many visitors and locals visit Trevone because of current dog ban;

- Dog ban is key part of Blue Flag Award for Porthmissen beach.

CAF2025/21

RESOLVED that the **minutes** of the meeting held on **Tuesday 1 July 2025** be signed as a true record of the meeting.

CAF2025/22

Committee Works: Councillor G Chapman left the meeting for the following item.

i) Update: The update was noted as per the agenda report. The Town Clerk updated that additional feedback had been received from LJD Coaching regarding the Time2Move programme with an offer to attend a meeting to report back full details and data. Feedback included:

- 90% attendance each week for Padstow sessions – higher than county average. A few no-shows each week (mainly free school meal places);
- Very positive feedback received from parents including parent with SEND child;
- Great working relationship with Social Club;
- During their Padstow sessions they were inspected by the Time2Move programme and also Environmental Health (as they were providing food) as standard procedure with very positive feedback being received from both.

She further advised that the Foodbank would be reopening on Thursday.

ii) Programme: The programme including possible items for budget consideration was noted without change save for removing “Volunteering” as a possible future item as this can be added in future should a specific project arise. Members were keen that the exploration of acquiring the parks/open spaces at Pellew Close and Lodenek Avenue from Cornwall Council remain in the work programme for a later date.

iii) Contingency/Project Budget Update: The update on Committee’s contingency/projects budget spending and remaining budget of £37,834.31 was noted for information.

Councillor G Chapman returned to the meeting.

CAF2025/23

Land Stability Assessments: Consideration was given to the agenda report and next steps following the recent land stability assessments undertaken by Red Rock Geo, the contractor’s reports having been sent to members under separate cover and taken as read.

a) Trevone Green: RESOLVED i) that Vector Rope Access UK Ltd be appointed to undertake the localised scaling works at Trevone (figure 4 of the contractor’s report) as detailed in the agenda report, funded via the LTOS Grounds Maintenance Budget;

ii) to note the sections at Trevone recommended by Red Rock Geo for monitoring (figures 5 & 6 of the contractor's report) will be undertaken monthly by the Council's Maintenance team as detailed in the agenda report; and

iii) that specialised drone inspections be undertaken every 2 years for both Trevone Green and Chapel Stile Field and that to save on cost these be undertaken simultaneously.

b) Chapel Stile Field: RESOLVED i) to extend the fencing in Chapel Stile Field to cover the green to the South as outlined in the agenda report with the Council Foreperson to look to undertake this via the Maintenance Team, costs borne by the LTOS Grounds maintenance budget; and

ii) that in response to the suggestion that further rock fall signage be erected at the base of the War Memorial cliffs, a cliff slip/danger warning be painted on the cliff itself, if possible, rather than further signage. If not possible, then additional signage to be erected, similar to others in this area and that these works be funded via the LTOS Equipment and materials budget.

CAF2025/24

Memorial Items: i) Padstow Cemetery Memorial Application:

Consideration was given to a memorial application for a grave in the extension area of Padstow Cemetery. Members noted the application was compliant with the Padstow Town Council Cemetery Regulations but that due to the design differing considerably from other memorials in the cemetery, it had been referred to Committee for a decision.

RESOLVED to agree the memorial application as detailed on page 14 of the agenda pages subject to applying the usual process for approved applications.

ii) Risk Assessment of Large Memorials: Further to the agenda report the Assistant Town Clerk updated that risk assessments have now been undertaken on the five large memorials. The memorial in the Churchyard, pictured in the agenda report, was found to be a C1. Following the recommendation from Drew Memorials that further action be taken to protect the public and with the support of the Church, the pathways passing this memorial have been closed to the public. A quote in the region of £900 has been received to remove the top section of the memorial, being the section that is failing. It was noted that as an alternative Drew Memorials has provided a recommendation for a company that may be able to restore the memorial and that although contacted, a response is still awaited. It was further noted that any works to the memorial will require faculty permission. No safety concerns were raised in the risk assessments for the other four memorials.

RESOLVED i) to obtain a cost for repairing the C1 memorial in the Churchyard and ascertain whether this is comparable to the quote received to make safe the same; and ii) to avoid delay, any further

decisions in respect of the repair works be delegated to the Town Clerk in consultation with the Committee Chair applying the Council's Memorial Management Policy in respect of recouping any fees.

CAF2025/25

Spritty Meadow – Drainage: Committee noted the update regarding this item and the options provided by the Council Foreperson noting his preference for option b which would see the runoff going into the scrub area in Spritty Meadow.

RESOLVED that Option B as detailed in the agenda report be the preferred option for a soakaway in Spritty Meadow, subject to the landowner's permission.

CAF2025/26

Trevone Green – Wooden Fencing: There was discussion of this item. Comments included a concern that as safety works to the area are not yet complete, the risk has not been removed, therefore the fencing needs to remain. Committee acknowledged the fencing is a temporary measure ensuring the Council is protecting the public, best it can, before works are completed. It was noted these works are due to take place in the next 6-8 weeks after which the issue should resolve. It was agreed in the interim that the gap behind the fence be reduced.

RESOLVED that i) the Council Foreperson reduce the gap between the wall and hedge by moving back the fence; ii) the fence be removed once the contractors have undertaken both the cliff scaling works and stone wall re-build; and iii) the Council Maintenance Team look to prune/train the tamarisk to cover the area by next spring.

CAF2025/27

Railway Toilet Cisterns: Councillor Mrs J Dawe left the meeting for the following item whereupon Councillor A Rees took the chair. The Chair referred members to the agenda report outlining issues with the existing Wallgate toilet cisterns which have become difficult to repair due to the system now being obsolete.

RESOLVED that i) the Railway toilet cisterns be changed to Armitage cisterns; ii) the Council's Facilities Officer to purchase one full kit initially to better understand if the internal works can be fitted inside the existing toilet units, or whether it will be necessary to replace the full concealed plastic cistern, and whether a plumber will be required; and iii) once clarification sought to ii) that all cisterns in the Railway toilets be replaced and £15,000 be made available via the Capital/Projects – LTOS Contingency Budget.

Councillor Mrs J Dawe returned to the meeting whereupon she took the chair.

CAF2025/28

North Quay Parade: Councillor G Chapman left the meeting for the following item.

A report outlining the background to this project, clarifications received to date in relation to ownership of land adjoining North Quay Parade,

and known history of the shelters was tabled and read. Committee also viewed plans for Claude Berry Shelter that had been prepared for the Town Council in the 1970s. The Town Clerk having discovered these during her research. Members were keen to progress this project and considered the best way forward would be to first undertake a conditions survey of the area.

RESOLVED that the Town Clerk instruct Council's surveyor to undertake a conditions survey of the whole North Quay Parade area, including the shelters/wall etc to ascertain if any structural works may be required before giving thought to future plans.

Councillor G Chapman returned to the meeting.

CAF2025/29 **Consultation: Public Spaces Protection Order – Review of Existing Dog Bans On Beaches: RESOLVED** to respond to the Public Spaces Protection Order consultation advising that Padstow Town Council is happy with the current restrictions for St George's Well and Trevone Beach.

CAF2025/30 **Annual Play Inspection Update:** Members noted that clarification regarding the quotation from the Outdoor Play people has been received with them confirming the cost is total, not per bracket. On this basis, Committee felt it prudent to undertake the works to the swings recommended in the Annual Play Inspection report.

RESOLVED to instruct the Outdoor Play People to retro fit safety pins and chains to the swings in the Under 12's Play Area as per the costs outlined in the agenda report and that this be taken from the Equipment, furniture and materials budget.

CAF2025/31 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

CAF2025/32 **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 1 July 2025** be signed as a true record of the meeting.

Meeting closed 8.35 pm

COMMUNITY AND FACILITIES COMMITTEE 4 NOVEMBER 2025

i) COMMITTEE WORKS UPDATE: FOR INFORMATION ONLY

- Annual Tree Inspection – has taken place, report awaited. Once report received, the Council Facilities Officer will need to make application to Cornwall Council for any works to be undertaken on any trees under a TPO. Update will be provided to Committee at their next meeting on report and progress.
- Time2Move Holiday Programme – Attended recent Council meeting to provide an update, all of which was positive.
- Spritty Meadow Drainage and Cemetery Extension: Town Clerk has approached land agent and Brune Estate, with no response. She will chase both matters.
- Trevone Works – Contractor still onsite. Existing steps improvement and extension of steps to beach completed and focus is now on railings. During the works it has come to light that public may look to access cliff ledge from another section and Town Clerk agreed for Contractor to install wooden fencing in this area as a safety measure, cost is £580
- Trevone Green – Wooden Fencing – this has been moved back following the last meeting.
- Chapel Stile Field – Committee agreed for Foreperson to investigate and proceed with fencing works as mentioned in Slope assessment. Investigations have taken place and Foreperson and Council Facilities Officer are liaising with the Chair proposing 2 sections of fencing which is required along the green to the South, which will total about 60 meters.
- Annual Play Inspection – Outside Play People have undertaken their second maintenance visit and Officers are awaiting their report to confirm the works undertaken.

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

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
MEETING DATE: 16 DECEMBER 2025 – AGENDA DESPATCH: 10 DECEMBER 2025		
Outside works and maintenance progress report	Regular update item. Overview of works undertaken and future works.	
Memorial Management Policy	Minor "tweaks" to be made to better reflect actual practice having been through a full cycle of memorial stability testing.	
Parking Enforcement and Parking SLA	To review parking enforcement SLA and look into parking enforcement further.	
Churchyard Memorial Testing	To give consideration to establishing a memorial management programme in the Churchyard	Officers currently establishing whether Churchyard has map system/ adding location to SAMM and looking at process for seeking diocese permission.

MEETING DATE: 3 FEBRUARY 2026 – AGENDA DESPATCH: 28 JANUARY 2026		
Policy Reviews	To undertake review of relevant policies which are up for review.	
Outside works and maintenance progress report	Regular update item. Overview of works undertaken and future works.	
CC SLAs 2026/27 – Grass Cutting and Maintenance	To consider SLAs for 2026/27.	
MEETING DATE: 24 MARCH 2026 – AGENDA DESPATCH: 18 MARCH 2026		
Outside works and maintenance progress report	Regular update item. Overview of works undertaken and future works.	
CC Parks and Open Spaces – Pellew Close and Lodenek Avenue	To request CC representative to speak with Committee on this issue.	Committee agreed at its meeting 2.9.25 this remain on the programme for a later date.

iii) COMMITTEE CONTINGENCY/PROJECTS BUDGET UPDATE: FOR INFORMATION ONLY

***LTOS Contingency/Projects budget £75,000** *budget heading agreed prior to committee restructure

DETAIL	SUPPLIER	£ EX VAT	PROGRESS
• MUGA height extension and soundproofing	Lee Brothers Fencing	10,438.00	Complete
• Trevone Bay area - Steps/handrail/ widen path/new steps plus extension	Vanstones	17,285.00	In progress
• Technical Slope Assessment - Trevone Green / Stile Field	Red Rock Geo	4,600.00	Complete
• Trevone Bay area - additional works - handrail	Vanstones	2,740.00	In progress
• Trevone Bay area – add works - rebuild stonewall	Vanstones	540.00	In progress
• Remove bamboo from plantation	Glendale	1,562.69	Scheduled
• Railway toilet replacement works	Commercial washrooms / KWC DVS LTD / Ian Dawe Electrical	4,702.62	Complete
• Condition survey North Quay Parade/White Shelter	Nova Surveyors	1,000.00	Complete (inv awaited)
• Trevone Bay Area Works – additional safety fence	Vanstones	580.00	In Progress

Total spend/commitment to date 43,448.31

Balance of budget available 31,551.69

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 4 NOVEMBER 2025

Agenda Item 6: Budget 2025-26 Update and 2026-27 Considerations

Agenda Item 6 i) 2025-26 Update

1. Committee Restructure

- 1.1 As Committee will know, a review was undertaken of the Council's committee structure. Changes were agreed by Council with the new structure operational from May 2025. The changes saw standing committees reduce from 5 to 4, with this committee established to oversee all Council property/facilities whether owned, leased or managed and its community functions and activities.
- 1.2 From a Budget perspective, this Committee covers the former Leisure, Tourism and Outside Spaces (LTOS) budget and Highways, Roads and Transport (HRT) budget relating to Council-owned car parks.
- 1.3 The LTOS and HRT Committees budget headings will be updated to Communities and Facilities for LTOS and Car parks for HRT. This will allow comparisons with prior years. The individual nominal codes used for processing will remain the same.
- 1.4 This is the first budget meeting of this new committee.

2. Income Update

2.1 Car Park Income

Car park income for 2025-26 is higher than the prior year which is expected following the increase in car park tariffs on 1.4.25. The car park is generally quieter later in the afternoon and evenings than a few years ago.

2.2 Community Infrastructure Levy (CIL)

The Council received from Cornwall Council £32,718.43 on 3.4.25 and £19,709.80 on 9.10.25 in Community Infrastructure Levy (CIL). This must be spent on infrastructure projects and Cornwall Council has confirmed that this CIL money can be used to fund the bus stop.

2.3 Other Income

Whilst relatively low in comparison to both car park and rental incomes, other incomes streams that fall to this committee are:

CC Service Level Agreements (SLA) Income

This income is dictated by Cornwall Council through Service Level Agreements. As Committee will know from 2025/2026 PTC no longer undertakes the footpath SLA but continues with CC Housing and Highways in the parish which is predominately grass cutting. Income level for this service being £4,849.

Community Hub

As per regular updates given to Committee and via the Work Programme update to Council more bookings are being made for Hub use, predominantly these are FOC bookings in line with Council's Hub Booking Policy.

Allotment Income: Rental income is low with each tenant being invoiced annually.

Burial Income: This income is demand-led, with Council updating its charges in recent years.

Memorial Seats/Plaques: The Council has a Policy in place to manage the number of memorial benches. Associated fees are now mostly in relation to replacement benches. Supplier costs are recharged but charges are also made to cover installation and admin costs.

3. Expenditure Update

3.1 Overall, all the expenditure headings covered by this Committee are well within the Budget 2025-26 (as detailed in the Budget to Actual Variance Report 1.4.25-30.9.25 - Full Council 28.10.25 – Appendix 1 to this report). The one exception is Toilets where there were issues with the supplier not issuing water invoices at the end of the previous Financial Year, so there are more in the current year.

3.2 Expenditure Worthy of Note:

Car Park Enforcement: This is undertaken by Cornwall Council via an SLA from April to March. Budget for 2025-26 was £6,000, actual cost was £2,709 up to 30.9.25.

Non-Domestic Rates: are payable on Station House, Railway and Lawn Car Parks, Padstow cemetery, the MUGA and the Community Hub, totalling £106,300 pa.

Electricity: Committee will know that the RFO sought best overall value with Council agreeing to a 5-year deal for Pay and Display machines and Cory Toilet sites and a 3-year deal for the remaining PTC sites, being an overall estimated cost of £14,771.12pa.

Water: There were issues with Everflow auto renewing PTC's water contract for 12 months because they made a typo in the email address. The RFO submitted a formal complaint and Everflow apologised and updated its systems. The contract will be reviewed with a broker early next year.

Community Events: A successful albeit wet Community Day was held in September. A summer holiday programme was successfully trialled this year. The Council is assisting the Royal British Legion with its Remembrance Day. £4519 has been spent up to 30.9.25 out of a Budget for Community Events of £15,000.

Vehicle Purchase: A brand-new gator was purchased during this year. This new vehicle is a worthwhile addition, the net cost after trading in the old Gator was £21,865 from the Capital/projects – update vehicles & machinery budget.

Grounds Maintenance: This is for ongoing costs related to Council property including inspections e.g. play area and tree inspections and bulk waste bin emptying costs. £20,000 was included in the budget, with the actual cost up to 30.9.25 being £9250.

Allotments: Committee has been in the process of redesigning a larger plot into 3 smaller plots. This work is still ongoing and has involved clearance and removal of trees etc. A gate has also been installed as well as further clearance of the area nearest the hedge to allow space for a shed for all 3 new plots. Costs for this have been covered by the LTOS equipment & materials budget. To date £1,328.20 has been spent with a further £1,500 approved for the remaining works.

4. Capital Projects Update

4.1 It was agreed at last year's Budget-setting to have an LTOS Contingency in Capital and Projects to help the Committee prioritise projects as they arose during the year.

4.2 For 2025/26 the main project-based work has been:

Completed:

Community Hub refurbishment: This included redesigning the old library space into 2 further community spaces, new heating across the whole building and lighting. Also new windows and doors. This has been a vast improvement and enables the Hub to cater to more groups using the space. The cost of this was £81,446 in 2024-25 and £9,400 in 2025-26.

Trevone Steps: This is due to be completed end of October/early November. These works are to improve the steps down to the beach from the Green, involving handrails and replacing steps which have eroded overtime. The cost of this is £20,565.

Railway Toilets: The toilet cisterns in the Railway Toilets were recently replaced due to maintenance issues following the discontinuation of the original design. The total cost of these works was £4,702.62. Full report under separate agenda item.

Other works funded by the LTOS Contingency have included:

- Drone inspections for Stile Field and Trevone cliffs
- Scaling works at Trevone cliffs
- Installation of additional fencing to extend the exclusion zone of grass corner of Stile Field above cliff just down from war memorial.

Ongoing projects include:

- Dock Wall Repair and Maintenance;
- North Quay Parade;
- Cemetery Extension; and
- Railway Bus Stop – whilst anticipated the main works will be undertaken in early 2026, the ancillary works i.e. removal of old bus stop and new visitor/staff parking area may be undertaken in early 2027.

These are detailed in agenda item 8ii) paragraph 2 as these works will continue into next year and future years.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 4 NOVEMBER 2025

Agenda Item 6: ii) Budget 2026-27

1. Expenditure

- 1.1 Overview: Revenue expenditure is expected to increase across all the cost centres in 2026-27, in common with other local authorities and businesses. The Council is fortunate in owning a lot of land and buildings, but these all require regular inspections, insurance and maintenance, the cost of which has increased substantially over the last few years.
- 1.2 Electricity: As detailed in the previous report, Council has within the last 6 months agreed new deals for all PTC sites. These being 3 or 5-year deals dependant on the site. Overall estimated cost is £14,771.12pa.
- 1.3 Water: the water costs of running PTC toilets are high (c£20-30,000pa) and to ensure best value for the Council, a broker will be used to find the best water supplier early next year when the existing contract expires.
- 1.4 Non-Domestic Rates:
The RFO and Town Clerk consider that the following be included in the budget for 2026/27, being regular ongoing costs as per previous years but with a healthy increase for the car park rates in anticipation of the outcome of information requested by the Valuation Office Agency:
- | | |
|------------------|----------|
| Railway car park | £80,0000 |
| Station House | £9500 |
| Cemetery | £1700 |
| Lawn car park | £24,000 |
| MUGA | £600 |
| Hub | £4000 |
- 1.5 Parking Enforcement: There is a requirement to continue with Cornwall Council enforcement of Council's Car Parks. Committee will consider an SLA at a future meeting when more cover can be requested. It is considered the budget should remain at £6,000.
- 1.6 Grounds Maintenance: As mentioned before this covers a wide range of matters and should be increased to £25,000.
- 1.7 Community Events: Council received a presentation from LJD Coaching Ltd at its recent meeting, whereby he advised how successful the summer holiday programme had been and that more dates could be offered and he could cater for the same. The Budget also covers the Community Fun Day, and support given to the British Legion to provide road closures for the Remembrance parade. A Budget of £15,000 has been included in 2026/27.
- 1.8 Vehicle Purchase: The small pickup is due for replacement and therefore this should be reflected in the budget for 2026/27 and a provision of £25,000 has been included.

2. Projects 2026/27

- 2.1 In 2025-26 a Capital/projects – LTOS contingency of £75,000 was included in the Budget and this has worked very well, with the 'wish list' of projects prioritised by the Committee during the year.

The RFO suggests a Communities & Facilities (C&F) contingency of £100,000 be included in the Budget 2026-27 for one off items/smaller projects as the approach taken previously with the LTOS contingency has worked well.

- 2.2 Detailed below (paragraph 2.4) are projects expected to be more than £20,000. Committee is asked to give each their due consideration as to projects they may wish to take forward in 2026/27 and future projects for inclusion in the Council's 3 year business plan.
- 2.3 Due to the uncertainty around actual costings for the Dock Wall works as well as indicative costings for other potential projects, the RFO recommends that the Capital/projects section of the Budget 2026/27 and the Earmarked Reserves are reviewed again at the January or February 2026 Full Council meeting following which Committee may be required to revise projects it wishes to take forward.
- 2.4 When considering budgets for projects in 2026/27 Committee to be mindful of ongoing projects, further detailed below, in terms of both budget and capacity.

Project: Railway Bus Stop	Timing: Anticipated early 2026 – ancillary works could be 2026/27. Waiting to hear from CC on timings of bus stop. Budget: 2025/26
This project has been going through the design phase, working with Cornwall Council. There are also ancillary works which will need to take place alongside this namely the removal of the current bus stop and new parking area for staff/visitor parking. Final costings are to be worked up following agreement of the final plan for the bus stop. The majority of this project can be funded from CIL money (£52,428.23). We are currently waiting to hear from CC on project costs and timescales.	

Project: Dock Wall Repair and Maintenance	Timing: Anticipated May 2026 Budget: 2026/27
This is a significant project and the Town Clerk has been working with the Project Manager to pull together the specification and timetable. Expression of interests were invited, with Tender Packs being sent out 28 October. The closing date for receipt of tenders is 12pm on 19 December 2025. It was agreed to signpost an Earmarked Reserve (EMR) for this already, to ensure that the project could be tendered for during this financial year. Actual costings won't be known until tenders are received.	

Project: North Quay Parade	Timing: Anticipated to commence works winter 2027 Budget: 2027/28
Committee has been looking at this project to improve the area. The Committee has commissioned a conditions survey for the whole site, including shelters and will consider the same at a future meeting. This will help to inform the project scope going forward. Committee to work up this project however, works to take place once whole site is vacant.	

Project: Cemetery Extension	Timing: Unknown Budget: Due to unknown timings difficult to confirm.
Approaches have been made to the agents of Prideaux-Brune Estate to explore potential options. No response has been received yet to be able to take this forward and understand whether this is a possibility. The Town Clerk continues to chase.	

Other projects that have been mentioned previously for consideration are outlined below. Committee to give thought as to whether it wishes to progress with any of these and if so timings. It could flag future projects within the Council business plan for future years i.e. 2027/28 and 2028/29.

Project: Community Hub/Public Toilets – Lawns	Timing: Budget:
<p>New roof and guttering: This was mentioned by Council’s surveyor who advised that the roof required replacement and at the same time it would be beneficial to replace the guttering with a larger alternative and the wooden fascias with plastic.</p> <p>Public Toilets: This could be part of one project with the Hub, but mention has been made of potential toilets (family/disabled) in the Lawn Car Park being available during peak holiday times.</p>	

Project: Stile Field top path improvements	Timing: Budget:
Committee want to restore and maintain the top path as it has become worn and needs work to improve it.	

Project: Lawn Garages and Scout Hut Improvements Projects	Timing: Budget:
This project was considered to see this area improved but it was put on hold due to Hub and bus stop works.	

Project: Public Toilets Improvements	Timing: Budget:
To improve and enhance: Railway toilets metal trough in the men’s toilets, improve cubicles and cover blockwork with wipeable/washable services. Cory toilets investigate and improve access to the boiler and toilet cisterns, and update family room tap from battery to electrical.	

Project: Windows Station House	Timing:
	Budget:
Potentially look to improve windows in the chamber to reduce noise from outside (particularly with bus stop being moved closer to it) look at triple glazing.	

3. Fees and Charges 2026/27

3.1 Burial and Memorial Fees The burial and memorial fees for both Padstow Cemetery and St Petroc's Churchyard were last increased on 1 April 2024.

i) Cemetery:

As in previous years, appendix 1 compares Padstow Town Council's Cemetery related fees and charges, as best they can be, with 7 other Councils. Looking at the comparisons, the fees and structures vary greatly but PTC's charges for purchasing an Exclusive Rights of Burial does remain one of the lowest. Appendix 2 is a full list of the burial fees and charges for Padstow Cemetery. The RFO has no specific recommendations; Committee to consider if it wishes to review Council's EROB charges.

ii) St Petroc's Churchyard:

Committee will recall that the Council's agreement with the Church to manage the administration (interments, and installation of tablets) and record keeping of the ashes section/s within the Churchyard is being reviewed by the new incumbent. There is no further update at this time. In light of this, it is recommended that Committee continues with its current approach, being that where fees are applicable to the Churchyard, these are set at the same amount as the resident fee in Padstow Cemetery, noting this could be reviewed at a later date dependent on the thoughts in this matter from the new incumbent.

3.2 Allotment Rents and Fees – This matter to be considered under a separate report.

3.3 Car Park Tariffs (including Season Tickets):

As Committee will know charges were increased from April 2025, being the first increase in 4 years. This included an increase to Season Tickets and administration fees associated with issuing replacements. The increase involves changing the PTC Car Park Order, new signage and updates to parking machine software. Therefore, the RFO suggests that Padstow Town Council car park tariffs, Season Tickets and their associated administration fees remain the same.

3.4 Memorial Bench/Plaques: The Town Council charges administration fees for processing replacement memorial benches and plaques, and to return old plaques by post. Replacement benches also incur installation fees and a maintenance contribution is applied at the time of donation. Current fees and charges and recommendations for change are as follows:

- Administration fee (one charge per application) - £30 – **No change**
- Postal return of old plaque (if requested) - £5 – **Increase to £10**

- Bench installation fee - £60 - **No change**
- Bench installation surcharge (applied dependant on location) - £60 – **No change**
- Maintenance* contribution for replacement bench to cover 15 year period - £300 – **Consider increasing to £350.**

*Committee is reminded that Council’s standards of maintenance for which the maintenance contribution applies is accepted as keeping the bench fit for purpose and clean involving routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.

3.5 Filming Costs: This fee is for commercial organisations and charged at £1,000 per day, negotiable at the Town Clerk’s discretion. Committee to consider if it wishes to review.

3.6 Padstow Community Hub: The Hub has spent the last 12 months establishing itself and catering more to community led activities. Hire rentals are charged £25 per session if the organisation is profit-making and/or it charges attendees. The Town Clerk suggests that this remains unchanged.

4. 3 Year Business Plan

4.1 The Finance and General Purposes Committee will look to update the Business Plan taking account of each Committee’s discussions in this matter. The Council’s mission statement aims and objections will be reviewed to ensure that it fits with the Council’s direction of travel over the next 3 years.

4.2 As outlined in paragraph 2 above, Committee to give consideration to flagging projects within the Business Plan over the next 3 years.

5. Decisions

5.1 Committee is asked to consider the following for recommendation to the Finance and General Purposes Committee:

- a) Expenditure for inclusion in the 2026-27 Budget (paragraph 1):
 - i) Increased provisions for non-domestic rates as outlined in paragraph 1.4;
 - ii) £6,000 provision for a Cornwall Council Civil Enforcement Officer;
 - iii) £25,000 provision for Grounds Maintenance;
 - iv) £15,000 provision for Community Events;
 - v) £25,000 provision for Vehicle Purchase; and
 - vi) £100,000 provision for a Communities & Facilities (C&F) projects contingency budget for one off items/smaller projects.
- b) Projects it wishes to take forward (paragraph 2):
 - i) To be undertaken in 2026/27 and included in the 2026/27 budget;

- ii) Future projects for inclusion in the Council's 3 Year Business Plan; and
 - iii) Noting that the actual budget available will be reviewed by Council in January/February once costs of the Dock Wall are known, following which Committee may need to review projects it is able to take forward.
- c) Does Committee wish to recommend any increases to its fees and charges, effective 1 April 2026*
- i) Burial and memorial fees – paragraph 3.1;
 - ii) Car Park Tariffs – paragraph 3.3;
 - iii) Memorial Benches/Plaques – paragraph 3.4;
 - iv) Filming Costs – paragraph 3.5; and
 - v) Padstow Community Hub hire charges – paragraph 3.6

*Allotment Rent and Fees to be considered later under separate report.

Agenda Item 6 ii): 2026/27 Budget (Including Fees & Charges):

Appendix 1

Padstow Cemetery: Comparison Of Interment Fees and Exclusive Right Of Burial Charges

PTC Fee Number	15		2		2		4		3		12		16	
	EROB Earthen Plot		Interment of the body of person exceeding 12 yrs		Second Interment of a body		Interment of cremated remains on an existing earthen plot		Interment of cremated remains in a cremation plot		Excavating area for cremated remains		EROB Cremation Plot	
PTC 2025	300	200	Including Sexton fee = £800 (Sexton fee is £600 and is a direct re-charge)	200	Including Sexton fee = £800 (Sexton fee is £600 and is a direct re-charge)	200	120	120	120	90	150			
Bodmin 2024	467	828 *includes digging less our sexton fee = 228	828 *includes digging less our sexton fee = 81	213*includes digging less our fee = 123	PTC outsources sexton at £600 per burial									
Launceston 2022	325	525 *includes digging. Less our sexton fee = not comparable	525 *includes digging. Less our sexton fee = not comparable	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	175 *includes digging, less our fee = 85	150			
St Stephen in the Brannel 2025	341	682 *includes digging. Less our sexton fee = 82	682 *includes digging. Less our sexton fee = 82	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204 *includes digging. Less our sexton fee = 114	204			
Wadebridge 2025		362	132	-	-	446	£160 for each subsequent interment							
Penryn 2022	200	300	200	100	100	100	100	100	100	100	50	Arranged through FD		
Truro 2025	415	700	*includes digging. Less our sexton fee = 100	520	*includes digging. Less our sexton fee = -80	133	*includes digging. Less our sexton fee = 43	150	*includes digging. Less our sexton fee = 43	?	165			
St Ives 2025	401	292	292	190	190	190	190	190	190	82	147			

Padstow Cemetery: Comparison of Memorial And Administration Fees and Charges

PTC Fee Number	17	18	19	21	22
	Headstone	Tablet	Additional Inscription	EROB Transfer	Records Search
PTC 2025	140	85	60	60 max 2hrs, 30ph thereafter	60 max 2hrs, £30ph thereafter
Bodmin 2024	143	-	65	60 2hrs	60 max 2hrs, £30ph thereafter
Launceston 2022	150	75	Nil	50	-
St Stephen in the Brannel 2025	108	108	108	73	73
Wadebridge 2025	115	155	115/155	35	-
Penryn 2022	130	90	60	50	-
Truro 2025	145	65	115	-	-
St Ives 2025	80	-	59	146	146

Agenda Item 6 ii): 2026/27 Budget (Including Fees & Charges):

CEMETERY FEES 2025 (EXTRACTED)

INTERMENTS

The fees given below in respect of earthen graves are for a depth of up to 2 metres. An Exclusive Right of Burial must be purchased for each grave.

	Resident	Non Resident
1 Interment of the Body of a still-born child or a child not exceeding 12 years in the Children's Section	No Charge	No Charge
2 Interment of the Body of a person exceeding 12 years	£200.00	£600.00
3 Interment of cremated remains in a cremation plot	£120.00	£360.00
4 Interment of cremated remains on an existing earthen plot	£120.00	£360.00
5 FIRST Interment of cremated remains in a new earthen grave purchased solely for cremated remains	£200.00	£600.00
6 SECOND Interment of cremated remains in an earthen grave purchased solely for cremated remains	£200.00	£600.00
7 For each interment of cremated remains AFTER the FIRST and SECOND in an earthen grave purchased solely for cremated remains (maximum 6)	£120.00	£360.00
8 Surcharge where an interment takes place or involves work on a Saturday	£90.00	£270.00
9 Surcharge where an interment takes place or involves work on a Sunday or Bank Holiday	£180.00	£540.00
10 Exhumation	POA	POA

GRAVE EXCAVATION

An external sexton is arranged for all earthen burials. In most instances, excavation of an area for the interment of cremated remains will be undertaken by Padstow Town Council employees. In any circumstance where a sexton is

employed these fees will be a direct re-charge of the sexton's services and as such are subject to change.

	Resident	Non Resident
11 Sexton's fee for excavation of an earthen grave (maximum double depth) Fixed until Feb 2024	£600.00	£600.00
12 Fee for excavating area for cremated remains (all cremation plots are double depth)	£90.00	£90.00
13 Exhumation	POA	POA

EXCLUSIVE RIGHT OF BURIAL

	Resident	Non Resident
14 For Exclusive Right of Burial in the Children's Section	No Charge	No Charge
15 For Exclusive Right of Burial in an earthen grave	£300.00	£900.00
16 For Exclusive Right of Burial in a cremation plot	£150.00	£450.00

MONUMENTS, TABLETS AND INSCRIPTIONS

	Resident	Non Resident
17 For permission to erect a monument not exceeding 2'6" x 3'0"	£140.00	£420.00
18 For permission to erect a tablet or tablet with integral vase holder	£85.00	£255.00
19 For each additional inscription after the first	£60.00	£180.00
20 For permission to replace an existing kerb memorial on a grave prior to 1974 on a "like for like" basis	£150.00	£450.00

OTHER ADMINISTRATIVE FEES

21 Transfer of Exclusive Right of Burial including preparation of relevant documents	£60.00 max 2 hours, £30.00 per hour thereafter
22 Research of burial records to include up to 2 x A4 hard copies of an entry or a scanned copy.	£60.00 max 2 hours, £30.00 per hour thereafter

COMMUNITY AND FACILITIES COMMITTEE: TUESDAY 4 NOVEMBER 2025

Agenda Item 8: Post-Season Checks – Railway and Lawns Car Parks:

1. Background/ Overview

- 1.1 The Council’s Outside Team undertake car park checks pre and post season. These checks include:
- Signage; cleaned, intact, correct height and visible
 - Bollards: stable and have hi-viz/hazard tape visible
 - Big sweep/tidy up of areas (Railway looking at sand and ensuring yellow lines visible; Lawns removal of leaves)
 - Noting any relining works that might need to be investigated
 - Picking up any other thoughts/potential hazards.
- 1.2 The post season check has been undertaken and this check is a good opportunity for Council to consider if any re-lining should be undertaken over the winter, ready for the next season, this report is for Committee to consider the same.
- 1.3 Last year relining works focused on the Lawns Car Park directional arrows and zebra crossing, Railway Car Park was mainly the footpath marking of walking symbols and no cycling symbols, which cost £707.00.
- 1.4 2023 a large amount of work was undertaken on Railway car park which cost £4,134.00, included re-lining a section of the car parking spaces, junctions and directional arrows.

2. Consideration

- 2.1 The Council Foreperson has provided pictures of line markings he feels could be considered for the Railway Car Park, nothing noted for Lawns Car Park. The Council Facilities Officer has put these pictures onto a map and numbered them (appendix 1) and added further notes for consideration in the below table.

Marking no.	Officer notes
1	Zebra crossing was last done in 2023. It is still visible and will become redundant once bus stop relocated. Therefore do not think advisable to realign.
2	Centre line markings, last done in 2023. Would suggest just doing from behind the zebra crossing moving into the car park at this time.
3	One way wording, was last done in 2023
4	Last done in 2023, still fairly visible
5	Last done in 2023
6	Last done in 2023
7	Don't have on file when this was last re-done

8	Bin store - Don't have on file when this was last re-done. only yellow re-lining to do. This can be a problematic area in the summer months so best to refresh.
9	Last done in 2023
10	This space needs yellow lines blacked out, as this is a usable parking space. This was last done in 2023. The contractor we have used over the last 2 years is unable to burn old markings off anymore and raised concern if they try and scabble them off it will cause damage to the surface so instead blacked out.

2.2 Initial enquiry has been made with the contractor we have used previously to understand the rough costings of 2-10 (not including item 1), it is hoped this will be available in time for the meeting.

3. Decision

3.1 Would Committee like to proceed with items 2-10 with budget coming from Capital/project HRT Contingency budget.



COMMUNITY & FACILITIES COMMITTEE: TUESDAY 4 NOVEMBER 2025

Agenda Item 9: Additional Seating – Lawns Play Area:

1.0 Overview

1.1 The Town Council has received compliments for the Lawns Children's play park facilities but mention has been made on the lack of seating for parents and carers. Whilst there are two benches located in the play, comment has been made of further seating.



1.2 The children's play area currently has two seats within the play park boundary area located towards the blockhouse, as pictured to the right.

1.3 There is also a table with 3 seats on the grass in between the play area and the skate park.

2.0 Additional Seating Location

2.1 The Facilities Officer visited the site to consider possible locations for new seating, taking into account health and safety considerations with proximity to the play facilities and slope. A possible option identified for additional seating could be the bottom corner of the play area (adjacent to the steps to Plantation) and along the back fencing. Draft picture to the right to give idea of potential locations.



2.2 Council Facilities Officer would suggest 2 more benches are purchased. If Committee would like the same benches again, one red/one blue – last time they were purchase from:
www.recycledfurniture.co.uk cost of both would be £885 + Vat and any delivery cost.

3.0 Consideration

3.1 Committee are asked to consider purchasing more seating in the play area and if they would like to order one red/ one blue as before with funds coming from LTOS Equipment and materials budget.

PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: TUESDAY 4 NOVEMBER 2025

AGENDA ITEM 10: Community Hub – Progress and Update Report

1.0 Website

- 1.1 The [Community Hub webpage](#) is now live on the Town Council website and can be found under Council Services/Events. The page provides information about the facilities available, booking form and guidance for hirers, the context of the Hub within the locality and charging rationale.

Recent feedback from an initial contact from a new hirer indicated that they found information about the Hub by an online search directing them to our webpage.

2.0 Recent Bookings

- 2.1 Since reopening after refurbishment works, from April up to December 2025 (including the Time2Move programme dates), 12 organisations have so far booked 31 sessions.
- 2.2 Hub Bookings include: Vaccination drop-ins, Police Engagement Surgeries, steering group and Trustee meetings, travel pop-ups, Summer school holiday programme and NHS family support.

3.0 Continued Promotion of Hub facilities

- 3.1 The Council Support Officer continues to contact support organisations and charities to highlight the new facilities available including:
- a) Meeting on site with organisations such as Volunteer Cornwall and Kernow Parenting Support teams to show the facilities available
 - b) Emailing organisations who have used the Hub prior to refurbishment works.
 - c) Emailing organisations and charities based in Cornwall across a wide range of support areas and age groups such as mental health support, support for carers, bereavement charities, veteran support, charities aimed at seniors and Cornwall Council teams such as Cornwall Housing, Health Promotion, Family Hub, Fostering and Youth Support.

Following completion of refurbishment works, the Council Support Officer has contacted:

- 33 organisations who have either used the Hub previously, or who were advised of the Hub facilities pre-refurbishment, detailing the new facilities available; plus
- 22 organisations not previously contacted, advising of the facilities available to hire.

4.0 Fun Day

- 4.1 All rooms in the Hub were used during the Fun Day with activities including Eco workshops (grass seed heads and seed bombs); Play your cards right game, photography competition exhibition and lost child area.

- 5.0 Committee to note update for information.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 4 NOVEMBER 2025

AGENDA ITEM 12: Trevone Cliff Scaling Works – Update and Future Monitoring:

1. Overview

- 1.1 Committee will recall at its last meeting that they agreed for Vector Rope Access UK Ltd undertake the localised scaling works at Trevone. This report is to update Committee following the works and consider appropriate monitoring measures moving forward.

2. Update

- 2.1 Once the date had been agreed for the scaling works, Officers updated Cornwall Council, Council insurers and posted information on the Council website and social media pages.
- 2.2 The scaling works took place on Monday 13th October 2025. Vector Ropes liaised with Red Rock the Contractor who undertook the slope assessment on behalf of the Council and Red Rock kept the office updated.
- 2.3 Red Rock was sent several images from Vector Ropes on the day. Red Rock reported that the imminent hazardous loose block had been removed. The rock quality left behind the block is relatively poor but in keeping with the rest of the section of cliff. There are a number of fractures running into the rock face and it is difficult to tell how these are likely to affect future stability and may worsened in future storms. They would *'recommend that this section is monitored very closely over the winter by yourselves, Red Rock or a combination and certainly checked thoroughly prior to the summer season to determine if any further scaling is needed if the cracks have widened significantly. It may also be that this section is removed naturally by storm action.'*
- 2.4 Currently Padstow Town Council Outside Team undertake visual inspections from the ground and take pictures to report back to the office at least monthly. They are asked to capture the section where the scaling works took place as well as another section which was raised to monitor from the initial slope assessment. It should also be noted that signage outlining dangers of rocks falling has been placed along the cliff, as noted in photo in appendix to this report.
- 2.5 Officers have enquired with Red Rock on the cost of additional monitoring from themselves, they have said they can offer:
 - 1) £750 ex VAT per visit with drone up and pay particular attention to the scaled section, reported as a site visit letter detailing any changes and recommendations in brief.
 - 2) £850 ex VAT would include more detailed report on entire section, and full analysis report.

2.6 Appendix 1 provides photos of the area.

3. Moving Forward

The immediate hazard has now been removed and Committee need to agree appropriate monitoring moving forward. Council considerations are therefore welcomed to the following:

- a) As per 2.3 Red Rock "*recommend the section is monitored very closely over the winter by yourselves, Red Rock or a combination...*". How does Committee wish to proceed over the winter months, noting advice as detailed in 2.3.
- b) As per Red Rock that a through inspection be undertaken before the summer season.

3.1 The Council Facilities Officer would suggest 3b) is before Easter, Good Friday being 3rd April 2026. Does Committee agree and which inspection it would prefer as detailed in 2.5 above.

3.2 To note that once Committee decisions in respect of future monitoring are given this will be captured in the risk assessment for the area and Council's insurers updated and advised.



Picture above taken by Victor Ropes after the section had been removed.



Picture above taken 15.10.25 by Council outside Team from beach level and zoomed in.



Picture above taken on the afternoon of the works by Council Facilities Officer. Shows the scaling section on the left hand side and give different perspective of the whole ledge/cliff area.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 4 NOVEMBER 2025 AGENDA ITEM 13: Railway Toilet – Cistern Replacement Update:

1. Overview

1.1 Committee will recall at its last meeting they resolved to update the Railway toilet cisterns, with £15,000 made available via the Capital/projects – LTOS Contingency budget. This report is to update that new toilet systems have been fitted in Railway facility and all toilets working. However this report is to ratify the Town Clerk decision in changing the systems from the agreed Armitage to KWC DVS System, due to factors outlined in the report and noting the total spend.

2. Further Investigations and conclusion

- 2.1 Following the last Committee an order was placed with Commercial washrooms, the company recommend the items. However, on arrival of the order it consisted of 2 sensor/electronic control panels, 1 being Armitage which came without a flush value and 1 being KWC DVS which came with a flush value.
- 2.2 Flush value and plastic housing: The Council Foreperson and team updated that they could install the flush values of the DVS system into the plastic housings already in-situ. Therefore, this meant no plumber would be require and that we wouldn't need to purchase new plastic housing.
- 2.3 Sensor: The hole in the block work at Railway facility where the sensors had to pass through was too small for the Armitage sensor and would mean further works to get this sensor to fit. The DVS sensor would fit the holes in situ however just required an extension pipe.
- 2.4 Control Panel: A local electrician came at looked at both the DVS and Armitage control panels and advised that the DVS system seem to allow greater control and installation cost would be less as the supplies can be looped. The greater control means that our team can alter the length of a flush from between 1 and 6 seconds as well as sensor sensitivity.
- 2.5 Trial run: As we had all items to make 1 DVS system work the Foreperson and electrician set up a trail run on the DVS system and both were impressed with the system.
- 2.6 Spare Parts: Council facilities Officer understood Armitage spare sensor cost £105.00 per unit and though wise to check DVS spare parts as these are the parts that seem to need replacing the most on toilet facilities and DVS cost £77.00 per unit.
- 2.7 Urgency: Last Committee meeting were update that 2 ladies and 1 men's toilet was out of action. During the above investigation the disabled/ accessible toilet system also went down. A notice was placed on the accessible toilet door advising that users may wish to use the Family room which still had grab rails but didn't have an emergency pull cord.

2.8 Considering all the information gathered it was going to cost less, give greater control and be easier to install the DVS systems. Both the electrician and Foreman were impressed with the system and it was becoming more urgent to get the works done. Along with noting that KWC DVS company produce washroom products for NHS sites, custodial, public sector and retail markets. The Town Clerk made the decision to proceed with ordering the SWC DVS system.

2.9 Committee are asked to ratify the Town Clerks decision in moving forward with the KWC DVS System for Railway Toilets and noting that the total spend on this project came to £4,702.62 instead of the budgeted £15,000.