

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 3 February 2026 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 and M Rickard

In Attendance: Mrs S Daly (Assistant Town Clerk/RFO) and Mrs T Trestain (Council Facilities Officer and minute taker)

- CAF2025/59 Apologies and Announcements:** i) Apologies were received from Councillor A Hoskin; and ii) There were no announcements.
- CAF2025/60 Declarations of Interest:** There were no declarations of interest.
- CAF2025/61 Public Participation:** There was no public participation.
- CAF2025/62 RESOLVED** that the **minutes** of the meeting held on **Tuesday 16 December 2025** be signed as a true record of the meeting, being the minutes of the previous meeting [not 4 November 2025] and having been tabled and read.
- CAF2025/63 Committee Works: i) Update:** The update was noted as per the agenda report. **ii) Programme:** The programme was noted without change; and **iii) Contingency/Project Budget Update:** The update regarding Committee's spend to date and remaining budget was noted for information.
- CAF2025/64 Memorial Management- St Petroc's Churchyard:** The Chair referred members to the agenda report and draft policy which set out a suggested approach to the proactive management of memorials in the churchyard. It was hoped it would be possible to get a faculty agreement to undertake specific actions under certain circumstances without the need to obtain a faculty for each individual memorial.
- RESOLVED** to agree the draft Churchyard Memorial Management Policy St Petroc's Church Padstow, as appended to the agenda report subject to including noticeboard advertisement to paragraph 6.1, for the purpose of consultation with i) the Parochial Church Council; and ii) the Diocese Registry, noting that feedback from both will be brought to a future meeting.
- CAF2025/65 North Quay Parade – Conditions Survey:** Members gave consideration to the agenda report and the two appended condition surveys for the North Quay area. It was noted that the Council's Business Plan for 2027/28 includes improvements to this area. Further that the Surveyor's report suggests some potential issues are addressed in not more than 24 months from the date of the report. Comments during the discussion included:
- Concern that future planning for the area cannot progress until Cornwall Council provides clarity over the extent of their

ownership in this area. This having already been requested several times.

- Whether information relating to who undertook previous improvements/adaptations to the area could assist with understanding ownership. However, it was thought any information would no longer be available given the length of time.
- In relation to works around the shelters falling under PTC's remit it was suggested no action be taken at present. There was concern that the removal of vegetation could destabilise the area further, Committee was also mindful of balancing workloads and acknowledged that improvement works would be forthcoming. In response to a member query, it was confirmed that the arrangement for Cornwall Council to use the area behind the Claude Berry shelter was informal and could be repurposed with any improvement works.

RESOLVED

- i) To contact Cornwall Council with the following:
 - a) Notice that PTC intends to make improvements to its shelters at North Quay.
 - b) Notice that these works may involve taking back the area behind the Claude Berry shelter currently used informally by CC as a bin store.
 - c) Copies of the condition surveys commissioned by PTC for the North Quay area, referring CC to the items needing their specific attention as per the agenda report.
 - d) A request for definitive confirmation as to the extent of CC's ownership in this area.
- ii) To copy the local Cornwall Councillor into correspondence and seek his support particularly in relation to i) d) above; and
- iii) Not to remove any vegetation raised by the survey at this time, due to concerns this could cause more damage to structures.

CAF2025/66

Trevone Green: Committee noted the report outlining damage caused to the hedge line and subsequent additional signage installed. Members were supportive of an additional panel being installed and noted that pruning of the tamarisk and additional planting had been scheduled.

RESOLVED to approve the additional measures relating to the Trevone Green hedge as detailed in paragraphs 1.3 and 1.4 of the agenda report.

CAF2025/67

Cornwall Council

a) Grass Cutting – Local Maintenance Partnership and Service Level Agreements (SLAs): The Council Facilities Officer referred members to the agenda report. Committee was pleased to note the office had not received any complaints or comments regarding footpaths in the parish last year following its decision not to enter a

Local Maintenance Partnership to undertake cutting of the same. Furthermore, that the decision had had a positive impact on the Maintenance Team's workload. It was thought Cormac or another contractor may have undertaken the work. It was noted that an offer had come forward for 2026/27, however an initial review of the details showed it to be similar to previous years and as such it was felt it should again be declined.

There was support for continuing with the grass cutting SLAs as per last year. In response to a member query, the Council Facilities Officer advised that the privet hedge along Link Road Car Park is not within the SLA and therefore not cut by the Maintenance Team but instead reported to Cornwall Council when it becomes an issue for grass cutting.

RESOLVED i) to undertake the 3 [grass cutting] Service Level Agreements (SLAs) in the agenda report, subject to receiving SLAs for 2026/27 with full plans, details on costings, frequency and scope; ii) not to undertake the Local Maintenance Partnership for 2026/27; iii) to delegate progressing the 3 SLAs to the Town Clerk in consultation with the Committee Chair and Vice Chair; and iv) if the agreements are still not forthcoming, to avoid any negative impact on our parish and residents, to continue to undertake the works in respect of these 3 SLAs and raise concern with the local Cornwall Councillor over the ongoing delays in receiving finalised SLAs and Plans

b) Parking Enforcement 2026/27: A report on this item providing an overview of the legal position for off-street parking enforcement and the known details of the 2026/27 SLA was tabled and read. There was much discussion with members being disappointed that Cornwall Council had not provided the full SLA with costings.

Discussion included:

- One member expressed concern for the accuracy of the legal position for enforcement.
- It was generally felt that further support and an update on this issue should be sought from the Local MP.
- The benefit of a CC SLA for enforcement was debated. The Assistant Town Clerk/Assistant RFO reaffirmed that the recommendation of the Town Clerk, Responsible Financial Officer and herself was to enter an SLA for parking enforcement.
- It was noted as per the agenda report that ample budget is available to cover the schedule of visits and accommodate price rises, however members were of the opinion the SLA should not be signed until CC confirm the 2026/27 costs.

RESOLVED to i) defer a decision to enter an SLA for enforcement until costings for 2026/27 are available, taking any updates to Full Council to avoid delay; and ii) contact the local MP to ascertain progress on the issue of devolving parking

enforcement.

CAF2025/68

Community Events 2026/27: Consideration was given to 2026/27 community events to enable officers to commence planning.

LJD Coaching Limited – Holiday Programme: Committee felt the 2025 programme was very successful and agreed building it up slowly was the best way forward. It was thought it would be interesting to hold a session during May half term and compare the difference in interest when outside of the Time 2 Move Programme.

It was agreed to continue with one day a week, but to extend this to 9 weeks being 2 during Easter, 1 during May half term and 6 during Summer. It was noted that sufficient budget is available.

RESOLVED To work in partnership with LJD Coaching Ltd to provide a holiday programme for 2026 on the same basis as 2025 subject to i) including 2 weeks during the Easter holidays and 1 week during May half term; and ii) the day of the week being determined by LJD Coaching but excluding Thursdays.

Community Fun Day: Members were supportive of holding another Community Fun Day. There was discussion as to the best weekend in September to avoid conflict with land use requests and other activities in and around the local area.

It was agreed the event should generally follow last year's format except for the photography competition. Instead, it was suggested an alternative creative competition be run. Suggestions included child-oriented crafts such as dioramas with the theme "Summer Holidays". It was agreed that Event Councillors would again be required to work the additional stalls and games. It was felt the opportunity should be offered to all Councillors and not limited to Committee, more volunteers would allow shifts to be scheduled.

RESOLVED i) that the Community Fun Day be held on Saturday 19 September 2026 with similar events/format to 2025; ii) to refer the request for volunteers to take on the role of event councillor to the next meeting of Full Council so as to draw from the full pool of Councillors; and iii) investigate a creative competition element to the Fun Day in place of a photography competition.

Photography Competition: A competition at an alternative time of year was discussed. The Chair advised that last year the Council's Christmas Card was an image taken by the Council Facilities Officer and it was thought a competition to find a photograph for 2026 was a good idea. A member commented that many people may have some nice images of the 2025 Padstow Christmas Lights.

RESOLVED to investigate holding a photography competition with the winning image being used for the 2026 Council Christmas Card.

Remembrance Day Parade: The report update was noted as per the agenda report.

Church Christmas Tree Exhibition: Members discussed the 2025 exhibit and agreed the bauble decorations had been a good way of highlighting the Council's work on behalf of the community and to update these for 2026.

RESOLVED to take part in the Church Christmas Tree Exhibition, if held in 2026, and to decorate it similarly to 2025 but updated with the current years projects/spend.

Other events ideas: Members discussed ideas of other community events including holding something in Wheal Jubilee Parc again, possibly another film event. There was also support for holding an October 'make & take' in the Hub with Marvelous Eventures. There was some discussion as to theme but overall, it was thought best to consult Marvelous Eventures.

RESOLVED to investigate the following possible events to be brought back to a future meeting for further consideration i) a film event at Wheal Jubilee Parc in June; ii) a children's make & take session at the Hub with Marvelous Eventures during October Half Term; and iii) to continue to investigate a cost of living event but this be for Jan/Feb 2027.

CAF2025/69

Policy Reviews:

Committee Policies: Members were referred to the agenda report and the review of Committee's policies and directed to section iv) Considerations of the agenda papers. Generally, the polices were all working well with no legislative changes to note or significant changes internally or externally to reflect. Amendments mostly reflected points of clarity.

RESOLVED i) to agree the suggested policy review dates as detailed in 1.3 of the agenda report, noting that where changes to legislation arise, or where internal or external changes necessitate adaptations, polices will be brought to Committee sooner; ii) **TO RECOMMEND TO FULL COUNCIL** the draft version 2 of the Memorial Bench Policy be agreed as per the tracked changes as appended to the agenda report, iii) To note the findings of the Annual Parking Permit Policy review and agree that no changes be made save for adding a review date of February 2028; and iv) **TO RECOMMEND TO FULL COUNCIL** that the Free Town Council Parking Policy be agreed as per appendix 3 of the agenda report;

CCTV System: Members initial thoughts to the CCTV policy and system review were that CCTV has reduced the amount of vandalism and anti-social behaviour in the Lawns Area, however, they agreed consultation with stakeholders and the wider community was now required. The

Assistant Town Clerk/RFO advised that Council's online consultations are usually undertaken using SurveyMonkey but that following changes to SurveyMonkey's subscription plans, it was recommended that the Council upgrades to a purchased plan at a cost of £75. Not upgrading would necessitate detrimental adaptations to the draft questionnaire.

RESOLVED i) to undertake a public and stakeholder consultation as outlined in 3.2 of the agenda report as part of a CCTV system review and that this be based on the appended draft questionnaire; ii) to agree a one month SurveyMonkey subscription at a cost of £75.00 for the purpose of the questionnaire; and iii) to postpone a review of the CCTV Policy and Procedures until after the CCTV system review.

CAF2025/70

Outside Works and Maintenance: The Council Facilities Officer provided a verbal update at this time. She outlined various works which have been undertaken including repairs following Storm Gorette, the completion of the new allotment areas, the 9 weekly cemetery review, and deep cleans of the public toilets and shelters.

The Council Facilities Officer further updated that twice weekly meetings were being undertaken with the outside team, the Town Clerk and the Council Facilities Officer, with work being more task focused and this seemed to be working well. Committee was pleased to note that overall moral was good.

CAF2025/71

Street Lights Upgrade: The Chair referred members to the agenda report. In response to queries, the Council Facilities Officer advised she would investigate the possibility of including the streetlight on the Camel Roadway and the light at Lawns near the blockhouse within the street light maintenance visits.

RESOLVED to i) upgrade the 9 non-serviceable streetlights to LED fittings at the cost of £5888.00 + VAT; ii) undertake 1 year of Planned Preventative Maintenance visits (2 visits) at a total cost of £700 plus VAT to be taken from the HRT equipment service and repairs; and iii) **TO RECOMMEND TO COUNCIL** that the cost of i) above be taken from the HRT Contingency budget.

Meeting closed 8.20pm