

PADSTOW TOWN COUNCIL

Council Offices
Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



28 January 2026

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 3 February 2026 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E 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 4 November 2025. p1-6
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. p7-9
6. **Memorial Management – St Petroc's Churchyard:** To give consideration to this matter and discuss and decide on the way forward. p10-18
7. **North Quay Parade – Conditions Survey:** To give consideration to this matter and discuss and decide on way forward. p19-43

8. **Trevone Green:** To be updated in this matter and discuss and decide on way forward. P44
9. **Cornwall Council:** To give consideration to Local Maintenance Partnership and Service Level Agreements and discuss and decide on way forward in respect of:
a) **Grass Cutting;** and P45-48
b) **Parking Enforcement 2026/2027** -to follow .
10. **Community Events 2026/2027:** To give consideration to this matter and discuss and decide on way forward. P49-52
11. **Policy Reviews:** To give consideration to this matter and discuss and decide on way forward. P53-79
12. **Outside Works and Maintenance:** To receive progress report on outside works for information. Verbal update.
13. **Street Lights Upgrade:** To give consideration to this matter and discuss and decide on way forward. P80-81

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 4 November 2025 in the Council Chamber, Council Offices, Station House, Padstow at 7.15 pm

Present: Councillors Mrs J Dawe (Chair), G Chapman, Mrs J Colwill, A Hoskin and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Assistant Town Clerk/RFO and minute taker)

CAF2025/33 Apologies and Announcements: i) Apologies were received from Councillor A Rees; and ii) There were no announcements.

CAF2025/34 Declarations of Interest: The following interests were declared:
• Councillor M Rickard – Agenda Item 7 Allotments; and
• Councillor G Chapman – Agenda item 6 ii) 2026/27 Budget – Projects.

CAF2025/35 Public Participation: There was no public participation.

CAF2025/36 RESOLVED that the **minutes** of the meeting held on **Tuesday 2 September 2025** be signed as a true record of the meeting.

CAF2025/37 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.

CAF2025/38 Budget Update and 2026/27 Considerations:
i) 2025/26 Update: The updates regarding 2025/26 income, expenditure and capital projects were noted as per the agenda report.

ii) 2026-27 Budget (including fees & charges):
Expenditure: The provisions relating to utility costs were noted as per the agenda report. Committee noted the need for a healthy increase to the budget for non-domestic rates in anticipation of the outcome of information requested by the Valuation Office Agency. There was support for increasing the Grounds Maintenance provision and, due to the need to replace the small pickup, support for increasing the Vehicle Purchase budget. It was agreed to maintain the current level of provision for parking enforcement and community events. The provision of a Committee specific contingency for one off items/smaller projects worked well for 2025-26 and it was agreed this continue but at an increased provision.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the 2026-27 Budget:

- i) Increased provisions for non-domestic rates as outlined in paragraph 1.4 of the agenda report;
- ii) £6,000 for a Cornwall Council Civil Enforcement Officer;

- iii) £25,000 for Grounds Maintenance;
- iv) £15,000 for Community Events;
- v) £25,000 for Vehicle Purchase; and
- vi) £100,000 Communities & Facilities (C&F) projects contingency budget for one off items/smaller projects.

Capital Projects: Councillor G Chapman left the meeting.

The Town Clerk referred members to the agenda report detailing ongoing projects for 2025-26/2026-27, namely the Dock Wall and the bus stop works as well as the project aspirations of the previous LTOS Committee. Consideration was given to prioritising projects over the next 3 years based on need, resources and workloads. It was agreed that in addition to the ongoing projects, the focus for 2026-27 be Public Toilet Improvements and a new Community Hub Roof and Guttering and adjacent new public toilet facility suitable for family and disabled use.

It was agreed the smaller projects of investigating possible improvements to the Council chamber windows, and the possibility of acquiring play areas in the parish owned by CC, be placed on the Committee work programme.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) The following projects to be undertaken in 2026/27 and included in the 2026/27 budget: a) Community Hub Roof/Guttering and Public Toilets (family/disabled): £150,000; and b) Public Toilet Improvements: £50,000.
- ii) The following future projects be included in the Council's 3 Year Business Plan for 2027-28: a) North Quay Parade Improvements; b) Cemetery Extension; and c) Stile Field Top Path Improvements.
- iii) The following future project be included in the Council's 3 Year Business Plan for 2028-29 - Lawn Garages and Scout Hut Improvement Project

RESOLVED to note the actual budget available for projects will be reviewed by Council in January/February once costs for the Dock Wall are known, following which Committee may need to review projects it is able to take forward.

Councillor G Chapman returned to the meeting.

Fees and Charges 2026-27

Burial and Memorial Fees: Members noted the current cemetery fees and charges and compared them with 7 neighbouring parishes. Generally, it was considered the Council's fees were comparable and should remain unchanged. Members noted the update regarding the Churchyard fees as per the agenda report and agreed these should remain the same at this time.

Car Park Tariffs (including Season Tickets): Committee was pleased to see the benefit of the April 2025 tariff increase. It was agreed not to make any changes for 2026-27.

Memorial Bench/Plaques: Consideration was given to the current memorial bench fees and charges, excluding those which are direct recharges (purchase costs). Members were supportive of the suggested increases to the bench Maintenance Contribution and the charge for returning memorial plaques by post. All other fees/charges to remain the same.

Filming Costs: Members noted and supported the current filming charges of £1,000 per day for commercial organisations, negotiable at the Town Clerk's discretion.

Padstow Community Hub: Committee was satisfied with the increasing use of the Community Hub and the current hire charges.

RESOLVED to recommend to the Finance and General Purposes Committee that for 2026-27:

- i) No change be made to the Burial and Memorial fees (cemetery and churchyard);
- ii) No change be made to the Car Park Tariffs, including Season Tickets;
- iii) No change be made to the Memorial Bench/Plaque fees and charges save for a) increasing the fee for returning old plaques by post to £10; and b) increasing the memorial bench maintenance contribution to £350;
- iv) No change be made to Filming Costs; and
- v) No change be made to the Padstow Community Hub hire charges.

CAF2025/39

2026-27 Budget: Allotments – Fees and Charges:

Councillor M Rickard left the meeting for the following item.

Members were referred to the agenda report and consideration was given to agreeing a formula for allotment rent based on size of plot, future annual rents, and fees and charges. Comment was made that the allotment rents are currently very low being £35 to £50 per annum. It was noted that the Council had recently invested in improving the Link Road end of the allotments with the installation of a new gate and the splitting of 1 large plot into 3. In response to a member query regarding ongoing costs, the Town Clerk advised that the Council pays approx. £140 per quarter for pest control and that this was necessary due to the open water and chickens.

Members discussed and agreed upon appropriate rents. It was felt that the newly agreed rents should apply immediately to any new tenancy agreements and the 2 allotments with rental increase clauses should have their rents increased, having not been increased since before PTC's ownership in 2018. However, in acknowledging the significant increase in rent, it was agreed that this be applied

incrementally. It was noted that all new tenancy agreements will have rent increase clauses going forward.

Committee was satisfied with the suggested charges relating to gate keys and agreed that the recently introduced allotment administration fee should remain unchanged for 2026-27.

RESOLVED to recommend to the Finance and General Purposes Committee:

- i) The Rope Walk allotments be categorised as Small (up to 124 sqm), Medium (between 125 and 249 sqm) and Large (over 250 sqm) for the purpose of determining rent;
- ii) New tenancies be charged an annual rent of £45 for Small allotments, £75 for Medium allotments, and £100 for Large allotments;
- iii) That no change be made to the administration fee of £60 applicable at the commencement of a new tenancy;
- iv) That keys to the new allotment gate be charged at £10 as detailed in paragraph 4.2 of the agenda report; and
- v) Rental increases to the 2 plots with rent review clauses be increased to as per ii) above, to take effect as soon as possible per their tenancy agreements but that the increase be staggered over 2 years.

Councillor M Rickard returned to the meeting.

CAF2025/40

Post-Season Checks: The findings of the post season checks were noted. The Town Clerk further updated that a cost for the works outlined in the report but with the exclusion of the zebra crossing (as this would be revised during the bus stop works) had been received, being £627 plus VAT.

RESOLVED TO RECOMMEND TO FULL COUNCIL the line marking works 2-10 detailed in paragraph 2.1 of the agenda report be undertaken in the Railway Car Park and costs be taken from the Capital/project HRT Contingency budget.

CAF2025/41

Additional Seating – Lawns Play Area: There was discussion on this matter and general support for increased seating. In response to a member query, the Town Clerk advised that the seating locations within the report had been based on the Council Facilities Officer's safety assessment and were deliberately suggested to be away from the swing area. Comment was made as to whether a picnic bench would be advantageous in the play area, however it was noted that these can cause issues with litter and congregating. Furthermore, a picnic bench was available outside of the play area.

RESOLVED to purchase 2 additional benches for the Lawns Play Area as per those already in situ, to be located as detailed in the agenda

report. Costs to be taken from the LTOS Equipment and materials budget.

CAF2025/42 **Community Hub – Progress and Update Report:** The update was noted for information as per the agenda report.

CAF2025/43 **Shelter – Windmill:** A report updating on this matter was tabled and read. The report noted comments from Cornwall Council that the bus stop road markings and shelter are in the wrong location and, in light of this and the poor condition of the shelter, they were unopposed to its removal. It was understood that it would be for Cornwall Council to investigate an alternative area for the bus stop which should be placed on leveller ground and in a safer location.

RESOLVED to remove the shelter and concrete base at Windmill and make good the area, liaising with Cornwall Council as to a preferred date of removal and notifying them when work is complete, leaving any future shelter plans for Cornwall Council to investigate and take forward.

CAF2025/44 **Trevone Cliff Scaling Works – Update and Future Monitoring:** Committee was pleased to note the completion of the Trevone Cliff scaling works. The comments from Red Rock regarding fractures running into the rock face were noted and consideration was given to the monitoring of these going forward.

RESOLVED i) to instruct the outside team to continue to undertake visual inspections of the Trevone cliff face and signage regularly throughout the winter; ii) to instruct Red Rock to undertake a thorough inspection in March as detailed in paragraph 2.5 item 2 of the agenda report, prior to the summer season; and iii) to note Committee's decisions in this regard will be captured in the risk assessment for this area and Council's insurers will be updated.

CAF2025/45 **Railway Toilet – Cistern Replacement Update:** The Town Clerk referred members to the agenda report which detailed the reasons for trialling an alternative system (KWC DVS) to the Armitage Shanks system previously agreed by Committee, and the decisions taken by the Town Clerk to avoid delay in this matter. Committee was pleased to note that the KWC DVS system was more cost effective as they did not require a plumber and the control panel was simpler to fit. Members were pleased that the works were complete.

RESOLVED to ratify the Town Clerk's decision to move forward with the KWC DVS System for the Railway Toilets, noting the total spend on this project was £4,702.62 [budget £15,000].

CAF2025/46 **Memorial Management:**
i) **St Petroc's Churchyard:** Consideration was given to the 3 options for making safe the large Richard's memorial in St Petroc's Churchyard. It was noted that having undertaken a

site meeting, officers and the Committee Chair consider it unlikely that there will be further safety repairs at this level of cost in the immediate future. Members also noted information relating to the deceased Richards family and gave thought to the cost of repair in relation to community benefit.

Generally, it was thought that a full restoration was cost prohibitive. Furthermore, concern was expressed that any repair work, even partial restoration, could later be compromised by the nearby trees and the tree root systems in the ground surrounding the memorial. It was agreed that the memorial be made safe and not restored.

RESOLVED subject to faculty consent, i) to progress with option 3 as per the agenda report and "Make Safe" the large Richards memorial in St Petroc's Churchyard for reasons of cost benefit and concerns regarding the long term affect of trees and tree roots on the memorial. Budget to be taken from the Equipment, Materials and Repairs cost centre; and ii) to engage C F Piper and Son to undertake the works at a cost of £820 plus VAT subject to receiving relevant PLI and Risk Assessment details.

- ii) **Padstow Cemetery:** Consideration was given to agreeing long-term safety solutions for the 7 C1 memorials found in Padstow Cemetery during the 2025 stability testing. It was noted there are no EROB holder details for these memorials. Given the age of the memorials, over 80 years, and that there is no evidence of visiting, it was not thought beneficial to wait any longer to see whether relatives respond to the safety notices placed on the graves. In considering the best solution, members agreed that they wished to see the memorials remain upright for ease of cemetery maintenance and for aesthetics. It was noted that there is sufficient budget remaining in the stability testing cost centre for this level of repair.

RESOLVED to appoint Drew Memorials to sink and concrete the bases of the 2025 C1 memorials in Padstow Cemetery at an estimated cost of £225.00 plus VAT per memorial, 7 in total.

CAF2025/47

RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

CAF2025/48

2026/27 Budget (Fees and Charges): Members gave consideration to leeway charges and **RESOLVED** that no change be made to leeway charges for 2026-27.

Meeting closed 7.57 pm

COMMUNITY AND FACILITIES COMMITTEE

3 February 2026

i) COMMITTEE WORKS UPDATE: FOR INFORMATION ONLY

- Stile Field - Field Mouse Survey 17 Jan: 3 people attended taking approx. 90 minutes. 11 nests recorded, some breeding nests and others little day nests. Delighted the landscape management seems to be working well. Thanked Council for permission and hope to share the full review after Spring.
 - Wall slip near war memorial: Slip has been cordoned off and Prideaux-Brune estate notified as owner.
 - Fencing: Order placed for materials, local store awaiting stock.
- Shelter Windmill - Committee decision to be taken forward during the better weather, liaising with CC on preferred date. CC to look at finding more suitable bus stop location.
- Memorials - C1s Cemetery/Large Churchyard memorial – Contractors instructed but works weather dependent.
- New Allotments – Lease agreements issued for 2 plots, 3rd plot awaiting acceptance.
- Annual Tree Inspection – CC has approved all tree work applications. Contractor quotes accepted. Waiting for works to be scheduled, delayed due to storms.
- Re-lining works Railway - Order placed with contractor, waiting on contractor's availability and H&S paperwork. Contractor's schedule impacted by wet weather in Nov/Dec.
- Bamboo Plantation - Contractor finished removing the visual bamboo section in December. M/T to weed spray area twice a year to help reduce the chance of it returning.
- Spritty Meadow Drainage and Cemetery Extension: Town Clerk has approached land agent, no response to-date. She has chased.
- Additional Seating – Lawns Play Area: This been installed.

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

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
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.	
FUTURE MEETING ITEMS		
Letters to Loved Ones/Heaven	Other Councils have been installing these boxes at their cemeteries. Has been mentioned as a possible item to consider/discuss.	
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.

Community Hub Improvements inc public toilets	Included in Council's Business Plan for 2026/27	Council to review 2026/27 projects once Dock Wall project tender cost known.
Public Toilet Improvements	Included in Council's Business Plan for 2026/27	Council to review 2026/27 projects once Dock Wall project tender cost known.
Cemetery Extension	This project has been flagged in the Council's Business Plan to progress in 2027/28. Initial approaches made to adjoining landowner to discussion potential to expand cemetery.	
Stile Field top path improvements	This project has been flagged in the Council's Business Plan to progress in 2027/28.	
Lawn garages and Scout Hut Improvement Project	This project has been flagged in the Council's Business Plan to progress in 2028/29.	
Policy Reviews	To undertake review of relevant policies which are up for review.	To flag for Feb 2027.
CC SLAs 2026/27 - i) Grass Cutting and Maintenance and ii) Parking Enforcement	To consider SLAs for 2027/28.	To flag for Feb 2027.

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
<ul style="list-style-type: none"> MUGA height extension and soundproofing 	Lee Brothers Fencing	10,438.00	Complete
<ul style="list-style-type: none"> Trevone Bay area - Steps/handrail/ widen path/new steps plus extension 	Vanstones	17,285.00	Complete
<ul style="list-style-type: none"> Technical Slope Assessment - Trevone Green / Stile Field 	Red Rock Geo	4,600.00	Complete
<ul style="list-style-type: none"> Trevone Bay area - additional works - handrail 	Vanstones	2,740.00	Complete
<ul style="list-style-type: none"> Trevone Bay area – add works - rebuild stonewall 	Vanstones	540.00	Complete
<ul style="list-style-type: none"> Remove bamboo from plantation 	Glendale	1,562.69	Complete

9

- Railway toilet replacement works Commercial washrooms / KWC DVS LTD / Ian Dawe Electrical /C.Plumbing 4,702.62 Complete
- Condition survey North Quay Parade/White Shelter Nova Surveyors 1,000.00 Complete (est. inv awaited)
- Trevone Bay Area Works – additional safety fence Vanstones 580.00 Complete

Total spend/commitment to date 43,448.31

Balance of budget available 31,551.69

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026

AGENDA ITEM 6: MEMORIAL MANAGEMENT – ST PETROC’S CHURCHYARD

1. Overview

- 1.1 As a closed Churchyard, the responsibility for the maintenance of St Petroc’s Churchyard has been transferred to Padstow Town Council under Section 215 of the Local Government Act 1972. The Act requires the Town Council to maintain the Churchyard in “decent order” including features such as boundary walls, memorials, fences and footpaths. The PCC remains responsible for any buildings (including ruins).
- 1.2 In relation to memorials, primary responsibility for their safety continues to rest with the memorial’s owner. However, where an owner fails in this duty, it is the responsibility of the Council to act to ensure the Churchyard remains safe to all.
- 1.3 As members are aware, accidents involving memorials are rare, but when they do occur, they can result in serious injury and even death. Therefore, a proactive, proportionate programme for the management of memorials is necessary to reduce this risk.

2. Churchyard memorial management policy

- 2.1 Appended to this report is a draft management policy. It is based largely on the policy and procedures used to manage the cemetery memorials. Key differences relate to a lack of memorial owner records, and recognition that the Churchyard remains subject to the faculty jurisdiction of the Church of England.
- 2.2 Faculty agreement is needed to make changes to memorials, however the potential for consulting on multiple memorials annually could become time consuming for both the Council and the Diocese Advisory Committee (DAC). The draft policy proposes, under paragraph 7, to have an agreed set of actions that can be applied without the need to consult with the DAC, these being:

For memorials that are i) below 4ft AND ii) not listed, Committee will decide on one of the following fixes:

- a) Lay the memorial flat;*
- b) Engage a stonemason to embed the memorial flat within the ground;*
- c) Engage a stonemason to bury the bottom 1/3 of the memorial;*
or
- d) Engage a stonemason to repair the memorial to the current BS415 standard.*

Anything outside of this being subject to faculty approval/consultation with the DAC.

3. Way Forward

- 3.1 The Truro DAC Secretary comments that the policy “sounds like a sensible plan” but that the Council should seek the advice of the Diocese Registry and consult with the Parochial Church Council (PCC).

- 3.2 Committee is asked to first consider the appended policy and then give consideration to resolving the following:

To agree the Draft Churchyard Memorial Management Policy St Petroc’s Church Padstow, as appended, 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.



PADSTOW TOWN COUNCIL

Churchyard Memorial Management Policy: St Petroc's Church, Padstow

POLICY/PROTOCOL/PROCEDURE			
Version		Comments	
Approval Date		Responsible Officer	Town Clerk
Committee	Community & Facilities	Approval by	Full Council

VERSION HISTORY		
Date	Version	Comments
3.2.26	DRAFT	First consideration by CAFs 3 Feb 2026

REVIEW RECORD		
Date Review initiated	Review undertaken by i.e. officer/ Cttee /Council	Summary of any recommended updates/changes to be made

Churchyard Memorial Management Policy: St Petroc's Church, Padstow

1. Introduction

- 1.1 A Church of England churchyard becomes closed to further burials by an Order in Council under the Burial Act 1853. When a Church of England churchyard is closed, the Parish/Town Council is required to take on maintenance of the churchyard unless it passes this to the local authority by way of notice.
- 1.2 The Parish Church of Padstow (St Petroc's Church) was closed by Order in Council in December 1881 and responsibility for the Churchyard has been transferred to Padstow Town Council. The Churchyard is still owned by the Parochial Church Council (PCC). The PCC is not required to contribute financially to maintenance, and the Town Council does not receive any funding from the local authority.
- 1.3 The transfer of maintenance responsibilities is set out under Section 215 of the Local Government Act 1972. The Act requires the Town Council to maintain the Churchyard in "decent order" including features such as boundary walls, memorials*, fences and footpaths. The PCC remains responsible for any buildings (including ruins). The Churchyard is still subject to the faculty jurisdiction of the Church of England.

**Primary responsibility for the safety of memorials in the Churchyard rests with the memorial's owner, however where an owner fails in this duty, it is the responsibility of the Town Council to act to ensure the Churchyard remains safe to all persons who enter.*

- 1.4 There have been instances in the UK of memorials in burial grounds toppling over and causing injuries and even fatalities. A practical guidance paper issued by the Ministry of Justice in 2009 reported that in the preceding 30 years, eight people in the UK had been killed when a memorial had fallen on them.
- 1.5 That fatalities can, and do, occur is evidence that a memorial inspection process is necessary. However, when considering the number of memorials and the number of visitors to burial grounds in any year, the figure in 1.3 suggests that the risk of injury is extremely low. Therefore, Padstow Town Council aims to ensure that it adopts a risk based, proportionate and sensible approach to memorial management as recommend by the Ministry of Justice.

2. Scope

- 2.1 This policy aims to:
 - Define a clear memorial inspection programme and testing process;
 - Identify the process for making memorials safe;
 - Ensure effective record keeping and administration of the memorial management process.

2.2 Padstow Town Council recognises the potential for distress that actions taken in respect of memorials may cause. To help ensure a sensitive approach to the management of memorials in the Churchyard, this policy will identify the ways in which the Town Council will communicate the memorial management process and the actions which arise from it.

3. Memorial Inspection Programme

3.1 All memorials are subject to a minimum 5 yearly inspection. At each inspection, memorials are categorised according to the priority of action found to be required. The categories are as follows:

- Category 1: Immediate action is required to make the memorial safe or to stop the public accessing the memorial.
- Category 2: The memorial is not an immediate danger to the public but it is not fully stable and will, therefore, need to be reinspected annually to assess any further deterioration of the memorial.
- Category 3: The memorial is perfectly stable or below 625mm (2' 1") in height and will only need to be inspected in 5 years' time.

3.2 Memorial inspections will be undertaken by suitably trained Town Council employees or by a suitably experienced contractor specifically instructed for this purpose.

4. Testing Process and Procedure Following Category Identification

4.1 The testing process is in line with recommendations in the ICCM Management of Memorials Policy. ICCM being the Institute of Cemetery and Crematorium Management, specialists in burial ground memorials. The process for Padstow Town Council is outlined in appendix 1 to this Policy.

4.2 Appendix 2 to this Policy sets out the procedures to be followed once the memorial category, as outlined in 3.1, has been identified. These procedures are in line with recommendations in the ICCM Management of Memorials Policy.

5. Inspection Records

- 5.1 Electronic records will be maintained for each inspection and will include:
- Grave number and section (as per the Town Council map created 2026);
 - Names inscribed on the memorial;
 - Size of memorial being either below 625mm (2' 1"), between 625mm and 1.5m (2' 1" and 4' 9"), or over 1.5m (4' 9");
 - Type of memorial;
 - Memorial category, being C1, C2 or C3;
 - Explanation of failure for C1 and C2 memorials;
 - Actions taken;
 - Date due for re-inspection;

- Date of inspection and name of inspector.

5.2 A photographic record shall be made of each memorial prior to its first inspection and thereafter, shall be made of all C1 and C2 memorials.

5.3 An electronic re-inspection works programme shall be maintained.

6. Communication With Members Of The Public

6.1 The Council will announce the commencement of a memorial inspection on the Council website and through the Council's social media platforms. The announcement will explain which sections are being inspected and what visitors can expect to see.

6.2 The local diocese was consulted on the memorial management plan and will be informed prior to the commencement of each inspection programme.

6.3 Signage will be placed in the Churchyard providing details of when a routine inspection will be taking place and providing the opportunity to observe if families so wish.

6.4 Following an inspection, notices will be placed on C1 memorials advising that the memorial has failed and asking the memorial owner to contact the Town Council. This will remain in place until such contact is made or until an appropriate fix has been implemented.

6.5 A list of C1 and C2 memorials will be made available on the Town Council website.

7. Implementing Appropriate Fixes

7.1 The Community and Facilities Committee (CAF) has full delegated powers to manage the Council's open spaces, including the Churchyard in accordance with Padstow Town Council's agreed policies and, where appropriate, with faculty consent from the Diocese. As such, the CAF Committee will be responsible for making a decision regarding the appropriate fix for a memorial classed as C1.

7.2 If after 12 months there has been no contact from the memorial owner, the CAF Committee will give consideration to the appropriate fix at the next possible Committee meeting. The exception to this timeframe being C1s which require areas or pathways to be cordoned off, thereby increasing the risk posed.

7.3 For memorials that are i) below 4ft AND ii) not listed, Committee will decide on one of the following fixes:

- a) Lay the memorial flat;
- b) Engage a stonemason to embed the memorial flat within the ground;
- c) Engage a stonemason to bury the bottom 1/3 of the memorial; or
- d) Engage a stonemason to repair the memorial to the current BS415 standard.

- 7.4 For memorials that are either i) listed; OR ii) over 4ft in height OR iii) any works other than those in 7.3 above are considered necessary, then Committee will seek further guidance, and where appropriate faculty consent, from the Diocese.
- 7.5 Committee's consideration of memorials outlined in 7.2 and 7.3 above will be on a case-by-case basis and the decision making will take into account the following factors:
- a) Is the memorial dilapidated by long neglect or is there evidence that the grave is visited;
 - b) By leaving the memorial laid flat would it impede the maintenance of the Churchyard to such a degree that it will have a negative effect on its overall aesthetics, OR would the location of the memorial in its laid flat position create a trip hazard significant enough to warrant an alternative solution;
 - c) Is the memorial for someone of historical, cultural or local importance thereby making any funding of a repair in the public interest; and
 - d) Is the location or material of the memorial contributing to the deterioration of the memorial in any way.
- 7.6 Where the Town Council appoints a contractor to undertake works to memorials, including refixing and refurbishment it will ensure these are done so under the supervision of a stonemason who is a registered Approved Contractor, a member of the BRAMM and/or NAMM RQMF scheme, and in strict accordance with BS8415, the BRAMM Blue Book and/or the NAMM code of practice. They must also have public and product liability insurance of at least £5,000,000 and provide the Town Council with supporting paperwork to confirm this.
- 7.7 In all circumstances, health and safety will take precedence and the Town Council will act first to protect members of the public where absolutely necessary.

Churchyard Memorial Management Policy:

Appendix 1 – Testing Process

1. Testing Process

1.1 Process for Memorials up to 625mm (2' 1"):

- Full visual inspection;
- **Hand test only;**
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.

1.2 Process for Memorials 625mm to 1.5m (2' 1" and 4' 9"):

- Full visual inspection;
- Hand test – primary test;
- Confirmatory test using a mechanical force measuring device **only if felt necessary after the results of a hand test are found to be inconclusive and where some movement is felt;**
- Force must not exceed 25Kg at 1.5m (4' 9") or the apex of the memorial, whichever is lower;
- Use of force testing devices is discretionary;
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.

1.3 Memorials over 1.5m in height (4' 9")*.

- Full visual inspection;
- **Hand test only** (on non-complex structures) - certain memorials over 1.5m can fail a hand test yet pass a mechanical test due to the hand test being carried out at a higher point on the memorial than a mechanical test which takes place at shoulder height;
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.
- *Inspection of memorials over 2.1m (7") to be completed by a person with the NAMM Siam qualification.

1.4 A memorial that is an 'immediate danger' to the public is one that fails the testing procedure and/or will not withstand a force approximating 25kg. The memorial only fails if, as a result of the continuing application of 25kg or less, the memorial would continue to move and eventually fall to the ground.

Churchyard Memorial Management Policy Appendix 2 - Procedure Following Category Identification

1. Category 1 Memorials

- 1.1 A category 1 memorial (C1) is an immediate danger to the public and immediate action must be taken to significantly reduce or eliminate the identified risk. Immediate action taken will depend on the type of memorial.
- 1.2 On identifying a C1 memorial the inspector shall immediately do one of the following to make the area safe:
- a) Securely cordon off the area to prevent the public accessing the memorial and arrange a full inspection by either a BRAMM or NAMM qualified stonemason or a structural engineer, whichever is appropriate. *Typically, this action will be taken where a memorial is over 1.5m (4' 9").*
 - b) Install a stake and band to prevent the memorial falling over. *Typically, this action will be taken where a is a monolith between 625mm and 1.5m (2' 1" and 4' 9") in height.*
 - c) Lay the memorial (or part thereof) flat. *Typically, this action will be taken where a memorial is not a monolith and is between 625mm and 1.5m (2' 1" and 4' 9").*

2. Category 2 Memorials

- 2.1 A category 2 memorial (C2) is not an immediate danger to the public but requires a more frequent inspection because:
- a) Movement is found but the memorial appears safe or can resist a force of 25kg and is sufficiently stable so as not to be an immediate hazard;
 - b) Its position or its material of construction warrants it; or
 - c) The kerbing requires repair but does not constitute an immediate danger.
- 2.2 C2 memorials shall be inspected annually.

3. Category 3 Memorials

- 3.1 A category 3 memorial (C3) is one that is perfectly stable or below 625mm (2' 1") in height.
- 3.2 C3 memorials will not typically require any action and no temporary supports will be required for most memorials of this height. However, in the following circumstances the inspector shall:
- a) Lay flat any memorial which would otherwise be at risk of further damage;
 - b) Place in the centre of a grave space any kerbing pieces which have either fallen from their position or are at risk of falling from their position. These will be placed in such a way so as not to cause a trip hazard.
- 3.3 C3 memorials shall be inspected every 5 years.

**PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026**

AGENDA ITEM 7: North Quay Parade – Conditions Survey:

1. Overview

- 1.1 Committee requested that a condition survey be undertaken on the North Quay parade and its shelters. It should be noted that improvement works are flagged in the Council's 2026/27 Business for 2027/28.

2. Condition Reports

- 2.1 Appendices 1 and 2 to this report provide detail on the condition of the area. This can assist Committee in its future planning but also draw their attention to some area that may be required to be addressed sooner.

- 2.2 Whilst there may be areas to address Committee need to be mindful of its future plans and being proportionate to any action taken.

- 2.2 Appendix 1, overall rating is a 6 being acceptable standard and to monitor.

Some areas which the Maintenance Team could address are:

Uniformed finish/removal of sharp edges on some of the paving slabs;

General weeding/maintenance along the slabbed area

Areas that should be addressed by confirmation ownership:

Minor repairs/maintenance to large wall – refer to CC

Vegetation growth on top of wall, main unearth further repair –refer to CC

Section of wall requires to be looked at –refer to CC

Wooden fencing along Mount Pleasant –refer to CC

- 2.3 Appendix 2, overall rating is an 8 being undesirable standard and to action.

White Shelter:

Removal of debris and vegetation to the rear of White Shelter

Disrepair of White Shelter mainly attributed to water ingress affecting render, cracking on concrete finishes

White Shelter steps – deal with exposed rust/corrosion to be addressed and pinned.

Concern with CC footpath falling away and impact on steps – refer to CC

Surveyor outlines as per the detail in his report for White Shelter they should be addressed no more than 24 months from the date of the survey.

Claude Berry Shelter:

Removal of vegetation

Replace missing coping stone to wall

Recoating and repair to flat roof (2-3 years)

3. Committee Considerations

3.1 Committee views in this matter are welcomed.

Appendix 1



Condition Survey

Land adjoining
North Quay Parade
Padstow
Cornwall

Title No. CL289792

for

Padstow Town Council

14 October 2025



Call: 01271 233160
Email: info@novasurveyors.co.uk

7 Fore Street, Northam, Bideford, Devon EX39 1AW
Nova Surveyors Ltd. Registered Company No: 1 1177102
Registered Address: 69 High Street, Bideford, EX39 2A T

novasurveyors.co.uk

Client	Padstow Town Council Station House Station Road Padstow Cornwall PL28 8DA
Property	Land adjoining North Quay Parade (CL289792) Padstow
Date of Survey	14 October 2025
Weather at time of survey	Dry and clear but breezy.
Brief	To undertake an inspection of the land and adjacent fixtures and to ascertain any significant items or areas of concern.
Limitations	<p>The survey is reliant by Padstow Town Council and no acceptance or liability to any third party is accepted as part of this instruction.</p> <p>Please see Limitations sheet appended to the rear of this report.</p>
General	<p>The area in question is the land to the south of the two shelters. The area in question is predominantly provided with a degree of hard paving with kerb providing access directly onto the main road, adjacent to the land. To the upper side and the western end of the land is the coastal footpath leading down into the northern end of the town with a timber post and rail fence at the head of the bank.</p> <p>The area is predominantly provided with concrete paving which is set at various levels around the area of land. The concrete paving to the lower section is generally in good order. It is clear, to the rear of the building that the front edge of the paving is in poor condition. There is evidence of damage occurring to the slabs, probably due to slabs overhanging and general wear and tear over a period of time. At present, this is not a significant issue however it is clear that people could cut themselves on the exposed edges. It therefore</p>

may be prudent to consider either cutting off the slabs to an even and uniform finish, or to consider replacing the slabs along the length in this area.

There is a section of paving which is raised approximately 1700 mm high above the pavement level. This area of paving is slightly dipped in the middle and it is clear that some degree of fill has settled in this area. There is also now some vegetation growth to the joints, this needs to be removed, as if left, will lead to further decay to this area of paving. The paving ideally could be re-laid level but there is limited public access to this area. This therefore offers little or no concern.

To the western boundary there are a degree of retaining walls which offer support to the path that leads up to the coastal footpath. The wall is provided with various degrees of finish. To the northerly end there is a modern style stone wall with mortar joints. The stonework wall appears to be provided with a slight buttress back to provide support to the road above. This wall appears to be in good order with no signs of significant decay or damage. There is then a section of, what would appear to be, an ad hoc concrete wall repair. It is difficult to ascertain the exact make-up of this section of wall but again it appears to be in reasonable condition with no signs of significant cracking or decay. The more southerly section of the wall appears to be of a natural drystone wall facing to the original earth bank and strata. In several places, the drystone wall appears to be in reasonable order. It is also clear that there are areas further to the southern side, mainly at the base of the walls, where the drystone wall has moved away from the original earth bank. There are a couple of areas where isolated repairs of a couple of stones in each location would be beneficial, to keep the wall in good order. This will then prevent further moisture ingress and decay occurring and will prevent further damage, leading to extensive repairs at a later date.

The main issue is the now extensive vegetation growth to the face and heads of the walls, which will be causing damage to the walls.

The vegetation needs to be cut back at the earliest opportunity and then kept under control, if left uncontrolled this will damage the face and integrity of the wall. Once the vegetation is removed then any urgent repairs should be undertaken to prevent further damage occurring to the wall.

It is also evident in the far southerly section, adjacent to the main footpath that there is a section of drystone wall, possibly in the order of 2 – 4 m² where a hand can be placed in behind. There has been some degree of movement to this area and possibly another uncontrolled collapse, similar to behind the shelters on the adjacent land, could occur in this instance. The section of land directly abuts the main road and therefore checking of the conveyance plans would be required to ascertain whether this is in the ownership of the Town Council or the responsibility of the County Council. In this instance, this is the most immediate area of repair that would be required, in conjunction with some isolated repairs to the drystone wall.

The head of the wall is provided with a timber post and rail fence with approx. 30m in length of fence. The posts are in the order of 150 x 75mm timber posts with 75 x 50mm horizontal rails with large open gaps between the rails. The fence posts are showing some signs of wet rot attack to the heads of the posts, and there is also movement to the fence when pressure is applied, which would tend to suggest wet rot and decay to the base of the posts. The timber post and rail fencing would appear to be nearing the end of its design life and will need to be replaced or significantly repaired within the next two years, ideally before the start of the summer season in 2027.

The face of the walls is also provided with cantilevered timber benches, which appear to be in reasonable order. The benches are supported on a series of metal brackets that have been built in the wall and are supporting three timber boards with a stain finish. The benches, metal work and timber boards all appear to be in reasonable order, the stain finish is peeling and would probably

benefit from being rubbed down and redecorated within the next twelve to eighteen months.

Summary

In summary, the area is predominantly of a paved surface area with retaining wall to the western side providing support to the upper footpath. This area of land is generally in good condition with no signs of significant damage or decay. It is clear the paving slabs on the first raised level are showing signs of decay with areas of the slabs having become broken. In an ideal scenario, the slabs could be cut back with a more even and uniform finish provided so as not to allow for anybody to fall or cut themselves on the exposed edges of the slabs. This could then be left with a smoother surface finish on the slabs, or the slabs could be cut and re-laid with a level finish to the front of the stone wall.

The vegetation growth to the face and the head of the walls will be affecting the finish and possible integrity of the walls and paving in this area. The vegetation needs to be cut back and kept under control so that it does not affect further the condition of the walls and paving.

The timber post and rail fence to the top of the bank is also showing signs of general decay and wet rot attack. There is some movement to the fence which would tend to suggest decay to the base of the posts. The fence and posts should ideally be replaced with a treated timber fence and posts before the start of the 2027 season.

The other areas of repair that would be beneficial are to provide some additional repairs to the drystone walling. There are a couple of areas where there are small areas of drystone wall repairs required. In the most this would be four areas, where two to four stones in each repair would help to keep the wall in good order. This could be undertaken within the next 12 to 18 months and will prevent further decay occurring in these areas and will minimise any ongoing expenditure in these areas.

Photo 1 - Damage to front edge of slabs



Photo 2 - Missing areas of stone bank need infilling



Photo 3 - Retaining walls appears in good order



Photo 4 - Settlement of slabs at high level

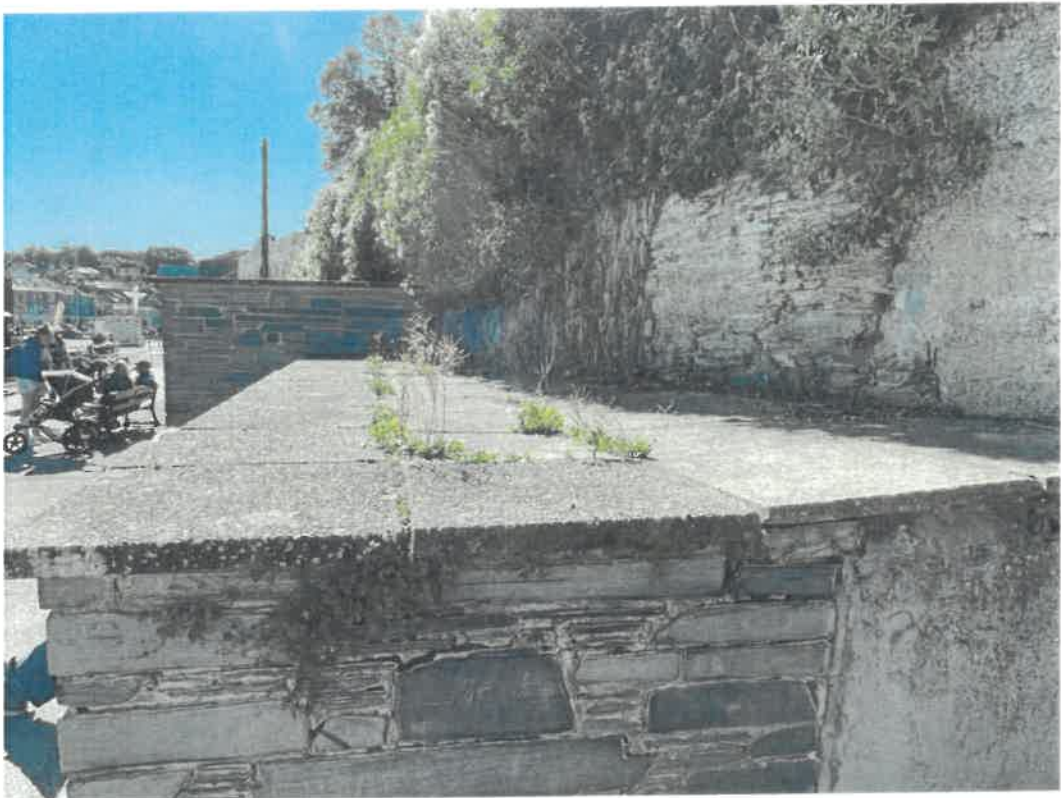


Photo 5 – Vegetation to head and face of walls needs cutting back



Photo 6 – Timber post and rail fence with evidence of decay and wet rot attack



Survey Reports

Limitations

Subject to express agreement to the contrary and any agreed amendments/additions, the terms on which the Surveyor has undertaken the Survey are set out below.

1. Based on an inspection as defined below, the Surveyor has advised the Client by means of this written Report as to his opinion of the visible condition and state of repair of the subject property.
2. This survey is reliant by the purchaser of the property and no acceptance or liability to any third party is accepted as part of this instruction.
3. There have been no destructive investigations undertaken as part of this survey. The survey was undertaken from a visual inspection only.
4. Where possible, any asbestos that has been found during the survey has been noted but other than that a full survey for asbestos has not been undertaken as part of this survey.
5. The inspection
 - (a) Accessibility and Voids: The Surveyor will inspect as much of the surface area of the structure as is practicable but will not inspect those areas which are covered, unexposed or not reasonably accessible. There will be no intrusive investigations undertaken as part of the survey.
 - (b) Floors: The Surveyor will lift accessible sample loose floorboards and trap doors, if any, which are not covered by heavy furniture, ply or hardboard, fitted carpets or other fixed floor coverings. The Surveyor will not attempt to raise floorboards without permission.
 - (c) Roofs: The Surveyor will inspect the roof spaces if there are available hatches. The Surveyor will have a ladder of sufficient height to gain access to roof hatches or to a single storey roof, not more than 3.0m (10'0") above the floor or adjacent ground. It might therefore not be possible to inspect roofs above this level; in such cases, pitched roofs will be inspected by binoculars. The Surveyor will follow the guidance given in Surveying Safely issued by the RICS in 2011 Ref: GN74/2011, which incorporates the guidance given in Guidance Note INDG455 on the safe use of ladders and step ladders issued by the Health and Safety Executive.
 - (d) Boundaries, Grounds and Outbuildings: The inspection will include boundaries, grounds and outbuildings only as part of a full building survey. A full survey for invasive species will not be undertaken as part of this survey.
 - (e) Services: The Surveyor will carry out a visual inspection of the service installations where accessible. Manhole covers will be lifted where accessible and practicable. No tests will be applied unless previously agreed. The Surveyor will report if, as a result of his inspection, the Surveyor considers that the tests are advisable and, if considered necessary, an inspection and report by a specialist should be obtained. It is recommended that test and commissioning certificates are obtained from the vendors in regards to servicing of boilers, heat producing appliances and all electrical installations through your Solicitor prior to exchange of contracts.
 - (f) Areas not inspected: The Surveyor will identify any areas which would normally be inspected but which he was unable to inspect, and indicate where he considers that access should be obtained or formed and, furthermore, he will advise on possible or probable defects based on evidence from what he has been able to see.
 - (g) Flats: Unless otherwise agreed, the Surveyor will inspect only the subject flat and garage (if any), the related internal and external common parts and the structure of the building in which the subject flat is situated. Other flats or properties will not be inspected. The Surveyor will state in his report any restrictions on accessibility to the common parts or visibility of the structure. The Surveyor will state whether he has seen a copy of the lease and, if not, the assumptions as to repairing obligations on which he is working. The Client is reminded that, particularly in the case of large blocks, the object of inspection is to give guidance on the general standard of construction and maintenance, pointing out those items which will require attention within, say, the next decade and not to list those minor points which would normally be taken care of in the course of routine maintenance. (Many flats form part of large developments consisting of several blocks. In such cases the Surveyor will be inspecting only the one block in which the flat is situated).

Land adj. North Quay Parade

Risk Rating = Likelihood x Severity

Severity	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	STOP
Unacceptable	URGENT ACTION
Undesirable	ACTION
Acceptable	MONITOR
Desirable	NO ACTION

11/10/2025



Condition Survey

North Quay Parade
Padstow
Cornwall

Title No. CL289853

for

Padstow Town Council

14 October 2025



Call: 01271 233160
Email: info@novasurveyors.co.uk

7 Fore Street, Northam, Bideford, Devon EX39 1AW

Nova Surveyors Ltd. Registered Company No: 1 1177102
Registered Address: 69 High Street, Bideford, EX39 2AT

novasurveyors.co.uk

Client	Padstow Town Council Station House Station Road Padstow Cornwall PL28 8DA
Property	North Quay Parade (Title No. CL289853) Padstow
Date of Survey	14 October 2025
Weather at time of survey	Dry and sunny.
Brief	To undertake a condition survey on the buildings and surrounding land to ascertain the condition of the buildings. The survey should also identify any future or imminent repairs required.
Limitations	The survey is reliant by Padstow Town Council and no acceptance or liability to any third party is accepted as part of this instruction. Please see Limitations sheet appended to the rear of this report.
General	The buildings in question are two shelters, with the shelter to the north end being of concrete block and rendered section with an upper viewing platform which is accessed off the coastal footpath. To the southern end is a single storey shelter with natural stonework walls and mineral felt roof coverings. The shelter to the north is two storeys. The shelter appears to be provided with a concrete blockwork construction which is visible from the rear elevation. The concrete block appears to be provided with a rendered and paint finish. There is evidence of previous historic damage and movement to elements of the structure and signs of previous repairs that have been undertaken.

The main concrete blockwork walls appear to be in relatively good condition with no signs of significant structural movement that gives immediate cause for concern. The cracking that is evident would appear to be due to decay to reinforcement and/or normal thermal movement which would be expected in a property of this method of construction.

It is clear the inside face of the walls is in reasonable decorative order with signs of ongoing water penetration through the rear wall, which is much to be expected, given it is the end of the season. Redecoration of the internal faces would help to keep it in good order.

It is clear the western wall is set into the hillside. The western wall is showing signs of previous moisture ingress and staining which is predominantly due to the fabric of the building set below ground level. This does not appear to be adversely affecting the structural integrity of the building but is obviously affecting the internal finishes. It is also clear that there is a significant amount of vegetation and debris leaning up against the external face of the wall. The vegetation and debris need to be removed at the earliest opportunity to prevent further damage and water ingress occurring to the rear of the shelter.

The internal openings around the front of the building are provided with possibly a cast in situ concrete frame. The openings have clearly had some degree of movement or decay. This is probably due to moisture ingress around the detailing of the balcony guarding at high level. It is clear there have been some repairs with render finishes being undertaken to this area. It is also clear that there is currently cracking, with cracks on the northerly end in the order of 1 - 2 mm in width. The render finish in this area is relatively hollow, and it is clear there is some degree of further isolated repairs required. There are other areas of cracking and previous repairs. As a minimum, I would recommend that the hollow sections of render are removed, the affected areas of reinforcement are

rubbed down and treated, prior to possibly the provision of stainless steel pins and re-rendering of the affected area.

It is clear the lower section is provided with four crossbeams. The crossbeams are down stand beams which are probably cast in situ beams to take the cast in situ concrete floor above. There is evidence of moisture ingress through this area and evidence of cracking on the concrete finish. The cracks again would be due to moisture ingress passing down through the fabric of the building and will have occurred over a period of time. At the time of redecoration, filling of the cracks would be recommended to minimise the chance of moisture and salt build up in these areas.

The concrete deck above appears to be in good condition and there are no signs of any significant damage or cracking. The concrete deck at low level is in good order and appears to possibly be provided with a bitumen up stand. The floors all appear to be in reasonable condition.

The area is provided with metal railings with a paint finish. The metal railings all appear to be in reasonable condition. There are no signs of significant corrosion, and it is clear they have been reasonably well maintained.

The steps leading from upper level down to the lower, are cast in situ reinforced concrete. There is evidence on the northerly side, at high level, where sections of concrete have fallen away and exposed the reinforcement. The exposed reinforcement has signs of corrosion and ideally this needs to be rubbed down and prepared with a rust inhibitor and then pinned, prior to covering over the area with either a concrete or a render finish. This will help to prevent further decay to the structural integrity of the steps. At the present moment in time, the steps appear to be in good order with no signs of further movement.

The steps are provided with metal handrails which appear to be in reasonable condition. The metal handrails are provided with

horizontal rails rather than vertical rails. The horizontal rails will allow for people to pass through or fall in through the guarding. This does provide adequate guarding. If however, there is concern over the possibility of people falling through this, the provision of additional vertical guarding would be required.

On the western end at high level, there is evidence where the bank has previously fallen away, and this has damaged the tarmac finish. It is difficult to assess whether this has damaged the support to the concrete steps without removal of the vegetation. It is clear that repairs to this are required in the very immediate future, so as to prevent further damage occurring to the steps which will provide access to the upper deck. The repairs would then also enable the tarmac finish, around the seats to be levelled up and the current trip hazards removed from this area.

The lower timber seats are provided with two timber boards laid horizontally on concrete block supports. The timber boards appear to be in relatively good condition. The two timber boards that are set into the walls provide the backrest. These are generally in good order with only some evidence of wet rot attack to the far northerly section. There are probably two sections, approximately 300 mm in length that would benefit from being repaired.

The structure is generally in good order with the need to remove the vegetation and debris build up from the rear of the shelter, at the earliest opportunity. It is clear there are areas of reinforcement issues and removal and repair of the render and treatment of the affected sections of reinforcement would be recommended at the earliest opportunity. This could possibly wait for a planned period of time, which would be no more than 24 months from the date of the survey.

The covered way to the south side is a single storey covered way with stonework walls. The stonework walls appear to be in good condition with masonry capping to the top. It is clear on the south easterly corner, there is evidence of one of the coping stones that

has been removed or has fallen off. This ideally needs to be replaced to prevent moisture ingress into the head of the walls. The stonework walls, other than that, all appear to be generally in good condition with no signs of significant decay or damage.

The building is predominantly single storey and open fronted. The building is not showing any signs of significant decay or damage.

The building is provided with mineral felt flat roof coverings. The underside of the coverings appears to be in good condition. There is some damage to the north west corner of the flat roof coverings which is predominantly due to the vegetation which is growing up over the building. The vegetation is growing up over the north face and along the guttering. The vegetation ideally needs to be removed at the earliest opportunity to prevent further decay and damage. I would suggest that the flat roof would benefit from a degree of recoating and or repairs in the next two to three years to ensure it is kept in good order.

Summary

In summary, the northerly building appears to be in worse condition than the southern building. There are signs of corrosion and damage to the render finish on the northerly building. This is around the heads of the openings and the down stand beams which provide support to the first floor concrete deck. As mentioned, there are signs of repairs required to the heads of the openings at ground floor level and filling of the cracks at low level, with down stand beams would be recommended.

The steps leading up to the coastal footpath are showing signs where previous damage has occurred. A repair to this section of the reinforcement and pinning with additional concrete or a sand and cement render repair would be recommended. This will then prevent further damage occurring to the integrity of the steps but there is currently no sign or damage or movement.

The main issue in regard to this shelter is the large degree of vegetation and debris build up, adjacent to the back wall. This will

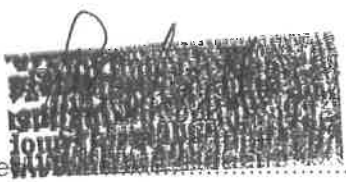
obviously have a detrimental effect to the building and needs to be removed at the earliest opportunity. A full method of remedial works needs to be considered by the bank's landowner, to prevent any damage occurring to the support to the steps at high level.

In regard to the southern shelter, the re-fixing of the coping stone to the far southern corner would be recommended. It is also clear that the vegetation growth needs to be removed from the northerly elevation and the guttering and any repairs to the flat roof coverings undertaken at that time.

The above recommendations should be read in conjunction with the main body of the report and the photographs to the rear to give a full and thorough understanding of the condition of the property.

Level of Risk 8; see attached risk matrix

I certify that I have prepared this report.

Signature 

Shaun Watts FRICS FCI Arb FCABE RMaPS
Chartered Building Surveyor
Certified Historic Building Professional

From: Nova Surveyors Ltd
7 Fore Street
Northam
Bideford
Devon
EX39 1AW

Date: October 2025

Photo 1 - Debris from the rear of the shelter needs removing



Photo 2 - Movement evident to tarmac at high level



Photo 3 - Vegetation to roof and gutter needs removal



Photo 4 - Cracking evident to lintel area



Photo 5 - Missing coping stone at high level



Photo 6 - General decay to internal plaster finish



Survey Reports

Limitations

Subject to express agreement to the contrary and any agreed amendments/additions, the terms on which the Surveyor has undertaken the Survey are set out below.

1. Based on an inspection as defined below, the Surveyor has advised the Client by means of this written Report as to his opinion of the visible condition and state of repair of the subject property.
2. This survey is reliant by the purchaser of the property and no acceptance or liability to any third party is accepted as part of this instruction.
3. There have been no destructive investigations undertaken as part of this survey. The survey was undertaken from a visual inspection only.
4. Where possible, any asbestos that has been found during the survey has been noted but other than that a full survey for asbestos has not been undertaken as part of this survey.
5. The inspection
 - (a) Accessibility and Voids: The Surveyor will inspect as much of the surface area of the structure as is practicable but will not inspect those areas which are covered, unexposed or not reasonably accessible. There will be no intrusive investigations undertaken as part of the survey.
 - (b) Floors: The Surveyor will lift accessible sample loose floorboards and trap doors, if any, which are not covered by heavy furniture, ply or hardboard, fitted carpets or other fixed floor coverings. The Surveyor will not attempt to raise floorboards without permission.
 - (c) Roofs: The Surveyor will inspect the roof spaces if there are available hatches. The Surveyor will have a ladder of sufficient height to gain access to roof hatches or to a single storey roof, not more than 3.0m (10'0") above the floor or adjacent ground. It might therefore not be possible to inspect roofs above this level; in such cases, pitched roofs will be inspected by binoculars. The Surveyor will follow the guidance given in Surveying Safely issued by the RICS in 2011 Ref: GN74/2011, which incorporates the guidance given in Guidance Note INDG455 on the safe use of ladders and step ladders issued by the Health and Safety Executive.
 - (d) Boundaries, Grounds and Outbuildings: The inspection will include boundaries, grounds and outbuildings only as part of a full building survey. A full survey for invasive species will not be undertaken as part of this survey.
 - (e) Services: The Surveyor will carry out a visual inspection of the service installations where accessible. Manhole covers will be lifted where accessible and practicable. No tests will be applied unless previously agreed. The Surveyor will report if, as a result of his inspection, the Surveyor considers that the tests are advisable and, if considered necessary, an inspection and report by a specialist should be obtained. It is recommended that test and commissioning certificates are obtained from the vendors in regards to servicing of boilers, heat producing appliances and all electrical installations through your Solicitor prior to exchange of contracts.
 - (f) Areas not inspected: The Surveyor will identify any areas which would normally be inspected but which he was unable to inspect, and indicate where he considers that access should be obtained or formed and, furthermore, he will advise on possible or probable defects based on evidence from what he has been able to see.
 - (g) Flats: Unless otherwise agreed, the Surveyor will inspect only the subject flat and garage (if any), the related internal and external common parts and the structure of the building in which the subject flat is situated. Other flats or properties will not be inspected. The Surveyor will state in his report any restrictions on accessibility to the common parts or visibility of the structure. The Surveyor will state whether he has seen a copy of the lease and, if not, the assumptions as to repairing obligations on which he is working. The Client is reminded that, particularly in the case of large blocks, the object of inspection is to give guidance on the general standard of construction and maintenance, pointing out those items which will require attention within, say, the next decade and not to list those minor points which would normally be taken care of in the course of routine maintenance. (Many flats form part of large developments consisting of several blocks. In such cases the Surveyor will be inspecting only the one block in which the flat is situated).

North Quay Parade

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
				1	2	3	4
			Likelihood				
			Improbable	Remote	Occasional	Probable	Frequent

Catastrophic		STOP
Unacceptable		URGENT ACTION
Undetrable		ACTION
Acceptable		MONITOR
Desirable		NO ACTION

COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026

AGENDA ITEM 8: Trevone Green

1. Update

1.1 Committee will recall that at their last meeting they resolved i) to reduce the height of the Trevone Green Tamarisk, leaving the bottom to thicken and spread; ii) to purchase and plant additional tamarisk in the Spring; and iii) to retain the fencing to allow the tamarisk to spread but to review this again in the Spring.

1.2 A resident from Trevone emailed the office in January to inform us that they had observed people still access the cliff ledges over the festive period, that damage had been done to the tamarisk and a gap appearing beside one of the wooden fence panels (as pictured to right). Also noting that people were continuing to allow their dogs to use the tamarisk as a toilet. The resident was asking for pruning works to occur both in height and depth, and whether wiring across the existing fencing line may be considered.



A response was sent to the resident let them know that the Committee had discussed the tamarisk at its last meeting and decided to prune the tamarisk to reduce the height but left thick at the bottom and that planting takes place in the spring to reduce the gaps where the wooden panels are located, but that the fencing panels are kept in place for the time being to enable the tamarisk to spread, with this being reviewed again in the Spring.

1.3 Due to the damage of the hedge line and understanding people were still trying to gain access to the cliff ledge further signage on the wooden panel has been installed to try and help inform people of our plans for the area as well as stating no access beyond this point, don't tamper with wall/hedge and please pick up after your dog and use bins.

1.4 Works are being scheduled with the maintenance team to prune the hedge line as Committee had outlined in December. At the same time they investigate extending the one panel to cover the gap which has now appeared.

1.5 In February Officers will be looking to place and order for some more tamarisk plants along with temporary planting guards whilst the plants establish, for them to be planted in March. An update can be provided to Committee at their 24 March meeting.

1.6 Are Committee satisfied with the additional measures taken as detailed in paragraph 1.3 or require any further measures to be undertaken at this time?

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 3 February 2026

AGENDA ITEM 9: Cornwall Council

a) Grass cutting - Local Maintenance Partnership and Service Level Agreements (grass cutting)

1. Overview

1.1 Annually Cornwall Council contact Padstow Town Council in regard to the Local Maintenance Partnership (LMP) and 3 grass cutting Service Level Agreements (SLA). These contracts run from April each year. This item is for Committee to receive an overview/update, discuss and decided way forward this coming year.

1.2 In 2025 the previous Committee (Leisure, Tourism and Open Space) undertook a full review of the work undertaken looking at Cornwall Council LMP and grass cutting SLA's alongside the regular and ongoing work of the Maintenance Team.

This review resulted in no longer undertaking the Local Maintenance Partnership (LMP) agreement – namely maintenance of Cornwall Council footpaths and Coastal Paths. It worth nothing that the Town Council has never fully undertaken this agreement having never maintained the coastal pathways due.

1.3 Council's Maintenance Team have advised that not undertaking the footpaths in 2025 has helped them balance workloads especially around end of May/June when they would have started undertaken the main cut grass cutting agreements.

2. Local Maintenance Partnership (LMP)

2.1 As advised in 1.2 above this agreement relates to Cornwall Council footpaths in the parish and the Southwest Coast Path.

2.2 Cornwall Council contacted Padstow Town Council in November 2025 to advise that 2026-27 LMP will be increase by 2.2%, in real terms: Cornwall Council will pay £899.21 for the footpath cutting and £1,916.75 for the Coastal path cutting in our parish. However, additional paths or additional number of cuts may be added these will be sent out January 2026, at time of writing this report we have not received these.

2.3 Last year Padstow Town Council did not undertake the LMP as it decided to instead focus on its on estate and undertaking Cornwall Councils other 3 x SLA's. As far as officers are aware, Padstow Town Council has never undertaken the Southwest Coastal Path cut as this would be working on coastal/cliff edges.

2.4 For the reasons referred to 1.3 above and that the Town Council has not undertaken the coastal footpaths that Committee consider again not agreeing to this LMP.

3. Cornwall Housing SLA

3.1 This agreement covers grass and hedge cutting on some of Cornwall Councils housing estates in our parish.

3.2 Cornwall Housing contacted the Council in January asking if the Council would be able to provide the Housing SLA again next financial year and asking about costing.

3.3 From previous year's correspondence it is understood that Cornwall Council will only allow a certain percentage increase in price each year, therefore the Council Facilities Officer sought clarification as to what percentage increase would Cornwall Council have in mind and asking for the full SLA and maps so this could be fully considered.

The Cornwall Housing Officer has advised that *'So far increases have been around 6-7.3 % for similar contracts to yours. However, we respect that you need to do your own forecast to ensure the numbers work for you.'*

For committee's information Cornwall Council Housing SLA previously paid:

- 2025-26 £2675.00
- 2024-25 £2500.00
- 2023-24 £2210.00

3.4 Currently we have not received the full 2026-27 SLA and maps. There are often changes to the SLA's with additional areas being included, so officers have to take time to compare and understand if any there are any additions.

3.5 It is noted that 2025-26 SLA Padstow Town Council did not receive an updated copy of the SLA/Maps after communication with CC Officers on areas that Padstow Town Council would not be undertaking, which formed part of the 2025 review. Padstow Town Council did inform Cornwall Council Housing Officer that they would work from the 2024-25 Maps but at the 2025-26 agreed price.

3.6 During the 2025 review Cornwall Housing were contacted to see if they would accept a reduction to the amount visits, however we were informed that they are measured by the Housing Regulator on tenant satisfaction levels and therefore would require cuts from March to Oct monthly. As

there was no scope to adjust the agreement, as part of the review, it was agreed to continue with the Housing SLA but that we would decline the LMP to balance the workload.

3.7 Looking at the maintenance team's grass cutting log monthly cuts from March to Oct were undertaken.

3.8 In 2025 Cornwall Council Housing were contacted following a call from a resident who raised a query in relation to Ladywell. Cornwall Council Housing then sent their estates team where it was established that the issues noticed did not form part of the SLA between the Town Council being hedging and raised flowerbeds. CC duly dealt with these issues.

4. Highways SLA

4.1 This agreement is cutting a large amount of grass for Cornwall Council around the highway verges and estates.

4.2 The 2025 agreement was for grass cutting 15213m² x4(cuts) @ 5.86pence per m² - raising a maximum annual sum of £3565.93. The previous Committee understood that our team may undertake more than 4 cuts a year as the Committee wanted the area to be welcoming and tidy. The 2025 maintenance team grass cutting log shows that most areas were cut approximately 6 times, increase of 50%.

4.3 Committee may wish to be advised that during 2025 an area along Boyd Avenue that requires strimming is causing an issue. Due to cars parking along the verges our team can only undertake when it's safe to do so and vehicles being parked outside the "safety zone". This is an issue as although notices can be left on vehicles to ask they move, this doesn't always happen and therefore it is not possible to fulfil the SLA in this area. Therefore, if this continues to be a persistence problem then Committee may wish that this be excluded from the agreement for Cornwall Council Highways to address.

4.4 Currently we have not heard from Cornwall Council on the 2026-27 agreement. Once it arrives officers will compare with previous years to understand if there are any differences.

5. Link Road Car Park SLA

5.1 This agreement relates to grassing cutting around Link Car park.

5.2 During the 2025 investigation some points were raised with Cornwall Council that several areas on the map were not grass but more trees and therefore Padstow Town Council would not undertake them. Also raising

that our vehicles would need permission to be in the car park for these works. Cornwall Council did not provide any updated map and therefore the SLA was not completed.

5.3 The 2025 SLA sum was £1,282.81. We have not received the 2026-27 SLA at the time of writing this report.

5.4 The 2025 maintenance team grass cutting log shows they cut this area 6 times since April.

5.5 There is a larger privet hedge along the entrance to Link Road Car Park, which is not captured within the SLA. Officers have noted to raise with Cornwall Council that this hedge impacts on grass cutting in the area and that hedge cutting to this area is CC's responsibility.

6. Way Forward

6.1 Would Committee like to proceed as last year namely i) undertake the 3 SLAs subject to receiving i) SLA for 2026/27 with full plans, details on costings, frequency and scope; ii) not to undertake the Local Maintenance Partnership for 2026/27; and iii) 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 so as to avoid any negative impact on our parish and residents, continue to undertake the works in respect of these 3 SLAs and raise concern with our local Cornwall Councillor as to the ongoing delays in receiving finalised SLAs and Plans.

b) Parking Enforcement 2026/2027

Information on the 2026/2027 Parking Enforcement SLA will be sent "to follow".

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026

AGENDA ITEM 10: Community Events 2026-27

1. Overview

- 1.1 This report is to help Committee think about 2026-27 Community events and help direct Officers so planning can commence.
- 1.2 The 2025 costs of events detailed in this report does not include Officers time. Budget set for 2026-27 at £15,000.00 for Community Events.

2. LJD Coaching Limited – Holiday programmes

- 2.1 Committee will recall that Liam from LJD Coaching attended Full Council in September 2025 to provide feedback of the summer holiday programme. The 2025 programme ran over the summer holidays on Fridays (total of 6 sessions). It was also linked to the Time 2 Move (T2M) programme so that children on free school meals could attend for free.

- 2.2 Council Facilities Officer has contact LTD Coaching to understand what capacity they have this coming year and when the Time 2 Move programme applications run.

Liam responded with:

'We would love the opportunity to work with Padstow Town Council again. I can apply for T2M funding for both Easter and Summer in Padstow. I believe the number of days funded would be dictated by T2M; however, we would certainly be able to offer additional days if required 2-3 days a week. We could also provide more spaces specifically for Padstow Town Council constituents.'

In addition, we could offer provision during the May half term, although this would not be through T2M, as they do not operate during that period. There are lots of possibilities, depending on what you would like to explore. We will also be available to support the community day and any other events you have planned.'

- 2.3 The 2025 cost to Council was £17 per parish resident, which allowed the residents to book at a discounted rate. 81 places were paid for in 2025 which totalled £1377.00.
- 2.4 Maximum number of participants per session was 33 people. 2025 maximum number of Padstow Council funded places being 15 per session.
- 2.5 The Holiday Programme uses the Community Hub and MUGA. Bookings are increasing for the Community Hub. Currently Thursdays we have the foodbank and on occasion the DWP attend alongside the foodbank. 2025 holiday programme session ran from 10am until 2pm – with us booking out the MUGA and hub 1 hour either side (9am -3pm), so not available for other users.

Decisions to help move forward

- 2.6 Would Committee like to run the programme again this year? And if so which holidays, would they like to offer – all or some?:
- 2 weeks of Easter April
 - 1 week May Half term (not available for T2M)
 - 6 weeks of Summer holidays
- 2.7 How many days of the week would they like to offer as a maximum and any preference on days of week? Considering 2.6. Officers would suggest building up slowly and maybe offering 2 times a week and not Thursdays when Foodbank is open and letting LJD coaching /T2M work out which days best fit the local area programmes.
- 2.8 Committee are asked to set a maximum budget for LJD coaching holiday programme 2026-27. To help members considerations if Council reserved 20 funded places per session, offered over all 3 holidays (Easter, May and Summer) 2 twice a week - That would be 18 session x 20 places each session = 360 funded places x £17 £6120.00. [Note: Community Events Budget for 2026/27 is £15,000].
- The maximum spend would be provided to LJD coaching and for them to manage alongside T2M vouchers and full paying customers.
- 2.9 To not cause delay, as last year, would Committee like to delegate the Town Clerk in consultation with Committee Chair to agree the schedule provided it does not exceed agreed budget.

3. Community Fun Day

- 3.1 The Council has provided a community fun day in September since 2023. The event has expanded and adapted over the years, its focus is on providing a fun free afternoon with a range of activities for the community to enjoy.
- 3.2 Unfortunately, the weather was not kind in 2025 whilst this did not stop people from enjoying the activities it may have deterred others from not attending.
- 3.3 This event is held on Lawns Car Park, the MUGA, Sk8 park and Community hub, all being closed for normal use from the morning until after the event. For the last few years the event has been open to the public from 12 noon until 4pm – with areas being closed off from first thing in the morning and until 5/6pm.
- 3.4 Padstow Social Club has always been updated on the date and have been great in being part of wet weather plan.
- 3.5 The 2025 event cost £3141.19 which included sport activities/coaching, craft workshop, pirate boat game, medical cover, supplies for Council ran games, advertising etc.

3.6 The community day has always been held on a Saturday but has changed year on year to which weekend. 2023 was the 4th Weekend, 2024 was the 2nd weekend and 2025 was the 3rd weekend. Once the date did clash with the RNLi lifeboat/harbour event in the town – the Council Facilities Officer has reached out to a contact and understands in September they have the retail stall running every Thursday and their National Sticky Toffee Pudding Competition Sunday 13th September, instead the Lifeboat/Harbour Day will take place July & August 2026

Decisions to help move forward

3.7 Would committee like to run another Community Fun Day? If so, what date would they like to opt for, and would the public event timings be 12noon until 4pm?

3.8 Initially are Committee happy that the event runs along similar to last years, with the hope for better weather. So, Officers can start contacting suppliers, such as Omega medical, Chers Face Painting, Marvelous Eventures, LJD Coaching and Frankies Skate Coaching.

3.9 Last year a selection of Councillors came forward and helped run activities on the day, this was welcomed and ensured the day was appropriately resourced and supported. Confirmation on event councillors are welcomed to move this event forward.

4. Photography competition

4.1 The Council has run a photography competition for the last 2 years. 1st year title was 'Love where I live' and last year title was 'Heritage & history'.

4.2 Previously this competition has been open leading up to the Community Fun Day with judging taking place on the fun day itself where community attendees can vote the public choice winner. Another idea is to run the competition later on in the year with it focusing on capturing a picture to be used for the Council's Christmas Card and winners could get a pack of their printed image Christmas cards too. This event could still be advertised at the Community Fun Day.

4.3 The cost of running this competition is only in advertising the same, printing the photos and obtaining the prizes. 2025 costs were £67.98

Decisions to help move forward

4.4 Would Committee like to run another Photography Competition this year? If so, would they like to keep it as part of the Community fun day or change to work line with the Christmas Card image idea.

5. Remembrance Day Parade

5.1 The Council works alongside the local branch of Royal British Legion on the Remembrance Day parade.

5.2 The Council assists the event by undertaking the traffic management, applying for the rolling road closure and implementing the same. Over the past few years this has been done with the help of the Devon and

Cornwall 4x4 Response team, 2025 cost was £140.00. Road sign overlays costing £62.40.

5.3A de-brief meeting took place with the Chair of Council, Council Facilities Officer and member of Local Royal British Legion in December. Following this meeting Officers are arranging to meet members of the Sea Cadets to ask them to be involved in the planning of the event.

5.4 Once 5.3 taken place officer will look to apply for rolling road closure and submit formal request to Devon and Cornwall 4x4. Committee to note that plans will be going ahead as in previous years.

6. Church Christmas Tree exhibition

6.1 The Council has been invited to the church Christmas tree exhibition over the past 2 years. It is thought that this invite will take place again this year.

6.2 Officers have kept supplies from year to year, so 2025 cost was low, with just £31.65 required for additional supplies.

Decision to help move forward

6.3 Would Committee like be involved in this year Christmas tree exhibition, if asked and would they like it to be similar to last year but updated with projects/costing from this coming year or would they like Officers to investigate the cost of running an additional event during the October half term at the Community Hub. This event could invite Marvelous Eventures to make Christmas tree baubles for the tree display but also make it a Halloween theme 'make and take' craft too -a report could be brought back to a future meeting.

7. Community hub – Cost of living event

7.1 As Committee will know at their last meeting they resolved that the Council Support Officer further investigate hosting a Cost of Living event at Padstow Community Hub.

7.2 When looking at potential events schedule for 2026/27 pending Committees thoughts to this report, as below, its considered this event could be scheduled for Jan/Feb 2027. Further details to come forward at a future meeting. Committee's views are welcomed.

Time of year	Potential Event
Easter/April	2 week Holiday programme
May half term	1 week holiday programme
Summer holidays	6 week holiday programme
September	Community Fun Day
October	Christmas Tree bauble/ Halloween event
	Open Christmas photography competition
November	Choose winner of Photography competition
December	Christmas tree exhibition
Jan/Feb 2027	Cost of Living event

**PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026**

AGENDA ITEM 11: POLICY REVIEWS

i) Committee Policies

1. Overview

- 1.1 Committee's terms of reference outline its role with regards to managing the Council's assets and in turn the policies which affect them. A mechanism for the regular review of these policies is necessary to ensure they remain fit for purpose, effective, and continue to align with the Council's overall objectives.
- 1.2 Not all policies require annual review. However, a policy review item will be included in Committee's work programme annually to review any that fall due in the given year. Where changes to legislation arise or where internal or external changes necessitate adaptations, policies will continue to be brought to Committee for consideration at other times of the year.
- 1.3 The Community and Facilities Committee is responsible for the following policies:

Policy	Date Last Approved	Review Date	Suggested Review Date
Land Use V1.1	29 Jan 2019 *Last updated 13.2.24 removal of bandstand	None	February 2029. Policy is established and well used. Only real impact is acquirement or disposal of land which would trigger a review sooner.
Memorial Bench V1.2	31 May 2022	None	February 2026 . Policy not reviewed since first use.
Padstow Cemetery Memorial Management V2	27 Jan 2026	None	Feb 2029 - 3 yearly.
Padstow Cemetery Regulations V1 *Procedure For Managing Regulation Infringements V1	26 March 2024 26 March 2024	None None	February 2027. This may tie in with improving the original cremation area. Thereafter 5 yearly.
Allotment Protocol V1.2	28 Feb 2022	None	February 2027. 5 yearly thereafter. Protocol established and well used. Policy not reviewed since first use but few triggers for change.
CCTV V1 *CCTV Procedure	25 July 2023 25 July 2023	None 25 July 2024	See section iii) of report.

Annual Parking Permit	Jan 2023 *Last updated Feb 2025 (costs)	None but cost/numbers reviewed annually at budget setting	February 2026. Review processes, thereafter, review 2 yearly, with exception of cost and number available which are determined at budget setting.
Free Town Council Parking Permits	Jan 2023		February 2026. Review processes, thereafter, review 2 yearly
Padstow Town Council (Off Street) Parking Places Order 2021 NOTICE OF VARIATION (NO. 1) 2025	19 Feb 2025 (tariff change)	None but tariffs reviewed annually at budget setting	When new bus stop arrangements are in place/works complete to ascertain whether Order affected. Thereafter 5 yearly as changes to legislation only likely impact on whole order. Continue to review tariffs annually at budget setting.

ii) Policy Reviews

2. Overview of Reviews

2.1 In approaching the policy reviews, officers have identified core review objectives and applied these to each review to better inform any potential changes. Committee is asked to consider the findings and give thought to agreeing any suggested amendments as appended for recommendation on to Full council:

i) Memorial Bench Policy (Appendix 1)

Purpose

To manage a lack of space for new memorial bench donations. To balance issues of ongoing maintenance and overcrowding in some areas with a public desire for donations and the provision of seating in amenity spaces.

Scope And Audience

To provide, clear, practical processes for the management of historic memorial benches, replacement memorial benches, ongoing management of replacement memorial benches, and new and replacement memorial bench plaques. Processes for the removal of benches, clarification as to the extent of the Council's liability for benches, and the Councils definition of maintenance.

Policy for use by members of the public and officers to ensure processes are consistently applied.
Policy used by committee to support consistent decision making when "spaces" for new memorial benches arise.

Reason For Review

Policy over 3 years old, not reviewed since first use.

Compliance

No changes to legislation that impact policy.

Relevance

Continues to be relevant. Procedures remain current. No adaptations recommended. Committee to note that increases to fees and charges agreed during budget setting will be updated in the policy from 1 April 2026. Changes to costs which are a direct recharge are updated when price rises occur.

Clarity and Effectiveness

No gaps in policy identified. Points of clarity identified: i) para 1.4 grammar; ii) para 2.3 e) confuses Committee decision making when considering the future of a "space". Criteria e) assumes that the person to be memorialised by a new bench is already known; iii) para 3.3 and 3.4 is in future tense, could be updated to reflect policy is now established; iv) first para of appendix could be more succinct.

Strengthening Governance

Policy aligns to 2026/27 Council business plan objectives:

- To continue to effectively manage the Council's finances, services and assets; and
- To foster inclusion and enjoyment for all of our community.

Recommendation

The policy be updated as per the appended tracked changes.

ii) Annual Parking Permit Policy (Appendix 2)

Purpose

To support local employees who need to travel to work by car. To support PTC tenants and their employees.

Scope And Audience

To ensure clear, consistent sale, management, and use of Annual Parking Permits, eligibility criteria, purchase and autorenewal procedures, replacements and returns.

Policy for use by members of the public as a general information sheet and to communicate correct use to ensure compliance with the car park order and avoidance of PCNs. Policy used by officers as a consistent procedure. Policy shared with Cornwall Council Parking Enforcement who are responsible for issuing PCNs.

Reason For Review

Last full review 2023.

Compliance No changes to legislation that impact policy.

Relevance Continues to be relevant. Procedures remain current. No adaptations recommended. Committee to that note during budget setting it was agreed not to increase to fees and charges for 2026.

Clarity and Effectiveness No gaps in policy or points of clarity identified. Policy has worked well for the last three years.

Strengthening Governance Policy aligns to 2026/27 Council business plan objectives:

- To continue to effectively manage the Council's finances, services and assets.

Recommendation No changes be made to the policy save for adding the date of the next review.

iii) **Free Town Council Parking Permits Policy** (Appendix 3)

Purpose To support local voluntary organisations/charities in Padstow who bring value to the community and are reliant on volunteers who need to use the Town Council parking facilities when undertaking their role. To facilitate visitors to the Council Office and the work of Council contractors.

Scope And Audience Current policy is an internal document for use by officers in managing the free parking permits.

Reason For Review Last review 2023. In addition, the Community Hub has now been in use for some time, consideration to be given to whether use of Hub warrants changes to policy.

Compliance No changes to legislation that impact policy.

Relevance Continues to be relevant for existing use (unpaid leaders of voluntary groups/organisations, PTC contractors, and visitors to office).

Impact of Hub:

- Council has previously agreed to issue 5 free parking permits to the NHS vaccination clinic when they operate at the hub. These are managed by the clinic and used by members of staff and patients. A designated parking area is also reserved for them.

- Some organisations have made enquiries about free parking at the Hub but parking has not generally been prohibitive to bookings.
- Some organisations offer services which are free to attendees but those running them are paid.
- Organisations are not necessarily based in Padstow ordinarily and those attending from Padstow can often walk.

Overall, it is not thought any general changes to the policy need to be made in relation to the Hub. However, if committee wishes to continue supporting the NHS vaccinations, it is suggested this could be specifically included in the policy.

Current policy is very brief, limited to eligibility. Policy could be improved by including details from the application form and providing more detail on current procedures for managing the permits. Policy would be more useful if adapted to the style of the Annual Parking Permit Policy. This would make it a useful information sheet to permit holders, including information about how to use the permit and how improper use could lead to a PCN.

Clarity and Effectiveness

Strengthening Governance

Policy aligns to 2026/27 Council business plan objectives:

- To help local organisations and groups to support all members of our community; and
- To foster inclusion and enjoyment for all of our community

Recommendation

The policy be updated as per the appendix 3, to encompass all aspects of managing free town council parking permits thereby improving the clarity and effectiveness of the policy as well as widening its scope of use.

iii) **CCTV**

3. Overview of CCTV System

3.1 CCTV in the Lawns Area was installed in August 2023. The CCTV policy states - *to help determine whether the CCTV system is delivering the benefits it has been deployed for, the Town Council will review the problems which the system seeks to address.* It outlines the review will include consideration of both quantitative data and qualitative data. This will mean looking at the Town Council's internal findings and seeking feedback from the community and local stakeholders.

3.2 The review has yet to take place and it is suggested this now be undertaken. As outlined above, part of the review will need to be informed through consultation. Appendix 4 is a draft consultation questionnaire (hardcopy version). The suggestion is this be sent to key stakeholders in the area, being the local Neighbourhood Policing team, Padstow Social Club and Padstow Girl Guides, with an online version made available to the local community and promoted in the usual ways. This follows the same

method of consultation used for the CCTV proposal in 2023. The suggested consultation dates are 4 February to 4 March 2026. A full review including the results of the consultation can then be brought to Committee's next meeting.

3.3 It is reasonable to assume the results of the review may necessitate changes to the Council's CCTV Policy and Procedures. Therefore, it is recommended the policy/procedure review is deferred to the next meeting also.

iv) Considerations

4. Policy Reviews

4.1 Committee is asked to consider agreeing to follow the suggested policy review dates as detailed in 1.3 noting that where changes to legislation arise, or where internal or external changes necessitate adaptations, policies will be brought to Committee sooner.

4.2 To consider **RECOMMENDING TO FULL COUNCIL** that, subject to any additional changes made by Committee, the Draft Version 2 of the Memorial Bench Policy be agreed as per the tracked changes as appended to this report. (Appendix 1)

4.3 To consider resolving to note the findings of the Annual Parking Permit Policy review and agreeing that no changes be made save for adding a review date of February 2028. (Appendix 2)

4.4 To consider **RECOMMENDING TO FULL COUNCIL** that, subject to any additional changes made by Committee, the updated Free Town Council Parking Permit Policy be agreed as per appendix 3 to this report.

5. CCTV Policy and System Review

5.1 To consider agreeing i) to undertake a public and stakeholder consultation as outlined in 3.2 above as part of the CCTV system review. Consultation to be based on the draft questionnaire appended to the report; and ii) to postpone a review of the CCTV Policy and Procedures until after the CCTV system review.



PADSTOW TOWN COUNCIL

Memorial Bench Policy

POLICY/PROTOCOL/PROCEDURE			
Version	1.4	Comments	Review Date Feb 2029
Approval Date	31.5.22	Responsible Officer	Town Clerk
Committee	C&F Committee	Approval by	Full Council
VERSION HISTORY			
Date	Version	Comments	
10.5.22	1.0	LTOS considered draft and recommended adoption to Council with some amendments as detailed in min no LTOS2021/43	
25.5.22	1.1	Policy updated to include changes made by LTOS and appended to LTOS minutes for Council meeting 31.5.22.	
31.5.22	1.2	Fees and charges agreed by FC 31.5.22 and appended to policy.	
19.3.24	1.3	LTOS recommendation that no change be made to PTC fees and charges for 2024 ref LTOS2023/46, accepted by FGP ref FGP2023/28 and agreed by FC 2023/129. Removal of reference to year in appended fees and charges.	
27.5.25	1.4	Full Council minute number: 2025/37 Council Policies and Procedures – Minor Amendments: RESOLVED to agree that any policy or procedure which includes reference to a former Committee be updated to reflect the new Committee structure as appropriate.	
REVIEW RECORD			
Date Review initiated	Review undertaken by i.e. officer/ Cttee / Council	Summary of any recommended updates/changes to be made	
April 2022	Draft document pulled together by Support Officer (SD) with comments from Town Clerk.	Final draft to be taken to 10.5.22 LTOS meeting for consideration.	

<u>January 2026</u>	<u>Reviewed by Assistant TC/RFO in consultation with Officers</u>	<u>Version 2 DRAFT to be take to 3.2.26 CAF meeting for consideration.</u>
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Memorial Bench Policy

1. Scope

- 1.1 Padstow Town Council recognises that the provision of memorial benches in Padstow Parish provides a useful and valued public amenity to a wide range of people.
- 1.2 The purpose of this policy is to ensure a clear, consistent and sustainable approach is applied to the management of memorial benches for the mutual benefit of all. This policy will be reviewed regularly and the content revised as necessary to meet changing circumstances.
- 1.3 Authorised sites in the ownership of Padstow Town Council for placing of memorial benches have historically been Stile Field and Padstow Cemetery.
- 1.4 This policy will be applied to all memorial benches historically maintained by Padstow Town Council, even where this includes benches on land not owned by the Town Council. Requests made under section 4 in relation to these benches will require the formal approval of the landowner.

2. Applications for New Memorial Benches

- 2.1 New applications for memorial benches will not be considered due to a lack of suitable space on Town Council land. The Council will not hold a waiting list of donors. This will ensure that if such applications are invited at a later date, there will be opportunity for donors to make dedications to future loved ones.
- 2.2 Requests for memorial benches on land within the Parish not owned by Padstow Town Council will require the permission of the relevant landowner and will not involve the Council in either permissions, maintenance or installation.
- 2.3 Should a "space" become available following the removal of an existing memorial bench, it will not automatically be made available for a new donation. The "space" will be considered at a meeting of the Community and Facilities Committee, subject to paragraph 2.4, on a case by case basis, and Committee will take into account the following factors in their decision making:
 - a) Location: Is the location a natural stopping point, does it enhance the areas seating provision;
 - b) Accessibility: Is access for installation and maintenance suitable now and in the longer term, can it be easily accessed and used by the general public;
 - c) Ambience: Do the number of memorial dedications compromise the enjoyment of the space for general recreational activities;
 - d) Vandalism: Have there been issues of crime and anti-social behaviour with the previous bench and/or surrounding location;
 - ~~e) Purpose: Is the proposed memorial dedicated to a resident or former resident of Padstow Parish, or a person with a demonstrable link of public interest.~~
 - e) Connection To Parish: If making the "space" available for a new donation, should this be restricted to a memorial for either a resident/or former resident of Padstow Parish OR to a person with a demonstrable link of public interest.

- 2.4 Where a "space" becomes available following the removal of a bench historically maintained by the Town Council but not situated on Town Council land, new donation requests will not be considered and paragraph 2.2 will apply.

3. Management Plan For Existing Wooden Memorial Benches

- 3.1 Padstow Town Council monitors and maintains a large number of wooden memorial benches that have been donated during the years 1985 (approx) to 2011 and placed on Town Council Land.
- 3.2 Padstow Town Council respects the significance that memorial benches hold for the loved ones of those they commemorate. This policy seeks to sympathetically address ongoing maintenance which has become either onerous or which is no longer economical, whilst navigating issues with historical records during the associated timespan.
- 3.3 It is accepted that a wooden memorial bench could be expected to have a ~~serviceable~~ serviceable lifespan of 10 years. ~~By July 2022, As all~~ existing wooden memorial benches ~~exceed this timeframe, some by over 30 years, it is reasonably assumed that will range between approx 10 and 36 years-old. It is reasonable to assume that by this date~~ donations (if any) made towards the upkeep and maintenance of ~~such these~~ benches ~~haswill have~~ been spent.
- 3.4 ~~As of From Monday 4~~ July 2022, Padstow Town Council ~~ceased will cease~~ its ongoing maintenance of wooden memorial benches, including the painting, varnishing and repairing thereof, ~~considering it no longer economically viable, as it is no longer considered economically viable to do so. Benches continue to~~ They will be kept fit for purpose by way of the occasional removal of any build-up of grime and the removal of graffiti (where possible). ~~Furthermore, benches. Benches will~~ continue to be monitored for signs of deterioration which impact their safety.
- 3.5 Where the Town Clerk, in consultation with relevant staff members, considers the condition of a bench to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the original donor to discuss more sustainable options for the future of the memorial. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.
- 3.6 Where, in respect of 3.5 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the bench will be removed. No further attempts to contact the donor will be made after 4 weeks.
- 3.7 In acknowledgement of issues with historical records relating to the recording of memorial bench information, the "space" left by any wooden memorial bench removed in accordance with 3.6 above will not be actioned in the manner of paragraph 2.3, until at least 1 year after its removal.

4. Replacement Benches – Terms and Conditions

- 4.1 All applications for replacement memorial benches must be completed using the official request form and be signed by the Donor.
- 4.2 A donation sum is payable upon approval of the submitted application form and will include:
 - a) the cost of the bench;
 - b) the cost of any fixings and finishing's (type and cost dependant on bench location);
 - c) the cost of one memorial plaque;
 - d) the installation fee;
 - e) a maintenance fee covering a defined period [see 4.5]; and
 - f) an administration fee.

A current list of fees and charges can be found in appendix 1.

- 4.3 The purchase of the bench and its installation will be undertaken by Town Council employees. Once installed, the memorial bench will become the property of the Town Council.
- 4.4 New memorial benches must be made of recycled material resembling wood. For consistency they must be of a single design which also compliments any wooden benches which remain. The approved bench is a Phoenix Recycled Material Seat, 1790mm in length and with brown Enviropol slats, however, should this bench no longer be available an alternative as per 4.4. will be sourced
- 4.5 It is expected that a memorial bench of recycled material will have a serviceable life of at least 15 years. The Town Council will therefore maintain the bench for an initial period of 15 years and the maintenance fee paid by the donor will contribute to this cost.
- 4.6 The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.
- 4.7 After a period of 15 years the Town Council will contact the donors of the bench to ascertain the future of the bench, being either:
 - a) Removal of the bench and the return of any plaque to the donor or their family;
 - b) Renewal of the bench, subject to the original donor purchasing a new bench (if required);
 - c) Retention of the bench in its current position if it remains in a serviceable position and subject to a donation from the original donor for further maintenance as defined in 4.6 above.

Where attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being contacted, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's rededication by another donor.

- 4.8 The Town Council accepts no liability for damage to any memorial bench from vandals or third parties.
- 4.9 If, during the period of 15 years a memorial bench sustains damage and the Town Clerk, in consultation with relevant staff members, considers its condition to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the donor to discuss with them the cost of replacing the bench or its parts. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.
- 4.10 Where, in respect of 4.9 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor. No further attempts to contact the donor will be made after 4 weeks.
- 4.11 Where, in respect of 4.9 above, the donor does not wish to meet any repair or replacement costs, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor.

5. Memorial Plaques

- 5.1 Memorial bench donations will be recognised by way of a memorial plaque fixed in the centre of the uppermost slat of the back of the bench. The purchase of the plaque and its installation will be undertaken by Town Council employees.
- 5.2 For consistency, memorial plaques shall be made of stainless steel and be 125mm wide x 75mm high, they will have 4 fixing holes and black infill lettering. A maximum of 35 words will be permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench.
- 5.3 A maximum of 3 memorial plaques per bench will be permitted. Where possible, Council employees will centre the plaques on the uppermost slat of the back of the bench by using the existing screw holes made by the first plaque. Where this is not possible and screw holes are visible, it is beyond the Council's scope for maintenance to repair this. It will also not be possible for the Council to address any discolouration of the bench made visible by the movement of the original plaque.
- 5.4 The Town Council accepts no liability for damage to any memorial bench plaque from general weathering, vandals or third parties.
- 5.5 Applications for a replacement memorial plaque or for a second or third memorial plaque must be completed using the official memorial plaque request form and be signed by the original bench donor.
- 5.6 Upon approval of a submitted application form the following fees are payable:
a) the cost of the plaque;

- b) an administration fee; and
- c) the cost to post the original plaque to the donor (in the case of replacement plaques and only if requested)

A current list of fees and charges can be found in appendix 1.

- 5.7 Memorial benches are provided for the mutual benefit and enjoyment of all. As such no additional vases, statues, flowers, wreaths, balloons, cards, other ornamentation or unapproved memorial plaques shall be permitted on or at bench locations. Any such items found will be removed and disposed of by the Council without reference to the donor.

6. Donor Records

- 6.1 The Council will maintain a record of each donation and the donor's contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Town Clerk with updated details in writing. Failure to do so could lead to the bench being removed without the donor being notified.

PADSTOW TOWN COUNCIL



Memorial Bench Fees And Charges

~~Where possible, any changes to m~~Memorial bench fees and charges are reviewed annually. ~~will be made during the regular review of this policy.~~ However, charges which are a direct re-charge of purchasable goods or services remain subject to change.

Fees are payable in advance. The total donation fee will be confirmed upon receipt of a completed Replacement Bench Request Form or Memorial Plaque Request Form.

REPLACEMENT BENCHES

The fees given below relate to benches on Town Council land. Where permission from another landowner is required [policy paragraph 1.4] additional fees and charges may be applied by the landowner.

Permitted Bench

The bench listed below is the only permitted memorial bench. Should this bench no longer be available, an alternative will be sourced in accordance with policy paragraph 4.4. You will be notified of any difference in costs prior to purchase.

1	Bench: Phoenix Recycled Material Seat Length: 1790mm Slats: Brown Enviropol	£610.00
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Bench Fixings

The type of fixings required will be determined by employees of the Town Council and depend on the bench's location. The fixings listed below are not exhaustive and additional fees could apply.

2	Concrete surface fixing bolts [typical of most locations]	£nil
3	Paving slab fixing	£14.72
4	Below-ground anchor fixing	£48.90
5	Adjustable depth concrete-in fixing	£35.72

Installation Fee

An installation fee applies to all replacement benches. This fee is inclusive of the removal and disposal of the old bench. If the location of the replacement bench is such that additional team members are required to assist in the removal or replacement of the bench, and/or requires the bench to be assembled after delivery, an Installation Surcharge will be applicable.

6	Standard installation including removal of old bench	£60.00
7	Installation surcharge as defined above	£60.00

Maintenance Contribution

The Town Council will maintain a bench for an initial period of 15 years [policy paragraph 4.5], the maintenance fee listed below will contribute to this cost.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available [policy paragraph 4.6]. This does not extend to damage or replacement parts [policy paragraph 4.9].

8	Maintenance contribution to cover whole 15 year period	£300.00
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MEMORIAL PLAQUES

The plaque detailed below is the only style of memorial plaque permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench [policy paragraph 5.2]. A maximum of 3 plaques are permitted per memorial bench [policy paragraph 5.3].

9	Replacement/additional memorial plaque: Stainless steel Size: 125mm wide x 75mm high Fixing: 4 fixing holes Lettering: Black infill Words: maximum 35	£58.90
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ADMINISTRATIVE FEES

10	Replacement bench administration fee	£30.00
11	Replacement memorial plaque administration and installation fee *not applicable if replacing bench at same time	£30.00
12	Additional memorial plaque administration and installation fee	£30.00
13	Return of memorial plaque removed from a bench	£5.00

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Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk



ANNUAL PARKING PERMIT POLICY

Permits Available

Padstow Town Council will make available a maximum of 15 annual parking permits known as Season Tickets. Season Tickets will be valid from 1 April to 31 March the following year. Application forms for the forthcoming year will be made available from the first working day of March each year. Season Tickets must be registered to at least one specified vehicle registration. A maximum of 2 vehicle registrations will be permitted per Season Ticket but only 1 vehicle may use the ticket at any one time and must display it in accordance with the directions set out within this policy.

Eligibility

Season Tickets are available for purchase by

- Padstow Town Council Tenants; or
- Persons employed in Padstow with a need to travel to and from a place of work by vehicle.

Valid Locations

Season Tickets are permitted in all Padstow Town Council owned car parks.

- The Lawns Car Park, Padstow, Cornwall PL28 8EB
- The Railway Car Park, Padstow, Cornwall PL28 8DA

Season Ticket Tariff

Season Tickets cost £600 (£500 net + £100 VAT) with receipts issued upon request. If available, Season Tickets can be purchased throughout the year but there will be no reduction in cost and tickets will expire on 31 March of the current Season Ticket year. There are no variations.

Purchasing A Season Ticket

Requests for Season Ticket application forms can be made from the first working day of March by email, phone or in person. No method will be given priority and available tickets will be sold on a "first come, first served" basis.

A Season Ticket is reserved upon requesting an application form and will be held for 2 weeks, by which time completed applications and full payment must be made in order to proceed with a Season Ticket purchase. If within 2 weeks both form and payment have not been received, the reserved Season Ticket will be released.

Payment can be made by cheque made payable to: Padstow Town Council or by BACS payment to: Lloyds Bank, Sort Code 30-98-98, Account No 00620229. Payments made before confirmation of a reserved Season Ticket may be refunded.

Auto Renewal

On the first working day of March each year Season Ticket holders will automatically be reserved a Season Ticket for the forthcoming year and a request for confirmation of Ticket details and payment sent to them. If after 2 weeks confirmation of details and payment have not been received, the reserved Season Ticket will be released.

Use of Season Tickets

Season Tickets do not guarantee a space or benefit from designated parking. Vehicles can park in any available parking space except coach, motorhome or reserved spaces. If parked in a disabled space a valid disabled badge must be displayed. Season Ticket users must comply with The Padstow Town Council (Off-Street Parking Places) Order 2021 Variation (No.1) 2025 when using Town Council car parks. For example, vehicles must park wholly within a parking space, not park in any restricted areas i.e crossed hatching/yellow lines (without exception) and must display the Season Ticket clearly. A copy of the Order can be obtained from www.padstow-tc.gov.uk or by contacting the office.

Displaying Season Tickets

Season Tickets must be displayed facing forward on the dashboard or fascia of the vehicle for the entire duration that it is in the car park. For full clarification Season Ticket users should refer specifically to Articles 6.7, 6.12 and 6.13 of The Padstow Town Council (Off-Street Parking Places) Order 2021, Variation (No.1) 2025. If a Season Ticket becomes illegible due to damage it will become invalid; it is the Season Ticket holder's responsibility to purchase a replacement ticket as required.

Replacement Season Tickets

Where a replacement Season Ticket is required for any reason, including incorrect registration details where the applicant is found to be at fault, the following fees will apply:

- £30 for a first replacement
- £35 for a second replacement
- £40 for a third replacement
- Further replacement will be at the discretion of the Council.

Each replaced Season Ticket will become invalid and where possible should be returned to the Council Offices.

Returning Season Tickets

Season Tickets that are no longer required must be returned to the Council Offices and cannot be resold by the holder, to do so would make them invalid. Returned or unused Season Tickets are not eligible for a refund.

Penalty Charge Notices (PCNs)

Penalty Charge Notices will be issued to any vehicles that breach The Padstow Town Council (Off-Street Parking Places) Order 2021 Variation (No.1) 2025. This includes Season Ticket holders who forget to display or improperly display their Season Ticket, leave their Season Ticket at home and fail to make an alternative valid payment, or breach the Order in any other way.

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Updated February 2025
With effect from 1 April 2025

PADSTOW TOWN COUNCIL
Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk

PADSTOW TOWN COUNCIL

DRAFT

FREE TOWN COUNCIL PARKING PERMIT POLICY – MEMBERS OF THE PUBLIC

Permit Eligibility

Padstow Town Council will make available Free Town Council Parking Permits to the following:

- a) Leaders of voluntary organisations/charities based in Padstow, for use whilst carrying out voluntary work for the organisation. Those carrying out paid work will not be eligible.
- b) Town Council contractors working on site for the duration of the works requiring parking.
- c) Town Council visitors by appointment for the period of their visit.
- d) NHS vaccination clinics based at the Padstow Community Hub.

In each instance above, a maximum of 7 permits will be made available.

Valid Locations

Permits are permitted in all Padstow Town Council owned car parks.

- The Lawns Car Park, Padstow, Cornwall PL28 8EB
- The Railway Car Park, Padstow, Cornwall PL28 8DA

Ad Hoc Permits

Permits issued under eligibility items b), c) and d) will be for ad hoc, one-off events and will be agreed with the Council Office as they occur.

Multiple Use Permits

Permits issued under eligibility item a) which require a permit to be used multiple times for recurrent sessions or activities throughout the year must complete a Free Town Council Parking Permit Application Form.

Permits issued for multiple use will expire on 31 March each year regardless of when in the year the permit was applied for. If the organisation/charity continues to need a permit after the 31 March, a new application must be made. There is no auto renewal, and a reminder will not be issued.

Applications will need to include details of the organisation/charity and the days/times of the sessions the permit is needed for. Permits must be issued to individuals and their specific car registrations. At the Town Clerk's discretion, permits can be made out to the organisation instead and, subject to a valid reason, may be agreed for non-specific dates/times. For example, where activities are dependent on changing factors such as tides.

Should a volunteer resign or become a paid member of staff for the organisation/charity, the permit will become void and must be returned to the Council Office.

Use Of Permits

Permits do not guarantee a space or benefit from designated parking. Vehicles can park in any available parking space except coach, motorhome or reserved

spaces - unless expressly advised to by the council office. If parked in a disabled space a valid disabled badge must be displayed. Free Town Council Parking Permit users must comply with The Padstow Town Council (Off-Street Parking Places) Order 2021 Variation (No.1) 2025 when using Town Council car parks. For example, vehicles must park wholly within a parking space, not park in any restricted areas i.e crossed hatching/yellow lines (without exception) and must display the Season Ticket clearly. A copy of the Order can be obtained from www.padstow-tc.gov.uk or by contacting the office.

Displaying Permits

Permits must be displayed facing forward on the dashboard or fascia of the vehicle for the entire duration that it is in the car park. For full clarification Permit users should refer specifically to Articles 6.7, 6.12 and 6.13 of The Padstow Town Council (Off-Street Parking Places) Order 2021, Variation (No.1) 2025. If a permit becomes illegible due to damage it will become invalid.

Returning Permits

Permits that are no longer required must be returned to the Council Offices. Permits cannot be sold by the holder, to do so would make them invalid.

Penalty Charge Notices (PCNs)

Penalty Charge Notices will be issued to any vehicles that breach The Padstow Town Council (Off-Street Parking Places) Order 2021 Variation (No.1) 2025. This includes permit holders who forget to display or improperly display their permit, leave their permit at home and fail to make an alternative valid payment, or breach the Order in any other way.

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Updated February 2026
Review Date February 2028

PADSTOW TOWN COUNCIL
Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk

Current

Padstow Town Council



Free Town Council Parking Permits

Town Council policy is to:

Issue permits to the leaders of voluntary organisations/charities in the town to cover the period that the applicant is involved with the organisation. Maximum of 7 tickets to be assigned to any organisation.

Contractors working on site or Council visitors will be issued with a parking permit to cover the period of their visit.

Free permits will not be issued to those carrying out paid work or those using the council bandstand.

Updated 2018

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Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk



Consultation: Public space CCTV in the Lawns Area, Padstow (open to all ages)

Consultation open Wednesday 4 February until Wednesday 4 March 2026

- Part 1: Introduction.....page 2
- Part 2: 2023 Statement of need.....page 2
- Part 3: Objectives of the CCTV system.....page 2
- Part 4: Processing of data.....page 2
- Part 5: System review.....page 3
- Part 6: Your views.....page 3
- Part 7: Consultation questions.....page 4-7

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Part 1: Introduction

Padstow Town Council operates a CCTV surveillance system consisting of 3 cameras covering the following locations in the Lawns Area:

- Padstow Sk8 Skate Park, The Lawns Car Park, School Hill, Padstow, Cornwall PL28 8EB; and
- The Lawn's Under 12s Play Area, The Lawns Car Park, School Hill, Padstow, Cornwall PL28 8EB.

The CCTV system is operational 24/7 and is managed in a way that respects the privacy of the people whose images are recorded. The Padstow Town Council CCTV Policy sets out clear procedures for the use and management of the CCTV system. The policy can be viewed online at <https://padstow-tc.gov.uk/cctv/>

Part 2: 2023 Statement of need

The following is an extract from the 2023 statement of need identified by the Town Council and supported by the findings of the 2023 community and stakeholder consultation.

There is a growing problem with anti-social behaviour including drug and alcohol related disorder and damage to Town Council property at the Skate Park in the Lawns area, the neighbouring Under 12's Play Area and neighbouring Cornwall Council land. There is an associated negative impact on public perceptions of personal safety and confidence in using the skate park and neighbouring recreational facilities. There are no convictions for criminal damage and there is a perception that valued outdoor recreational spaces for children who are considered a vulnerable group are being eroded.

Part 3: Objectives of the CCTV system

The CCTV system commenced operation in September 2023. The objectives of the CCTV system are to:

- a) Prevent damage.
- b) Reduce anti-social behaviour.
- c) Increase public perceptions of safety in the Lawns area.
- d) Increase successful convictions of offenders.
- e) Increase public confidence in using the recreational facilities at the Lawns.
- f) Support continued development and investment by PTC in recreational facilities which are well used and valued.

Cameras are situated to capture images relevant to the purposes for which they are installed. Coverage is restricted to the public realm and privacy intrusion is kept to a minimum by capturing only data which can reasonably be considered to support the objectives of the system as outlined above.

Part 4: Processing of data

The CCTV system is monitored and maintained in accordance with the Surveillance Camera Commissioner's code of practice and governing guidance. Data processing is undertaken in a lawful manner and in accordance with GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

Part 5: System review

Regular review of the CCTV system is important to ensure it continues to be necessary, proportionate and effective in meeting the systems objectives. To help determine whether the CCTV system is delivering the benefits it was deployed for, the Town Council is reviewing the problems which the system sought to address (Part 2 above). In doing so, it will consider quantitative data relating to reported incidents in the area and qualitative data through consultation with the community and stakeholders.

Part 6: Your views

As a part of the consultation process it is important that the Town Council listens to the views of residents and users of the public space areas covered by the CCTV system, as well as stakeholders in the immediate locality. If you wish to provide feedback on the CCTV in the Lawns Area please complete the questions below and return them to:

Padstow Town Council
Council Offices, Station House
Station Road
Padstow
PL28 8DA

Alternatively, you can complete the online survey at:
[SURVEY MONKEY LINK](#)

The consultation runs from Wednesday 4 February until Wednesday 4 March 2026

More information about the Padstow Town Council CCTV scheme, including the Data Impact Assessment, and Data Access Requests visit: <https://padstow-tc.gov.uk/cctv/>. For hard copy versions, please contact the Council Offices by telephone on 01841 532296, or by email to enquiries@padstow-tc.gov.uk

Part 7: Consultation questions

Your details: It would be helpful for our analysis if you could indicate which of the sectors you most align yourself with for the purpose of this consultation (please tick ONE which is MOST APPLICABLE to you):

- Resident of Padstow Parish
- Resident of Padstow Parish and attend/have a child who attends Padstow School
- Attend/have a child who attends Padstow school but live elsewhere
- Employed in Padstow Parish but live elsewhere
- Visitor
- Organisation based in Padstow Parish

Name and address of Organisation if applicable:

It would be helpful for our analysis if you could indicate your age range:

- | | | |
|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Under 12 | <input type="checkbox"/> 12 - 18 | <input type="checkbox"/> 19 - 25 |
| <input type="checkbox"/> 26 - 35 | <input type="checkbox"/> 36 - 45 | <input type="checkbox"/> 46 - 55 |
| <input type="checkbox"/> 56 - 65 | <input type="checkbox"/> 66 - 75 | <input type="checkbox"/> 76 + |

General usage

Q1 How often do you, or a family member, visit the Lawns Area?

- A lot
- Sometimes
- Not much
- Never

Q2: Are you aware of the CCTV cameras in the Lawns Area?

- Yes
- No

Perception & Safety

Q3: Has the presence of CCTV in the Lawns Area impacted when and how often you, or a family member, use the skate park?

- Use it MORE
- Use it LESS
- CCTV has no impact on use
- N/A to me or my family members

Q4: Has the presence of CCTV in the Lawns Area impacted when and how often you, or a family member, use the Lawns U12s Play Area?

- Use it MORE
- Use it LESS
- CCTV has no impact on use
- N/A to me or my family members

Q5: Do you believe CCTV in the Lawns Area has helped to reduce crime and anti-social behaviour?

- Yes
- No
- Unsure

Please give a reason:

Q6: Does the presence of CCTV in the Lawns Area make you feel safer?

- Yes
- No
- Unsure

Please give a reason:

Privacy and Improvement

Q7: Thinking about the objectives of the CCTV provision in the Lawns area, do you feel the current CCTV coverage is:

- Too much
- Just right
- Not enough

Please give a reason:

Q8: Are the signage/notices clear that indicate CCTV is in operation?

- Yes
- No
- Unsure

Please give a reason:

Q9: Do you have any concerns regarding how your data is used?

- Yes
- No

Please give a reason:

Additional stakeholder comments: If your organisation would like to share any further comments, please do so here:

Please continue overleaf if required

Additional stakeholder comments continued...

Privacy Statement: The purpose of this consultation is to gather views on the proportionality and effectiveness of the Padstow Town Council public space CCTV camera system. The information you provide in this survey will be used solely for this purpose. Responses will be anonymised and published and may be shared with third parties. Where appropriate, responses from organisations will be published together with the name of the organisation and employee. Any other personal data will not be published or shared with third parties. To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Town Council offices.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 3 FEBRUARY 2026

AGENDA ITEM 13: Streetlight Upgrade

1. Overview

- 1.1 Committee may be aware that over the past couple of years, the Council has been experiencing issues with streetlights in the Railway and Lawns Car Parks. These are currently managed by contacting the Council's regular contractor as, and when, these issues arise. Officers consider that planned annual inspections/visits would be a more proactive and efficient way of managing the streetlights. However, this is not something the current contractor can offer, and in addition, Officers have found communication with them difficult on occasion.
- 1.2 Whilst visiting a retail park in Bodmin, the Council Facilities Officer noticed labels on the Streetlights advising they are maintained by a company called McGimpsey Vallis Ltd.
- 1.3 In November 2025 McGimpsey Vallis Ltd were engaged to undertake a site inspection/report of the Council's streetlights to better understand the ongoing issues and inform ongoing maintenance. Before attending, pictures of issues that needed attention were sent to McGimpsey Vallis Ltd and after clear correspondence, they were able to fix these issues during the same November visit.
- 1.4 Committee is now asked to give consideration to the findings of the November inspection report and discuss and decide on the way forward.

2. Inspection Report and Recommendations

- 2.1 The inspection established that the Council has the following compilation of streetlights:

Area	Number of columns	Number of fittings	Recommendations
Railway Car Park	6	7 (1x double headed)	5 replacement LED fittings required
Lawns Car Park	5	6 (1 x double headed)	4 replacement LED fittings required.

- 2.2 The report recommends that 9 of the streetlights are upgraded to LED fittings as the existing fittings are no longer serviceable. The new fittings will have a photocell so lights will automatically switch on when dark and off once light.
- 2.3 The quotation to remove the 9 existing non-serviceable fittings and upgrade them to LED is £5,888.00 + Vat and includes labour, materials, access equipment and waste disposal of old fittings.
- 2.4 McGimpsey Vallis Ltd also offer Planned Preventative Maintenance (PPM) visits. They recommend a minimum of two visits a year which would cost £700.00 annually. During the visits they would check column/fittings and photocells, take pictures and provide a report. Where possible, they would undertake any repairs or replacements during the visit and would then charge the material costs in addition to the PPM fee. McGimpsey Vallis can offer a once yearly visit however there would be no reduction in the annual fee.

3. Budget

- 3.1 The Responsible Financial Officer confirms there is sufficient budget available in the HRT Contingency in Capital Projects to upgrade the streetlights as per 2.3 if agreed by full council.
- 3.2 There is sufficient provision in the 2025/26 and 2026/27 budget within the HRT cost centre for a Planned Preventative Maintenance contract as per 2.4.
- 3.3 McGimpsey Vallis Ltd are not local to Cornwall and Officers have tried to find other firms closer to Padstow. However, after contacting 2 companies this has not been successful. Communication with McGimpsey Vallis Ltd has been good so far.

4. Decision

- 4.1 Would Committee like to engage McGimpsey Vallis Ltd to i) upgrade the 9 non-serviceable streetlight fittings in the car parks to LED fittings at a cost of £5,888.00 + 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.