PADSTOW TOWN COUNCIL
Minutes of the Community and Facilities Committee meeting held on Tuesday 1 July 2025 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

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

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

CAF2025/1 **Apologies and Announcements:** i) Apologies were received from Councillor M Rickard; ii) There were no announcements.

CAF2025/2 **Election of Vice-Chair: RESOLVED** to elect Councillor A N Rees as Vice-Chair.

CAF2025/3 **Declarations of Interest:** There were no declarations of interest.

CAF2025/4 **Public Participation:** There was no public participation.

CAF2025/5 **Future Meeting Dates** and the date of the next meeting, Tuesday 2 September 2025 were noted as per the agenda.

CAF2025/6 **Committee Work Programme:** Members were referred to a report which was tabled and read, detailing progress and decisions in respect of works from the disbanded LTOS and HRT Committees which now fall under the remit of the Community and Facilities Committee. There was some discussion on the key pieces of work and the Town Clerk gave a brief overview to new Councillors.

One project not previously discussed by any Committee or Council was the Community Hub roof/guttering and toilet provision. It was noted that at the Annual Parish meeting, concern was expressed over the impact to families and disabled users by Cornwall Council closing the Link Road Toilets. Members were supportive of including the provision of a family/disabled room facility attached to the Community Hub in its budget meeting considerations in the Autumn. It was felt this was a more practical option to explore than taking over the running of the Link Road toilets, the condition of which would be of significant concern, as would the longevity of any grant money from Cornwall Council to redress the same.

There was discussion regarding the condition of the top path in Stile Field. It was noted the Council Facilities Officer is pulling together information from the LTOS site meeting on this matter.

RESOLVED i) to bring to the next meeting further information to discuss the possible provision of a family/disabled toilet facility adjoining the Community Hub so that this can feed into budget discussions; ii) to bring to the next meeting an overview of the background to the White Shelter project in order for this to start to be progressed; iii) to provide an update on discussions with the landowner of the fields adjacent to Padstow Cemetery as soon as

possible; iv) to add into the work programme works to the top path in Stile Field; and v) to note the updates in paragraph 3 of the tabled report.

CAF2025/7 **Shelter – Windmill**: The Chair referred members to the agenda report outlining correspondence from a member of the public regarding the condition and accessibility of the wooden shelter at Windmill. It was noted that Cornwall Council have advised they have the shelter listed as a Town Council asset. There was discussion as to the current use of the shelter and whether the shelter relates to an historical route and whether it remains appropriate.

RESOLVED to arrange a site meeting to look onsite at the matter of the appropriateness and requirement of the wooden shelter at Windmill and that the Cornwall Council Highways Officer, Chair of the Community and Facilities Committee and the Town Clerk attend, inviting Cornwall Councillor J O'Keefe also.

CAF2025/8 **Trevone Steps From Empty Purse:** The Chair provided a brief overview of the project to new Councillors and consideration was given to including the additional works outlined in 2.1 and 2.2 of the agenda report.

RESOLVED to accept the quotations from Michael Vanstone Contractor to i) replace the railings along the top of Empty Purse at a cost of £2,740 plus VAT; ii) rebuild the dry stone wall on the cliff side of Empty Purse at a cost of £540 plus VAT; and iii) to agree that this be funded from the Capital/projects – LTOS project budget.

CAF2025/9 **Padstow Community Hub – Fire Risk Assessment Update:** Following the internal alterations of the Community Hub, Committee was asked to consider the outcome of the new fire risk assessment undertaken by Council's Health and Safety advisor.

RESOLVED i) to note that the fire risk assessment for Padstow Community Hub was rated as good with no high-risk items identified as detailed in 2.1 of the agenda report; ii) to note the actions undertaken in response to the fire risk assessment in respect of signage and checks on fire door retainers (2.1 b and c); iii) to note the fire capacity for the building is 100 people at any one time; and v) **RESOLVED TO RECOMMEND TO FULL COUNCIL** that the T&Cs for hire of the Community Hub be updated to include that "Any personal electrical appliances brought into the Community Hub during their hire period are suitably PAT tested and safe to use" and "E-bikes and E-Scooters are not permitted inside the building".

CAF2025/10 **Annual Play Inspection and Management Strategy:** The Town Clerk outlined for members that The Play Inspection Company are contracted to annually undertake a formal inspection of the Council's outdoor play facilities, assessing their condition and level of risk. For the under 12's Lawns Play Area, the Council also has a maintenance

contract with the Outdoor Play People which includes 2 visits per year, one of which is always scheduled to take place after the annual inspection in order that any specific concerns can be addressed quickly.

Committee's views were sought regarding items which scored 10 or higher, 10 being the highest of the "low risk" category, in the inspection report. Due consideration was given to the respective inspection report comment and the Council's current mitigations/ practices as identified by the Council Facilities Officer, these being detailed in paragraph 4 of the agenda report.

It was noted that overall, no area has been given a higher risk rating than last year.

RESOLVED i) To endorse the management strategy for the annual inspection of the Council's play facilities as detailed in paragraph 3 of the agenda report; and ii) in considering the items listed in paragraph 4 and scoring 10 or above in the annual inspection to agree the following:

a) MUGA – Basketball Hoops: Committee is satisfied with the existing measures in place and understands the free-standing basketball hoops pose a moderate risk;
b) MUGA – Entrance Doors: Committee is satisfied that no incidents have been reported and acknowledges that the entrance doors pose a moderate risk;
c) MUGA – Football Goals: Committee is satisfied that no incidents have been reported and that the Football Goals are weighted and sold by a reputable sporting company.
d) Under 12s Play Area – 2 Bay Swing: Committee recognises the risk identified in the inspection comment and it notes that following the inspection the shackles have been replaced as part of the maintenance contract with the Outdoor Play People. It was agreed to seek a quote for retro fitting additional safety pins and for this to be brought to a future meeting for further consideration.

CAF2025/11 **Memorial Bench Policy – "Space" Consideration:** The Chair referred members to the agenda report outlining the removal of Memorial bench 194 and 182 in accordance with Council's Memorial Bench Policy. It was noted that as bench 182 is located at Harlyn, as per the policy the Council will not consider making the "space" available for reuse as it is not on Town Council land.

Bench 194 being located at Victoria Monument qualified for consideration. In considering the future of this "space" Committee worked through the policy criteria and found that a) the location of the "space" is a natural stopping point and a new bench will enhance the area's seating provision; b) accessibility for maintenance and public use is suitable; c) the ambience of the area will be unaffected; and d) there are no known issues with vandalism.

RESOLVED that "space" 194 at Victoria Monument be offered as a memorial bench option when the "space" has been vacant for 12 months (August 2025) and that it be available on a first come, first served basis on the condition that the purpose of the bench is as a memorial dedicated to a resident or former resident of Padstow Parish.

CAF2025/12 Issus Raised:

i) Plantation – Bamboo: Members gave consideration to the agenda report detailing concerns raised by a member of the public regarding the spread of bamboo in plantation and its potential impact on the boundary wall. The report noted the advice of Council's tree surveyor being that although not a significant problem, the bamboo is likely to spread and is not a desirable species for the site. Members were supportive of removing the bamboo, using the approach suggested by Council's preferred tree surgeons.

RESOLVED i) to remove the non-native bamboo species in Plantation, accepting the quotation of £1,562.69 ex VAT from contractor Glendale, to remove and dispose of the same using the Capital/projects – LTOS budget; and ii) going forward, the Outside Operatives schedule twice yearly weed spraying of the area where the bamboo was located.

ii) Harbourside Benches: It was **RESOLVED** in response to comments received about mobile traders/service providers utilising public benches around the harbour as part of their business, that the Outside Operatives are to notify the office when they see this and, if possible, ask the mobile traders/service providers politely to refrain from using the benches as part of their business, in order to record how often this is occurring and whether they move after being approached.

CAF2025/13 Multi-Use Games Area (MUGA):

i) Monitoring Update: a) Improvements: The completion of works to increase the height of the current fence with 2m high netting to prevent balls escaping, and the installation of neoprene washers to the fence fixings to reduce noise and vibration from balls being kicked against the fence was noted.

b) Recent Issues Report: Committee considered the issues logged since the last report. It was noted that one item related to a report from the Council Foreperson of damage to the basketball hoop, thought to have occurred through play. The other two reports were from a neighbouring resident, being the same resident from whom previous concerns about the MUGA have been received, and whom the Committee Chair and Town Clerk have previously meet with to discuss the same. The reports related to concerns that the MUGA is being used in the

evening by noisy teenagers for approx. an hour and a half until 10pm at night.

There was agreement that the general noise of play in the facility was on a par with use of the existing outdoor seating area of the social club, adjacent to the MUGA. It was noted that the resident advised the recent works have improved the issue of balls escaping and the noise of the fence. It was therefore felt that all reasonable steps have now been taken, and it was further noted that as in previous years, use of the facility in the evening is likely to begin to decrease having now past the lightest time of year.

RESOLVED in response to the MUGA incident log, that a letter from the Committee Chair be written to the resident concerned outlining that, as a Committee, it was felt that in considering the resident's complaints and issues raised, it had now done as much as it was able to do to mitigate these and further, to highlight that the MUGA facility is one of many community facilities in the area concerned.

ii) **MUGA Use request – Padstow Football Club:** Consideration was given to all feedback received to the trial use of the MUGA by Football Club for its winter training sessions. It was noted there had been one issue with the floodlight positioning which following adjustments by the club had been resolved. Committee felt it was satisfied with the conclusions detailed in 2.2 of the agenda report relating to feedback from the Football club itself.

RESOLVED TO RECOMMEND TO COUNCIL (as the request is outside the MUGA's agreed terms of use) that the request by Padstow United to use the MUGA on Tuesdays, Wednesdays and Thursdays from 4.45pm – 8.15pm during October 2025 to March 2026 for the purpose of training, to include use of its own portable floodlights and equipment, be granted subject to i) Padstow United taking responsibility for the whole site noting that one tennis net will remain in place; ii) being mindful of positioning of lights in relation to safety of drivers and neighbouring properties; iii) receiving satisfactory Public Liability Insurance and Risk Assessments; and iv) noting that in acknowledgement of the use being for an extended period, should any issues arise which cannot be resolved permission may be revoked.

CAF2025/14 **Cornwall Council Consultation: RESOLVED** not to respond to Cornwall Council's Street Trading Policy Review.

CAF2025/15 **Padstow Cemetery – Memorial Stability Testing:** The update was noted as per the agenda report and thanks were expressed for the considerable work undertaken by officers in this regard.

It was outlined that having been through a full cycle of memorial stability testing that tweaks will need to be made to the Memorial Management Policy to better reflect actual practice. This would be included in the Committee's work programme for future consideration.

CAF2025/16 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

CAF2025/17 **Rope Walk Allotment – Allotment Matter:** The agenda report detailing the surrender of plot P was tabled and read by members. Consideration was given to reinstating the plot to a tenantable condition, including the removal of oak and other trees planted, and splitting the plot into two smaller plots going forward.

RESOVLED i) to agree a budget of £1,500 plus VAT for external costs to reinstate allotment P to a tenantable condition, these to be taken from the LTOS grounds maintenance cost centre; and ii) to split Allotment P into two plots, creating an additional plot Q, and for both plots to be charged in line with other Rope Walk allotments of similar size. Further, to avoid delay, any decisions relating to the splitting of the plot be delegated to the Town Clerk in consultation with the Chair and Vice Chair of the Community and Facilities Committee.

Meeting closed 8.14 pm