PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: 1 JULY 2025

AGENDA ITEM 6: COMMITTEE WORK PROGRAMME DISCUSSION

1. Background

1.1 Council undertook a review of its committee structure which included this Committee. This Committee's Terms of Reference/Scheme of delegation principally being an amalgamation of two former Committees – Leisure, Tourism and Open Spaces and Highways, Roads and Transport *(NB: some highways matters sitting with Planning and Highways Committee).*

1.2 Appendix 1 to report details Committee's Terms of Reference/Scheme of delegation to remind Committee of their responsibilities. Appendix 2 details the former Committees' work programmes as well as "update" on latest position.

2. Way Forward

2.1 The Town Clerk thought it would be advantageous, as this is the first meeting of this Committee, to give consideration to the appended documents and noting former Council's decision to put on hold some projects in order to be able to effectively manage the priorities identified.

2.2 The Town Clerk has detailed below further information with regards to specific projects which have been identified as follows:

Matter:	Padstow Cemetery Extension
Explanation:	To explore potential to purchase any land close to/around Padstow Cemetery to extend. To undertake testing of land to ascertain if fit for a cemetery, this will involve working with the Environment Agency to seek advice and permits. Significant piece of work to investigate. If successful in identifying appropriate land then next stage will involve acquisition, legal documentation and cemetery planning and building/landscaping works.
Resource:	Earmarked Reserve of £50,000 in place for 2025/26.

Matter:	White Shelter and Area Refurbishment
Explanation:	To improve the White Shelter and whole seating area. White Shelter will need a survey undertaken. Rear of building has a large amount of soil build up. Council agreed this would be solely area for seating/enjoyment, also need to review CC bin storage area. Committee need to push forward with their plans for improvement this year 2025/26 to then progress with works in 2026/27. Council also advised that no rentable spaces will be offered after this date.
Resource:	Budget not set. 2025-26 LTOS/Community & Facilities Capital/projects Budget (£75,000), as at 31.5.25 (£64,562).

2.3 The following has not been identified or discussed with Committee. However, the Town Clerk did update the Committee Chair on the matter.

Matter:	Community Hub Roof/Guttering and Toilet Provision
Explanation:	During conversations with surveyor during recent refurbishment works. Concern that attention needs to be given to Hub roof and guttering. Also consider worth looking to improve the fenced off area, as well as replacing (or cladding) the wooden facias with plastic to reduce maintenance. Committee may also wish to explore potential toilet provision (family room/disabled toilet) for users of the Lawns Area.
Resource:	Committee may wish to consider for their budget considerations in November 2025 for 2026/27.

2.4 The following matter as Committee will know has been agreed by Full Council. This is being progressed.

Matter:	Relocation of Railway Car Park Bus Shelter and associated works
Explanation:	Relocation of bus stop to Council Office side, to include shelter and relocation of staff/visitor parking area and removal of current bus stop infrastructure. CC involved with bus shelter replacement works. Other works to be undertaken solely by PTC. Expected to be progressed Winter 2025. Significant piece of work, alongside legal matters to formalise any bus operation arrangements.
Resource:	Costings to be confirmed. Council agreed this be funded via Council's Contingency Budget.

3. Updates to Note

3.1 Committee will be interested to receive updates as detailed in Appendix 1 to this report in respect of the former Committees' work programmes as well as the following updates:

- **Simpler recycling:** Council to comply by 31 March 2027 – Officers have contacted some larger Councils and currently Falmouth Town Council have advised that the legislation currently does not include public open spaces bins. Officers will continue to investigate and further information will come to a future meeting with regards to Town Council building and Community Hub.
- **South Quay old pipe on Foreshore:** SWW currently not scheduled removal, Officers keep chasing periodically.
- **Stile field top path:** Site meeting took place with some Councillors from previous LTOS Committee regarding future works to the top path, this to be updated to a future meeting and be worked into the works programme.
- **Spritty meadow:** Officers working out cost of installing the soakaway suggested by Surveyor before approaching landowner. Then further information to come back to a meeting.
- **Cemetery:** Outcomes of the memorial stability testing continues to be progressed with permanent fixes having been made to untraceable graves from the 2024 testing following decision of LTOS. Agreement from LTOS on direction of travel for welcome signage. This has been ordered.

- **Technical Slope Assessment:** as agreed by LTOS contractor arranged to undertake technical slope assessment for Stile field and Trevone Green cliffs areas. Contractor has been onsite and undertaken the site and drone photogrammetry and Officers awaiting the full report.
- **Railway Car Park Survey investigations:** Officers are still investigating possible survey options to help understand the stability of areas of Railway Car Park which are currently inspected and monitored by the Council's Outside Team via their weekly inspections.

4. Committee's Considerations

4.1 Committee to give thought to their committee work programme in particular items outlined in this agenda report 2.2 and 2.3 and note item 2.4.

4.2 To note update on current matters as detailed in item 3 above.

Appendix 1

Community and Facilities Committee

Scope:	The Council has established this Committee to oversee all Council property/facilities whether owned, leased or managed and its community functions and activities.
Membership:	Seven elected Councillors
Quorum:	Four members
Meetings:	At least 6 meetings a year, to be scheduled on the first Tuesday bi-monthly at 7.00 pm. Additional meetings to be arranged as required.
Non-Members:	Any member of Council is able to attend and participate at the discretion of the Chair on items on the agenda but must be seated in the public area and must leave the room whenever the press and public are excluded.
Chair/Vice-Chair:	Council to appoint Committee Chair at the Annual Meeting of Council. First item of business at its first meeting after the Annual Town Council meeting to elect Vice-Chair , if Committee thought appropriate, although any elected Committee member can preside by agreement in the Chair's absence.
Sub-Committees/ Working Groups	Committee is able to constitute to study any aspect within the Committee's remit. Making recommendations to the parent Committee. Members of the public can be co-opted on to assist.

Delegated Functions:
Committee has **full delegated powers** to make decisions on behalf of the Council **provided that any expenditure is within the Committee budget and within the limits as detailed in the Council's Financial Regulations**, in the following matters:

1. Approval of its minutes as true and accurate records.
2. To manage its own work programme effectively, mindful of workload pressures.
3. Consideration of any recommendations of sub-committees/working groups under the Committee's control.
4. All matters relating to the maintenance, operation and activities within, of:

i.	All open spaces either owned or leased by Padstow Town Council which includes Stile Field, Wheal Jubilee Parc, Spritty Meadow, Plantation, The Green and Empty Purse (Trevone)
ii.	Play areas, including Multi-Use Games Area, skate park and Lawns U12's Play Park
iii.	Padstow Cemetery
iv.	St Petroc's Closed Churchyard
v.	War Memorials – Stile Field and Dennis Hill
vi.	Rope Walk Allotments
vii.	Railway and Lawns Car Parks
viii.	Public Conveniences Railway, Cory and North Quay
viiii.	Council buildings including Council Offices, Community Hub, Lawns Car Park buildings/garages
v.	Railway Car Park Red Phone Box
vi.	Any other property which shall be acquired from time to time.

5. All matters relating to and taking place in the public realm including:

i.	Public shelters and bus shelters
ii.	Public and Memorial seats
iii.	Litter/dog waste bins
iv.	Signage
v.	Noticeboards
vi.	Planters
vii.	Streetlights (Railway and Lawns Car Parks)
viii.	Flag poles – Station House and The Green (Trevone)

6. The maintenance, improvement and general upkeep of all Councils' properties/assets (detailed in 3 and 4 above) within the agreed budget and development of annual plans including tree management plans to support this.
7. To ensure that the Council has the appropriate equipment and vehicles to be able to administer 6 above.
8. To implement, monitor and manage Cornwall Council's Service Level Agreements within the remit of this Committee.
9. To ensure the effective planning and delivery of community events/initiatives.
10. To respond on behalf of the Council on any consultations within the remit of this Committee.
11. Acceptance of tenders and supervision of contracted projects within the remit of this Committee and provided within budget set by Council.
12. All aspects of Health and Safety that fall within the remit of Committee and within Council Policy to ensure compliance with the HASAW Act 1974 and other relevant legislation.
13. To apply for any grants, as appropriate.
14. To consider such matters as may be delegated by the Council from time-to-time.

Functions for Recommendation:
Committee to make **RECOMMENDATIONS** to **Full Council/Finance and General Purposes Committee** in the following matters:

For Council:

1. Any matter within the remit of the Committee which is not within the Committee's budget or within the limits as detailed in the Council's Financial Regulations .
2. Any matter falling within the remit of the Committee which involves the introduction of a new policy, changes to existing policy or not within any existing policy, future direction of strategy.
3. Any recommendations arising from joint working with other bodies or Council Committees.

For Finance and General Purposes Committee:

4. Consideration of annual estimates of income including level of fees and charges, expenditure on continuing services and capital expenditure for the forthcoming year to feed into the budget setting process.

Appendix 2

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 1 APRIL 2025

i) WORK PROGRAMMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
POTENTIAL ITEMS FOR FUTURE MEETINGS		
Staffing Committee Meeting 21 January 2025 –TO RECOMMEND TO COUNCIL** that i) any project/tasks not taken forward at this time not be progressed and; ii) priority be given to progressing the bus stop matter; finishing the refurbishment of the Hub and getting this up and running, investigating land for a cemetery extension and parking enforcement matters.* ***Agreed Full Council 28 Jan 2025.***		
Cemetery – Extension	Investigations into options to acquire new land for extension. 2023/24 Earmarked Reserve £50,000	**UPDATE:** Local landowner contacted for initial conversations – waiting to hear further from them. Town Clerk attended seminar by Environment Agency on cemeteries. This is a significant piece of work to progress.
Maintenance Team Equipment	Look at equipment that needs upgrading and consider options.	**UPDATE:** Replacement strimmers and new Gator purchased and in operation. .
CC SLAs – Grass cutting, footpath maintenance	Funding is decreasing from CC and now seeing some Councils not taking on these services. Consider Committee should review	**UPDATE:** SLAs signed and in place (grass cutting and Estates). Former Committee (LTOS) agreed to no longer undertake footpath maintenance this reverted back to CC.
Staffing Committee Meeting 21 January 2025 –TO RECOMMEND TO COUNCIL** that i) any project/tasks not taken forward at this time not be progressed and; ii) priority be given to progressing the bus stop matter; finishing the refurbishment of the Hub and getting this up and running, investigating land for a cemetery extension and parking enforcement matters.* ***Agreed Full Council 28 Jan 2025.***		
North Quay Parade Improvements (incorporating shelters)	Looking at options for improvement.	**UPDATE:** No real progress on investigations matters however consider Committee should commence moving this forward and developing plans for improvement.
Volunteering	This item was original discussed pre-Covid. Thoughts on ideas for volunteering in the community, planting, community involvement to be discussed further.	**UPDATE:** This item was placed on hold by Council [see staffing committee recommendation above]
CC Parks and Open Spaces – Pellew Close	To request CC representative to speak with Committee on this issue.	**UPDATE:** This item was placed on hold by Council [see staffing committee

and Lodenek Avenue		recommendation above]. NB: when progress previously no response from CC officers.
Lawns Garage/Scout Hut Area Hut Improvements	In Council Business Plan for 2025-26.	**UPDATE:** Council agreed to defer this project to 2026/27 as budget required for Railway Bus Stop.
Outside works and maintenance progress report	Regular update item.	**UPDATE:** Former Committee (LTOS) has this as a regular update item. Town Clerk considers this should remain.

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 4 MARCH 2025

i) WORK PROGRAMMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
MEETING DATE: 4 MARCH 2025 – AGENDA DESPATCH: 26 FEBRUARY 2025		
Camel Roadway Improvements – signage	Item on agenda.	**UPDATE:** Completed – signage in place and improvements to area completed.
2025/26 Car Park Enforcement SLA and 2024/25 Update	Item on agenda.	**UPDATE:** Completed – Former Committee (HRT) reviewed and SLA was signed.
POTENTIAL ITEMS FOR FUTURE MEETINGS		
Dock Wall Works	£65,000 provision in 2025/26 for dock wall repairs.	**UPDATE:** Pressure washing of piles was undertaken as reported to the former Committee (HRT), this was required to ascertain extent of maintenance and repair required. Company has been looking into this matter and a full report will be taken to Full Council in July. Works more significant than advised and budgeted for previously.
2026/27 Car Park Enforcement SLA and 2025/26 Update	To be provided with fees for 26/27 as well as update for 25/26. Regular annual item	**UPDATE:** To be reviewed at time of renewal by Committee. However, former Committee (HRT) keen that CC Enforcement be looked and reported back to Committee.
Electric charging points	To look into this matter.	**UPDATE:** PTC website updated to advise of charging points in the parish and other sites in Cornwall. No progress made to look into sites on PTC land.