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 concreate 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