PADSTOW TOWN COUNCIL
Minutes of the Community and Facilities Committee meeting held on Tuesday 24 March 2026 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors Mrs J Dawe (Chair), A N Rees (Vice Chair), G Chapman and M Rickard

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

CAF2025/72 **Apologies and Announcements:** i) Apologies were received from Councillors Mrs J Colwill and A Hoskin; and ii) No announcements.

CAF2025/73 **Declarations of Interest:** Councillor G Chapman declared an interest in agenda item 10 Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Public Toilet Improvements.

CAF2025/74 **Public Participation:** There was no public participation.

CAF2025/75 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 3 February 2026** be signed as a true record of the meeting.

CAF2025/76 **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.

CAF2025/77 **Memorial Bench Policy – "Space" Consideration:** Consideration was given to this item, with Committee working through criteria as outlined in Council's memorial bench policy.

RESOLVED to take the following actions at the end of the 12 month period following the removal of memorial benches 84 and 124 in Stile Field i) to not make available "space" 124 for new donations and to remove the concrete base; and ii) to make available "space" 82 for a new memorial bench donation on a first come first served basis provided that the memorial is to a resident or former resident of Padstow Parish, or a person with a demonstrable link of public interest.

CAF2025/78 **CCTV Consultation and Review:** The Chair referred members to the agenda report and papers for this item, these having been sent "to follow" and taken as read. There was general agreement with the findings of the report, namely that CCTV appeared to have improved the issues for which it was installed but that there were no significant changes to the causal factors underpinning the issues that would justify its removal. A review of signage and active monitoring of the signage was thought beneficial.

RESOLVED i) to note the findings of the 2026 consultation: Public Space CCTV in the Lawns Area, Padstow;
ii) to accept the suggested measures as detailed in appendix 1 to the agenda report – 2026 CCTV Review: Lawns Area;

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iii) to action the consultations "further comments" as suggested in paragraph 4.1 of the agenda report;
iv) to agree the updated Data Protection Impact assessment (DPIA) as per appendix 3 to the agenda report; and
v) the following actions be taken with regard to CCTV signage and information sharing a) a specific check for damaged or missing CCTV surveillance signage be added to the 6 monthly car park check to ensure active monitoring of this requirement; b) reassessment of signage in areas that capture passersby in the vicinity of the skate park and play area to ensure sufficient opportunity for these to be seen; and c) to undertake a review of website information.

CAF2025/79 **Community Events 2026/27:** The Chair referred members to the agenda report. The updates regarding the i) LJD Coaching LTD – Holiday Programme; ii) Remembrance Day Parade; iii) Church Christmas Tree Exhibition; and iv) October Make and Take were noted for information.

Community Fun Day: **RESOLVED** in respect of the 2026 Community Fun Day i) to set a maximum budget of £4,500; ii) to accept the quotations in 2.2 of the agenda report and, to avoid delay, to delegate the finer detail on these activities to the Town Clerk in consultation with the Committee Chair provided within budget; and iii) to avoid delay, to delegate to the Town Clerk in consultation with the Committee Chair the details of Marvelous Eventures, the Creative Competition, and advertising, as outlined in the agenda report provided within budget and bringing any updates to a future meeting.

Photography Competition: **RESOLVED** i) to launch the Christmas Card Photography Competition at the Community Fun Day, together with posters and social media posts, with a deadline of 26 October 2026; and ii) to avoid delay, to delegate this matter to the Town Clerk in Consultation with the Committee Chair bringing any updates to a future meeting.

Film Event: There was discussion of this matter with the Chair expressing concern that an event of this size could see the Council stretching itself "a bit thin". There was concern there could be a lack of volunteers, with event support often falling to the same volunteers. It was suggested it may be better to concentrate on holding a good, successful Fun Day rather than over committing. Consideration was given as to whether the Council would be leaving itself open to failure at significant expense given that such an event would be very weather dependant.

Another member expressed support for a film event, wishing to see one held if not in the current year, then in the next year. They shared that they were often approached by people with concerns that the Council did not utilise Wheal Jubilee Parc. Generally, it was thought prudent not to progress this for 2026.

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RESOLVED to postpone the suggestion of a film event for this year and to look at the budget for 2027/28, giving thought as to what events could be held at Wheal Jubilee Parc at the July/September Committee meeting to feed into budget setting.

Cost Of Living Event: **RESOLVED** that as the DWP is looking to hold a Wellbeing Event at the Community Hub in May and potentially again in the Autumn, to stop investigating a Cost Of Living Event at this time.

CAF2025/80 **Cornwall Council – Parking Enforcement 2026/27 Service Level Agreement (SLA):** There was discussion of this item. Members noted that costings had now been received for the 2026/27 SLA and as this was within Councils agreed budget could now be signed. It was noted that enforcement was a provision within the Council's Risk Management Plan and demonstrated financial prudence.

There was discussion of the wider issue of enforcement and the need to engage Cornwall Council (CC) in conversations to address service issues with the SLA, its cost neutrality, and ways the Localism Act could be utilised to enable the Council to supplement the CC enforcement provision. The Chair commented there are two pieces of legislation which impact the matter, the Localism Act and the Traffic Management Act, she considered that the matter would take time and would require the Council to remain clear and consistent as it had in other matters concerning CC. Members were supportive of inviting CC officers and the local MP to a meeting at the Council offices should it become necessary.

RESOLVED i) to note the details of the 2026/27 Parking Enforcement Service Level Agreement (SLA) and that this will now be signed; and ii) to formally raise concerns with the local member regarding the service of the SLA and its transparency together with ways to devolve some aspects of the same.

CAF2025/81 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Public Toilet Improvements:**

Councillor G Chapman declared an interest in this item.
As the meeting was inquorate there was no discussion. This item will be deferred to a future meeting.

CAF2025/82 **Vehicle Update and Replacement:** Members noted the update regarding the Isuzu van and that investigations for vehicle replacement will be brought to a future meeting. The Town Clerk would liaise with the Council Foreperson to progress this with it being further noted that Councillor A Rees would be happy to assist.

CAF2025/83 **North Quay Toilets – Vandalism**: Members noted the recent vandalism in the North Quay family room and the action taken to close the facility at the earlier time of 3.30pm each day. It was agreed this continue until Easter. It was hoped that the increased footfall of the

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Easter holidays would act as a deterrent and enable the facility to operate its usual holiday timings.

RESOLVED to continue the early closure of the North Quay family room until Easter but to open the facility from 8am to 8pm from Easter in line with the other public conveniences, noting that any further incidents will require the Town Clerk to make operational decisions to alter timings.

CAF2025/84 **Churchyard Gates Refurbishment:** In response to a member query, it was confirmed that as a closed churchyard responsibility for the gates lies with the Town Council. Members agreed that site meetings with contractors would be a good way forward given the significant difference in the initial costings provided.

RESOLVED i) that the Council Facilities Officer arrange to meet with each contractor to establish better costings for the refurbishment of the Churchyard gates; ii) that a maximum budget of £7,500 be set for this project; and iii) that findings of i) be brought back to a future meeting for consideration by Committee.

CAF2025/85 **MUGA Basketball Hoop:** Committee noted the default set up of the MUGA includes 2 basketball hoops and that to date there have not been any requests to use all 4 hoops at once. The report detailed that one of the backboards had broken and the cost of replacement, therefore seeking Committee's view as to whether 4 basketball hoops were still required. It was **RESOLVED** to keep only 2 serviceable basketball hoops at the MUGA, using the remaining 2 as spare parts.

CAF2025/86 **Metal Reclamation:** Consideration was given to the disposal of scrap metal the Council has no use for. It was **RESOLVED** to sell the Council's disused cast iron bench ends and steel bench frames at a cost of £300 to include collection.

CAF2025/87 **Outside Works and Maintenance:** The Town Clerk provided a verbal update on this item. She advised that the Council Foreperson had returned from leave and had been updated on the positive feedback from the team regarding specific task focused work schedules. With the recent better weather, the team's current focus was grass cutting.

CAFT2025/88 **Community Hub Progress:** The update was noted as per the agenda report. In response to a member query, the Town Clerk advised the team would feedback to the Neighbourhood Police Team/Cornwall Council Housing monthly drop-in, a request to update the office if/when the session needs to finish early so that this can be shared on the Council's social media at that time.

CAF2025/89 **Date of Next Meeting:** To be confirmed.

Meeting closed 7.51 pm

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