PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 7 July 2026 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/RFO and minute taker) and Mrs T Trestain (Council Facilities Officer)

CAF2026/1 **Apologies and Announcements:** i) Apologies were received from Councillor A J Hoskin. ii) There were no announcements.

CAF2026/2 **Election of Vice Chair: RESOLVED** to elect Councillor A J Hoskin as Vice Chair.

CAF2026/3 **Declarations of Interest:** Councillor G Chapman declared an interest in agenda item 15 Community Hub Improvement, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements, and item 16 White Shelter Area Improvements.

CAF2026/4 **Public Participation:** There was no public participation.

CAF2026/5 **RESOLVED** that the **minutes** of the meeting held on **24 March 2026** be signed as a true record of the meeting.

CAF2026/6 **RESOLVED** that the **minutes** of the extra-ordinary meeting held on **21 April 2026** be signed as a true record of the meeting.

CAF2026/7 **Committee Works: i) Update:** The update was noted as per the agenda report. In relation to Spritty Meadow drainage and a cemetery extension, the Town Clerk advised she had again chased the land agent without reply. In response to a member query, it was noted that when previously invited, Cornwall Council (CC) had been unwilling to send a representative to discuss its parks and open spaces in Padstow. It remained in the work programme. **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.

CAF2026/8 **Trevone Lands Stability Assessment:** Members were referred to the agenda report and the findings of the stability assessment detailed therein. The cost of the assessment, and estimated cost for next year of approx. £850 was noted. Committee expressed support for continuing the weekly inspection processes and having an annual assessment via drone.

RESOLVED i) to note the findings of the Trevone land stability assessment report undertaken by Red Rock as detailed in the agenda report; ii) to note that Committee is satisfied with the monitoring process the Council has in place; and iii) to undertake another land stability assessment in one year, continuing to monitor areas in the meantime, paying particular attention to the areas highlighted in the

reports and raising any concerns with the firm who undertake the assessments.

CAF2026/9 **Annual Play Inspection:** Members considered the findings of the recent inspection. There was discussion of the risk rating for the basketball hoops, these being a moderate risk due to their being freestanding. It was noted that fixing the hoops would impact the play of other sports on the MUGA which would be detrimental to it's use. Members agreed it to be an acceptable risk, further noting that the hoops are laid down when high winds are forecast.

The Council Facilities Officer reminded members that 2 of the original 4 hoops had previously been removed and used as "spare" parts for the remaining 2 hoops. The hoops being the most frequently damaged item due to the nature of play. She advised the "spare" parts had now been used and it was agreed to investigate the cost of purchasing a new unit to keep as a spare for replacement parts.

RESOLVED that having considered the items scoring 10 or above in the annual play inspection (paragraph 4 of the agenda report), the following be agreed:

i) MUGA – Basketball Hoops: Committee is satisfied with the existing measures in place and understands the free-standing basketball hoops pose a moderate risk and that the Facilities Officer investigate costs for a spare unit;
ii) MUGA – Gates: Committee is satisfied that no incidents have been reported and acknowledges that the entrance gates pose a low risk;
iii) U12's Play Area – Double Swing: To note the comment regarding lateral movement in the play structure and that his has been addressed under the play equipment's maintenance contract.
iv) Wheal Jubilee Parc (WJP) – Basketball Hoop: To note this risk has been addressed, the maintenance team having replaced the fixings.
v) WJP – Football Goals: To note the increase of the risk rating score from 9 to 10 and to seek costings for i) the purchase of new posts and their relocation in WJP; and ii) for the purpose of replacing the posts in the same position, the purchase of new post and the cost of returfing the affected area.

CAF2026/10 **Churchyard: i) Churchyard Gates Refurbishment**: Members were referred to the agenda report in the "to follow" papers and the contractor findings and costs for the refurbishment therein. In considering which supplier to appoint, it was noted that the full extent of the cost would not be known until the gates have been sand blasted. It was thought best to appoint the contractor with more experience working on Churchyard Gates and the requirements of a Church of England Faculty. It was noted that any further works identified (once shot blasted) would be at an additional cost at the hourly rate plus materials would be applicable, as detailed in the quote but that the Council would be notified prior.

RESOLVED to appoint Garry Johnson to refurbish the Churchyard gates as per the quotation detailed in the agenda report and to install another bolt to the large gate to secure into position.

ii) Memorial Management: The Diocesan feedback to the Council's Churchyard Memorial Management Policy was shared with Committee. The Chancellor having expressed that the policy "provides a satisfactory basis to accompany a general Faculty enabling testing and remedial works to be carried out on a recurring programme". Minor amendments were proposed by the Chancellor and incorporated in the updated policy appended to the agenda report. Committee had no issue with the amendments and next steps in relation to the Parochial Church Council and the faculty application were noted and agreed.

RESOLVED to agree i) to note the Diocesan response to the Churchyard Memorial Management Policy; ii) to **RECOMMEND TO FULL COUNCIL** that it agree and approve Version 1.0 of the Churchyard Memorial Management Policy, St Petroc's Churchyard, Padstow as appended to the agenda report, subject to Faculty being granted and therefore that an application for a General Faculty be made, as per the costs outlined in paragraph 4 of the report; and iii) that should the PCC Standing Committee wish to make comments on the Policy, to avoid delay, these be taken to the July meeting of Full Council for consideration and, if necessary, the Policy updated. Noting if no comments are forthcoming no further consideration or changes will be required.

iii) Cremation Plots Administration: The Town Clerk provided an update on a recent meeting with representatives of St Petroc's Church regarding the future administration of the cremation plots and the Church's wish for this to revert to the Church. The current arrangement being an historic anomaly. Committee considered the proposed way forward and the future role of the Town Council as detailed in the agenda report.

RESOLVED i) to note administration of the Churchyard Cremation Plots reverting to the Church with immediate effect;

ii) to note the Church's undertaking that no historic funds are required to be transferred and existing arrangements will be honoured save for the possible refund of reservation deposits of approximately £480;

iii) to note the updating of Council's website and documentation to reflect this change;

iv) **TO RECOMMEND TO FULL COUNCIL** relevant policies be amended to reflect the change in administration of the Churchyard Cremation Plots;

v) To agree to undertake churchyard cremation plot excavations and backfilling as per the prices outlined in the Town Council's current fees and charges; and

vi) That a joint letter be sent to relevant funeral directors and stone masons to communicate this reversion and detailing Church contact information from this moment forward.

CAF2026/11 **Cemetery: i) Stability Testing:** Members were referred to the Cemetery stability testing update in the "to follow" agenda report. Noting that only 5 C1s had been identified and all had been made safe with temporary safety measures. There was no Exclusive Right of Burial (EROB) data for any of the C1s and consideration was given to the best long term safety solution for each memorial. In considering the children's small crosses, Committee thought it best these be repaired due to concerns that the laying flat and standing up of these crosses was becoming a back and forth between the Council and cemetery visitors, posing a risk each time they are "picked up". Members felt the two large crosses should be laid flat, however would seek the Stonemason's advice in respect of H53 if fixing would be simpler. It was agreed the final headstone, being a traditional lawn memorial, should remain with a stake and band for the time being and continue to be monitored.

Committee's views were sought as to the merits of repairing some C2 memorials without EROB data with Committee agreeing not to repair these as Council's responsibility extends only to making memorials safe and not wising to set a precedent for repairing.

RESOLVED i) to instruct a stonemason to refit the crosses on I3 and A14 to BS8415 as soon as practicable; ii) following a period of at least 4 months to allow relatives of the deceased time to respond to safety notices in relation to a) F87 be left laid flat; b) H53 be either repaired to BS8415 or laid flat based on the stonemason's advice; and c) J66 continue to be monitored; iii) to lay flat N74; iv) to continue to monitor H36 as a C2 and request costings from the stonemason for possible repair in future; and v) to accept the low risk posed by H30 and leave it "as is".

ii) Bench Request: Consideration was given to a request to install a new bench in Padstow Cemetery in front of the Roadway Extension Area. This being a natural extension of the existing public benches and not a memorial bench.

RESOLVED that an additional bench be purchased for the cemetery to be placed in the Roadside Extension Area, namely Figure 4 bench as outlined in the agenda report, and it was agreed this will not be a memorial bench.

CAF2026/12 **CCTV Policy Review:** Following the recent review of the CCTV system Committee considered a review of the Council's CCTV Policy and associated procedures.

RESOLVED TO RECOMMEND TO FULL COUNCIL that i) the Draft Version 2 of the CCTV Policy be agreed as per the tracked changes as appended to the agenda report (appendix 1); and ii) the Draft Version 2 Procedure for accessing, Disclosing and Handling Data Retrieved From the CCTV System be agreed as per the tracked changes appended to the agenda report (appendix 2).

CAF2026/13 **Community Events 2026/2027 Update:** The updates in respect of i) LJD Coaching Limited – Holiday Programmes, and ii) Remembrance Day were noted.

With regard to the Community Fun Day, the Council Facilities Officer further advised that the charity, Our Only World would also be attending as part of a community engagement programme relating to their Living Wall project.

Consideration was given to the judging and prizes for the Christmas Card Competition and a panel appointed.

RESOLVED i) to appoint Councillors Rees and Mrs Dawe and the Council Facilities Officer as the judging panel for the Christmas Card Competition; and ii) That 25 Christmas Cards be provided to the winner costing no more than £50.

CAF2026/14 **Gift Request:** The request to donate a gift to "the people of Padstow"" was greatly received by Committee and thought was given as to what and where would be best, noting that the donor did not wish this to be a memorial bench.

RESOLVED that thanks be expressed to the member of public requesting to give a "thank you gift to the people of Padstow" and that Committee suggest this kind gesture goes toward the future White Shelter Area Improvement project.

CAF2026/15 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements:**

Councillor G Chapman left the meeting and did not return.

Consideration was given to the draft Plan provided by Council's surveyor and sent in the "to follow" papers, and to the location plan tabled at the meeting. Members were supportive of the proposed location and there was general agreement that the new building should be in keeping with the Community Hub. It was noted that following Committee's decisions at this meeting, a full specification would be drafted for consideration following which, the planning application and tender process could run concurrently to avoid delay.

RESOLVED i) to accept the draft plan for the proposed new toilet facilities in the Lawns Car Park as detailed in agenda report, noting advice still outstanding in respect of a hoist; ii) to confirm the position of the toilets be as detailed in the plan tabled at the meeting; iii) that the roof materials are kept in keeping with the Community Hub roof; iii) that the outside walls are rendered white in keeping with the Community Hub; and iv) the rainwater goods are white and kept in keeping with the Community Hub.

CAF2026/16 **White Shelter Area Improvements:** A report on this item was tabled and read. The Town Clerk further updated that she had received confirmation that the cliff adjacent to the area at North Quay is not registered with land registry. She advised that having flagged the movement of the footpath (leading to Stile Field) with Cornwall Council as outlined in the report, a reply was still awaited. In response to a member query the Town Clerk confirmed that both shelters belong to the Town Council and as far as was known, these are not listed. Consideration was given to appointing members to an informal discussion group as a way forward.

RESOLVED that Councillors Higman, Hoskin and Rees meet informally with the Town Clerk to scope out plans for improvements to the White Shelter Area and report back to the next meeting of Committee.

CAF2026/17 **Date of Next Meeting:** Tuesday 1 September 2026 at 7pm was noted.

Meeting closed 8.04 pm