PADSTOW TOWN COUNCIL
Minutes of the Community and Facilities Committee meeting held on Tuesday 1 September 2026 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors A N Rees (Chair), A Hoskin (Vice Chair), G Chapman, R Higman, K Kent and M Rickard

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

CAF2026/18 **Apologies and Announcements:** i) Apologies were received from Councillor Mrs J Dawe. ii) There were no announcements.

CAF2026/19 **Declarations of Interest:** The following interests were declared:
- Councillor A N Rees: Agenda item 9 North Quay Toilets – Roof.
- Councillor G Chapman: i) Agenda item 12 Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park, and Railway Toilet Improvements; and ii) Agenda item 13 White Shelter Area Improvements.

CAF2026/20 **Public Participation:** There was no public participation.

CAF2026/21 **RESOLVED** that the **minutes** of the meeting held on **7 July 2026** be signed as a true record of the meeting.

CAF2026/22 **Committee Works: i) Update:** The update was noted as per the agenda report. In relation to the Churchyard gate refurbishment, the Council Facilities Officer advised the faculty application decision was likely to be received in November. **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.

CAF2026/23 **New Business Unit Pumping Chamber:** The report on the August repair works, including costs, was noted for information. The Council Facilities Officer further added that the New Business Units were unaffected throughout and that she had appreciated the assistance of Council's contractors, in particular, Michael Vanstones which had been able to help with groundworks at such short notice.

CAF2026/24 **Station House Automatic Doors:** The Chair directed members to the agenda report and the two options for consideration. Members noted the advice of the contractor and age of the doors concluding it would be more practical to replace the whole system.

There was discussion about annual servicing of the automatic doors; it was noted the cost of this was being investigated to enable this going forward.

RESOLVED i) to agree option B for the repair of the Station House Automatic Doors and engage Automatic Doors and Entrance Solutions to undertake the works as detailed in the agenda report, subject to

confirmation of Public Liability Insurance and relevant risk assessments to the satisfaction of Council Officers; and ii) to **RECOMMEND TO FULL COUNCIL** the cost for i) above, being £2,400 plus VAT, be taken from the Capital/projects – minor repairs/maintenance budget 2026/27.

CAF2026/25 **Tree Works:** Committee noted the update regarding the Churchyard yew trees and Hill Steps pruning works to be scheduled in September/October. Committee understood the planting was a condition of previous tree works applications and therefore needed to take place.

RESOLVED i) to instruct the contractor to undertake the Plantation planting works a per paragraph 4.3 of the agenda report at a cost of £583.37; and ii) that the additional whips be planted by the contractor in appropriate places in Plantation, keeping the Council Facilities Officer informed.

Cllr A Rees left the meeting whereupon the Vice-Chair Councillor A Hoskin assumed the Chair

CAF2026/26 **North Quay Toilets – Roof:** Members considered the Garland Stress-Ply Flex system proposal to be the better option given its longer and more robust guarantee. It was noted that in addition to the quote, it was possible that parts of the deck roof would need to be replaced when made visible. An estimate for this was being sought and officers would keep Committee updated.

In response to a member query, it was confirmed that a quotation for works had only been sought from Nicholas Roofing Company, this being the company whom Council had commissioned to undertake the inspection as a specialist contractor.

RESOLVED i) To engage Nicholas Roofing Company to replace the North Quay Toilet Roof using the Garland Stress-Ply Flex system as per their quotation of £12,162.60 plus VAT; ii) that the toilets be closed during the works; iii) that works be scheduled to commence in November and to avoid delay the exact date and any minor amendments to the project be delegated to the Town Clerk in consultation with the Committee Vice-Chair; and iv) to arrange for any vegetation to be cleared by Council's tree contractor.

Cllr A Rees returned to the meeting whereupon he resumed the Chair.

CAF2026/27 **Amenity Planting :** <u>Railway Car Park Planting:</u> There was much discussion of this item. It was felt by members that the planters by the Lobster Hatchery and on the island in the Railway Car Park are not working as they are. The location and height seeming to encourage members of the public to sit/climb on them, damaging the plants and preventing them from establishing.

There was support for re-establishing the flower beds on the steps at Station House using a local nursery as outlined in the agenda report. With regard to the sleeper beds, Committee wished to explore alternative options for these spaces. In response to a member query, the Assistant Town Clerk/Assistant RFO reminded members that the Council's Health and Safety Advisor had outlined against parking of any kind in the area next the Lobster Hatchery due its proximity to the pedestrian walkway.

There was a general discussion of the towns lack of amenity planting, in particular on the approach into Padstow. It was suggested that hanging planters be explored for Station House.

RESOLVED i) Not to take any action in respect of the 5 raised planters in the Railway Car Park, instead to investigate alternative options, in particular the Lobster Hatchery area planters; ii) a) to appoint the local nursery to undertake works to the beds adjacent to the Station House steps as per appendix 1 of the agenda report, excluding the removal of soil [this to be undertaken by Maintenance Team], specifying that established plants be used and option a, mulching compost, be used for weed suppression and moisture retention; b) to take up the option of a 1-year aftercare package; and c) that works are subject to receiving details of PLI and risk assessments to the satisfaction of Officers; and iii) to investigate hanging basket options for Station House.

Volunteer Scheme: Committee welcomed investigation of a volunteer scheme and considered it positive to already have public interest for this. The additional cost to insurance of approx. £42.50 per annum was noted. There was support for starting with gardening activities in the Cemetery with a view to moving to other Council areas if successful.

RESOLVED TO RECOMMEND TO FULL COUNICL that an over 18s volunteer scheme for gardening activities on Town Council land be developed and appropriate insurance be obtained as per 5.1 of the agenda report; further detail to be brought to the next Committee meeting with a view to advertising the scheme in January 2027, focusing first on Padstow Cemetery.

CAF2026/28 **Community Hub Update:** The update was noted as per the agenda report. Committee was pleased to note how much the Hub is used and the Council Support Officer's continued efforts to increase this further.

Councillor G Chapman left the meeting and did not return.

CAF2026/29 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilets Improvements:** Members were referred to the report in the "to follow" papers and the considerations therein.

There was discussion of the locking system for the accessible toilet. Members were concerned that a radar locking system would limit use of the facility which would be one of only two. It was thought best to use magnetic timer systems on both facilities, noting this would mean the accessible toilet and hoist would not be available 24/7. To mitigate this, members wished to see clear signage directing public to the accessible toilet in the Railway Toilet outside of the timed hours. In response to a member query, officers would seek clarification from the surveyor as to any building regulation issues for a shared accessible and baby changing facility.

Consideration was given to the revised timescale which had slipped, with works not being expected to start until January 2027. To avoid further delay, Committee was agreeable to the Planning Application and Building Regulations application being submitted concurrently. It was understood this would carry the potential risk of abortive costs in relation to the Building Regulations application should any unforeseen changes to the project arise from the Planning application.

Committee was pleased to note 7 expressions of interest had been received to date.

RESOLVED i) to agree the specification and accompanying plans as the tender documents for this project as appended to the agenda report in the "to follow" papers subject to:

a) Cory Toilets: Drawing to the attention of the surveyor that these are not referenced in Section 1 "THE SITE" and "WORKING AREA" and that these are close to the highways/harbour;
b) New Lawns Toilet Block: i) Agreeing option 1 – Block finish to be the same as the Hub; ii) Any areas not covered by tile to be painted with white anti-mould paint [walls and ceilings]; ii) including electric door timers with push to exit buttons on both facilities, no radar keys; iii) Removing "Toilet Roll Holder" – PTC to purchase holders for contractor to fit; iv) Urinal being stainless steel if possible; v) Deleting reference to removal of existing extractor fans;
c) Railway Toilets: i) Stating walls (above tiles at 2.50m) and ceilings to be painted with white anti-mould paint; ii) Removing reference to Ladies and Men's WC under ventilation;
d) Community Hub: Including installation of 2 additional bollards in front of the parking spaces opposite the courtyard area of the Hub;
e) Plans: Ensuring drawings and reference numbers in specification link up and references to black plastic are updated to white as per Committee' previous decision.

ii) to note the timescale for expressions of interest and the updated project timeline and acknowledge the start date for works is dependent on the planning application decision date with earliest expected start date being January 2027;

iii) to agree that both planning and building regulation applications be submitted concurrently to minimise delay to the timeline and noting the risk of possible abortive costs;

iv) to agree that both planning and building regulation applications for the project be submitted by the surveyor as per the costings detailed in the "to follow" report noting that this does not include fees due to the local authority, building control, or any necessary professional fees arising;

v) to delegate to the Town Clerk in consultation with the Committee Chair any minor amendments which could impact the timescale of the tender process should any matters arise.

CAF2026/30 **White Shelter Area Improvements:** Consideration was given to the agenda report in the "to follow" papers. Members were supportive of the proposed way forward considering that the approach be one of refurbishment. Committee was keen to see this project begin to move forward and to see items for the maintenance team incorporated into the schedule. There was support for the idea of a mural and wished to see this investigated further.

RESOLVED i) to agree with the former Committee's consideration of the White Shelter area improvements being that "the area does not need much improvement and would like to see it developed into a safe, low maintenance and attractive space for the enjoyment of all". Furthermore, that the area be freshened up rather than over complicated;

ii) To give notice to Biffa/CC in respect of the occupied space used for bin storage, notice period being to the end of March 2027;

iii) To agree the proposed approaches as set out in 5.D, E, G, and F of the agenda report relating to paving slabs and crazy paving, planter/containers, installation of lighting, and plastic seating to replace wooden benches in situ;

iv) To investigate cost and location of mural for the area;

v) That the agreed recommendations as outlined in condition reports be addressed as per section 4 of the agenda report subject to liaising with Padstow Harbour Commissioners regarding suitable cleaning solution for crazy paving and investigating possibility of maintenance team undertaking replacement of slabs on raised area.

vi) That actions from v) above now be incorporated into work schedules and Council's surveyor now be instructed to draw up a specification for the refurbishment of White Shelter.

CAF2026/31 **Date of Next Meeting:** Tuesday 3 November 2026 (budget) at 7pm was noted.

Meeting closed 8.04 pm