PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITEE: 7 JULY 2026

AGENDA ITEM 10i: Churchyard: Churchyard Gates Refurbishment

1. Background

1.1 Committee at its meeting on 24 March 2026 **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.

1.2 The South East Entrance gates are listed:
https://historicengland.org.uk/listing/the-list/list-entry/1289858?section=official-list-entry

1.3 A Historic Environment Planning Officer from Cornwall Council (CC) has confirmed that refurbishment works (like for like) to the gates wouldn't need to go through Cornwall Council for listed building consent as it forms part of the 2010 Ecclesiastical Exemption (Listed Buildings and Conservation Areas) (England) Order, and that consent would be required from the Church of England Faculty system. However, if you are altering the gates then this may need to go to Cornwall Council for listed consent.

1.4 The Council Facilities Officer arranged to meet with the following two companies on site:

i) MGC Engineering Ltd
ii) Garry Johnson (recommended by the secretary to the Diocese of Truro)

2. MGC engineering Ltd

2.1 Appendix 1 outlines points raised at the site meeting.

2.2 MGC Engineering Ltd was unable to provide an accurate quote, instead seeking further guidance. However, ballpark figure of £4,000 was provided originally dependent on the type of refurbishment. He suggests two levels of refurbishment:

a) **Full Refurb/Replacement:** This will involve removal of gates from site with the understanding they would need to be cut off to undertake the work, when reinstating these will be repositioned. (NB: The gates are currently set within the stone pillars on either side). Sandblasting will highlight the true state of the gates and what they have to work with. Costings dependent on the state of the gates following the sandblast which they could refurb the same as it.

b) **Small Refurb**: This would involve gates being in situ and being sandblasted onsite. Not clear how this would work in practice and how the area would be protected. Main focus would be to make safe and tidy up.

2.3 MGC Engineering did outlined an alternative could be to replace the gates with something similar. This option being more cost effect than a full refurbishment.

3. Garry Johnson

3.1 Appendix 2 is a report and pictures which Garry Johnson provided. He confirmed that he uses traditional methods, having worked on listed church gates before.

3.2 The Council Facilities Officer did speak to him about potentially installing another new bolt to the large gate (image 2) so that it could be secured in the open position. He confirmed this would not be an issue.

3.3 Mr Johnson's quotation was £5,250 is as per his report, with the proviso: "*Due to the excessive corrosion, the full extent of the work required is not currently visible. I will therefore provide a quote for the work described below. Any additional work required will come with an additional charge.*" Also noting that quote of £5,250 is using steel, if Committee wanted to use wrought iron this would be additional cost of approximately £1,500 extra.

3.4 Garry did think one of the smaller gates required a new socket (image 5) which is potentially unsafe if left as it currently stands for too long. The full weight of the gate is held by the top bracket.

4. Approvals

4.1 It is understood that the refurbishments suggested by each company as detailed in item 2 and 3 above would fall under refurbishment and only require Church of England Faculty system approval.

4.2 However, a replacement would require approvals from both Cornwall Council Planning and Church of England Faculty system. If preferring to look into this route, Committee may wish for officers to investigate who installed the kissing gate out of the churchyard on to Church Street, as the company may still have the design which can be more easily recreated for the South entrance and maybe most cost effective.

4.3 Also, thoughts on what would happen to the existing gates, particularly as they are listed.

5. Way forward

5.1 Committee thoughts are welcomed, understanding these gates are never closed, instead remaining in the open position, but are listed and noting that there some potential health and safety issues that do need to be addressed.

Appendix 1

Notes from site meeting with MGC

- The gates aren't used as kissing gates anymore and just left open. There is a lot of rust damage, mostly to the scrolls (swirl sections) of all the gates, which could be a H&S risk as the scrolls are leaving some sharp ends.
- Gates are not secured in place and can be moved.
- Removal of the gates from MGC engineer's thoughts may mean cutting off the hinges at the wall, so not to cause damage to the historic wall. So will need to be re-hung in a slightly different position.
- Sandblasting away from site would cost (roughly estimated) around £800, but a lot of damage could occur from this process, especially in the scrolls sections which are in bad condition. Once the shotblasting has taken place, they would be able to assess better what needs doing and be able to price the next stage and options. However, not sure this will be acceptable for a 'listed' item if to go via Cornwall Council/Church of England process.
- Scroll sections are the concern as they aren't easy to recreate. It is likely it cannot be purchased and would need to be handcrafted, which translates into a considerable cost to fabricating these detailed scrolls.
- Another option is doing a smaller refurbishment. Possibly looking to sandblasting onsite, take away sharp edges, possibly weld-in some gaps and re-painting. Maybe look to secure in place so they don't move. However, this would just be a temporary refurbishment. Would make them look better and last a little longer but wouldn't be restoring them.
- The larger gate doesn't sit flush against the stone wall (as too long) and so end rests against the granite memorial surround the other side.
- The larger gate is in the worse condition with scroll sections. The smaller gate sections do have some finials missing or misshaped. These could be repaired/replaced on site if necessary.
- Price really depends on if Committee want to:
    a. Remove them from site with the understanding they would need to be cut off and repositioned to undertake the work
    b. Sandblasting will show what the company has left to work with, then there are different option levels of refurbishment (i.e. same as it was or just replacing with something similar but not as costly)
    c. Sandblast onsite, small refurbishment to make safe.

Appendix 2

Report sent from Garry Johnson

Due to the excessive corrosion, the full extent of the work required is not currently visible. I will therefore provide a quote for the work described below. Any additional work required will come with an additional charge.

Firstly, the removal of the three gates. The gates are constructed with a turning pin at the base, while the upper hinge is what is known as a bearing and strap, which is then pinned together. I hope to be able to remove them without any invasive work being required to the wall or the bearing that is built into the wall. A new pin and strap will be required for each gate. Please see attached image No. 1.

The main larger gate (see image No. 2) appears structurally sound but does require considerable work. It would appear that all the scrollwork will need replacing. This will be carried out sympathetically using traditional methods, creating a virtually identical replacement. The upper panel, where the two arcs meet, will also require replacing.

The outer of the smaller gate (see image No. 3) will also require extensive work to the scroll panel and may need complete replacement, again carried out using traditional methods. A new bolt is required, as the original is missing. Finally, one of the finials is excessively bent and should be straightened.

The inner of the small gates (see image No. 4) scroll panel appears to be in slightly better condition, so some of it may be able to be reused. However, considerable work will still be required. Two finials will need to be made to match and fitted. The bolt will need to be repaired. One of the vertical bars just above the scroll panel will need attention.

Image 3

Image 4

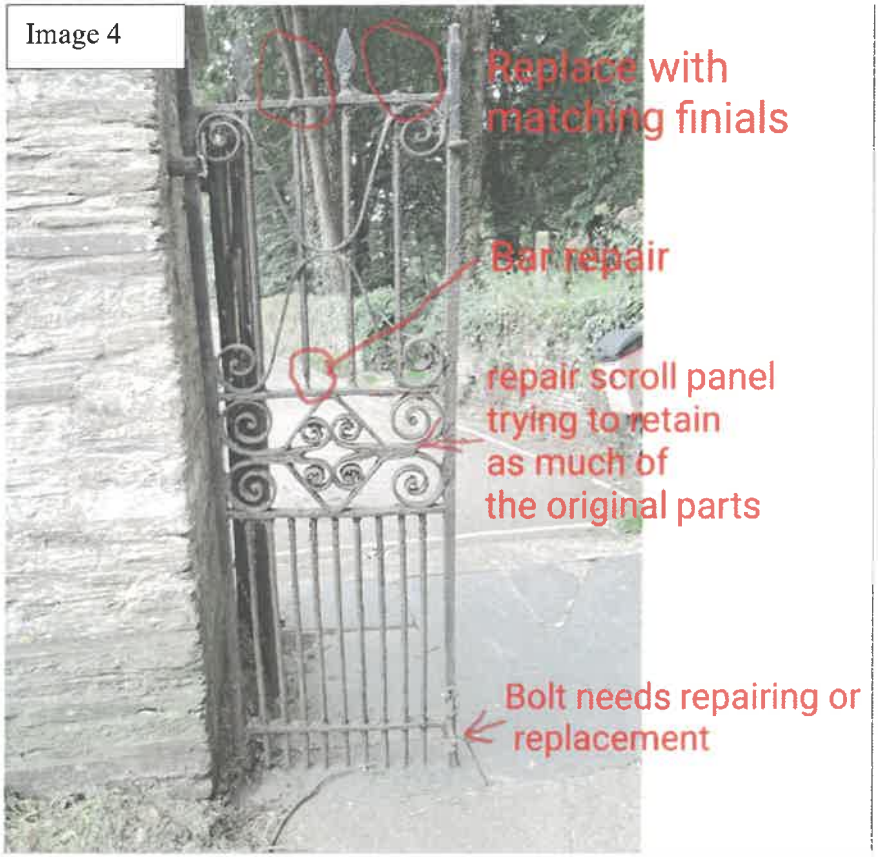
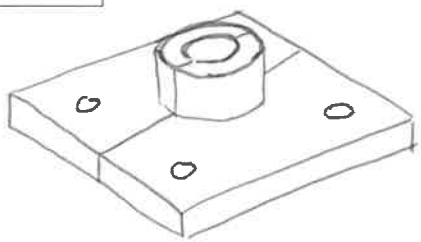


Image 5



To make the outer of the small gates safe, a socket and plate will need to be made so the turning pin is held in place (see image No. 5).

The quote for the works described above using mild steel (using wrought iron would be considerably more expensive, possibly an extra £1500 to the cost) including shot blasting and painting (which will be carried out by a third-party specialist), is £5,250. Any additional work that comes to light after shot blasting will be charged at a rate of £40 per hour plus material costs if wrought iron is used. Following the shot blasting and a re-evaluation of any additional work required, I will inform you of any further work identified.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 7 JULY 2026

AGENDA ITEM 10iii: Churchyard: Cremation Plots Administration

1. Background

1.1 The Town Council has undertaken the administration of the churchyard cremation plots – both interments and memorials. This being an historic arrangement and likely a local arrangement as it is understood this is unusual and isn't something that happens anywhere else.

2. Latest

2.1 Conversations have been taking place with Padstow Church to bring this back in line with proper arrangements whereby the administration of the churchyard cremation plots would revert back to the Church to administer, whilst the Town Council would continue to maintain the closed churchyard.

2.2 From the perspective of the public, the process will become more straightforward as they will now only need to contact the Church to arrange these matters. At present they must contact the Church for availability and the Town Council to administer. The Church will administer the plots in the same way as other Churchyards in line with canon law and the Church of England burial fees and charges, making the process more straightforward for organisations supporting burials, such as the Funeral Directors and Stonemasons.

2.3 The Council's current practice of issuing Reservation Agreements is necessarily complex. It safeguarded the Council and the expectations of bereaved family members in this unusual situation. This practice will no longer be necessary as the Church will administer plots in the conventional manner for Churchyards. Furthermore, there will no longer be tablets placed without ashes, unless in exceptional circumstances approved by the Chancellor (such as lost at sea). It is worth mentioning that this practice was due to be reviewed by the Town Council to reflect the need to manage the number of cremation plots available. A future item will be brought to Committee in this regard in relation to the Cemetery

2.3 The current memorial tablet conditions relating to size, style and material are directed by Faculty and as such will remain unchanged.

3. Way Forward

3.1 As this is a reversion to the Church there is no requirement for formal documentation to enable the Church to administer future burials/memorials, this can happen with immediate effect. The Town Council may wish to receive a letter to confirm the same for its own audit purposes. The Church is confirming with the Chancellor as to the appropriate documentation to formally "tidy up" the transfer of the existing burials/memorials from the Town Council to the Church.

3.2 The Church is happy that this arrangement be undertaken with immediate effect and Council Officers are committed to ensuring a smooth handover and happy to provide "behind the scenes" support to the Church Administrator following the transition.

3.3 The Church has confirmed that "a line in the sand" will be drawn from this moment on, therefore no historic funds will be transferred, and existing arrangements will be honoured.

3.4 All enquires will now be referred to the Church Administrator.

3.5 Separate burial records have been kept in respect of the Cremation Extension Area and these will be transferred to the Church. Records related to the Original Cremation Area were recorded in books with combined cemetery and churchyard records, these will therefore stay with the Town Council. However, the Church holds electronic copies of all the burial book pages related to the interment of ashes in the Churchyard and annually the Town Council sends copies of any pages which have been updated in that year. Conversations will continue with the Church as to ensure the Church electronic copies of the Original Cremation Area records are up to date.

4. Town Council Role with Churchyard

4.1 It has been confirmed that as a closed Churchyard the maintenance of the Churchyard was transferred to the Town Council. This remains unchanged. Therefore, the Town Council will continue with this responsibility. However, it will have no authority over interments, memorial approvals, reservation of plots and Ecclesiastical regulations.

4.2 The Church has requested that the Town Council continue to undertake the role of excavating and backfilling cremation plots. The Town Council would charge the Church for this service. Currently the Town Council charges £90 (same for resident and non-resident). There are also additional charges for interments taking place on a Saturday (£90) or Sunday/Bank Holiday (£180). Burial fees and charges, including these are considered annually by Committee during budget setting.

5. Update Information / Communication

5.1 Any reference to the Churchyard administration will need to be amended within Town Council documents, Policies and its website. This to be removed and where required contact information of the Church Administrator provided.

5.2 It's considered that when anyone contacts the office in respect of the Churchyard cremation plots these can be redirected at that time. However, it is advisable that funeral directors and stone masons that regularly service the Padstow area are contacted to advise of this change. This could be via a joint letter with the Church.

5.3 Current reservation holders whose plots are reserved and unused have paid the Council a reservation deposit which under the current practice is deductible from the interment fee when it becomes due. There are

approximately 24 plots this equalling to about £480. It will be necessary to liaise with the Church regarding the management/refund of these deposits and to contact these Reservations Holders to update them on the future administration.

6. Committee Considerations

1. **To note** administration of the Churchyard Cremation Plots reverting back to the Church with immediate effect.
2. **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.
3. **To note** update of Council's website and documentation to reflect this change.
4. **To recommend to Council** amendment to relevant policies to reflect the change in administration of the Churchyard Cremation Plots.
5. **To give consideration** to the Town Council undertaking Cremation Plot excavations and back filling as per the prices outlined in the Town Council's current fees and charges.
4. **To give consideration** to a joint letter being sent to relevant funeral directors and stone masons to communicate this reversion and provide Church contact information from this moment forward.

PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: 7 JULY 2026

AGENDA ITEM 15: COMMUNITY HUB IMPROVEMENTS, PROPOSED TOILET FACILITIES LAWNS CAR PARK AND RAILWAY TOILET IMPROVEMENTS

1. Background

1.1 Committee considered the above at its last meeting Committee outlining:

"New toilet block in Lawns Car Park to be located to the righthand side of the Hub as a separate building, preference being two toilets – 1) disabled and family toilet with a hoist, if possible; and 2) unisex to include a toilet and urinal in the same space."

The above and other points raised at the meeting and the information detailed in the report were fed back to the Surveyor.

2. Latest

2.1 Appendix 1 is draft plan of the proposed toilets from the Surveyor following Committee's consideration of the same.

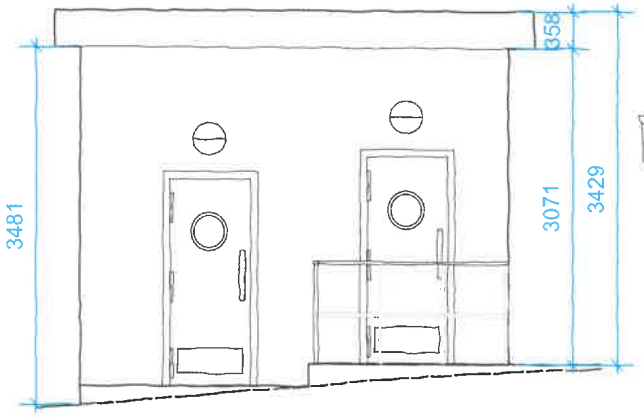
2.2 He advises that he has contacted a specialist hoist designer/installer for design information and recommended room sizing to allow for a carer within the same space. He is awaiting their response and outlines that the plans are currently held in "draft" and will be revised to show a hoist once this detail is received.

3. Timetable

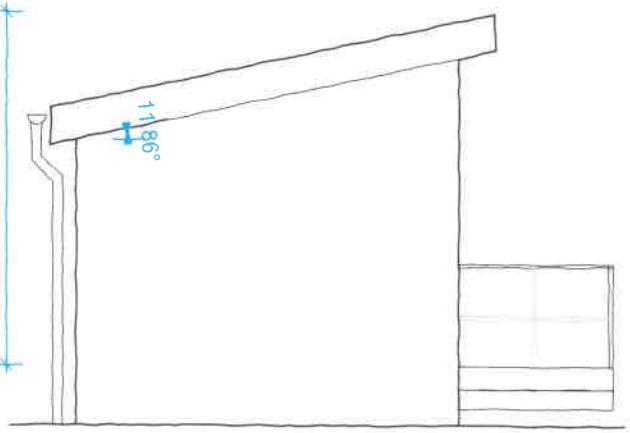
3.1 The Town Clerk has requested the Surveyor provide a revised timetable which also includes planning. She has also sought confirmation on working up the other matters for the Railway and Cory toilets and Hub works. It's understood once a plan for the toilet block is agreed then full specification and detail can be drafted, alongside the other works.

4. Committee Considerations

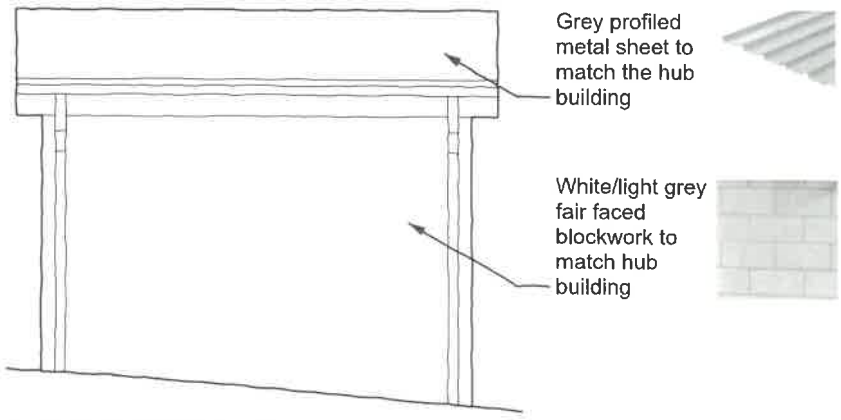
4.1 Committee's view as to the draft Plan are welcomed in order to fed back to the Surveyor.



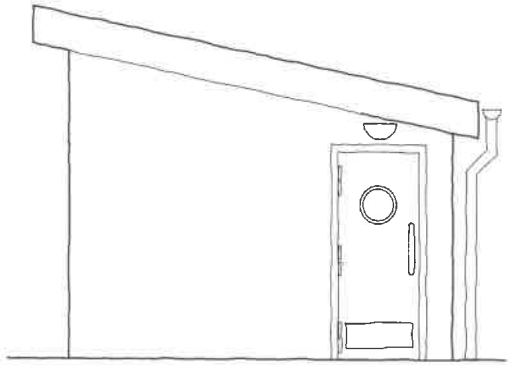
WEST ELEVATION @ 1:50



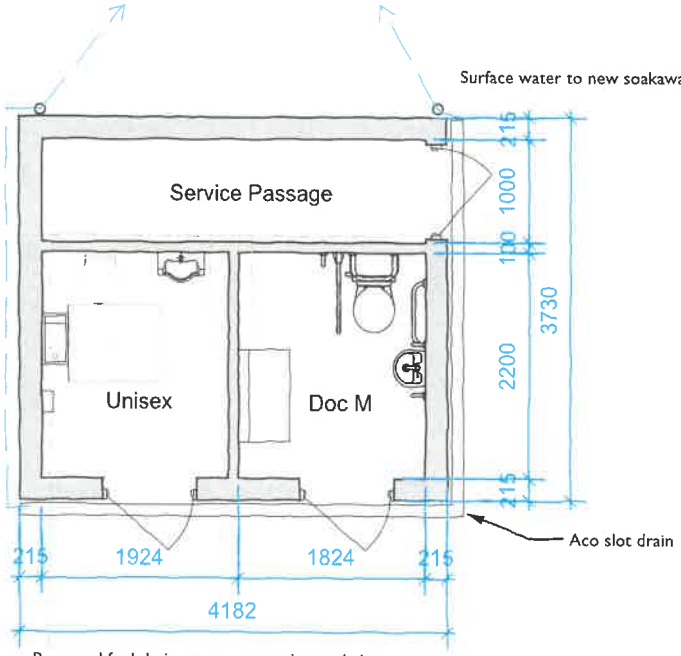
NORTH ELEVATION @ 1:50



EAST ELEVATION @ 1:50



SOUTH ELEVATION @ 1:50



GROUND FLOOR PLAN @ 1:50

Scale = 1:50

0m 0.5m 1.0m 1.5m 2.0m 2.5m 5m

N O T E S:

Drawings are based on survey information and may differ from what is present. Do not scale from drawing. All dimensions are to be checked on site and any discrepecies notified to the Surveyor, in writing, prior to proceeding. Only figured dimensions to be used

N

Materials:
Roof - Grey profiled metal sheet
Walls - White fair faced blockwork
Doors - Grey metal SS 316
Rainwater goods: Black plastic

Lawns Car Park WC's, Padstow

Title **PROPOSED WC'S DETAILS - Option 3**

Scale As shown @ A3 **Date** June 2026

Drawn RG **Checked** RG **00000.12**

DRAFT

Purpose:

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Appendix 1

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