

## PADSTOW TOWN COUNCIL

### Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 16 October 2018 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

**Present:** Councillors K Freeman (Chairman), F J Bealing, R Higman, D N Vivian and C Watson-Smyth

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker) and Councillor R Clark (part)

- HRT2018/24**      **Apologies for absence:** Apologies were received from Councillor A Rickard.
- HRT2018/25**      **Announcements:** There were no announcements.
- HRT2018/26**      **Declarations of Interest:** Councillor C Watson-Smyth declared an interest in part of Agenda Item 16: Projects and budgets 2019/20 (including fees and charges).
- HRT2018/27**      **Public Participation:** There was no public participation.
- HRT2018/28**      **Minutes: RESOLVED** that the Minutes of the meeting held on **Tuesday 19 June 2018** be signed as a true record of the meeting.
- HRT2018/29**      **Works Programme:** The updates were received as per the agenda paper. It was noted that it had not been possible to progress CCTV at this time and therefore it had not been included as a specific agenda item. The Camel Roadway would form part of the budget discussions.
- HRT2018/30**      **RESOLVED** to amend the agenda order to take Agenda Item 11: CC Parking Enforcement before Item 7.

**CC Parking Enforcement:** The Town Clerk provided an oral update on this item. CC had been approached with Council's £10,000 budget for additional car parking enforcement however CC had not been able to offer the additional provision on this scale. A report from CC outlined that just under 14 additional hours had been provided during July at a cost of £700.80 and just over 11 hours during August at a cost of £501.60. Further, these were made up of approx. 2 hour blocks of enforcement.

Members were dissatisfied at paying travel costs for such small amounts of enforcement time. It had originally been anticipated Enforcement Officers would be spending much larger periods of time within the Parish thereby providing a more acceptable cost-benefit of travel fees. The Town Clerk added that they had reflected the travel costs from site to site i.e. therefore if travelling from Padstow to St Merryn this would reduce our costs rather than to Bodmin. However, she had noticed some anomalies to these and would raise with CC.

Mention was made that CC's report lacked a lot of further detail which was necessary to identify the overall benefit of the additional hours and value for money. It was noted that the Town Clerk would raise concerns with CC, other matters to raise included:-

- not having information regarding enforcement hours provided by CC;
- length of some travel times;
- not having a breakdown of the areas/ streets visited during the additional hours as per those outlined in the SLA;
- not having prior notification of the Officers arrival therefore difficult to check the record sheets as not previously advised of our paid visit;
- confirmation that the hours paid for by PTC were solely used for on-street and did not include Link Road Car Park,
- Number of logs and tickets issued on CC time as well in order to provide more accurate understanding of the benefit of the additional provision;
- Detail on where the number of logs and tickets issued on our visits were made.

The Town Clerk would update Committee accordingly once with further detail was forthcoming.

## **HRT2018/31**

### **Projects 2018/19 and Budget 2019/20 (including fees and charges):**

Budget Projects 2018/19: The update was noted for information. The Responsible Financial Officer (RFO) advised that these would be further updated for the meeting of the Finance and General Purposes Committee.

Budget 2019/20: Consideration was given to the £150,000 in the Business Plan for the Lawn Car Park improvement work. It was thought prudent to increase this figure due to likely increases in costs since the item was first considered. Members wished to see the project undertaken in winter 2019/20. It was noted that, if approved, the original draft could be used to help formulate plans after the November budget meetings, with a view to beginning the formal tender process in April 2019.

Committee were reminded the original Camel Roadway Improvement works were considered prior to the areas inclusion into the PTC Off-Street Car Parking Places Order. This had made some improvement to the use of the area and as such, works could realistically be scheduled for 2020/2021. It was noted that the original idea was to separate lanes for cyclists, pedestrians and motorists and that final costs would depend on the finish.

There was a general discussion regarding future budget for additional CC Enforcement Officer hours. Committee noted the actual spend in 2018/19 for this item but were keen to retain the option to increase this figure should CC be able to accommodate this satisfactorily. In response to a query, the Town Clerk understood that under the terms of the Service

Level Agreement, Council would not see any return from the charges issued during Council's paid hours until the second year, assuming Council wished to continue.

In considering any other items for inclusion in the 2019/20 budget, committee expressed a wish to include a provision to explore the purchase of the Link Road Car Park.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE TO:**

- a) i) Request for 2019/20 an additional £30,000 in the Lawn Car Park Improvement Work budget, totalling £180,000 subject to seeking clarification on cost from Council's Project Manager and this being updated to the FGP Committee; and ii) that these works take place in winter 2019/20 and the Business Plan be updated to reflect the same;
- b) No change be made to the Camel Roadway Improvement budget and that these be moved to 2020/21 within the Business Plan
- c) Request for 2019/20 £10,000 for additional enforcement patrols from Cornwall Council for Padstow and Trevone but that this be reviewed by the FGP in consideration of any further update received relating to the 2018/19 enforcement report; and
- d) Request for 2019/20 £10,000 for investigation and legal fees to explore the purchase of the Link Road Car Park, should Cornwall Council wish to devolve the asset.

**HRT2018/32**

**Car Park Update:** Updates regarding Parkeon, Car Park Tickets and RingGo were noted as per the agenda report. Committee considered the recommendations of the Responsible Financial Officer in respect of continuing with the services of G4S and keeping to the current car park fees. It was noted that changes to the car park fees would incur significant costs in regard to amending the Parkeon Machine and RingGo software, as well as updating signage and the Car Park Order.

**RESOLVED TO RECOMMEND TO COUNCIL** to continue to use G4S for Council's car park cash collections and **TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT** no change be made to the car park fees for 2019/20

**HRT2018/33**

**Season Ticket Procedure:** There was a general discussion on this item. Members expressed concern as to whether the season tickets were too heavily subsidised. Comment was made that the number of second/holiday homes had increased significantly and that very few local workers or residents purchased tickets.

The Town Clerk highlighted that the season tickets did not guarantee holders a space. Some members considered that when used by holiday homes, vehicles were likely to be parked for an entire week, prohibiting turnover. The Responsible Financial Officer advised that she would be comfortable to see the tickets increased but would not like them to go beyond 35.

Committee was satisfied with the procedure outlined in the Season Ticket Information Sheet and were in agreement that it be made a more formal policy.

Members considered whether the facility should be withdrawn in future, considering that its subsidy was perhaps not in the best interests of the Parish.

**RESOLVED TO RECOMMEND TO COUNCIL** to i) amend the Season Ticket Information Sheet Procedure to a Policy as outlined in appendix 2 of the agenda report [and appended to these minutes]; ii) a maximum of 30 tickets be made available for the 2019/20 season, sold on a "first come, first served basis" as detailed in the policy; and iii) that from 2020/21, Season Tickets no longer be issued as Committee considered that they are not viable as they are effectively a subsidy by the Council and not in the best interests of the Parish.

**HRT2018/34**

**Free Parking Permit Policy:** This item was discussed with Committee keen that this policy continue "as is" for the benefit of the community. Committee also endorsed the actions of the office in setting a maximum of 7 tickets per organisation.

It was noted that the tickets were issued in good faith and on a trust basis. Groups that had expired were responsible for advising the office as such and returning their permits. Members felt this information should be incorporated on the ticket.

**RESOLVED TO COUNCIL** that i) subject to the inclusion of a maximum of 7 tickets to be assigned to any organisation that no further changes be made to the Free Parking Permit Policy; and ii) that the permits be updated to include information regarding what to do if the group expires.

**HRT2018/35**

**Highway Issue/Query:** It was noted as per the agenda report, Committee's remit extended only as far as working with CC in respect of TROS and Parking Enforcement Issues.

However, the Chairman considered that some aspects of the comments raised by Councillor Clark were shared by others in the community. Members were in agreement that CC should look to improve road safety in the area and were keen to raise awareness of this with CC.

**RESOLVED** to approach Cornwall Councillor Buscombe in the first instance, to assist in raising a traffic safety review of the Parish.

**HRT2018/36**

**Date of Next Meeting:** To be confirmed

**HRT2018/37**

**It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**HRT2018/38**

**Confidential Minutes: RESOLVED** that the Confidential Minutes of the meeting held on **Tuesday 19 June 2018** be signed as a true record of the meeting.

**HRT2018/39**

**Projects 2018/19 and Budget 2019/20 (including fees and charges):** See confidential minutes.

Meeting closed at 8.17 pm