

PADSTOW TOWN COUNCIL

Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquires@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



15 May 2019

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors F J Bealing, M Evans, K Freeman, R Higman, A Rickard, D N Vivian and C Watson-Smyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **HIGHWAYS, ROADS AND TRANSPORT COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 21 May 2019 at 7.30 pm or on the rising of Planning Committee meeting, which ever the later** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

N. Barnes

Kathy Pemberton
Town Clerk

Please note start time for this meeting

Agenda

Press & Public are invited to attend

1. **Election of Chairman/Vice Chairman**
 - i) To **ELECT** Committee Chairman
 - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
2. To receive **apologies for absence**
3. **To receive announcements (if any):** For information only
4. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
5. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
6. **To agree the minutes** of the meeting held on **Tuesday 5 March 2019** (pg's 1-3)
7. **Committee Terms of Reference:** To receive the Committee's terms of reference and make any recommendations for amendment to Council (if necessary) (pg 4-5)
8. **Clerks Report/Works Programme:** To receive an update for (pg 6) information.
9. **Date of next meeting:** Tuesday 4 June 2019 Time: 7.00 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 5 March 2019 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm

Present: Councillors K Freeman (Chairman), R Buscombe (late), R Higman, A Rickard, D N Vivian and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk Minute Taker)

- HRT2018/40** **Apologies for absence:** were received from Councillor F J Bealing
- HRT2018/41** **Announcements:** There were no announcements.
- HRT2018/42** **Declarations of Interest:** There were no declarations of interest.
- HRT2018/43** **Public Participation:** There was no public participation.
- HRT2018/44** **Minutes: RESOLVED** that the Minutes of the meeting held on **Tuesday 16 October 2018** be signed as a true record of the meeting.
- HRT2018/45** **Clerk's Report/Works Programme:** was noted for information. Comment was made that if the Town Clerk was unable to ascertain information regarding enforcement to contact Councillor Buscombe or the CE, as she offered her support to Councils at a Community Network Meeting.
- HRT2018/46** **Lawns Car Park Improvements:** Committee was referred to the detailed report in this regard, including the draft specification of works for consideration. There was much discussion on this item, in particular around whether the project should be taken forward on its own or jointly with the proposed MUGA. Comment was made that the proposed MUGA was still being taken forward by the Leisure, Tourism and Open Spaces Committee, ideas had yet to be fully formed and information and support were being requested from Sports England. Comments was made that the improvement works to the car park should be taken forward this winter, as it was very much needed furthermore the increase in car park spaces would start to generate income for other projects, including the MUGA. Some concern was expressed around potentially damaging the car park when doing the MUGA works. The Town Clerk had sought the advice of the Project Manager and he didn't foresee this as a concern. He further suggested that perhaps when Council decide to progress with a MUGA it could be incorporated with the potential improvements to the Camel Roadway on the Railway Car Park.

Consideration was given to the draft schedule of works; the following amendments were given:

THE SITE/EXISTING BUILDINGS

Item C: to add "access to the Council Garages and Blockhouse"

SECTION 3 – CAR PARK (3/1)

Item H: Remove “access to the quay” and replace with “access to the Social Club, Core Building, Council Garages, Guide Hut, Blockhouse and public play areas”

Attention was drawn to the timetable. If the works were to take place after October half term 2019 then expressions of interests would need to be advertised in March for 3 weeks. In response to a query, the Town Clerk confirmed that any project over £25,000 was required to be placed on Contract Finder, there was no requirement in the Council’s Financial Regulations to place in the local press. It was felt that instead the works be placed on Council’s website, as well as Contract Finder.

In response to a query, the Town Clerk outlined the process for returned tenders, the Project Manager would need to check the same against the specification and put forward his recommendation in this regard for Committee’s consideration. Committee considered that the Committee Chairman and Chairman of Finance as well as the Town Clerk and RFO should be present for the returned tenders.

RESOLVED i) that Committee was happy for the improvements work to the Lawns Car Park be taken forward as a “stand alone” project at this time in order for these works to commence winter 2019;
ii) to agree the Schedule of Works outlined in appendix A, subject to the changes outlined in the minutes;
iii) to instruct EDS to progress with the Section 278 as per the quotation and detail outlined in the agenda report and that the Project Manager submit planning application as per the previously agreed plan/design;
iv) that any tweaks or minor changes arising from the outcome of iii) above are delegated to the Town Clerk in consultation with the Chairman taking advice from both the Project Manager and EDS. Any significant issues to come back to Committee for consideration;
v) to agree to the project timetable as detailed in the agenda report subject to not advertising in local press but instead on the Council’s website as well as Contract Finder; and
vi) to suggest to the Leisure, Tourism and Open Spaces Committee that they may wish to look to work with this Committee to align the proposed MUGA and proposed Camel Roadway Improvement Projects.

HRT2018/47

Railway Car Park Maintenance/Improvements:

Committee was referred to the agenda report and areas in the Railway Car Park that required attention mainly relating to improvements to the road markings. Committee welcomed the improvements to be made, ideally before Easter.

As per the decision of Council it was agreed not to relet the rental space in the Railway Car Park instead requesting advice to add in an additional parking space. The Town Clerk had sought advice and the Project Manager had confirmed this would be possible as per Appendix 3 to the report.

The Chairman had also commented that the zebra crossing at the bus stop was now in the wrong place, in the middle of the bus when stopped. It was agreed this should be moved down closer to the car park. The Town Clerk had raised with the Project Manager who considered it should be in line with the walkway past the side of the museum, as well as lining on the opposite side of the road and a bollard on the end to protect any passengers waiting to cross the road.

The area of land beside the Hatchery was also discussed due to health and safety reasons as per the agenda report. There was much discussion looking at potential options for improvements as recommendations by the Project Manager. There was some thought as to still having some parking alongside however, overall it was felt that a better solution could be to part hatch, as outlined in Option 1 (Appendix 4 to the report) with movable planters to stop vehicles parking there to be made up by the Maintenance Team. It was considered that this would look good and also should any changes wish to be made later, then they could be.

Committee was happy the Town Clerk seek advice for these works from the contractor who had undertaken the works on the Railway Car Park. The Town Clerk advised that the RFO confirmed any budget for these works could be taken from the Grounds Maintenance Budget. It was hoped the works could be undertaken before Easter 2019.

RESOLVED i) that the Town Clerk approach contractor to undertake improvements works as detailed in Appendix 2 and 3 to the agenda report; including further items as outlined in the minutes such as the zebra crossing the parking by the Hatchery; and ii) **TO RECOMMEND TO COUNCIL** the cost of these works be funded the Grounds Maintenance Budget.

HRT2018/48 **Date of Next Meeting:** Tuesday 21 May 2019 (election of Chairman) and Tuesday 4 June 2019 at 7.00pm were noted.

HRT2018/49 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

HRT2018/50 **Confidential Minutes: RESOLVED** that the Confidential Minutes of the meeting held on **Tuesday 16 October 2018** be signed as a true record of the meeting.

Meeting closed at 6.30 pm

Terms of Reference for the Highways, Roads & Transport Committee

Membership

- The Committee will consist of 7 elected Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 4 elected members.
- The Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity and members of the public can be co-opted on to assist with the recommendations.
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Records of Proceedings

- The Committee will meet on the 1st Tuesday twice a year, June and October at 7pm
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

Responsibilities

The Committee **will have full delegated powers** in respect of –

1. The improvement maintenance and management of Town Council car parks subject to item 6,
2. The improvement maintenance and management of street lighting belonging to Padstow Town Council,
3. Working with Cornwall Council in respect of Traffic Regulation Orders and Parking Enforcement issues.
4. Setting and managing the Council policy on the issue and management of car park excess charges
5. Authorisation of expenditure within the committees budget provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorized by the F&GP Committee,
6. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee,
7. All aspects of Health and Safety that fall within the remit of the committee,
8. The consideration of recommendations of sub-committees, working groups etc under the control of the HRT Committee,

9. The consideration of such matters as may be delegated by the Council from time to time,
10. Consultation with other relevant bodies with similar interests including other Town Council committees and sub-committees and consideration of their recommendations,

To make recommendations to Full Council/F & GP in respect of –

1. Making recommendations to the Council on all matters not within existing policy,
2. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F&GP Committee before November of each year,
3. To consider and submit to the F&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year during November of each year,
4. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents relating to car parks, highways or transport nature,
3. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy future direction and strategy.
4. Making recommendations to the Council on all matters not within existing policy,
5. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 21 May 2019
CLERK'S REPORT / WORK PROGRAMMES**

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HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Railway Car Park	Town Clerk met with contractor to take forward, who provided quote. TC now seeking date to undertake the same.
CC Parking Enforcement	Town Clerk to progress queries.
Roadway to Camel Trail	This has been included in Council's Five Year Business Plan for 2020/21
Improvements to Lawns Car Park	This was discussed by Committee and budget agreed by Council. Project Manager has submitted planning permission, Section 278 request also being progressed. Item expected on Council agenda in respect of preferred contractors lists following requests for expressions of interest, closing date of which is 24 May.
CCTV	It has been agreed this be deferred. Advice to be sought on requirements, legal issue. Cornwall Council has advised on a scheme. However, LTOS will have an on this to a future meeting in respect of anti-social behaviour at the skate park.