

PADSTOW TOWN COUNCIL

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12 June 2019

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors K Freeman (Chairman), F J Bealing, M Evans, 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 18 June 2019 at 7.00 pm or on the rising of Staffing 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

Kathy Pemberton

Kathy Pemberton
Town Clerk

Please note start time for this meeting

Agenda

Press & Public are invited to attend

1. To receive **apologies for absence**
2. **To receive announcements (if any):** For information only
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **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.
5. **To agree the minutes** of the meeting held on **Tuesday 21 May 2019** (Pg 1)
6. **Works Programme:** To receive an update for information. (Pg 2)
7. **Parking Enforcement Hours:** To be update on this matter and discuss (Pg 3) and decide on way forward.
8. **Council Parking Permits – Season Tickets and Free Parking Permits:** To give consideration to these matters and discuss and decide on way forward. (Pg 3-15)

9. **Car Park Updates:** To receive updates on recent improvement works to Railway Car Park and update on future improvement works to Lawns Car Park. (Pg 3)
10. **Date of next meeting:** Tuesday 16 July 2019 Time: 7.00 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 21 May 2019 at the Council Offices, Station House, Station Road, Padstow at 7.48 pm

Present: Councillors F J Bealing, K Freeman, R Higman, A Rickard, and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and Councillor H M Saunders

- HRT2019/1** **Election of Chairman/Vice Chairman:**
i) It was **RESOLVED** that Councillor K Freeman be re-elected as Chairman, whereupon he took the chair.
ii) It was **RESOLVED** that no Vice-Chairman be elected.
- HRT2019/2** **Apologies for absence:** were received from Councillors M Evans and D N Vivian.
- HRT2019/3** **Announcements:** There were no announcements.
- HRT2019/4** **Declarations of Interest:** There were no declarations of interest.
- HRT2019/5** **Public Participation:** There was no public participation.
- HRT2019/6** **Minutes: RESOLVED** that subject to amending "zebra" to "yellow" in the resolution under minute number HRT2018/47, the minutes of the meeting held on **Tuesday 5 March 2019** be signed as a true record of the meeting.
- HRT2019/7** **Committee Terms of Reference:** Members gave particular consideration to the number of times committee should meet. It was felt these should be increased from 2 to 6 in consideration of the projects Committee want to progress, these being the Lawns Car Park redevelopment and Camel Trail improvements. Members noted that additional meetings could be arranged as required but considered that it was difficult to find suitable timings for additional meetings. It was noted that meetings could be cancelled if there was no business to discuss.

RESOLVED TO RECOMMEND TO COUNCIL that i) the Committee's Terms of Reference be amended so that the Committee meets six times a year; and ii) subject to the amendment of i) they be adopted unchanged.
- HRT2019/8** **Clerks Report/Works Programme:** was noted for information.
- HRT2019/9** **Date of Next Meeting:** Tuesday 4 June 2019 at 7.00pm

Meeting closed at 7.59 pm

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 18 JUNE 2019
CLERK'S REPORT/ WORK PROGRAMME**

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Railway Car Park	Due to the poor weather the works were delayed. Contractor now hoped on site Friday 14 June and early part of following. Update on agenda should works have commenced.
CC Parking Enforcement	Update on Committee agenda. Committee Chairman and Town Clerk due to meet with CC enforcement officer on 10 June 2019. Report to be tabled updating on the same.
Roadway to Camel Trail	This has been included in Council's Five Year Business Plan for 2020/21.
Improvements to Lawns Car Park	Update on Committee agenda.
CCTV	It has been agreed this be deferred. Advice to be sought on requirements, legal issue. Cornwall Council has advised on a scheme. LTOS gave consideration to potential CCTV at the skate park but decided instead to install PIR on blockhouse and then review matter going forward.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 18 JUNE 2019**

Agenda Item 7: Parking Enforcement Hours: Committee raised a number of queries following SLA with CC last year (July to September). The CC officer for enforcement arranged to meet with the Town Clerk and Committee Chairman to discuss issues raised and SLA for July to September 2020. The Town Clerk will table update on this matter.

Agenda Item 8: Council Parking Permits – Season Tickets and Free Parking Permits: The Chairman requested these items be placed on the agenda for discussion. Appendix 1 and 2 to this paper are the minute extracts outlining Committee decisions on these issues and reports which went to Committee on these issues at that time. In respect of season tickets at present one tenant has expressed unhappiness at the loss of Season Tickets for 20/21. Appendix 3 outlines the free parking permits issued for 19/20.

Agenda Item 9: Car Park Updates: Railway Car Park: As per the Clerk and Work Programme Update due to the bad weather works have been delayed. Hopefully by the time of the meeting the contractor would have commenced work in this regard and the Town Clerk can update appropriately.

Lawns Car Park: As Committee will know, to avoid delay, Council agreed to the list of contractors who expressed an interest. The Project Manager duly sent the specification. The RFO has booked in date to open tenders, as per Council's Financial Regulations with Councillors Watson-Smyth, Freeman with RFO and Town Clerk. Planning application was considered by PTC's Planning Committee, currently waiting outcome. The Section 278 application has been made (to change the entrance), again awaiting outcome.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 16 OCTOBER 2018**

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.

AGENDA ITEM 9: SEASON TICKET ALLOCATION REVIEW

1. Background

- 1.1 It was requested that the Highways, Roads and Transport Committee review the Car Park Season Ticket Policy prior to the sale of the 2019-20 tickets next February. It should be noted that the "policy" is a procedure note on how to deal with season ticket allocations.
- 1.2 For at least the last 5 years, a total of 30 season tickets have been made available to purchase each year from the first working day of February on a "first come first served basis".
- 1.3 Prior to 2015, the holders of current season tickets were written to, at least twice, reminding them of the tickets expiry date, renewal date and enclosing an application form. It was felt that this gave season ticket

holders preferential treatment and was also a time consuming exercise. Other members of the public were only made aware through noticeboards and the Town Council website. Reasonable notice was given that reminders would no longer be sent and reminders were not issued for the 2015/16 tickets onwards. Further, at Committee's request a more detailed Season Ticket Information Sheet outlining the procedure was produced.

- 1.3 Following the 2017-18 season ticket sales, Committee members expressed concerns as to how the office would prioritise requests received at exactly the same time via 3 methods of contact, being in person, email and telephone. This was addressed in changes made to the Season Ticket Information Sheet (appendix 1) which outlined that priority would be given to "in person requests". This was approved by HRT at their November meeting in 2017 and the updated information sent to all season ticket holders.

2. 2018-19 Sales

- 2.1 Tickets for 2018-19 sold out within one hour of becoming available at 9am on 1 February. Of these sales, 10 were "in person" requests. Operationally, this took 4 members of staff to handle the requests from all mediums in a concentrated volume. The team administered the sales effectively and whilst "tweaks" could be made internally for next year, the system was manageable due to the volume of staff available to assist.
- 2.2 A total of 7 enquiries wanting 11 tickets were received after the tickets had sold out. Of these enquiries only 3 (requiring a total of 7 tickets) were received on the 1 February, only 1 of which was an "in person" request. The remaining 4 enquiries (requiring a total of 4 tickets) were received by telephone or email on 5, 14 and 15 February.
- 2.3 At the February meeting of the Full Council, it was "**RESOLVED** that i) due to the exceptional circumstances this year that all applicants at the time of the meeting on the waiting list 7 in total, be issued with one permit each, no more, even if the applicant had requested more; and ii) the Highways, Roads and Transport Committee review the Season Ticket Policy in a timely matter before next season."

The additional season tickets were sold. However, 1 of the original 30 changed their mind and released their allocated ticket, therefore only 6 additional tickets were sold.

- 2.4 This was the only time in the last 5 seasons that additional tickets were granted.

3. Previous year's sales

3.1 Demand

Season ticket holders have in the main remained largely the same. In the last couple of years, we have begun to see new names/properties purchasing tickets. We are seeing that more holiday/second homes are requesting season tickets, than in previous years.

- 3.2 The following table identifies the number of known enquiries per year and held waiting lists. It does not take into account any telephone enquiries who did not wish to be added.

	Enquirers	Tickets Required	Issued	Tickets Required On Waiting List
2015-16	31	36 (4 then withdrawn by 3 people)	30	2 (for 1 person)
2016-17	29	35	30	5 (including 2 for 2 PTC tenants)
2017-18	27	31	30	1
2018-19	34	41 (1 then withdrawn)	36	4 (for 2 PTC tenants)

3.3 Nature of sales

The speed at which the tickets sold this year for the 2018-19 season was unprecedented. Two contributory factors of this could be:

- i) The updated season ticket information sheet issued which highlighted the prioritising of "in person requests";
- ii) Holiday homes advertising parking with their lets and to avoid disappointment getting in contact the moment they go on sale.

- 3.4 The table below demonstrates the effect that "in person" priority may have had on the nature of ticket sales.

	"In person requests"	Date last ticket sold
2015-16	0	5.3.15
2016-17	2	10.2.16
2017-18	3	6.2.17
2018-19	10	1.2.18 (original 30) 15.2.18 (last request that was issued an additional ticket)

3.5 Typical purchasers

Based on best information available, the table below identifies how the tickets purchased since 2015 have been split across various sectors of the community.

	Holiday/Second Homes	PTC Tenant	Town Centre Business	Local Resident
2015 -16	18	6	5	1?
2016 -17	21	4	4	-
2017 -18	18	5	5	1?
2018 - 19	29	4	2	-

4. Season ticket fees in Padstow

4.1 Padstow Town Council:

The current fee for a season ticket is £400 plus VAT. Ticket holders are permitted to park in either The Railway Car Park or Lawns Car Park but are not guaranteed a space. Tickets can be issued to a specific car registration or property address.

The number of tickets sold are approved at the HRT budget meeting. The RFO would be *comfortable seeing this figure increased to 35 but would not like to see it go beyond this*. The concern is that vehicles which are parked for an entire day prohibit the turnover of vehicles and therefore the number of 2-4 hour parking sessions purchased in any one day.

The Railway Car Park income per car park space for the year ending 31.3.18 is £1,712 pa. For the Lawn Car Park, this is a little less at £1,388 pa.

If committee wish to alter the season ticket fee it would be worth noting that this would require an amendment to the schedule of charges in the Off-Street Car Parking Order by way of public notices in the car park and local press. In 2015 the press fee for this was £231 plus VAT.

4.2 Padstow Harbour Commissioners:

An annual season ticket is offered at a cost of £975 pa for use in the private North Quay Car Park, for which there is a long waiting list.

4.3 Cornwall Council's Link Road:

A 12 month annual pass for the Link Road Car Park is £288 pa but is not transferable amongst vehicles and must be registered to a specific vehicle registration.

5. Season ticket fees amongst other Councils

5.1 Committee will recall it requested that season ticket fees charged by other Councils be looked in to. The Support Officer contacted the following Council's in North Cornwall with this enquiry, Bodmin, St Austell, Wadebridge, Newquay, and Launceston. However, it is not known how well the parking needs and fees of these towns can be compared. For example, Padstow has a high demand for short stay tourist parking. Some of the comparison towns may see greater volumes of long stay business parking.

5.2 Bodmin:

Offer parking permits for both the Priory and Rhind Street car parks. Rhind Street car park has only 24 bays for which annual permits are issued at a cost of £288.00 pa.

The Priory car park is much larger and so offers more permit options. These being, Monthly £20.00, Quarterly £55.00 and Annual £200.00.

5.4 St Austell:

Offer a limited number of season tickets for use in the Priory Car Park which are issued on a "first come first served" basis. They are currently

being reviewed for the 2019/20 season but are at present available to purchase at £135 for 3 months, £270 for 6 months and £540 for 12 months. Tickets are also vehicle registration specific.

5.5 Wadebridge, Newquay and Launceston

Wadebridge do not offer season tickets, Newquay do not own any car parks and Launceston only offer weekly tickets but will issue these for as many weeks as are required.

6. Conclusion

6.1 We currently have a formal procedure to undertaken the issuing of Season Tickets, Committee may wish to amend the same to Policy (Appendix 2).

6.2 From an administrative point of view and fairness it's considered the current process does work. However, due to information provided in this report it is evidence that 2018-19 was unprecedented which can be attributed to the upturn in holiday/second home applicants. From the research undertaken there is a waiting list for any parking spaces by the Padstow Harbour Commissioners and Season Tickets from CC require a registration; which is not fit for purpose when letting a property.

6.3 Committee may wish to review the number of tickets it releases for sale (See para. 4.1) if it considers the same influx may happened for 2019-20 and future years. However, to bear in mind potential impact this may have on car park income, or give consideration at the meeting to other ways to best manage this process.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 16 OCTOBER 2018**

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.

AGENDA ITEM : Free Parking Permit Policy

1. Background

- 1.1 Committee advised that it wished to review the Season Ticket process and therefore, we considered it prudent that Committee may also wish to review Council Free Parking Permit Policy.
- 1.2 The current arrangement has been in place for a number of years. The Policy in place is very basic and procedures for the same are historic in how they are taken forward.

2. Current Policy and Process

- 2.1 The current policy is:-

*Padstow Town Council
Free Town Council Parking Permits*

Town Council policy is to –

- *Issue permits to the leaders of voluntary organisations/charities in the town to cover the period that the applicant is involved with the organisation.*
- *Contractors working on site or Council visitors will be issued with a parking permit to cover the period of their visit*
- *Free permits will not be issued to those carrying out paid work or those using the council bandstand.*

- 2.2 In terms of how many are issued each year this is determined by how many apply. Individuals can also request a number at a time therefore, historically the maximum given to any organisation is 7 therefore, this number has not been exceeded. Furthermore, historically the permits have been issued to user/organisation or individual car registration.

3. Current Process

- 3.1 Requests are made via an application form process each year for the voluntary organisations and charities (Appendix 1). Once a completed form is received, permits are sent out with a covering letter.

3.2 The covering letter for each organisation includes the below items and some also have additional information included (as noted in chart – Appendix 2)

- Details that they need to comply with the Padstow Town Council (Off-street Parking Places) Order 2015.
- Making them aware that they will need to contact the office prior to 31 March if they require permits for the following year.
- Photocopied permits are not valid.

Each parking permit has 'Parking Permit Use' section printed on the reverse (copy appendix 3), which gives more detail about complying with our parking order.

4. Considerations

4.1 Committee are asked to review the same and put forward their consideration to any improvements that could be made.



PADSTOW TOWN COUNCIL

Free Parking Permit Application Valid 01.04.18 - 31.03.19

Contact Name

Address

.....
.....

Contact No / Email Address

I wish to apply for a free car parking permit for the **leader** of my organisation/charity for use whilst carrying out the following voluntary work for

Name of Organisation/charity.....

Times of sessions permit needed for

.....

I would like the permit to be issued to (*please delete as applicable):-

***Car registration number / *The organisation/charity named above**

.....

I understand that the Town Council policy is to issue permits to the **leaders** of voluntary organisations/charities in the town to cover the period that the applicant is involved with the organisation. Free permits will not be issued to those carrying out paid work or those using the council bandstand.

Signed..... Dated.....

Please return to the Town Clerk at the above address below

PADSTOW TOWN COUNCIL

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Station Road, Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

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Permits issued April 2018-March 2019 with additional information

Name of organisation/Charity	No of permits	Issue To	For the purpose of	Additional information
Padstow Old Cornwall Society	6	5 x to individual car registration 1 x name of organisation for visiting speakers	Attending meetings between 7pm-9pm. 2018 = 4 April, 3 Oct, 7 Nov, 5 Dec 2019 = 2 Jan, 6 Feb, 6 Marc N.B 9 May AGM 6pm-9pm	The organisation did write to the council in 2013 regarding society member parking which was discussed at a HRT meeting and decided to inform them of the free parking permits, but note that only a limited amount and this could help if they car shared. Have previously had up to 7 permits.
Padstow Sea Cadets	7	1 x chairman 6 x Padstow Sea Cadets	Padstow Sea Cadets Sessions	For a number of years their request has been 7, however have asked for more in past years. Covering letter states 1) 'We understand that your session days and times vary and as such they are generic but request your continued respect for their use' 2) 'The permits are valid for vehicles parked in the Sea Cadet parking area; if this area is full permits are valid for use in the Railway Car Park. Please be reminded that parking on the Camel Road Way area is prohibited.'
Padstow Girlguiding	7	6 x Padstow Girlguiding Meetings 1 x Padstow Girlguiding Business	6 x Attending Tuesday evening Rainbows Sessions 5pm-7.15pm and Wednesday evenings Brownie/Guide Sessions 5pm-9pm 1 x Girlguide Business for occasional use by leaders to carry out maintenance or plan meetings	Covering letter states 'Your application form stated that your leaders need occasional use at undetermined times. I have therefore issued your organisation with 7 permits, 6 for specific use and 1 for generic use. This is the maximum number of permits that can be issued and is in line with the permits issued to your group over the last 4 years. We are appreciate your continued respect for the use of the generic permit'
Padstow Sailing Club	4	4 x Padstow Sailing Club	Padstow Sailing Club Business	Covering letter states 1) 'We understand that the permits are for use approx. 2 hours either side of high tide and to ensure safety, as such are not time specific. We are appreciative of your continued respect for their use.'

				2) The permits are valid for vehicles parked in the Sailing Club parking areas; if this area is full permits are valid for use in the Railway Car park. Please be reminded that parking on the Camel Road Way area is prohibited.'
Padstow Enterprise Youth Club	2	2 x individual car registrations	Padstow Enterprise Youth Club Business Only	Covering letter states 'We understand that your session days and times vary and as such they are generic but request your continued respect for their use'
St Petroc Senior Citizens	2	2 x individual car registration	Attending Thursdays meetings 1.30-4.30pm	Previously had up to 6 permits
RNLI	1	1 x individual car registration	Carrying out duties on behalf of RNLI	Duties such as collecting and banking money from charity collection boxes.
Padstow Museum	2	2 x Padstow Museum	Padstow Museum from 10am - 5pm	

31 Free parking permits given to voluntary organisations and Charities April 2018-March 2019

Other groups that have applied before

- Teazers reading Book Club x 1 permit
- Home Library Service x 1 permit
- Knit and Natter x 1 permit
- Police x 2

Parking Permit Use

3.

Parking Permit users must comply with The Padstow Town Council (Off-Street Parking Places) Order 2015, a copy of which can be viewed online at www.padstow-tc.gov.uk or by contacting the Council Offices on the details below. Breaches of the Order will result in an excess charge.

- **Parking Permits must be displayed facing forward on the dashboard or fascia of the vehicle for the entire duration that it is in the car park. For full clarification Parking Permit users should refer specifically to Articles 6.7, 6.12 and 6.13 of The Padstow Town Council (Off-Street Parking Places) Order 2015.**
- **Parking Permits which are illegible due to damage are invalid.**
- **Photocopied Permits will not be valid and may result in the recall of all permits issued to the offending organisation.**
- **Parking Permits do not guarantee a space or benefit from designated parking. Vehicles can park in any available parking space except coach, motorhome or reserved spaces. If parked in a disabled space a valid disabled badge must be displayed.**
- **Parking Permit users must park vehicles wholly within a parking space and not park in any restricted areas i.e crossed hatching/yellow lines - without exception.**

Contact Info: Padstow Town Council, Council Offices, Station House, Station Road, Padstow, Cornwall PL28 8DA / Tel: 01841 532296 / Email: enquiries@padstow-tc.gov.uk

Free parking permit allocation list

From 01.04.19 – 31.03.20

Free parking permit No.	Name of organisation/Charity	Issued To	For the Purpose of
01	National Lobster Hatchery	National Lobster Hatchery	6 permits for lobster hatchery from 7am until 8pm
02			
03			
04			
05			
06			
07	Padstow Guides, Brownies & Rainbows	Padstow Guides, Brownies & Rainbows	Attending Tuesdays 5pm-7.15pm and Wednesdays 5pm-9pm
08			
09			
10			
11			
12			
13			
			1 x Girl guiding Business - unspecified times for leader
14	RNLI	Car registration	Carrying out RNLI duties
15	Padstow Old Cornwall Society	1 x Old Cornwall Society	Wednesday Meetings 7pm-9pm – 3 April, 2 October, 6 November, 4 December, 8 January, 5 February, 5 March N.B 8 May AGM 6-9pm
16			
17			
18			
19			
20			
21	Padstow Museum	Padstow Museum	Padstow Museum 10 am – 5pm all year round
22			
23	St Petroc Senior Citizen	St Petroc Senior Citizen	Attending meeting Thursdays 1.30pm -4.30pm
24			
25. a	Padstow Sailing Club	Padstow Sailing Club	Padstow Sailing Club Business
26. a			
27. a			
28. a			
29	Padstow Sea Cadets	Chairman	Padstow Sea Cadets Sessions
30			
31			
32			
33			
34			
35			
36	Beach Guardian CIC	Beach Guardian CIC	Various Beach Guardian Duties