

PADSTOW TOWN COUNCIL

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17 July 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 23 July 2019** at **6.30 pm** 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 18 June 2019** (pg 1-4)
6. **Work Programme:** To receive an update for information. (pg 5)
7. **Council Parking Permits – Season Tickets:** To give consideration to this matter and discuss and decide on way forward. (pg 6-7)
8. **Date of next meeting:** Tuesday 1 October 2019 Time: 7.00 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 18 June 2019 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 1 member of the public

- HRT2019/10** **Apologies for Absence:** Were received from Councillor A Rickard
- HRT2019/11** **Announcements:** There were no announcements
- HRT2019/12** **Declarations of Interest:** There were no declarations of interest.
- HRT2019/13** **Public Participation:** 1 member of the public addressed Committee with comments they considered were in relation to agenda items 7, 8 and 9 and included:
- Free parking permits should only be issued for electric vehicles;
 - Parking charges should be increased.
 - Convoy motor vehicle groups should be discouraged from parking due to noise and pollution. Noted these often parked in the Harbour Commissioner car park rather than Padstow Town Council car parks.
- HRT2019/14** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 21 May 2019** be signed as a true record of the meeting.
- HRT2019/15** **Clerks Report/Works Programme:** The Town Clerk advised the Improvements to Lawns Car Park was an agenda item and the report was noted for information.
- HRT2019/16** **Parking Enforcement Hours:** Members gave consideration to a report on this matter having been tabled and read.
- One member commented that at the recent Community Network Meeting, it was noted that Polzeath had its own Enforcement Officer responsible for enforcing dog fouling orders and parking contraventions. The officer not only issued the tickets but collected the fines. Members were keen to learn more about the operation and the Town Clerk confirmed she would contact Polzeath for information. Members considered this would be helpful to know.
- The Town Clerk updated on her meeting with CC regarding parking enforcement hours. With only 3 enforcement officers covering Bodmin to Bude there was a strain on the service, however it was hoped this number would be uplifted to 6 soon following a recruitment exercise.

CC advised that they could increase their previous offer for additional enforcement but admitted that they could not provide the level of service that Council's budget of £10,000 would require.

The Town Clerk queried the travel costs incurred last year, in response CC advised they could offer 2 SLA visits which would incur travel costs but could offer an additional third visit "tagged" on to the end of a core visit without travel costs. They were also able to offer visits outside of the core times this year and welcomed local feedback on when these should be, either earlier or later.

It was noted that during the SLA period last year, 37 excess charges were issued for on-street parking. During core visits, the number of charges were 95 but these would also include any issued in the Link Road Car Park. A member noted that the cost for the service to PTC for last year was £1,707.60 and that CC was receiving in excess of this from the additional excess charges issued, effectively doubling their income at PTC's expense. They further added that previously CC had advised there may be a reduction in costs for any subsequent SLAs. The Town Clerk advised that this point was raised during the meeting and that the CC Officer thought that the number of excess charges was not likely to be enough to trigger discounts. The Town Clerk had asked for confirmation of this and also for clarification on how this was calculated, this was yet to be received.

It was noted that CC was also offering this year to provide a quarterly breakdown of excess charges issued per street. This breakdown would not distinguish between those issued during core visits and those issued during SLA visits. For example during the SLA period 1 July 2018 – 30 September 2018, 7 charges were issued on Trevone Road, 11 on Dennis Road and 53 on Cross Street. CC was also keen to note that the service offered was not just about issuing excess charges but showing a patrolling presence to the public.

Generally members felt the service was not providing best value for money but considered that they should give the SLA another chance for this year. It was felt continuation next year would need to be carefully considered if costs were not reconsidered. Other than number of visits and potential cost discounts no other changes were raised.

RESOLVED to proceed with a Service Level Agreement between Cornwall Council Parking Service and Padstow Town Council for additional parking enforcement in Padstow Parish on the following conditions i) the SLA be for the period 1 July 2019 to 30 September 2019; ii) a total of 3 visits per week be included made up of 2 x SLA visits incurring travel costs to take place between the core times of 10am – 7pm and 1 x visit "tagged" onto a core visit without travel costs to take place before or after core times; iii) Town Clerk to chase any potential discounts; and iv) Town Clerk to request a monthly breakdown of excess charges issued per street.

Council Parking Permits – Season Tickets and Free

Parking: The Chairman introduced this item, he considered that the Council had a moral obligation to keep its tenants happy and he wished Committee to find a way forward in this regard. It was noted that the Committee had previously recommended that Season Tickets not be made available next year. He noted that Council operated a Free Parking Permit Policy.

There was general discussion on the Free Parking Policy. Some members felt that the Free Parking Permits issued to the Lobster Hatchery should be reviewed.

It was acknowledged that the Hatchery was a charity however, it was felt that the Council should not be subsidising people in paid employment on the same basis as those carrying out voluntary work. They further felt that most of the voluntary organisations using free parking permits were using spaces during the car parks quieter times such as early evening, and for shorter times. Hatchery parking was during peak times for longer periods.

The Town Clerk suggested that the current policy needed revision, it had been used year on year without. She considered the whole policy be reviewed and to take account of the different uses and times.

Members noted that the Lobster Hatchery had been parking in the area adjacent to the Hatchery for a number of years but that this area had not impacted on car park revenue unlike the Free Parking Permits. However, due to health and safety concerns raised this had since been revised. Generally members felt that it would be reasonable to issue the Lobster Hatchery 1 Free Parking Permit for their sign written charity vehicle. Free Permits could still be issued to any volunteers such as university students as and when required on the basis that evidence of their voluntary status be provided. The Chairman asked members to consider whether the permits should be rescinded or left until the end of the year. It was suggested by a member that a short notice period should be given as a courtesy before rescinding them.

Members gave consideration to tenants parking, one member considered that tenants should be "taken care of" and commented on the rentals of some properties. The Town Clerk confirmed that rent reviews were undertaken by Council's surveyor and that parking permits was a separate issue and should not be confused.

Some suggestions were made in respect of potential season tickets for tenants. A tenants' pass could be made available to tenants, at a maximum of 2 per tenant. It was noted that this needed wider consideration as not all Council tenants were based in the Railway Car Park, in addition Season Tickets at present are interchangeable in both car parks. The Town Clerk raised that any changes to charges would need to be reflected in the Schedule to the Car Park Order and might also lead to an amendment in the Car Park Order itself, both

would incur costs. She suggested that as the current Season Tickets were valid until 31 March 2020, any changes to charges including new tickets be worked up and discussed at the October Budget meeting. This way any and all changes could be made at once and the car park schedule and order updated only once. The Town Clerk suggested that perhaps ideas on this matter be progressed through a group of members together with an officer and brought back for further discussion.

RESOLVED to rescind the Free Parking Permits issued to the National Lobster Hatchery by 16 July 2019 except for i) 1 ticket issued for use by the sign written charity vehicle; and ii) tickets issued on request for volunteers working for the charity on a temporary basis subject to evidence of their volunteer status being received.

RESOLVED that the Chairman of the Committee, Councillor Evans, Councillor Higman and an Officer meet to to formulate ideas in respect of Season Tickets for tenants and that these be brought back to a future meeting of the Highways, Roads and Transport Committee.

HRT2019/18

Car Park Updates: Railway Car Park: The Town Clerk updated that Michael Vanstones contractor, had begun the relining works in the Railway Car Park. The Town Clerk was seeking confirmation as to the number of bollards needed in the new disabled space, these works would likely be delayed however the remainder of works were progressing subject to weather.

Lawns Car Park: It was noted that the tender documents for the Lawns Car Park Improvement Works had been sent to all interested parties. Deadline for return was the end of June. The tender opening would be conducted as per the Financial Regulations and a date had been set when the Chairman of the Committee, the Chairman of the Council and the Responsible Financial Officer could all attend to open.

The Town Clerk advised that CC had raised a query around the possible removal of trees as part of the works to the Lawns Car Park. It was thought that a tree report may be required and possibly a retrospective planning application if the trees were the subject of TPOs. The Town Clerk was seeking clarification on the issue from the Project Manager.

The Town Clerk updated that she had spoken on an informal basis with the Social Club regarding the works but intended to provide a more formal update to them soon.

HRT2019/19

Date of Next Meeting: Tuesday 16 July 2019 at 7.00pm

Meeting closed at 7.46 pm

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 23 JULY 2019
CLERK'S REPORT / WORK PROGRAMME**

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Railway Car Park	Works completed however; the Town Clerk noticed issue with the new disabled bay. She raised with Project Manager and Vanstones which will need to be corrected, also bollards to be put in place along the same area.
CC Parking Enforcement	SLA is now in place for the season as agreed by Committee. Discounts have been applied for this season to the hourly charges following correspondence and chase up by Town Clerk [<i>Monday-Saturday each £24 was £36, Sunday now £30 was £45 and Bank Hols now £36 was £54</i>]. Town Clerk is very pleased with this also the working relationship with CC in this regard.
Roadway to Camel Trail	This has been included in Council's Five Year Business Plan for 2020/21.
Improvements to Lawns Car Park	Item taken to Council with Project Manager in attendance. Council agreed to adjust plan to take account of concerns raised by Tree Officer. Town Clerk and Project Manager to move this forward with planner in consultation with PTC's tree officer as application currently on hold to await the same. Council also agreed contractor to undertake these works following tender report from Project Manager.
CCTV	It has been agreed this be deferred. HRT to also note that LTOS gave consideration to potential CCTV at the skate park but decided instead to install PIR on blockhouse and then review matter going forward.

Agenda Item 6.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 23 JULY 2019**

AGEND ITEM 7: Council Parking Permits – Season Tickets:

1. Overview

- 1.1 Members will recall that at the June meeting of the HRT Committee it was resolved that “the Chairman of the Committee, Councillor Evans, Councillor Higman and an Officer meet to formulate ideas in respect of Season Tickets for tenants and that these be brought back to a future meeting of the Highways, Roads and Transport Committee.”
- 1.2 This meeting took place on the 15 July at the Council Offices with the aforementioned Councillors and Support Officer, Samantha Daly.
Discussion included:
- A Tenants’ Season Ticket would need to be inclusive of all tenants. It was noted that tenants who had previously purchased Season Tickets over the last 3 years had purchased a minimum of 2 tickets. If 2 tenants’ tickets were made available to all tenants the number of permits required would exceed 30, 30 being the number of Season Tickets previously made available. Members present considered this was not a viable option.
 - It was noted that in the last 3 years only 3 tenants had purchased season tickets. Between them they had purchased a maximum of 6 tickets in any one year. A further 4 tickets were regularly purchased by persons who regularly attended a place of work in Padstow.
 - The option of an Annual Parking Permit registered to a vehicle registration was discussed. It was felt this was more in line with Cornwall Council’s operating practice and would be a suitable provision for those tenants interested in a pass and those traveling to and from a place of work within the town. It was thought that the option to include 2 vehicle registrations could be included on the permit to accommodate those who share permits or have more than one vehicle.
 - A total of 20 Annual Parking Permits could be made available, this number being lower than the previous season ticket number of 30 which Committee previously felt were not in the best interests of the community. The group noted that under this revised scheme, based on previous Season Ticket sales, demand for the Annual Parking Permit might only be for 10-11 permits. The group considered that 20 was an acceptable number which would provide a “buffer” for the office without needing to take the matter to committee should demand increase in any given year. This number could be reviewed in future years. It was felt that there was no need to promote the permits extensively or any need to try and sell them all. The tickets should be made available from the 1st February but, noting the difficulties that “in-person” priority has caused at times, it was felt the permits should be available for purchase via email only. An auto-renewal system providing a cut-off date for payment should also be set up.

2. Car Park Order Implications

- 2.1 The Support Officer has checked Council's Off-Street Parking Places Order and the introduction of an Annual Parking Permit is covered in the current wording of the Order which makes reference to Parking Permits, defined in the Order as "any document issued or approved by The Council that allows a Vehicle to be parked in the Parking Places specified in Schedule 1.
- 2.2 Schedule 1 of the Order will still need to be amended to include an Annual Parking Permit, however this needs to be amended anyway to remove reference to Season Tickets and any changes to the tariffs that Committee may recommend in their October budget meeting. There is a cost to amend the schedule; this is for the publishing of a Notice of Amendment in the local newspaper which Council would be required to do. This cost can be sought when applicable.

3. Committee Considerations

- 3.1 Committee are asked to give their consideration to the proposal below in respect of Season Tickets for tenants:
- An "Annual Parking Permit" (APP) be made available for the period 1 April – 31 March each year;
 - A maximum of 20 APPs be made available per year;
 - Each APP must be registered to a vehicle registration number, up to a maximum of 2, and these registrations must be displayed on the APP;
 - APPS to be valid for use in either the Railway or Lawns Car Park;
 - Applications to be accepted from 1 February 2020 by email only;
 - Unsold tickets to be available to purchase throughout the year but no reduction in the fee be made;
 - In future years, an auto-renewal process be set up with a time limit for payment to be received by.

4. For Future Consideration

- 4.1 If Committee are minded to support the Annual Parking Permit proposal as detailed in this report then the associated Policy will need to be updated so that it is current and relevant to the proposed new arrangement. Should the proposal be supported this will be brought back to a future meeting for discussion and consideration to recommend on to Council for approval.