

PADSTOW TOWN COUNCIL

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MEMORANDUM

To: All Councillors
From: Town Clerk
Dated: 25.06.19
Re: Tabled Papers: Agenda Item 7 Committees/Working Group Minutes

Dear Councillor,

Please find attached the tabled minutes/meeting notes as outlined below for this evenings meeting of the Full Council.

7. Committees/Working Group Minutes

a) to adopt the minutes and approve recommendations (if any) for meetings of the:

- ii) Highways, Roads and Transport Committee (18 June 2019);
- iii) Staffing Committee (18 June 2019); and

b) To adopt the notes and approve recommendations (if any) of the Neighbourhood Development Steering Group Meeting (19 June 2019)

With kindest regards,

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

PADSTOW TOWN COUNCIL

Minutes of the Staffing Committee meeting held on Tuesday 18 June 2019 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm

Present: Councillors R Higman (Chairman for the meeting), F J Bealing, R Buscombe and T Walter

In Attendance: Mrs K Pemberton (Town Clerk) and 1 member of the public

- S2019/13** **Apologies for absence:** i) were received from Councillor A Rickard; and ii) in the absence of the Chairman, Councillor R Higman was elected Chairman for the meeting whereupon he took the chair.
- S2019/14** **Announcements:** There were no announcements.
- S2019/15** **Declarations of Interest:** There were no declarations of interest.
- S2019/16** **Public Participation:** There was no public participation.
- S2019/17** **RESOLVED** that the **minutes** of the meeting held on **Tuesday 21 May 2019** be signed a true record of the meeting.
- S2019/18** **Employee Handbook:** The Town Clerk referred to the Employee Handbook which included tracked changes to be made and tabled an updated report outlining proposed changes as per advice from Council's HR Advisors. Changes were:-
- Deletion of references to Incapacity Benefit to Employment Support Allowance throughout;
 - Amendment to Section 5.1, as per tracked change, to reflect court ruling if an employee paid regular overtime which should be taken into account when calculating holiday pay;
 - Inclusion of new paragraph 19.6, as per tracked change, to reflect checks online with paper counterpart licenses being replaced by online digital service;
 - Removal of paras 3.15 through to 3.22 as the Fit for Work Service has been withdrawn;
 - Front cover to be amended to June 2019 and pages renumbers and contents as appropriate.
- RESOLVED TO RECOMMEND TO COUNCIL** the amendments as outlined above as per the tracked changes within the document as per the advice of Council's HR advisor.
- S2019/19** **Date of Next Meeting:** Tuesday 17 September at 7.00pm

- S2019/20** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2019/21** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 21 May 2019** be signed a true record of the meeting.
- S2019/22** **Appraisals:** See confidential minutes.
- S2019/23** **Staff Update and Issues:** See confidential minutes.
- S2019/24** **Overtime, Sick Leave and Training:** There were no further updates since the last meeting.

Meeting closed at 6.43 pm

**Padstow Town Council
Neighbourhood Development Plan Steering Group**

**Notes of meeting held on Wednesday 19 June at 6.30 pm at Padstow
Town Council Offices, Station House, Station Road, Padstow**

Present: Councillors D N Vivian, Mrs T Walter and C Watson-Smyth

In Attendance: Paul Weston (Community Consultant), Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and note taker), Councillor H M Saunders and 2 members of the public

- 1. Election of Chairman: RESOLVED** i) to recommend to Council that Councillor A Rickard be elected Chairman of the NDP Steering Group; and ii) in the absence of the Chairman that Councillor C Watson-Smyth be elected Chairman for the meeting whereupon he took the chair.
- 2. Apologies:** Apologies were received for Councillors F J Bealing, A P Flide and A Rickard.
- 3. Declarations of Interest:** There were no declarations of interest.
- 4. Public Participation:** There was no public participation.
- 5. Meeting Notes (2 April 2019): RESOLVED** that i) the meeting notes of the meeting held on 2 April being the last minutes of the previous group be noted and stand unsigned; and ii) it be noted that the actions of the meeting held on 2 April 2019 were adopted and recommendations approved by Council on Tuesday 23 April 2019.
- 6. Terms of Reference: RESOLVED** to recommend to Council that the Terms of Reference be adopted unchanged.
- 7. Local Green Spaces - Landowner Comments:** Overall members were pleased with the comments from landowners as outlined in the agenda papers.

Mention was made of the landowner's objection to the designation of the Walled Garden, St Saviours. The Town Clerk clarified that correspondence from the landowner had been largely to highlight that they were considering ways to improve the area and that this could mean the introduction of a commercial aspect. She further added that overall they had been complimentary and supportive of the Council and the NDP efforts. The Town Clerk had advised them that the SG may be minded to leave the Local Green Space policy "as is" in order to go out to informal consultation and then review the policy taking account of both their comments and comments from the public at the same time. She advised that the landowner was satisfied with this. The Consultant, Mr Weston noted that a Heritage Statement and Impact Assessment had been commissioned in respect of the Walled Garden and it was hoped that further information in this regard would come forward through the consultation period.

Members noted that the Local Green Space site 13 had been incorrectly named. The name was in fact misleading when looking at the stretch of

land outlined in the Plan's map. It was suggested that this be changed from "Land corner of Porthilly View" to "Land at Porthilly View". Members also noted that in correspondence with the landowner, the "Walled Garden, St Saviours" was referred to as "Oak Terrace Gardens" however, members thought a change to this could be confusing as there were several gardens located in Oak Terrace.

A member made mention of an area of green at Treverbyn Road which residents had recently raised. It was thought this area may be highlighted for inclusion during the informal consultation process.

Action: The landowner comments in respect of the proposed Local Green Spaces be noted and no changes be made to the draft policy for informal consultation purposes except for the amendment to the name of site 13 "Land corner of Porthilly View" to "Land at Porthilly View".

- 8. Cornwall Council Initial Comments: Padstow Parish Neighbourhood Plan (1st Consultation Version April 2019):** The Chairman expressed thanks to Mr Weston for his assistance in light of the positive feedback from Cornwall Council regarding the draft 1st Consultation Version of the Padstow Parish NDP. He read aloud an email from the CC Officer who reviewed the Plan, it commented that the policies were well formulated but that they had some suggestions for possible re-wording "to assist with clarity" and "more clear interpretation from the planning officers".

Members were referred to pages 7-10 of the agenda which set out the CC Office' comments together with Mr Weston's suggestions in response. It was noted that Mr Weston's suggestions had been sent to the CC Officer, who had advised they considered these to be "reasonable".

Mr Weston was invited by the Chairman to discuss the 4 comments from the CC Officer which he considered needed further consideration:

PAD2 Public Rights of Way: Mr Weston suggested that the word "must" in CC Officer's revised wording should be avoided. He considered that in fact examiners disliked its use. Members commented they could foresee instances where public rights of way may need to be moved for good reason and as such the word "must" could be restrictive.

Action: The CC Officer's suggested re-wording of Policy PAD2 be accepted subject to amending the word "must" to "should".

PAD3: Farm Diversification: Mr Weston considered that the Officer's proposed changes would enable diversification into a wider range of non-agricultural activities. He suggested the draft policy be tested "as is" and if the community found the policy too stringent and wished to see it changed this could be reflected in the informal consultation.

Action: PAD 3 Farm Diversification be left unchanged for consultation purposes.

PAD9: Housing Development and PAD 10 Housing Needs and Mix: Mr Weston suggested that criteria 3 in PAD 9 would apply only to larger developments and that this should be made clear. The other criteria listed

would be applicable to multiple dwellings but not necessarily only larger developments.

Mr Weston suggested that although PAD10 outlined that the policy applied to "larger housing schemes", the supporting text be clearer in outlining that this meant 10 or more houses, 10 being the figure nationally used to differentiate between small and large developments. Query was raised from Councillor Saunders that this figure may only be 5 for AONB areas. Mr Weston would check this and clarify the text accordingly.

Action: PAD 9 Housing Development be reworded to clarify that the criteria is applicable only to developments of 2 or more but that further, criteria 3 regarding the provision of public open space be applied only to larger housing schemes.

Action: The supporting text of PAD9 and PAD10 be reworded to clarify the size of larger housing schemes in line with the national guidance.

PAD19: Padstow Town Centre: It was noted that the CC Officer's comment in this regard implied that the current policy was unnecessarily restrictive to the conversion of first floor commercial areas into residential. Both members and Mr Weston were unclear as to why this was felt and considered the existing policy's stipulation that conversion be on the basis that "the residential uses does not adversely affect the viability of any ground floor commercial use" negated the Officer's comments. Members felt it was best to leave the policy "as is" in order to test community opinion during the informal consultation.

Action: To note the CC Officer's comments in respect of PAD19 Padstow Town Centre but to leave the draft policy "as is" for testing during the informal consultation.

Mr Weston suggested that the CC Officer's other comments be accepted and the draft policies amended as suggested.

Action: Comments made by the CC Officer excepting the policies outlined above, be agreed and the draft policies and text be amended accordingly. Copies of the amendments to be sent to SG members and the changes signed off by the Town Clerk in consultation with Councillor Watson-Smyth (Chairman for the meeting).

Cllr Saunders raised that he not seen any evidence of CC having read through the text of the document other than the policies. He considered a line by line revision of the document was required to add clarity to some of the text and to remove inconsistencies.

- 9. Consultation:** Members gave consideration to this matter. It was suggested that a suitable period of consultation would be 4 weeks. Members were referred to the agenda report which noted possible methods as used by other parishes but clear direction from the group was sought in order to progress the consultation as quickly as possible.

Members agreed that both a physical set-up in the Council Chamber and an online presence was needed. They considered that flyers with key details encouraging participation to every household was a good idea to capture those not on social media and those who miss posters. However, the Royal Mail Door to Door service was considered too lengthy as members were keen to progress. It was felt if the consultation did not take place in July it would need to move to September as the summer holidays was not likely to see high participation. The Town Clerk sought clarification from the meeting and the desire to aim for consultation to take place during July in order not to delay the process any further. However, if this were to happen all Councillors and local champions would need to offer support to hand out flyers and "spread the word". Members agreed that this would be possible with member participation. The Town Clerk further added that leaflets could be left at local shops, key places in town also.

Councillor Saunders raised that he did not consider yes/no dots would be appropriate at this stage. Mr Weston further added that feedback and comments were needed more than agreement or disagreement and methods which encouraged this should be used, although yes/no responses would still be useful in respect of the second homes policy. It was noted that the public needed to have read the whole document in order to comment and that this could be made available online, in the chamber in hard copy and printed for members of the public upon request free of charge. Mr Weston suggested that following the community comments, a "line by line" type revision of the Plan should be made.

Members were in agreement that a drop-in consultation and an online consultation (not questionnaire) be made available. It was felt the best way forward would be for the Town Clerk in consultation with a SG member to work up the details.

Action: The Town Clerk in consultation with Councillor Vivian to progress the informal consultation to include i) development of leaflets to be distributed locally by members and volunteers; ii) drop-in sessions in the chamber held Monday to Friday and to include some Saturdays; iii) an online presence and promotion; and iv) that final sign off be delegated to the Town Clerk in consultation with Councillor Watson-Smyth (Chairman for the meeting).

It was noted that the Plan still required a forward from the Chairman of the Council.

Action: Mr Weston, to prepare a first draft statement from the Chairman of the Council to be forwarded to Cllr Watson-Smyth for comment.

- 10. Project Plan and Budget:** Members were referred to the project plan outlined in the agenda papers which had been updated to take account of progress to date and delays over the winter. It was still hoped that the informal consultation could take place in July, best endeavours would be made and concerns would be raised with SG members. Mr Weston highlighted that the outcome of CC's Strategic Environmental Assessment and/or Habitat Regulations Assessment screening opinion would impact on

the timetable dependant on whether they considered the assessments necessary or not. It was his opinion at this time that these would not be likely.

11. Date of Next Meeting: To be confirmed.

The meeting ended at 7.20 pm

DRAFT