

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



6 November 2019

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors K Freeman (Chairman), M Evans, R Higman, D N Vivian,
C Watson-Smyth and 2 Vacancies

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 12 November 2019 at 6.30 pm** or on the rising of Leisure, Tourism and Open Space Committee, whichever the later.

Yours faithfully

K E 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 23 July 2019** (pg 1-3)
6. **Projects 2019/20 and Budget 2020/21 (including fees and charges):** To receive an update on projects for 2019/20 and to give consideration to potential future projects for 2020/21 and associated budget for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan. (pg 4-7)
7. **Car Park Update:** To note car park update and to discuss and decide on (pg 8-9) the way forward.

8. **Date of next meeting:** Tuesday 3 December 2019 at 7.00 pm, or on the rising of the Leisure, Tourism and Open Spaces Committee, whichever the later.
9. **EXCLUSION OF PRESS & PUBLIC** – To consider and if appropriate, to pass the following resolution - That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted
10. **Park and Ride Agreement 2019/20:** To give consideration to matter (pg 10-13) raised by tenant in respect of current agreement.

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 23 July 2019 at the Council Offices, Station House, Station Road, Padstow at 6.30 pm

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

In Attendance: Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Support Officer and Minute Taker)

- HRT2019/20** **Apologies for Absence:** Were received from Councillors A Rickard and C Watson-Smyth
- HRT2019/21** **Announcements:** There were no announcements.
- HRT2019/22** **Declarations of Interest:** There were no declarations of interest.
- HRT2019/23** **Public Participation:** There was no public participation.
- HRT2019/24** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 18 June 2019** be signed as a true record of the meeting.
- HRT2019/25** **Clerk's Report/Works Programme:** The report was noted for information. The Responsible Financial Officer further added that installation of the bollards in the disabled area of the Railway Car Park was in hand. In respect of noting the consideration of CCTV by the Leisure Tourism and Open Spaces Committee, it was noted that following the installation of the PIR on the blockhouse a log of anti-social incidents at the skate park was being kept.
- HRT2019/26** **Council Parking Permits – Season Tickets:** Members gave consideration to the agenda report on this matter.

Query was raised by one member who considered that the number of tickets proposed, being 20, was too high. They considered that the tickets should be available only to Padstow Town Council (PTC) tenants who did not have allocated parking, this total being 9.

A member involved in working up the proposal for consideration outlined that tenants differed in size and had different permit needs. They highlighted that over the previous 4 years only 6 tickets per year were purchased by tenants, which demonstrated that there was not a large demand from tenants. They added that when taking account of the workers within the town who purchased season tickets over the same period, the number of tickets increased to just 10. The proposal, which included the requirement for car registrations, would naturally reduce the number of tickets used by holiday home guests. By providing the option the Council was "showing willing" and

supporting a need for some workers to have a season ticket, whilst understanding that the number purchased was unlikely to exceed 10 based on evidence to date.

There was some discussion regarding treating tenants the same. One member considered that if tenants had their own parking, this should be taken into account. If the business was sold new owners may apply for more permits and the tenant would have more parking available to them. Caution with this was expressed by another member who noted allocated parking would be incorporated in rental agreements, they also felt it could be restrictive to workers employed by the tenant.

It was noted that the proposed 20 permits was a 40% reduction on the previous number of season tickets, however question was raised as to whether this was still too many. It was noted that whilst the figures showed 10 permits were consistently purchased, it was not possible to be certain that all other permits were holiday homes and a reasonable "buffer" should be included to avoid the need to go back to Committee to request additional permits. It was generally felt that 15 would be an acceptable number and it was noted that this figure could be revised in future years if necessary.

Consideration was given to the methods of purchase for the permit. It was felt that this could be either email, phone or in person. It was noted that the proposal for email only was to reduce administration. The Support Officer advised that multiple application methods had worked well in the past when there had not been priority given to in person applications. In person priority took 4 Officers to facilitate whereas prior to this, applications had mostly been steady throughout February, selling out in early March.

There was some discussion regarding how the new permits would be sold. It was noted that it was a good thing to provide but it was not necessary to actively try to sell them all. However, it was felt that tenants who were previous season ticket holders should be made aware and there was support for an auto-renewal system. It was suggested that this be looked at when developing the policy in detail if the detail of the permit was approved by Council.

RESOLVED to recommend to Full Council that a new parking permit be made available for purchase based on the following conditions:

- i) An Annual Parking Permit be made available for the period 1 April – 31 March each year;
- ii) A maximum of 15 be made available per year;
- iii) Each permit to be registered to a vehicle registration number, up to a maximum of 2, these to be displayed on the permit;
- iv) Permits to be valid for use in either the Railway Car Park or Lawns Car Park;
- v) Applications to be accepted from 1 February by email, phone

or in person, no method to be given priority; vi) Unsold tickets to be available to purchase throughout the year but no reduction in fee to be made; vii) In future years, an auto-renewal process be set up with a time limit for payment to be received by; viii) To be eligible to apply applicants must be Padstow Town Council tenants without designated parking or be employed in Padstow with a need to travel to and from a place of work.

It was further **RESOLVED** that, subject to Full Council approving the recommendation, an updated version of the associated parking permit policy be brought to the next meeting of the Highways, Roads and Transport Committee for consideration.

HRT2019/27

Date of Next Meeting: Tuesday 1 October 2019 at 7.00pm

Meeting closed at 6.53 pm

HRT 12.11.19

Agenda item 6

Budget projects 2019-20 and 2020-21

Budget Projects 2019/20

To note:

Enforcement Officer

The HRT Committee requested that £10,000 be included in the 2019-20 Budget for Cornwall Council enforcement officers. The Town Clerk arranged this and negotiated a discount. The estimated cost is c£1700 in 2019-20 for the visits carried out.

Lawn car park works

The Business Plan included £210,000 for improving the Lawn car park. Michael Vanstone submitted the lowest tender, adjusted by an addendum by the Council's surveyor to £242,174.45. This was agreed by an Extraordinary meeting on 16.7.19, with the shortfall coming from the Earmarked Reserve – Capital Receipt (Unit 5b). The work started on 28.10.19.

Budget 2020/21

Budget 2020/21

Car park tariffs 2020/21

Padstow Town Council car park tariffs are comparable with other car parks in Padstow (appendix 1) and the RFO recommends keeping these the same. If the HRT Committee wish to change any of PTC car park fees a revised schedule to the PTC Car Park Order would need to be arranged (cost c£1000) signs updated (cost c£1500), RingGo and Parkeon would need to change the software etc, which would cost a lot to do.

Following the HRT meeting on 23.7.19 it was agreed that a new annual parking permit be made available from 1 April each year. It was agreed that the permits be limited to 15 and only be available to Padstow Town Council tenants without designated parking and to those who are employed in Padstow with a need to travel to and from a place of work.

The cost to remove Season Tickets from the Schedule and add the details of the new annual parking permit to the same would be c£1000, as outlined above. The RFO recommends that the cost of the new parking permit be £400 plus VAT (£480 including VAT), this being the current cost of a Season Ticket. If therefore there are no amendments to the schedule other than

the title of the new parking permit, the RFO recommends that this be called a "Season Ticket" to negate updating the Schedule. A policy for the same will be worked up as per the meeting resolution of 23.7.19, ratified by Full Council on 30.7.19, and brought to the next meeting of the HRT Committee.

Recommendation

To keep all the car park tariffs the same, to retain the term 'season ticket' for the new annual parking permit and make it available from 1.4.20 at a cost of £400 plus VAT.

Other fees and charges

The only other charges are leeway charges (for transporting sand across Padstow Town Council land) and Park and Ride charges. The RFO recommends keeping the leeway charges the same at £0.15 per ton. The Park and Ride charges could be looked at alongside a potential agreement for next year and therefore should be discussed at a future meeting.

Budget 2020-21 - Projects

Enforcement Officer

Does the Committee wish to request an amount for Cornwall Council enforcement officers in 2020-21?

Business Plan (for larger capital projects)

The Camel roadway is detailed in the Business Plan 2021/22 (appendix 2) estimate £95,000. This would involve improving Padstow Town Council land at the entrance to the Camel Trail past the workshops towards the car park. Would the Committee like to continue to include this in the Business Plan and are there any other projects the Committee would like to see in the Budget or Business Plan?

The Business Plan projects for future years spreadsheet is included for Committee to consider, the narrative element of the Council's Business Plan will be reviewed by the FGP Committee.

NB
4.11.19

Padstow Town Council						
Car park fees						
	<i>incl VAT</i>		Padstow Harbour Commissioners		Cornwall Council	
Charges 24 hours					Link Road	
<u>1 March - 31 Oct</u>			<u>All year</u>		1 April - 31 October	
1 hour	70p		70p		£1	
2 hours	£2.50		£2.30		£2.10	
3 hours	£3.50				£4	
4 hours	£4.50		£3.50		£5.10	
12 hours	£6.90		£5			
24 hours	£8.90		£8		£6.20	
coaches for up to 4 hours	£8.00				9am-9pm £1.50 per hour	
					9pm-9am no charge	
					24 hours £10	
<u>1 Nov - 28/29 Feb</u>					1 Nov - 31 Mar	
1 hour	50p					
4 hours	£1					
12 hours	£2					
24 hours	£3				£1	
coaches for up to 4 hours	£5					

Padstow Town Council - Business Plan*updated 5.11.19***Major Capital Projects***items over £20,000 in value*

	<u>2020/21</u>	<u>2021/2022</u>	<u>2022/23</u>
<u>Multi Use Games Area</u>	130000		
<u>Camel roadway improvements</u>		95000	
<u>Play equipment - update</u>			50000
	<u>130000</u>	<u>95000</u>	<u>50000</u>

Projects that do not take place in a financial year will be carried forward to the following year.

HRT 12.11.19 Agenda item 7

Car park update

To note the following car park updates:

G4S

G4S collect the money from the 5 car park machines daily at peak periods and slightly less frequently at quieter times. The prices increased in September 2019 by 6.5% and are now £9.90 per collection per machine for collecting, counting and banking.

Alternative cash collecting firms have been looked in to but they do not collect on Sundays, which is essential during busy times.

Car park machines

The Flowbird/Parkeon car park machines, installed on 11.11.14, continue to be generally reliable. An annual maintenance agreement covers call outs for the 5 machines at a cost of £2502pa.

RingGo

RingGo is a cashless car park payment method and the Committee agreed to continue to use RingGo for a further 3 year contract from 28.1.19. RingGo usage and income is increasing by approximately 30% each year, in comparison with people paying by cash. There have been very few issues with RingGo since its installation on 1.7.14.

Car park tickets

A Padstow or Trevone based advertiser could not be found earlier in the year by Adverticket so tickets were purchased at a cost of £306.50. As RingGo does not require a ticket to be displayed the number of tickets required has declined over the last few years.

Car park takings

To note the attached car park takings summary (appendix 1).

NB
4.11.19

Padstow Town Council									
Railway & Lawn car park takings 2019/20									
n/c 4404	Railway income				n/c 4406	Lawn income			
	2017-18	2018-9	2019-20	Budget 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	38448	36375	41415	36,000		11587	10242	11988	10200
May	44164	43600	44549	43,000		12327	12287	13217	12300
Jun	46477	49098	45380	49,000		14039	14352	13463	14300
Jul	58161	59587	57969	59,000		17210	16345	17136	16300
Aug	68348	69811	64687	69,000		21149	21050	23158	21000
Sep	46134	45461	48631	45,000		14276	13871	14103	13900
Oct	39608	38792		38,000		10117	10819		10000
Nov	6113	6311		5,500		1446	1555		0
Dec	7253	8350		7,000		1955	2056		0
Jan '20	5037	4206		3,500		1310	1267		0
Feb	6977	6731		5,000		1691	1660		0
Mar	18511	16379		15,000		3895	3832		0
	385231	384701	302631	375000		111002	109336	93065	98000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2017-18	2018-9	2019-20	Budget 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	240	165	200	40		0	0	0	0
May	120	200	360	40		40	0	0	0
Jun	644	200	120	40		0	0	0	0
Jul	401	320	273	40		0	0	0	0
Aug	480	400	160	40		40	40	0	0
Sep	640	196	399	40		40	0	40	40
Oct	160	239		60		0	0		0
Nov	160	120		40		0	0		0
Dec	360	121		40		0	0		0
Jan '20	360	120		40		0	0		0
Feb	120	0		40		0	0		0
Mar	0	40		40		0	0		0
	3685	2121	1512	500		120	40	40	40
n/c 4404	301732	303932	302631	301000	n/c 4406	90588	88147	93065	88000
n/c 4405	2525	1481	1512	240	n/c 4407	120	40	40	40
Railway	304257	305413	304143	301240	Lawn	90708	88187	93105	88040
sub totals					sub totals				
Apr-Sep 2019					Apr-Sep 2019				
Apr-Sep	2017-18	2018-19	2019-20	Budget 2019-20					
Railway	304257	305413	304143	301240					
Lawn	90708	88187	93105	88040					
	394965	393600	397248	389280					
Car park takings									
April-Sep 2019 car park takings are £397,248, this is £7968 more than the Budget 2019-20 and £3648 more than the same period last year.									
NB									
7.10.19									