

PADSTOW TOWN COUNCIL

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27 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 3 December 2019 at 7.00 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 12 November 2019** (pg 1-3)
6. **Clerks Report/Works Programme:** To receive an update for (pg 4) information.
7. **Lawns Car Park Update:** To note car park update and to discuss and (pg 5) decide on the way forward.
8. **Season Tickets Policy:** To give consideration to updated Policy to recommend to Council and discuss and decide on way forward. (pg 6-8)

9. **Museum Correspondence:** To give consideration to correspondence received relating to seating on the Railway Car Park and Coach Parking and discuss and decide on way forward. (pg 5)
10. **RingGo Update:** To receive an update for information. (pg 9)
11. **Date of next meeting:** Tuesday 4 February at 7.00 pm
12. **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.
13. **To agree the confidential minutes** of the meeting held on **Tuesday 12 November 2019** (pg 10)

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 12 November 2019 at the Council Offices, Station House, Station Road, Padstow at 6.30 pm

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

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker), Councillor R Buscombe and 1 member of the public.

- HRT2019/28** **Apologies for Absence:** There were no apologies for absence.
- HRT2019/29** **Announcements:** There were no announcements.
- HRT2019/30** **Declarations of Interest:** Councillor C Watson-Smyth declared an interest in Agenda Item 10 Park and Ride Agreement 2019/20.
- HRT2019/31** **Public Participation:** A member of the public spoke on behalf of the Park and Ride in respect of Agenda Item 10: Park and Ride Agreement 2019/20. Points included:
- Thanks were expressed for use of the park and ride space and for use of the space during the Christmas festival in previous years;
 - The operators were happy to pay their usual rate for the space during the Christmas festival this year but their interpretation of the use had been that it would only be permitted if they provided a free service to the public;
 - As festival sponsors, the operators were happy to provide the service over this period but did need to charge. Money had been invested in improvement works to the park and ride ground to help overcome issues with bad weather experienced in the last 2 years.
- HRT2019/32** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 23 July 2019** be signed as a true record of the meeting.
- HRT2019/33** **Projects 2019/20 and Budget 2020/21 (including fees and charges):**
Budget Projects 2019/20: Were noted as per the agenda and Committee were satisfied with the report.
- Budget 2020/21: Car park tariffs, fees and charges:
Members gave consideration to the recommendations within the report and agreed with those relating to the car park tariff. Comment was made with regard to costs incurred for sweeping the drains on a regular basis due to sand from the sand lorries. It was suggested that this fee should be recharged directly as happens with other tenants for similar matters.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) Car Park Tariffs: a) No change be made to car park tariffs for the year 2020/21; b) the term "Season Ticket" be retained for the new annual parking permit; and c) the new annual parking permit ("Season Ticket") be made available from 1.4.20 at a cost of £400 plus VAT; and
- ii) No change be made to the leeway charges for the year 2020/21 but that any additional costs incurred due to the operation such as drain cleaning be recharged to the operators.

Budget 2020-21 – Projects: Members gave consideration to the provision for Cornwall Council enforcement officers in 2020/21. It was noted that Cornwall Council had been unable to offer a level of service which met the previous budget and it was suggested by members that this be lowered whilst still leaving surplus should Cornwall Council become able offer more.

The Responsible Financial Officer (RFO) advised that following the agenda despatch a provision of £5,000 had been included in the budget for Lawns car park improvement works and for "finishing off" of the project.

RESOLVED to recommend to the Finance and General Purposes Committee to: Request a provision of £5,000 in the 2020/21 budget for Cornwall Council Enforcement Officers.

Business Plan: The RFO referred members to the agenda report in respect of the Camel roadway project detailed in the Business Plan for 2021/22 at an estimate of £95,000. Members recalled that the project was intended to improve the area through use of coloured tarmac lanes for pedestrian/cycling traffic. Members considered that the project would not ensure that people adhered to the markings and it was suggested that a similar scheme could be undertaken using white lining at a fraction of the cost. It was further suggested that in order to slow cyclists and tractors rubber speed humps could be investigated instead of building them into the roadway. It was felt that Committee should relook at the project and a revised budget be set.

Members gave consideration to other possible projects for inclusion and wished to see a provision for making "green improvements" to the car park. It was suggested that the possibility of electric vehicle charging points and associated costs etc should be investigated. There was some discussion regarding electronic parking capacity signs at the top of the town but this was not considered a viable option given the regular use of the car park by buses and sand lorries. It was also mentioned that these could affect traffic to the Harbour Commissioner's car park.

RESOLVED to recommend to the Finance and General Purposes Committee to:

- i) That the Camel Roadway Improvements works remain in the Business Plan for 2021/22 but provision be reduced to £20,000 and that the scheme be reviewed by the Leisure, Tourism and Open Spaces Committee; and
- ii) Request a provision of £5,000 in the 2020/21 budget to investigate costs of providing electric car charging points.

HRT2019/34

Car Park Update: The update was noted as per the agenda report. It was noted that given the increase in costs per cashbox collection and the significant rise in cashless payments through RingGo, the RFO would be looking at the possibility of reducing the number of cashbox collections. Any reductions in collection would need to be made carefully so as not to adversely affect insurance. It was noted that car park takings were over budget for the period but down on last year.

HRT2019/35

Date of Next Meeting: Tuesday 3 December 2019 at 7.00pm or on the rising of the Leisure, Tourism and Open Spaces Committee, whichever the later.

HRT2019/36

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

Councillor C Watson-Smyth left the meeting and did not return.

HRT2019/37

Park and Ride Agreement 2019/20: See confidential minutes

Meeting closed at 7.00 pm

Agenda Item 6

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 3 DECEMBER 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. This to be done alongside Lawns Car Park Work.
Roadway to Camel Trail	This has been included in Council's Five Year Business Plan for 2020/21. Committee to review this matter at a later date.
Improvements to Lawns Car Park	Contractor onsite w/c 28 October. Town Clerk to give update at the meeting on progress following site visit on 28 November 2019.
Electric Charge Points Investigation	Committee recommended £5,000 be included in 2020/21 budget on this matter. This to be reviewed at a later date.
On-Street Parking Enforcement	HRT recommended including budget to continue with this enhanced service. Town Clerk to contact CC officers in due course in respect of SLA for 2020/21.
CCTV	Report on this matter on agenda in respect of CCTV for the skate park.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 3 DECEMBER 2019**

AGENDA ITEM 7: LAWNS CAR PARK UPDATE

The Town Clerk will provide an update at the meeting following the site visit on the 28 November 2019.

AGENDA ITEM 9: MUSEUM CORRESPONDENCE

The follow matters have been raised relating to seating and coach parking in the Railway Car Park. What are Committee's thoughts on the same?

Good evening Councillor Watson-Smyth

Since the Museum has moved next door to the Council offices, we have noticed one or two items you may not be aware of. So I thought to bring it to your attention for a council meeting.

1st Item.

The steps immediately opposite your front doors, seem to amass rather a lot of people over the summer .

Sitting down to eat their fish & chips etc or just sitting and blocking the access through. Possibly because there is only one bench for the public to use. As most of you will remember we used to have an extremely "Long Luggier" where the old fishermen used to talk and debate the issues within the Town, putting the world to rights, just as your doing tonight!

Would it be possible for the Town Council to provide similar type benches, either placed next to the only seat there is.

Or even on top of the platform possibly renamed "The Old Long Luggier"

Bringing history of the Old town back !!

2nd Item

We have noticed when the coaches park in the Coach Bays, rather a lot of them keep their engines running when stationary. At least 1 hour before there departure, the engine starts, with the fumes coming right into our two building imagine 4/5 coaches at the same time , the fumes are unbearable. I know Tracey had to close your offices front door repeatedly, as did we. We have approach the drivers asking for them to be turned off , most said "They didn't realise"
Could I suggest a notice, to help solve the problem. Requesting:- Engines to be turned off when stationary.

Thank you for taking the time to read this

Kind regards

Rosemary Brinham.

**PADSTOW TOWN COUNCIL
HIGHWAYS ROADS AND TRANSPORT COMMITTEE: 3 DECEMBER 2019**

AGEND ITEM 8: SEASON TICKETS POLICY

Appended to this report is an amended version of the Season Ticket policy. The policy sets out the changes agreed by the HRT Committee at meetings held on 23 July 2019 and 12 November 2019 (budget meeting).

The Town Clerk requests that the application forms be made available on the first working day of March instead of the 1 February as the policy cannot be approved by full Council until 28 January 2020.

Application forms in line with the new policy will be prepared for the New Year. It is intended that copies of the policy will be appended to the application form which will include a tick box for applicants to confirm they have read and understood the policy and meet the eligibility criteria.

Are Committee satisfied with the appended Season Ticket policy for recommendation on to Council and approach to be taken?

PADSTOW TOWN COUNCIL



ANNUAL PARKING PERMIT POLICY

Permits Available

Padstow Town Council will make available a maximum of 15 annual parking permits known as Season Tickets. Season Tickets will be valid from 1 April to 31 March the following year. Application forms for the forthcoming year will be made available from the first working day of March each year. Season Tickets must be registered to at least one specified vehicle registration. A maximum of 2 vehicle registrations will be permitted per Season Ticket but only 1 vehicle may use the ticket at any one time and must display it in accordance with the directions set out within this policy.

Eligibility

Season Tickets are available for purchase by

- Padstow Town Council Tenants without designated parking; or
- Persons employed in Padstow with a need to travel to and from a place of work by vehicle.

Valid Locations

Season Tickets are permitted in all Padstow Town Council owned car parks.

- The Lawns Car Park, Padstow, Cornwall PL28 8EB
- The Railway Car Park, Padstow, Cornwall PL28 8DA

Season Ticket Tariff

Season Tickets cost £480 (£400 net + £80 VAT) with receipts issued upon request. If available, Season Tickets can be purchased throughout the year but there will be no reduction in cost and tickets will expire on 31 March of the current Season Ticket year. There are no variations.

Purchasing A Season Ticket

Requests for Season Ticket application forms can be made from the first working day of March by email, phone or in person. No method will be given priority and available tickets will be sold on a "first come, first served" basis.

A Season Ticket is reserved upon requesting an application form and will be held for 2 weeks, by which time completed applications and full payment must be made in order to proceed with a Season Ticket purchase. If within 2 weeks both form and payment have not been received, the reserved Season Ticket will be released.

Payment can be made by cheque made payable to: Padstow Town Council or by BACS payment to: Lloyds Bank, Sort Code 30-98-98, Account No 00620229. Payments made before confirmation of a reserved Season Ticket may be refunded.

Auto Renewal

On the first working day of March each year Season Ticket holders will automatically be reserved a Season Ticket for the forthcoming year and a request for confirmation of Ticket details and payment sent to them. If after 2 weeks confirmation of details and payment have not been received, the reserved Season Ticket will be released.

Use of Season Tickets

Season Tickets 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. Season Ticket users must comply with The Padstow Town Council (Off-Street Parking Places) Order 2015 when using Town Council car parks. For example, vehicles must park wholly within a parking space, not park in any restricted areas i.e crossed hatching/yellow lines (without exception) and must display the Season Ticket clearly. A copy of the Order can be obtained from www.padstow-tc.gov.uk or by contacting the office.

Displaying Season Tickets

Season Tickets 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 Season Ticket users should refer specifically to Articles 6.7, 6.12 and 6.13 of The Padstow Town Council (Off-Street Parking Places) Order 2015. If a Season Ticket becomes illegible due to damage it will become invalid; it is the Season Ticket holder's responsibility to purchase a replacement ticket as required.

Replacement Season Tickets

Where a replacement Season Ticket is required for any reason, including incorrect registration details where the applicant is found to be at fault, the following fees will apply:

- £20 for a first replacement
- £25 for a second replacement
- £30 for a third replacement
- Further replacement will be at the discretion of the Council.

Each replaced Season Ticket will become invalid and where possible should be returned to the Council Offices.

Returning Season Tickets

Season Tickets that are no longer required must be returned to the Council Offices and cannot be resold by the holder, to do so would make them invalid. Returned or unused Season Tickets are not eligible for a refund.

Excess Charges

Excess charges will be issued to any vehicles that breach The Padstow Town Council (Off-Street Parking Places) Order 2015. This includes Season Ticket holders who forget to display or improperly display their Season Ticket, leave their Season Ticket at home and fail to make an alternative valid payment, or breach the Order in any other way.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 3 DECEMBER 2019**

AGENDA ITEM 10: RINGGO UPDATE

RingGo, cashless car park payment method, was installed on the Council's Railway and Lawn car parks on 1.7.14. The Committee agreed a further 3 year contract from 28.1.19. Overall the method is a reliable and efficient way of collecting car park money, that is compliant with the highest level of Payment Card Industry Data Security Standard (PCIDSS) and GDPR.

In 2017 there were 23,484 RingGo users and parking fees of £89,929.20, in 2018 this increased to 32,053 users and £116,314.10 parking fees, in 2019 up to date there are 42,008 users and parking fees of £149,799.10.

NB
26.11.19