

## PADSTOW TOWN COUNCIL

### Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 19 October 2021 at the Church Rooms, Church Street, Padstow at 6.15 pm

**Present:** Councillors K Freeman (Chairman), J Fidler, R Higman, A N Rees, D N Vivian and C Watson-Smyth

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker) and Councillor Mrs J Dawe

- HRT2021/7      Apologies for Absence:** Apologies for absence were received from Councillor M Rickard.
- HRT2021/8      Announcements:** There were no announcements.
- HRT2021/9      Declarations of Interest:** There were no declarations of interest.
- HRT2021/10     Public Participation:** There was no public participation.
- HRT2021/11     Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 25 May 2021** be signed as a true record of the meeting subject to amending minute reference 2019/5 to 2021/5 and 2019/6 to 2021/6.
- HRT2021/12     Clerks Report/Works Programme:** The update was noted for information. The Town Clerk advised that she had not received any further information regarding possible signage to assist with traffic management. The Town Clerk would chase and bring an update to a future meeting.
- HRT2021/13     2021/22 Update and Budget 2022/23:**  
2021/22 Update and Expenditure: The update was noted as per the agenda and Committee was satisfied with the report.

In response to a member query the Town Clerk and RFO confirmed that Council agreed to enter an SLA [being a paid for Service Level Agreement] with Cornwall Council (CC) for the purpose of employing CC to enforce Padstow Town Council (PTC) Car Parks through the Emergency Scheme of Delegation procedure in December 2020. The Town Clerk confirmed she had spoken verbally with some members in December during the ESD consultation to clarify queries arising from the consultation report. She had further updated Council in February that she was negotiating the best terms possible in respect of the SLA for off-street enforcement.

The Town Clerk further clarified that when CC moved to a unitary authority a mistake in parliamentary legislation made CC the enforcement authority for the whole of Cornwall. This included any car parks owned by Town and Parish Councils. When PTC amended its car park tariff in 2020 it was required

to update the Car Park Order, during consultation of this with CC it became clear that the Order needed to be amended to reflect the parliamentary legislation in respect of enforcement. The Town Clerk considers that as more and more Town and Parishes increase their fees and update their Orders, more Council's will require CC to enforce their car parks. The Town Clerk has contacted CALC to start a conversation about how CC manage their contracts in this regard and also raise a concern that CC may struggle with demand.

The Town Clerk and RFO shared the feeling of aggrievement expressed by the Chairman and other committee Members that CC were required to undertake enforcement. Further, that PTC was required to pay CC for their time enforcing PTC car parks whilst CC were also able to keep any money received from Penalty Charge Notices (PCNs). The Support Officer added that PTC would be unable to receive the income from PCNs as these were issued under the Civil Enforcement of Parking Contraventions Order. However, it was hoped that the income CC received from the PCNs could be in some way used to discount the amount PTC paid CC to undertake the enforcement. It was noted that the SLA had been negotiated so that visits to the car parks aligned with CC's core visits to the town for on-street enforcement, thereby avoiding having to pay for CCs travel time to Padstow in addition. The Town Clerk highlighted that by not undertaking this task it had taken away all the "back office" work and meant less aggression directed at car park staff which was also beneficial to staff retention.

In response to a member query the RFO confirmed that the cost of the SLA was circa 1% of the total car park income which she would estimate was comparable to that previously spent indirectly on enforcement.

One member expressed concern that CC may focus their time enforcing off-street car parks to the detriment of on-street enforcement because being paid to enforce off-street made it more profitable. Concern was also expressed that the timing of visits had become common knowledge which could be used to avoid paying for parking, though it was noted this was the same with PTC employee work hours too.

It was suggested that some Councillors may like to be involved in conversations in the new year regarding the SLA for next year.

**RESOLVED** that the Chair of Highways Roads and Transport, the Chair of Finance, the Town Clerk and the RFO meet with the Enforcement Manager for Cornwall Council in the new year to discuss next years' Service Level Agreement for off-street enforcement in Padstow Town Council car parks.

Consideration was given to the proposed provision of £5,000 in the 2022-23 Budget for a CC CEO to enforce PTC car parks. One member commented that although the legislation in respect of enforcement needed to be changed, £5,000 as a maximum was a small amount to pay.

**RESOLVED to recommend to the Finance and General Purposes Committee to:** Request a provision of £5,000 in the 2022/23 budget for Cornwall Council Enforcement Officers to enforce Padstow Town Council Car Parks.

Fees and Charges: Members gave consideration to the recommendations in the report regarding car park and leeway charges and were supportive of the recommendations set out therein. There was some discussion as to how tonnage was calculated and the possibility of a license as an alternative. In response to member queries the RFO confirmed that tonnage was reported by the sand companies and there was no way to corroborate this. She had liaised with the Harbour Commissioners regarding this matter but they too were reliant on information from the businesses. The Town Clerk confirmed that a large piece of work had been undertaken exploring the option of an alternative license arrangement but Council did not wish to progress.

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

- i) No changes be made to the car park tariff for the year 2022-23; and
- ii) Leeway charges be increased from £0.15 to £0.18 per ton from 1.4.2022.

Proposed Projects 2022/23: There was some discussion regarding improved signage to help with traffic management. The Chairman advised that the feeling of One Padstow was early car parking signage would prevent traffic issues in the town centre and he felt there was some hope that this could be electronic signage. One member commented that even if electronic signage was manually operated by a Car Park Attendant and only used to display "Full", this would be more beneficial than the car park full sign that was currently put out. Another member commented that the temporary signage this year had been difficult to read. The Chairman advised that some budget may be available from CC for the purchase of the signs but ongoing upkeep and maintenance for electronic signage would fall to PTC.

One member commented that to be effective electronic signage would require a barrier which was not practical in the Railway Car Park, further that this had been looked at before. The Town Clerk highlighted that a consequence of a barrier could be to exacerbate queuing traffic on the highway.

The Town Clerk advised that for electronic signage to work, all car parks would need to buy into the scheme. This could

be difficult for link road as well as railway due to access rights. She understood that CC's Highways Officer was looking at introducing signage which identified parking in the town to help with an issue which in more typical years was limited to 6-8 weeks of the year.

In response to a member query the RFO advised that electronic signage would cost in the region of £35-50k per car park, plus ongoing maintenance fees. The Chairman advised that due to cost, he felt electronic signage should be investigated to tie in with the timing of replacing the car park machines. He felt there must be a way to link the two and felt it prudent to begin to build up a budget for improved signage for the purpose of better traffic management.

**RESOLVED to recommend to the Finance and General Purposes Committee to** include a provision of £10,000 in the budget for signage for the purpose of improved traffic management in Padstow Town.

A Member suggested that PTC contact CC to request automated crossing lights be placed by Padstow School during school arrival/leaving times particularly as there was no lollipop crossing attendant.

**RESOLVED** that the Town Clerk would contact Cornwall Council to request automated crossing lights by Padstow School to improve safety during school arrival/leaving times.

Council Business Plan: Committee gave consideration to including items in Council's Business Plan.

**RESOLVED to recommend to the Finance and General Purposes Committee that:** Camel roadway improvements remain in the Business Plan for major capital projects in 2023/24.

A member expressed concern regarding levels of on-street enforcement in Trevone. The Chairman considered this could be raised with Cornwall Council at the meeting in the new year to discuss the off-street parking SLA.

**HRT2021/14**

**Date of Next Meeting:** TBC.

Meeting closed at 6.47 pm