

PADSTOW TOWN COUNCIL

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13 October 2021

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors K Freeman (Chairman), J H Fidler, R Higman, A N Rees,
M 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 Church Rooms, Church Street, Padstow on **Tuesday 19 October 2021 at 6.15 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated in a COVID safe way. All attending are asked to respect these provisions which are in place for all our safety.

Capacity Due to COVID: In taking a cautious approach to our Council meetings during this time and following the Council's risk assessment there is a limit on the number of people who can be seated in the Church Rooms. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the 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 25 May 2021 (Pg 1)**
6. **Clerks Report/Works Programme:** To receive an update for **(Pg 2)** information.

7. **2021/22 Update and Budget 2022/23 (including fees and charges):** To receive an update for 2021/22 and to give consideration to potential future projects for 2022/23 and associated budget for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan. (Pg's 3-6)

8. **Date of next meeting:** TBC

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 25 May 2021 at the Church Rooms, Church Street, Padstow at 7.15 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and Councillors A P Flide, J O'Keefe, Mrs A E Symons and Mrs T Walter

- HRT2021/1** **Election of Chairman/Vice Chairman:**
i) It was **RESOLVED** that Councillor K Freeman be re-elected as Chairman, whereupon he took the chair.
ii) It was **RESOLVED** that no Vice-Chairman be elected.
- HRT2021/2** **Apologies and Announcements:**
i) Apologies for absence were received from Councillor J Fidler.
ii) There were no announcements.
- HRT2021/3** **Declarations of Interest:** There were no declarations of interest.
- HRT2021/4** **Public Participation:** There was no public participation.
- HRT2019/5** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 11 February 2020** be signed as a true record of the meeting.
- HRT2019/6** **Date of Next Meeting:** Tuesday 5 October 2021 at 7.00pm was noted.

Meeting closed at 7.16 pm

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 19 OCTOBER 2021
CLERK'S REPORT/ WORK PROGRAMME**

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HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Railway Car Park – Coach Signage	As agreed by Committee this signage was ordered and is now in place.
Improved Signage/Traffic Management	Working in partnership with CC, police, PHC etc to look to hopefully improve for the season next year. Town Clerk chasing CC Highways Officer for further information for consideration by Committee. Ward Member for Trevone raised concern by a Trevone resident in respect of Dobbins Road, this to be raised with CC also and all to come back to Committee for further discussion.
Roadway to Camel Trail	This has been included in Council Business Plan for 2023/24. Committee to review this matter at a later date.

Agenda Item 6.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
19 OCTOBER 2021**

Agenda Item 7: 2021/22 Update and Budget 2022/23 (including fees and charges):

1. 2021/22 Update

1.1 Committee will recall that last year was very different in respect of the budget setting process due to COVID, with an interim budget set in November due to the uncertain times we all found ourselves in. A prudent but balanced budget was set at that time to ensure that no precept was set for our community. FGP then met on 16.3.21 to discuss the budget situation further when more was known in terms of income and reserves. In terms of projects, a lot was put on hold for the time being and moved on to future years. The Business Plan was agreed and outlined that the Camel Roadway improvements be moved to 2023/24.

1.2 Partnership Working

It is worth outlining partnership working has been ongoing, linking up with Cornwall Council, our local police, TIC, Harbour Office and Park and Ride operators. This was organised by Cornwall Council to work together in particular linked to COVID and relating to issues around our quayside and also wider conversations in traffic management going forward.

1.3 Car Park Income Update

Following the increase in tariffs car park income has performed well this year, as detailed in the car park takings summary (appendix 1). Car Park users can pay by coins or RingGo, RingGo now has a zero-motorist convenience fee, following negotiation of a new 4-year contract that was agreed by Council 23.6.21.

Car park season tickets are available for PTC tenants that do not have a parking space or people who work in Padstow, at a cost of £480 including VAT for a year. In the current year 5 have been sold. The new car park tariffs are working well across all tariffs. It costs several thousand pounds, a few months and officer time to change car park tariffs, so it is advisable to keep all tariffs, including season tickets, the same and review in 2-3 years.

2. Expenditure Update

2.1 Civil Enforcement Officer (CEO)

As the Committee will be aware Cornwall Council (CC) now enforce PTC Railway and Lawn car parks (Emergency Scheme of Delegation decision 22.12.20). A Service Level Agreement (SLA) was negotiated in the current year and will be looked at again for 2022-23 by the Town Clerk in liaison with the Chair of HRT. The RFO is proposing to include a provision of £5000 (this equates to approximately 4 visits per week) in the Budget 2022-3 for a CC CEO to enforce PTC car parks does Committee agree to this figure?

2.2 Car park machines

The car park machines were purchased in 2014 and generally work well with occasional issues. The Council may need to consider replacement after ten-fifteen years. Therefore, it is recommended that Committee could review this in 2023 for inclusion in the budget then.

2.3 Non-Domestic Rates

The RFO completed forms sent by the Valuation Office Agency (VOA) for Non-Domestic Rates for the Railway and Lawn car parks. It is likely that the Non-Domestic Rates will therefore increase, the RFO will ensure a provision for an increase will be included in 2022-23.

2.4 Car Park Cash Collection

These costs have been reduced slightly following increased use of RingGo and reduced use of coins.

2.5 Electricity Costs

The Council's three-year fixed term contract for electricity expires in March 2022, it is expected that costs will increase considerably, the RFO will ensure a provision for this increase is included.

3. **Fees and Charges:**

3.1 Car Park Charges

Committee will recall that the car park tariffs were increased on the 1 March 2021, as they hadn't been increased for some time and to improve our financial position going forward.

Recommendation

As car park tariffs have only recently been increased it is recommended that our car park charges remain as they are and not change.

3.2 Leeway charges

The sand companies are charged per ton of sand carried across Padstow Town Council Railway car park. The current charge of £0.15 per ton was increased from £0.12 on 1.4.17. As it is 4 years since the charge was increased, to allow for inflation, it is recommended to increase this fee to £0.18 per ton.

Recommendation

Does the Committee agree to recommend to FGP to increase the leeway charge from £0.15 to £0.18 per ton from 1.4.22?

4. **Proposed Projects 2022/23:**

4.1 Some key things are outlined below which may help the Committee in your considerations:

- i. Throughout 2021 conversations have been ongoing with Cornwall Council in respect of improved signage and it is likely that more conversations will follow in other ways to improve traffic management going forward. The Town Clerk has been liaising with Cornwall Council Highway Officer in trying to ascertain more information in this regard to come to a future meeting of

this Committee. The Committee Chairman is aware of this and kept informed. Committee may wish to highlight a budget for any signage costs and other costs which may be required.

- ii. As we know there have been ongoing conversations with CC in respect of traders, with them advising of St Ives' approach with a Public Spaces Protection Order. This came into force during the latter part of 2021 and is in place for 3 years. It has yet to be tested for its effectiveness. What was apparent is the amount of work undertaken in gathering evidence involved to have this Order in place. Committee may be advised to keep a watching brief on this, to see its effectiveness over the season next year. [NB: This project would seem more in line with LTOS Cttee].

5. Council Business Plan

- 5.1 Camel roadway improvements are included within the Council's Business Plan for Major Capital Projects in 2023/24. Should Committee wish to explore this project recommended that this remains in the Business Plan.

Appendix 1

Padstow Town Council									
Railway & Lawn car park takings 2021-22									
n/c 4404					n/c 4406				
	2019-20	2020-21	2021-22	<i>Budget</i> <i>2021-22</i>		2019-20	2020-21	2021-22	<i>Budget</i> <i>2021-22</i>
Apr	41415	23	26780	15,000		11988	0	6503	5000
May	44549	692	54029	15,000		13217	63	19405	5000
Jun	45380	3556	70341	25,000		13463	485	30490	10000
Jul	57969	51165	76531	60,000		17136	20726	32816	20000
Aug	64687	71756	86647	75,000		23158	27741	35878	20000
Sep	48631	64641	63818	50,000		14103	26140	27711	20000
Oct	37094	50706		30,000		9496	19619		15000
Nov	5967	3732		5,000		722	934		1000
Dec	7972	4187		5,000		1445	945		1000
Jan	5616	784		5,000		611	60		1000
Feb	6173	569		5,000		11	43		1000
Mar	9993	2395		10,000		51	212		1000
	375446	254206	378146	300000		105401	96968	152803	100000
Railway	302631	191833	378146	240000	Lawn	93065	75155	152803	80000
sub totals					sub totals				
Apr-Sep 2021					Apr-Sep 2021				
Apr-Sep	<u>2019-20</u>	<u>2020-21</u>	2021-22	<i>Budget</i> <i>2021-22</i>	Covid pandemic Lockdown restrictions started to ease on 12.4.21, with further lifting of restrictions on 17.5.21 and 19.7.21.				
Railway	302631	191833	378146	240000					
Lawn	93065	75155	152803	80000					
Total	395696	266988	530949	320000					
Car park takings									
April - September 2021 car park takings are £530,949 this year, which is £210,949 more than the Budget, £263,961 more than the same period last year and £135,253 more than 2019-20.									