

PADSTOW TOWN COUNCIL

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7 December 2021

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

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 14 December 2021 at 6.30 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 19 October (Pg's 1-4) 2021**
6. **Clerks Report/Works Programme:** To receive an update for (Pg 5) information.

7. **UPDATES:** To receive the following updates for information:- (pg's 6-7)
 - i) **Park and Walk**
 - ii) **Seasonal Signage**
 - iii) **Highways Site Visit**
8. **Land Train:** To be updated in this matter and discuss and decided on (pg's 7-9) way forward.
9. **20 mph "Call for Interest":** To give consideration to request from (pg 7) Cornwall Council.
10. **Date of next meeting:** TBC

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

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 14 DECEMBER 2021
CLERK'S REPORT/ WORK PROGRAMME**

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE	
Improved Signage/Traffic Management	Working in partnership with CC, police, PHC etc to look to hopefully improve for the season next year. Update on Council agenda.
Off-Street Parking Enforcement	Chairs of HRT, FGP, Town Clerk and RFO to meet with CC in the New Year to discuss next years SLA. Town Clerk to arrange meeting.
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: 14 DECEMBER 2021

AGENDA ITEM 7: UPDATES

i) Park and Walk: The Committee Chairman and Town Clerk met up with the operator to ascertain how the season had gone and view on way forward for future years.

Feedback included:-

- Had been busy, there had been some issues with some public not happy to walk.
- Operator linked up with CC to speak on signage. Advised that temporary barrier given by CC unsure what would happen moving forward.
- Was using a parking firm to manage the car park. Town Clerk advised on complaints that did come to the Town Council in respect of the same. Operator would provide contact details to help.
- Couldn't see them returning to Park and Ride. Were encouraging some users to catch the service bus from Tesco stop into town and vice-versa.
- Felt a zebra crossing and 20 mph would be good at the school crossing area.
- Had professional signage made up in car park to show public best route into town.
- Commented that that both seasonal car parks did ease pressure in the town during the busier times.
- Felt that not having the park and ride buses was welcomed, as so busy in the car park. Furthermore, the parking outside the offices was good to have for staff and any visitors to the office.
- Considered that there had been more of a "churn" of visitors, so stopping for shorter but then more visiting later in the day. Also commented that visitors were getting on the roads earlier so the car parks were getting busier earlier also.

ii) Seasonal Signage

The Highways Officer advised that he was in the process of pricing up seasonal signage. These were following meetings of the One Cornwall and taking onboard comments made. These included directional signage into town from both sides as you come in and information/directional signage for car parks. The Highways Officer advised that he hoped to provide detail before the Christmas break. Once received the Town Clerk will share with Committee members.

iii) Highways Site Visit

This month CC Councillor Rushworth and Highways Officer, Oliver Jones met up with/liased with PTC Councillors on highway parish issues, these included:-

- Blocked drains – specific areas of concern mentioned were bottom of Station Road, School Hill, New Street and Dennis Road.
- Requested update on yellow lining for the Parish.
- Link Road Car Park – parking bays no longer marked out, fencing in need of repair. Funding has been approved for CC's capital programme, which include works to Link Road Car Park i.e. , surfacing and / or relining packages, they are liaising with CORMAC. They will also look to resolve the fencing issue when the capital works are undertaken and will update PTC when works will be taking place.
- Ongoing issue with cars parked at School Hill.
- Issues with cars parked at the top of town (Prideaux)
- White lines at Treator worn away. This to be addressed in better weather.

- Concern raised with a parking space in the front of the old shop of Post Office, this was on a dangerous corner. Understood this was not part of planning application.
- Chasing up road sweeper, advised this should be done every 6 weeks. Roads in the lower end of the village are being missed the most.
- Concerns also outlined about overhanging bushes / hedges as there are quite a few, most concerning for Trevone as narrow road and no/little footpaths.
- Advised on bad positioning of the speed warning at Trevone, currently outside Porthmissen Close, people would slow down at that point as they are getting into a narrow section of road. Suggested to CC instead to reposition nearly opposite Southway, facing down the road, as people tend to accelerate on the way up after they have passed Porthmissen Close.
- The Town Clerk had also emailed with regards to request from Committee to improve safety at the school at arrival/leaving times with the installation of automated crossing lights.

The Council's Vice-Chairman considered that the catch he had was positive. CC and Cllr Rushworth would walk around areas mentioned, chase up any issues and would come back, some updates have been included in this report.

AGENDA ITEM 8: LAND TRAIN

The Council has been contacted by a proposed operator for a potential Tourist Land Train. Their request isn't for any land owned by the Town Council. It is from the Park and Walk, taking roadways into town.

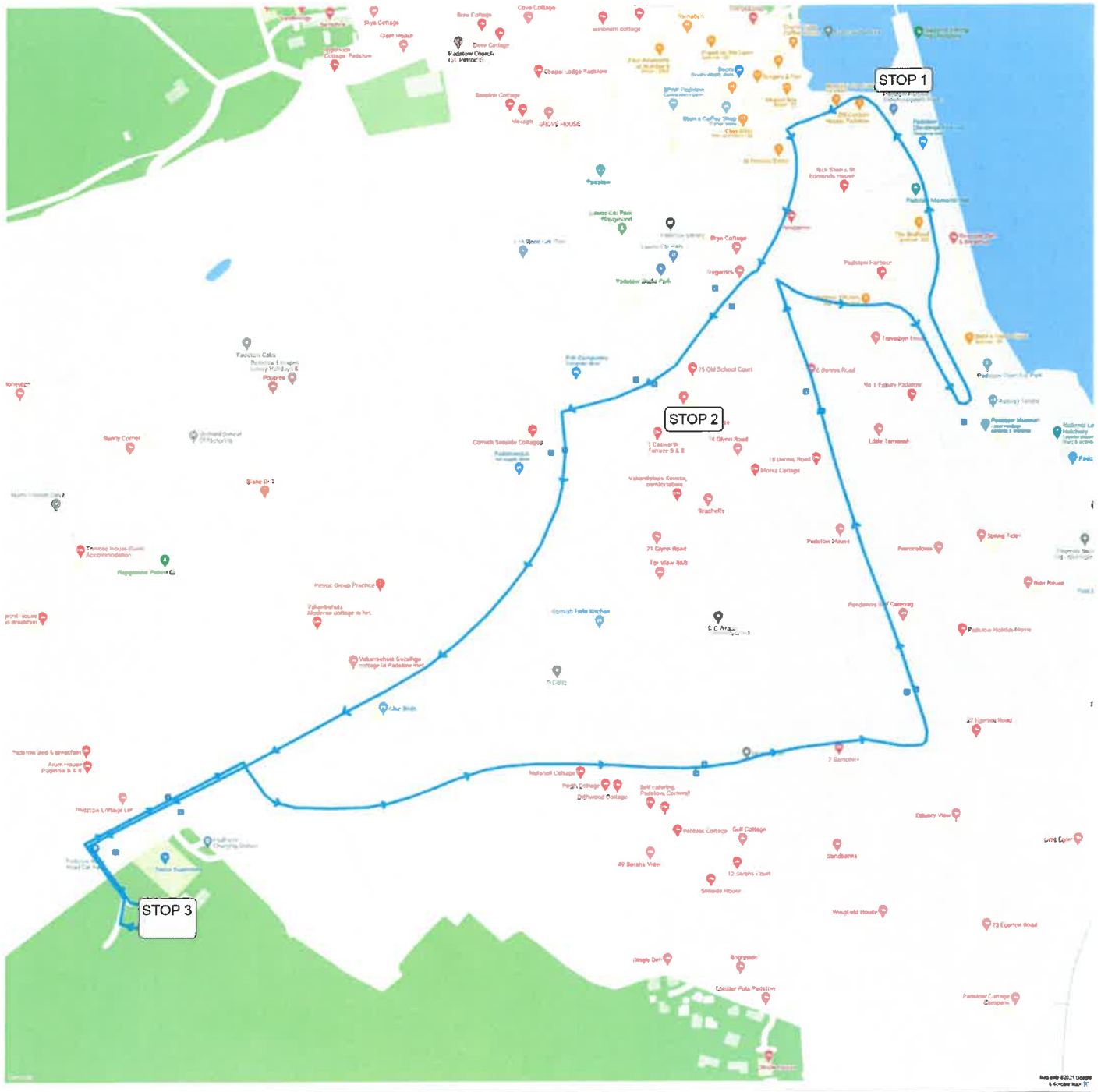
The proposed operator is applying for a Vehicle Special Order (required from the Vehicle Certification Agency being an agency of the Department of Transport) and are required to consult with the local Police and Highways Department. Appendix 1 details their proposed itinerary and plan for a period of 12 months from 1 January 2022.

The Town Clerk sought advice from the Highways Department who advised that they are not required to consult with the Town Council in this regard however, as the proposed operator has contacted us that we could provide Committee's views direct to them and copy in the Highways Department who will of course give this due consideration. As mentioned, our Council isn't obligated to respond – as not on our land or a consultee – but does it wish to go back to the proposed operator and cc in the Highways Department?

AGENDA ITEM 9: 20 mph "Call for Interest": We have been informed by Cornwall Council via their Transport and Infrastructure Team that they are keen to seek the views of local Councils on any areas they consider should be 20 mph. A key priority of the Draft Transport Plan is to deliver 20mph limits, in a greater number of streets, towns and villages across Cornwall, where the limit is currently 30mph. We have been updated that Cornwall Council are currently looking to deliver 20mph to the community network areas for Camelford and Falmouth-Penryn, the reason these areas have been chosen is because they can build on an already existing 20mph provision and it has a good blend of between built up/residential, town centre as well as more rural villages – providing them with optimal monitoring opportunities. They advise that this is "Phase 1" and welcome hearing from other locations.

Does Committee wish to offer their ideas and thoughts on our parish at this stage?

Padstow Tourist Land Train



ROUTE

- The route will start from the Harbour carpark
- **Stop 1.**
- From there the land train will then proceed along Riverside and then continue onto South Quay.
- At the end turn it will turn left onto the B3276 (known as New street)
- The land Train will then stop on the B3276 (known as New street) at the bus stop opposite Top Town car park.
- **Stop 2 .**
- The Land train will then proceed along the B3276 and turn left into the Park and Walk car park
- **Stop 3.** Turnaround Point.
- The Land train will then exit the car park turning right back onto the B3276.
- The Land train will then turn right into Sarah's lane.
- At the end of Sarah's land the Land train will turn left onto Dennis road.
- At the end of Dennis road will turn right into Station Road.
- At the bottom of Station Road the Land train will turn left and will then pass along Riverside back to the start of the route.