

PADSTOW TOWN COUNCIL

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12 October 2022

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Councillors K Freeman (Chairman), P Curgenvan, R Higman, J O'Keefe, A N Rees, M Rickard and D N Vivian

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **HIGHWAYS, ROADS AND TRANSPORT COMMITTEE** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 18 October 2022 at 6.30 pm, or on the rising of the Staffing Committee meeting, whichever is later** 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 with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety.

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 31 May 2022** (Pg1)
6. **Clerks Report/Works Programme:** To receive an update for information. (Pg2)
7. **2022/23 Update and Budget 2023/24 (including fees and charges):** To receive an update for 2022/23 and to give consideration to potential future projects for 2023/24 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:** Tuesday 6 December 2022 at 7 pm
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. **Car Park Machine Replacements:** To give consideration to quotation and preferred options and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 31 May 2022 at the Church Rooms, Church Street, Padstow at 7.20pm

Present: Councillors P Curgenvan, K Freeman, R Higman, A N Rees, M Rickard and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and Minute Taker) and Councillors A P Flide and Mrs T Walter

- HRT2022/1** **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.
- HRT2022/2** **Apologies and Announcements:**
There were no apologies for absence or announcements made.
- HRT2022/3** **Declarations of Interest:** There were no declarations of interest.
- HRT2022/4** **Public Participation:** There was no public participation.
- HRT2022/5** **Minutes:** **RESOLVED** that the minutes of the meeting held on **Tuesday 8 February 2022** be signed as a true record of the meeting.
- HRT2022/7** **Committee Terms of Reference:** **RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- HRT2022/8** **Date of Next Meeting:** To be confirmed

Meeting closed at 7.21

**HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 18 OCTOBER 2022
CLERK'S REPORT/ WORK PROGRAMME**

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

Off-Street Parking Enforcement	SLA for 2023/24 to be considered at future meeting (end of 2022/early 2023)
Roadway to Camel Trail	This has been included in Council Business Plan for 2023/24.
Padstow Signage	Highways Officers confirmed that improved signage has now been agreed. This should be put place in time for the main season. As well as improving directional signage to car parks, also provides confirmation to pedestrians on routes into town from Tesco side and cemetery side of town. This is being funded by CC.
Enterprise Car Club	6 month trial ended 31.8.22, car and signage have been removed. Support Officer has requested information regarding success of the trial. No information has been received.

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
18 OCTOBER 2022**

Agenda Item 7: 2022/23 Update and Budget 2023/24 (including fees and charges):

1. 2022/23 Income Update

1.1 Car Park Income Update

Following the increase in tariffs in 2021 car park income has performed fairly well this year, as detailed in the car park takings summary (appendix 1). Visitor numbers for the main season appeared to be lower this year in comparison with the last two years, the last two years being exceptional with opening up after lockdown and more staycations, with uncertainty around foreign travel.

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 on 23.6.21. There were issues with internet connectivity and RingGo this summer, which we think was probably due to a mast being out of action

2. Expenditure Update

2.1 Civil Enforcement Officer (CEO)

Cornwall Council (CC) now enforce PTC Railway and Lawn car parks. A Service Level Agreement (SLA) was negotiated in the current year and will be looked at again next year. The Budget 2022-23 was £5000 for a CEO and actual cost was £3032 up to 31.8.22.

2.2 Car park machines

Overall, the car park machines have performed well. However, they are beginning to show their age and improvements can be made to offer the public more options for payment. The RFO has drafted a report for Committee's consideration at Confidential Agenda Item 10.

2.3 Signs

The Budget 2022-23 for signs was £10,000 and the actual cost up to 31.8.22 is £0. There has been no cost as signage for improvements to the town has been funded by Cornwall Council via their Community Network Highway Scheme. Cornwall Council has advised that these will be put in place before the main season commences next year.

2.4 Non-Domestic Rates

The Non-Domestic Rates for the Railway car park are £56,320pa and the Lawn car park is £14,970pa in 2022-23.

2.5 Car Park Cash Collections

Car park machine cash collections are undertaken by G4S and these have gradually reduced over the last few years, as RingGo has been used more, these will be reduced further in 2023-24. The cost per cash box collection is £10.89.

3. **Fees and Charges:**

3.1 Car Park Charges

The car park tariffs were increased on 1 March 2021, with the Car Park Order, car park machines and tariff boards updated at the same time.

In respect of season tickets the cost is £480 including VAT. In 2022-23 five season tickets were sold. The Committee agreed the Policy with it being reviewed later in the year, in time for 2023/24.

The RFO considers that, as there were recent uplifts and with the work and cost required to update the Order, car park machines and tariff boards, that the charges should remain the same.

Does the Committee agree to recommend to the Finance and General Purposes Committee, that car park charges and car park season ticket prices remain the same?

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 £0.18 per ton was increased from £0.15 on 1.4.22, therefore the RFO considers these remain the same.

Does the Committee agree to recommend to FGP to keep the leeway charges at £0.18 per ton?

4. **Expenditure 2023/24:**

- 4.1 Car Park Enforcement: The RFO is proposing to include a provision of £5000 for a Cornwall Council (CC) Civil Enforcement Officer (CEO) to enforce PTC car parks, leaving us room to fund some additional patrols, outside of the usual visits, should Cornwall Council have the capacity to offer more visits. The SLA for 2023/24 will be considered at a future meeting of this Committee.

Does Committee agree to include this figure within the budget?

- 4.2 Electricity Costs: The Council's three-year fixed term contract for electricity commenced with EDF Energy in 2022, after many issues transferring the sites from Opus Energy. Worldwide energy costs have increased hugely over the last year and are expected to remain high and increase. There is no cap on business energy prices, so it is fortunate that the Council has a three-year deal.

4.3 Non-Domestic Rates

Provision for a slight increase has been included in 2023—24 Budget.

5. **Council Business Plan**

- 5.1 Any large capital projects (over £20,000) should be planned for within the budget and included in the Council's Business Plan – Capital Projects.

As Committee will know, due to the knock-on with COVID, the Council's Capital Projects were "pushed on" into future years, due to the uncertainty at the time, mainly relating to our income levels.

Committee's Capital Project - Camel roadway improvements (the area near the workshops at the start of the Camel trail) is included within the Council's Business Plan for Major Capital Projects in 2023/24 at £20,000.

Does Committee wish to recommend this project remain, if so at the cost outlined?

Are there any other projects the Committee would like to include in the Budget for 2023/24?

Padstow Town Council															
Railway & Lawn car park takings 2022-23															
n/c 4404	Railway car park	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23	n/c 4406	Lawn car park	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23
Apr	36375	41415	23	26780	49115	20,000	10242	11988	0	6503	16638	5000			
May	43600	44549	692	54029	49618	40,000	12287	13217	63	19405	17377	15000			
Jun	49098	45380	3556	70341	56070	50,000	14352	13463	485	30490	22085	21000			
Jul	59587	57969	51165	76531	65553	60,000	16345	17136	20726	32816	28477	25000			
Aug	69811	64687	71756	86647	81610	70,000	21050	23158	27741	35878	31448	25000			
Sep	45461	48631	64641	63818	55672	50,000	13871	14103	26140	27711	23266	21000			
Oct	38792	37094	50706	57127		45,000	10819	9496	19619	21703	20000				
Nov	6311	5967	3732	27011		20,000	1555	722	934	5390	4000				
Dec	8350	7972	4187	17716		10,000	2056	1445	945	4673	3000				
Jan	4206	5616	784	13736		10,000	1267	611	60	3390	2000				
Feb	6731	6173	569	20283		10,000	1660	11	43	5503	4000				
Mar	16379	9993	2395	25304		10,000	3832	51	212	6216	5000				
	384701	375446	254206	539323	357638	395000	109336	105401	96968	199678	139291	150000			
Railway	303932	302631	191833	378146	357638	290000	Lawn	88147	93065	75155	152803	139291	112000		
sub totals							sub totals								
Apr-Sep '22							Apr-Sep '22								
Apr-Sep	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23									
Railway	303932	302631	191833	378146	357638	290000									
Lawn	88147	93065	75155	152803	139291	112000									
Total	392079	395696	266988	530949	496929	402000									
Car park takings															

April - September 2022 car park takings are £496,929 this year, which is £94,929 more than the Budget and £34,020 less than the same period last year.