

PADSTOW TOWN COUNCIL

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 17 OCTOBER 2023

AGENDA ITEM 7: POLICY REVIEW

Committee will know that it should review its policies to ensure that they are up-to-date and current. Therefore, this item has been placed on the agenda for consideration. A review could mean that changes are required or that actually the current policy is fine like it is and no changes needed. Should any changes be required these will need to be recommended to Council.

i) Annual Parking Permit Policy [Season Tickets]

- 1.1 In 2018, the Council agreed to cease the selling of car park Season Tickets. In 2019, a full review of the need for some form of annual permit was undertaken and the Annual Parking Permit Policy was agreed. As per appendix 1 to this report. It is considered that overall, the new Policy has worked well, and the process set behind this Policy has been well executed. Over the course of time since this Policy commenced there has only been one comment, from a tenant who considers that the tickets should not require registration numbers because this causes problems with staff changes, such as members leaving or emergency cover due to staff sickness.
- 1.2 However, in response to the above as Committee will know during its 2019 review there was clear rationale for their inclusion. Furthermore, two registration numbers can be placed on one ticket, so can be used by two separate users who may work differing shifts. Should staff leave and/or registrations change then a request can be made to replace the permit for a small administration fee. Furthermore, provided the request fits with the Policy and not all the permits have been sold, multiple permits can be purchased.
- 1.3 It is noted that the Policy is titled Annual Parking Permit Policy but also refers to the old name - Season Ticket. At the time, , due to the cost involved in amending the Car Park Order (c£1,000) for this minor amendment it was felt best that the Annual Parking Permit be known as a Season Ticket and the name in the Order left as it was. However, should any significant changes be made to the Car Park Order in future i.e. change to tariffs, the name in the Order could be changed at that point and the reference to Season Ticket dropped completely.
- 1.4 In respect of the current Policy, the Town Clerk considers one change that could be made to the policy is to remove the words "without designated parking" from the eligibility criteria of Padstow Town Council tenants as this excludes, having potential to cause upset and conflict. The matter of whether or not tenants have parking within their lease agreement is separate to the purchase of an Annual Parking Permit and should not be confused.
- 1.5 In respect of 2022/23, of the 15 tickets on sale 5 were sold. Therefore, it is considered the maximum number to be sold remain at 15.

ii) Free Parking Policy

2.1 The last review of the Free Parking Policy concluded that the Policy continue "as is" but that the maximum number of tickets per organisation be 7. The last review was in 2018.

2.2 The Policy is very simplistic, as follows:-

*Padstow Town Council
Free Town Council Parking Permits*

Town Council policy is to –

- Issue permits to the leaders of voluntary organisations/charities in the town to cover the period that the applicant is involved with the organisation.*
- Contractors working on site or Council visitors will be issued with a parking permit to cover the period of their visit*
- Free permits will not be issued to those carrying out paid work or those using the council bandstand.*

2.3 As Committee will know, the rationale for this Policy was to provide free parking for voluntary organisations and charities for the benefit of the community.

2.4 For 2022/23 32 Free Parking Permits were issued; however, it should be noted that the majority of those did specify their organisation/group's meeting dates and times – so not every day all year around. It should be noted that this figure has remained static over the years likely to continue due to the organisations that do request them being situated at the Lawns or Railway Car Parks.

2.5 It is worth noting that we do deal with a request each year for an RNLI volunteer collecting cash boxes, it's considered that this would be better managed as an "ad hoc" request i.e. just for the time and day rather than through this Policy.

2.6 It is considered that in light of no real change to requests or issues, that this stay "as is" but with a view to reviewing later in the year as it would seem advantageous that as we move to the opening of a community space at the Core Building, the Policy be considered alongside any potential requirements there.

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 2021 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 2021. 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.

Penalty Charge Notices (PCNs)

Penalty Charge Notices will be issued to any vehicles that breach The Padstow Town Council (Off-Street Parking Places) Order 2021. 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.