

# PADSTOW TOWN COUNCIL

Council Offices  
Station House  
Station Road  
Padstow  
Cornwall  
PL28 8DA

Kathy Pemberton  
Town Clerk  
Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)  
Tel: 01841 532296



11 January 2023

**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 vacancy

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 17 January 2023 at 7.15 pm or on the rising of the Leisure, Tourism and Open Spaces Committee, whichever the 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

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## Press & Public are invited to attend

1. To receive **apologies for absence and announcements (if any)**
2. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
3. **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.
4. **To agree the minutes** of the meeting held on **Tuesday 18 October 2022 (1-3)**
5. **Committee Works i) Update:** for information only; and **ii) Programme:** To note and update/amend, as necessary. **(4)**
6. **Railway Car Park – Relining:** To give consideration to relining work to be undertaken in the car park and discuss and decide on way forward. **(5-15)**
7. **Policy Review:** To give consideration to the following Policies i) Annual Parking Permit [Season Ticket] Policy; and ii) Free Parking Policy with any changes being recommended to Council. **(to follow)**
8. **Date of next meeting:** Tuesday 7 February 2023 at 7 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 18 October 2022 at the at the Council Offices, Station House, Station Road, Padstow at 6.30pm**

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

**In Attendance:** Mrs K Pemberton (Town Clerk) and Mrs N Barnes (Responsible Financial Officer)

- HRT2022/9**      **Apologies for absence** were received from Councillor O'Keefe
- HRT2022/10**    **Apologies and Announcements:** There were no announcements.
- HRT2022/11**    **Declarations of Interest:** There were no declarations of interest.
- HRT2022/12**    **Public Participation:** There was no public participation.
- HRT2022/13**    **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 31 May 2022** be signed as a true record of the meeting.
- HRT2022/14**    **Clerk's Report/Works Programme:** The report was noted for information. Concern was raised as to whether the town signage would go ahead, with CC budgetary constraints. The Town Clerk understood this would not be affected as it was agreed as part of the Community Network Highways Scheme. In terms of timescales, she was advised they would be erected before the season. She would seek greater clarify on timescales.
- HRT2022/15**    **2022/23 Update and Budget 2023/24 (including fees and charges):** The 2022/23 update was noted as per the agenda and Committee was satisfied with the report.
- Fees and Charges: Members considered the recommendations in the report regarding car park and leeway charges and were supportive of the recommendations set out therein.
- RESOLVED to recommend to the Finance and General Purposes Committee that:**
- i) No changes be made to the car park tariff including season tickets for the year 2023-24; and
  - ii) No changes be made to leeway charges for the year 2023-24.

A Councillor queried if season tickets should still be offered owing to the number sold and the impact they had on the car park revenue. The Town Clerk advised that she understood the ones sold were to local businesses. If the meeting

wished to review the Season Ticket or Free Parking Permit policies, then this could be done at a future meeting.

Following a Councillor's query, the RFO confirmed that the sand tonnage figures are based on those supplied by the sand firms.

Expenditure: Members discussed car park enforcement and were supportive of a provision which would allow for additional visits outside of the usual visits, should Cornwall Council have capacity to offer more visits. It was noted that the Service Level Agreement for 2023/24 would be considered at a future Committee meeting.

**RESOLVED to recommend to the Finance and General Purposes Committee to:** Request a provision of £5,000 in the 2023/24 budget for Cornwall Council Enforcement Officers to enforce Padstow Town Council Car Parks.

Electricity Costs: Members noted that earlier in the year Council had commenced a three-year fixed term contract for electricity, which was fortunate given the ongoing increases in energy prices.

Non-Domestic Rates: Members noted the provision for a slight increase included in the 2023-24 Budget for Non-Domestic Rates.

Council Business Plan: Committee considered including items in the Council's Business Plan.

There was a general discussion if it is possible to improve the Camel roadway area and a Councillor suggested a Health & Safety review could be considered as part of the improvements.

**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 with a provision of £20,000.

A Councillor suggested that the lining in the Railway car park needs doing and the Town Clerk advised that she would ask the outside team to review what needed to be done in order that quotes could be obtained. The RFO confirmed this would come from the regular maintenance budget.

Concerns were raised by a Councillor regarding the Railway cliff face and the Town Clerk advised that the Council's surveyor could be asked to check it when he is next down. She wasn't aware of any issues but did confirm that previous advice was to leave foliage in place as it 'anchored' the cliff. The RFO confirmed that any works would be part of the maintenance budget and advice would be via professional advice.

**HRT2022/16**      **Date of Next Meeting:** Tuesday 6 December 2022 at 7.00pm

**HRT2022/17**      **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**HRT2022/18**      **Car Park Machine Replacements:**  
The Councillors were pleased with the report and **RESOLVED to recommend to the Full Council to:**

- i) replace the existing five (two solar and three mains) car park machines in the Railway and Lawn car parks, with IPS card and coin machines as a capital purchase as per their quotation for supply and installation of £21,024, for installation January/February 2023;
- ii) to fund this from the Contingency Budget in Capital/Projects 2022/23;
- iii) to put in place the Annual Silver Maintenance contract of £1,875 per annum;
- iv) to note running costs as detailed in the agenda report; and
- v) to not renew the current car park machine's maintenance contract, which expires on 30.11.22 and instead pay for any individual callouts as required.

Meeting closed at 6.53 pm

# HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

## 17 January 2023

Agenda Item 5

### COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Car Park Machine Installation:** This is on course for completion w/c 9 January.
- **Dock Wall Works (Railway Car Park):** on site w/c 9 January to undertake maintenance works on the tie-rods. Works expected to take 2 weeks.
- **Town Signage:** CC has confirmed new signage is on course to be installed next month.

### WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY

| DRAFT AGENDA ITEM TITLE   | ITEM DETAIL (if necessary)   | PROGRESS UPDATE (if any)   |
|---|--|--|
| Car Park Relining   | To give consideration to areas to be redone in the Railway Car Park            | On agenda for consideration.   |
| Annual Parking Permit [Season Ticket] Policy and Free Parking Policy    | To review each in light of comments from Cllrs/Cttee and feedback from public. | On agenda for consideration.   |
| <b>MEETING DATE: 7 FEBRUARY 2023 – AGENDA DESPATCH: 1 FEBRUARY 2023</b> |  |  |
| 2023/24 Car Park Enforcement SLA and 2022/23 Update                     | To be provided with fees for 23/24 as well as update for 22/23.                | Town Clerk is seeking information from CC in this regard.                                      |
| <b>MEETING DATE: 4 APRIL 2023 – AGENDA DESPATCH: 29 MARCH 2023</b>      |  |  |
| Camel Roadway Improvements  | 2023/24 budget - £20,000   | Town Clerk has been progressing by making contact with relevant officers at CC in this regard. |
| Railway Car Park Railings   | 2023/24 budget - £35,000   | Had area appraised for works to be undertaken in order to feed into budget setting.            |
| <b>POTENTIAL ITEMS FOR FUTURE MEETINGS</b>                              |  |  |
| Dock Wall Future Works  | Project flagged in Business Plan for 2024/25                                   |  |

## **PADSTOW TOWN COUNCIL**

### **HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 17 JANUARY 2023**

#### **AGENDA ITEM 6: Railway Car Park – Relining:**

1. In December 2022, 4 companies were approached with only two coming back to the Council Support Officer to outline they would be happy to provide a quotation.
2. The Foreman has provided pictures (Appendix 1) to show areas of Railway Car Park that require re-lining. Committee's views are welcomed in this regard.
3. The RFO has confirmed there is sufficient Budget 2022-23 in the HRT Railway Car Park cost centre. This would be undertaken as per usual maintenance works. It's considered that Lawns Car Park doesn't need any lining works as the car park works were only recently undertaken.
4. As outlined in 2 above. Committee views are welcomed, after which the Council Support Officer can contact the companies to provide the details and arrange site visit, if necessary in order to provide quotations. To avoid further delay Committee is asked to delegate to the Town Clerk, in consultation with the Committee Chairman appointing contractor for these works. It be noted that we would intend for works to take place before the Easter holidays.

**Section A) Railway car park**

1. Entrance markings to Railway Car Park – including give way marking and middle road markings.

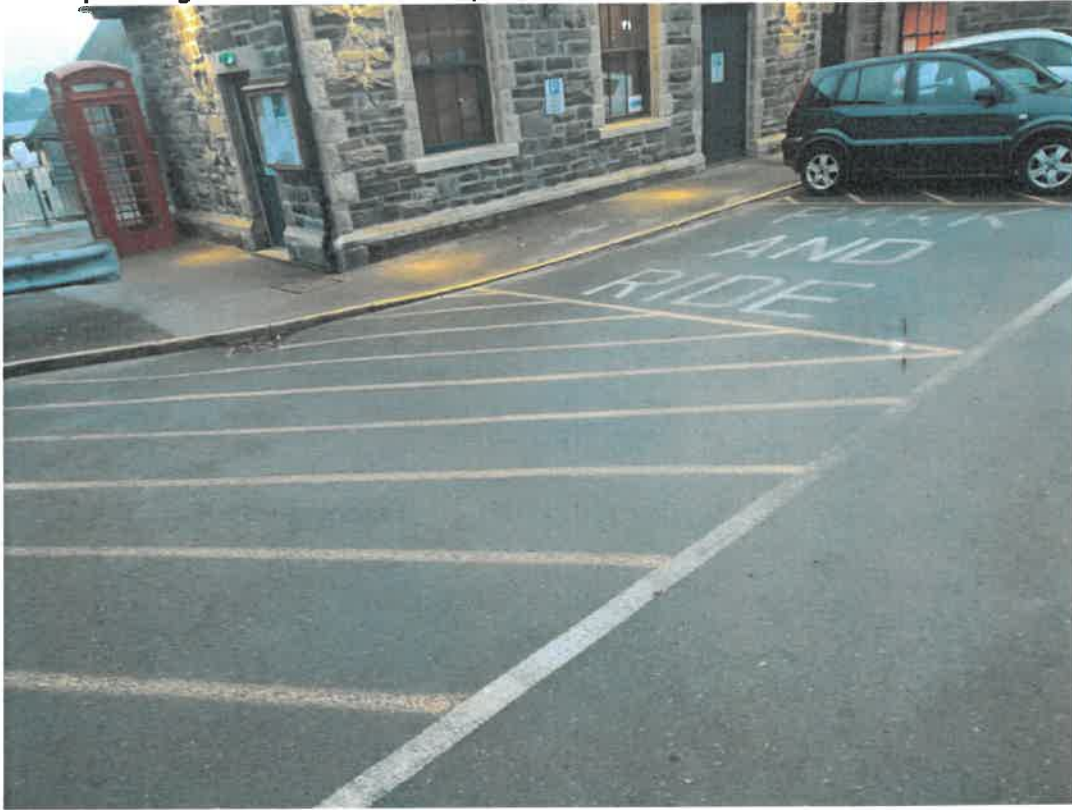


2. Zebra crossing by the bus stop.





3. Staff parking area – to remove park and ride and replace with 'Staff parking area'



4. Middle of road marks and direction arrows





5. Given way markings, yellow hatched area and zebra crossing – includes points from item 4 (middle of road markings and directional arrows)



6. Triangle section opposite the sand works – hatched area for no parking and re line some of the spaces



7. Touch up the zebra crossing – middle of business units to other side of walkway.



8. Couple of spaces to touch up the white markings on parking space, in the section pictured below which is front of business units. Include space next to zebra crossing that was hatched one, any yellow to be re-blackened out.



9. Touch up white marking parking spaces





10. Yellow hatching at front of picture below and re-do zebra crossing to the business units



11. Yellow hatching behind the vehicle parking space as below



12. Touch up coach bays parking spaces – include covering over old markings



13. Disabled parking spaces (right hand side) re-line yellow hatching





14.Disabled parking spaces (left hand side) first couple of spaces to reline yellow hatching.



15. White hatched markings – for pedestrian walking area.





16. One way / no entry markings - re-done.



17. Corner where hatching and cones – take the yellow hatching down further, in a triangle shape. Always a problem corner.

