

PADSTOW TOWN COUNCIL

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6 March 2024

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors A N Rees (Chairman), K Freeman (Vice-Chairman), R Higman,
J O'Keefe, M Rickard and 2 x vacancies

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 12 March 2024 at 6.30pm 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


Kathy Pemberton
Town Clerk

Agenda Press & Public are invited to attend

1. To receive **apologies for absence and announcements (if any)**
2. **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.
3. **To agree the minutes** of the meeting held on **Tuesday 17 October 2023** p. 1-4
4. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
5. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. p. 5
6. **Post-Season Car Park Checks:** To receive update for information. p. 6
7. **Off-Street Parking Service Level Agreement (2023/24) and 2024/25 Update:** To consider report and discuss and decide on way forward. To follow
8. **Camel Roadway Improvements:** To give consideration to this matter and discuss and decide on way forward. To be tabled
9. **Date of next meeting:** Tuesday 9 April 2024 at 7.30 pm (or on rising of Planning Committee)

- 10. 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.
- 11. Off-Street Parking Service Level Agreement (2023/24) and 2024/25 Update:** To consider report and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 17 October 2023 at the Council Chamber, Council Offices, Station House, Padstow at 7.18pm

Present: Councillors A N Rees (Chairman), K Freeman (Vice-Chairman), R Higman, J O'Keefe and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

- HRT2023/6 Apologies for Absence:** There were no apologies.
- HRT2023/7 Announcements:** There were no announcements.
- HRT2023/8 Declarations of Interest:** There were no declarations of interest.
- HRT2023/9 Public Participation:** There was no public participation.
- HRT2023/10 Minutes: RESOLVED** that the minutes of the meetings held on **i) Tuesday 7 March 2023** and **ii) Tuesday 30 May 2023** be signed as a true record of the meeting.
- HRTS2023/11 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.
- HRT2023/12 Committee Works i) Update and ii) Programme** were noted without change.
- HRT2023/13 Camel Roadway Improvements:** The Town Clerk referred members to the "to follow" report detailing the site meeting between the Council Facilities Officer and Council's Surveyor and consideration was given to the Surveyor's notes.

Members noted that the main issue with the project was the budget [£20,000] but all were in agreement that improvements to the area needed to be made. There was discussion that further increased signage would be beneficial and that this should be sited at both entrances to the car park. It was acknowledged that though signage could be erected, the Council had no power to enforce that cyclists must dismount.

The Committee were keen to "test the market" with the budget available as suggested by the surveyor. It was suggested by a member that Cornwall Council could be approached to assist with the cost of improving the Camel roadway area, though it was not widely thought this would be forthcoming.

There was some discussion that an issue highlighted by Sustrans was cyclists not being able to get further into town. It was noted that the town as it is, being subject to a one way system and the quay itself, was not conducive to cycling through.

RESOLVED i) for the Town Clerk to request the Surveyor test the market based on the detail outlined in his note within the budget allocated; ii) to consider, at the appropriate agenda item, requesting further budget for 2024/25; and iii) to investigate with Cornwall Council the potential for PTC to fund additional bike racks on the Camel Trail on Cornwall Council side.

HRT2023/14

Car Park Tariffs: Members gave consideration to the car park tariffs and whether or not these should be increased. The Responsible Financial Officer asked members to consider that due to inflation and other factors, the car parks were earning less in real terms (as the tariffs were last increased in April 2021) and she advised Committee that the Council needed to be careful going forwards in managing its finances in light of the increased costs and decreased income.

Members expressed concern that due to the cost-of-living crisis, footfall was already down and they did not wish to further discourage car park users. One member suggested that the tariffs should remain unchanged, as they considered it would be better to fill the car park's capacity at the existing tariff, rather than to fill it to 2/3s capacity at higher rates, due to his concern for the consequences any increase may have. It was agreed that the short stay fees should remain the same and the 12hr, 24hr and coach fees should increase.

Consideration was given to season tickets with some members suggesting that they should be withdrawn altogether, however it was agreed that these should remain but be further limited in number and the fee increased (the last increase being in 2015).

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE:

- i) The car park tariffs for 1hr, 2hr, 3hr and 4hr tickets remain the same but that the tariffs for 12hr, 24hr and coaches be increased to £10, £12 and £10 respectively; and
- ii) The season ticket charge be increased to £500 plus VAT and the number available limited to 10.

HRT2023/15

2023/24 Update and Budget 2024/25: The 2023/24 update was noted as per the agenda and Committee was satisfied with the report.

Car Park Enforcement: Members considered the recommendations in the report regarding the increase to car

park enforcement and were supportive of the recommendations set out therein.

Electricity Costs: Members noted the Council's three-year fixed term contract for electricity had commenced in 2022.

Non-Domestic Rates: Members noted the provision for a slight increase was included in the 2024-25 Budget for Non-Domestic Rates.

Car Park Order: Members noted the cost to revise the Car Park Order based on the decision of Committee during the earlier agenda item.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE: That the following provisions be included in the 2024/25 budget:

- i) £10,000 for a Cornwall Council Civil Enforcement Officer to enforce PTC car parks; and
- ii) £1,315 to increase the car park tariffs (revise the Car Park Order, update signs and IPS car park machines software).

Council Business Plan: There was a general discussion regarding the Council's Business Plan and items to include.

Members were keen that works to improve the Camel roadway area commence in the current year as planned but that further budget be available in 2024/25 to further build upon improvements.

Members considered the recommendations in the report regarding the dock wall and noted the cost to undertake the pressure washing of the piles was estimated to be £5,000 as updated by the Town Clerk. In response to a member query the Responsible Financial Officer advised that it had been difficult initially to find a contractor to undertake the dock wall works which was a specialist area and Council's surveyor had not been able to make any recommendations. Consequently, the Harbour Commissioners had been contacted and they had recommended the Council's current contractor, TMS Ltd.

Members were supportive of the suggestion within the report that a provision be included to improve the Lawn garages but further wished this project to incorporate improvements to the Scout Hut, this being the opportunity to reduce the size of the hut and place a vehicle compound in that area in order to clean down/work on any equipment. Access to be along the garages.

In addition to the agenda report, it was suggested that a provision be included for the investigation of electric vehicle charging points.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE:

- i) A provision of £30,000 for further Camel Roadway Improvements be included in the 2024/25 budget;
- ii) A provision of £5,000 for the dock wall (pressure washing piles) be included in the 2024/25 budget;
- iii) A provision of £65,000 be included in the 2025/26 budget for dock wall repairs;
- iv) A provision of £200,000 be included in the 2024/25 budget for improvements to the Lawn garages area and Scout Hut; and
- v) A provision of £5,000 be included in the 2024/25 budget to investigate electric vehicle charging points.

HRT2023/16

Future Meeting Dates: Date of next meeting, Tuesday 5 December 2023 and future meeting dates were noted.

HRT2023/17

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

HRT2023/18

Leeway Charges: Members considered this item and **RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE** to accept the recommendation in respect of leeway charges as set out on page 14 of the confidential agenda papers.

Meeting closed at 8.01 pm

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

12 March 2024

Agenda Item 5

i) COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Camel Trail bike racks:** Town Clerk is investigating potential for PTC to fund additional bike racks on the Camel Trail on Cornwall Council side.

ii) WORK PROGRAMME: TO NOTE, UPDATE / AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
MEETING DATE: 12 March 2024 – AGENDA DESPATCH: 6 March 2024		
2024/25 Car Park Enforcement SLA and 2023/24 Update	To be provided with fees for 24/25 as well as update for 23/24.	Item on agenda.
Camel Roadway Improvements	Surveyor requested to test the market (within the budget allocated) based on the detail he provided in October	Item on agenda.
MEETING DATE: 9 APRIL 2024 – AGENDA DESPATCH: 3 APRIL 2024		
Electric charging points	£5,000 provision for investigating electric vehicle charging points.	
POTENTIAL ITEMS FOR FUTURE MEETINGS		
Dock Wall Works	£5,00 provision in 2024/25 budget for pressure washing piles. £65,000 provision in 2025/26 for dock wall repairs.	

**PADSTOW TOWN COUNCIL
HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 12 MARCH 2024**

AGENDA ITEM 6: Post-Season Car Park Checks: To receive update for information.

The post season car park check took place and the maintenance team have added additional salt to salt bins, cleaned signage, fencing & benches. The below items were noted, and this action plan prepared.

No.	Item	Action agreed	By whom	Target date	Completion date
1	Ensure bollards have Hi-Viz tape.	Hi-Viz tape ordered and arrived. Council Foreperson to arrange installation of tape	CF	By Easter	
2	Fix bollard along path in front of boatyard unit, which is slightly wobbly in its setting	Use cold tar to repair	CF	By May	
3	Investigate remarking directional road markings at Lawns car park	CF to mark on map symbols that need repainting. CFO to use information from CF to contact contractor to seek quotation and availability.	CF CFO	By Easter ASAP	
4	Investigate remarking the footpath no cycling symbols and footpath markings at Railway Car Park	CF to mark on map symbols that need repainting. CFO to use information from CF to contact contractor to seek quotation and availability.	CF CFO	By Easter ASAP	
5	Low kerb Lawns Car Park	CFO and TC meeting to review risk level	CFO / TC	By Easter	
6	Signage - below 2100mm above ground level & adequate				
7	Bollard - non safety issue	CFO and TC meeting to review cost benefit	CFO / TC	By Easter	
8	Additional Bollard - non safety issue				