

PADSTOW TOWN COUNCIL

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5 June 2024

TO: MEMBERS OF THE HIGHWAYS, ROADS AND TRANSPORT COMMITTEE
Councillors A N Rees (Chair), K Freeman (Vice-Chair), G Chapman,
A Hoskin, J O'Keefe, M Rickard and 1 x VACANCY

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **HIGHWAYS, ROADS AND TRANSPORT COMMITTEE** at the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 11 June 2024 at 6.30 pm or on the rising of the Staffing Committee meeting, 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

Agenda 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 meetings held on i) **Tuesday 12 March 2024**; and ii) **Tuesday 28 May 2024** p 1-2 p 3
5. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for any amendment to Council. p 4-6
6. **Committee Works i) Update:** for information only; and ii) **Programme:** To note and update/amend, as necessary. p 7
7. **Camel Roadway:** To give consideration to future improvements and discuss and decide on way forward. To follow

- 8. Future Meetings (commencement of each 7.00 pm):**
 - Tuesday 6 August 2024
 - Tuesday 22 October 2024 (budget)
 - Tuesday 3 December 2024
 - Tuesday 4 March 2025

- 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. To agree the confidential minutes** of the meeting held on **Tuesday 12 March 2024**

- 11. Off-Street Parking SLA Meeting:** To be updated on meeting requested by Committee and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 12 March 2024 at the Council Chamber, Council Offices, Station House, Padstow at 6.48pm

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 S Daly (Assistant TC/Assistant RFO and Minute Taker), Councillors Mrs J Colwill and Mrs J Dawe

- HRT2023/19 Apologies and Announcements:** There were no apologies or announcements.
- HRT2023/20 Public Participation:** There was no public participation.
- HRT2023/21 Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 17 October 2023** be signed as a true record of the meeting.
- HRT2023/22 Declarations of Interest:** There were no declarations of interest.
- HRT2023/23 Committee Works i) Update and ii) Programme** were noted without change.
- HRT2023/24 Post-Season Car Park Checks:** Committee noted the post-season car park checks as per the agenda report. The Town Clerk further updated on issues with both the Railway and Lawns Car Park streetlights. The Council's Facilities Officer had been liaising with the street light company, it was hoped that these matters were now resolved. Once this was confirmed the temporary light (attached to Station House) would be removed. However, it was noted that the streetlights were an old model and that it would be sensible to consider replacement of these within next year's budget.
- HRT2023/25 Off-Street Parking Service Level Agreement (2024/25) and update 2023/24:** The Town Clerk outlined her mistake on the agenda with the years for this agenda heading. Committee noted the report in this regard and increase in fees. There was much discussion on this item, in particular frustration in general and also with the visits that could be undertaken. However, clearly enforcement was required and therefore the SLA for 2024/25 be signed.
- RESOLVED** that SLA with Cornwall Council be entered into for 2024/2025 in respect of off-street parking enforcement as per the costs outlined in the report and frequency being offered by Cornwall Council.
- HRT2023/26 Camel Roadway Improvements:** The report in this matter was noted. There was much discussion as per the suggestion put forward by Council's Surveyor. However, more work

needed to be done to "pad it out" particularly around signage. Generally, Committee was not supportive of rumble strips or speed ramps as outlined, instead preferring lining to delineate any change.

RESOLVED that the Town Clerk and Committee Chairman meet to further develop proposals in this matter for consideration at a future meeting.

HRT2023/27 **Date of next meeting:** Tuesday 9 April 2024 at 7.30 pm (or on the rising of Planning Committee) was noted.

HRT2023/28 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

Councillors Mrs J Colwill and Mrs J Dawe left the meeting and did not return.

HRT2023/29 **Off-Street Parking Service Level Agreement (2024/25) and update 2023/24:** See confidential minutes.

Meeting closed at 7.15 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 28 May 2024 at the Council Chamber, Council Offices, Station House, Padstow at 7.00pm

Present: Councillors A N Rees (Chairman), K Freeman (Vice Chairman), G Chapman, A Hoskin, J O'Keefe and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker) and Councillors Mrs J Colwill, P Curgenven, Mrs J Dawe, R Higman and Mrs T Walter

- HRT2024/1** **Election of Chairman/Vice Chairman:**
i) It was **RESOLVED** that Councillor A N Rees be re-elected as Chairman, whereupon he took the chair.
ii) It was **RESOLVED** that Councillor K Freeman be re-elected as Vice Chairman.
- HRT2024/2** **Apologies and Announcements:** There were no apologies or announcements.
- HRT2024/3** **Declarations of Interest:** There were no declarations of interest.
- HRT2024/4** **Public Participation:** There was no public participation.
- HRT2024/5** **Date of Next Meeting:** Tuesday 4 June 2024 at 7.00pm or on the rising of the Staffing Committee, whichever is later was noted.

Meeting closed at 7.05 pm

PADSTOW TOWN COUNCIL

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE: 11 JUNE 2024

AGENDA ITEM 5: COMMITTEE TERMS OF REFERENCE

At the Annual Meeting of the Council, it was resolved that each Committee give consideration to their own terms of reference at their first meeting.

Appended to this report are the current terms of reference. Do Committee wish to recommend any changes to Council?

Terms of Reference for the Highways, Roads & Transport Committee

Membership

- The Committee will consist of 7 elected Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 4 elected members.
- The Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity and members of the public can be co-opted on to assist with the recommendations.

Records of Proceedings

- The Committee will meet on the 1st Tuesday six times a year, to include June and October at 7pm
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

Responsibilities

The Committee **will have full delegated powers** in respect of –

1. The improvement maintenance and management of Town Council car parks subject to item 6,
2. The improvement maintenance and management of street lighting belonging to Padstow Town Council,
3. Working with Cornwall Council in respect of Traffic Regulation Orders and Parking Enforcement issues.
4. Setting and managing the Council policy on the issue and management of car park excess charges
5. Authorisation of expenditure within the committees budget provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committees total budget must be authorized by the F&GP Committee,
6. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee,
7. All aspects of Health and Safety that fall within the remit of the committee,
8. The consideration of recommendations of sub-committees, working groups etc under the control of the HRT Committee,
9. The consideration of such matters as may be delegated by the Council from time to time,
10. Consultation with other relevant bodies with similar interests including other Town Council committees and sub-committees and consideration of their recommendations,

To make recommendations to Full Council/F & GP in respect of –

1. Making recommendations to the Council on all matters not within existing policy,
2. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the F&GP Committee before November of each year,
3. To consider and submit to the F&GP Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year during November of each year,
4. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents relating to car parks, highways or transport nature,
3. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy future direction and strategy.
4. Making recommendations to the Council on all matters not within existing policy,
5. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.

HIGHWAYS, ROADS AND TRANSPORT COMMITTEE

11 June 2024

Agenda Item 6.

i) COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Fencing and gates along Camel Roadway:** This has been progressing. Gates to be installed.
- **Fencing Lawns Car Park:** Minor damage was made by a vehicle to fencing at the Lawns Car Park. This is being taken forward through Council's insurers. No immediate risk to stability, however, will look to rectify the matter.
- **White Lining:** As per the pre-seasons checks some lining work was required and this was undertaken.
- **Season Tickets (2024/2025):** All 15 season tickets have now been allocated and issued for 2024/2025.

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

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
MEETING DATE: 4 JUNE 2024 - AGENDA DESPATCH: 29 MAY 2024		
Camel Roadway Improvements	Item on agenda.	Contractor met with Town Clerk who walked through the area for review. Item on Committee agenda.
POTENTIAL ITEMS FOR FUTURE MEETINGS		
Dock Wall Works	£5,000 provision in 2024/25 budget for pressure washing piles. £65,000 provision in 2025/26 for dock wall repairs.	
2025/26 Car Park Enforcement SLA and 2024/25 Update	To be provided with fees for 25/26 as well as update for 24/25. Regular annual item	
Electric charging points	To look into this matter.	