

ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Wednesday 24 November 2021 at 7.30 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/3960192812695400716>

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Telephone (listen-only): 0330 221 9914, Telephone Access code:708-762-812

The members listed below are summoned to attend the Environment and Safe Communities Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Neil Dallen (Chair)
Councillor John Beckett (Vice-Chair)
Councillor Steve Bridger
Councillor Chris Frost
Councillor Rob Geleit

Councillor Christine Howells
Councillor Lucie McIntyre
Councillor Julie Morris
Councillor Barry Nash
Councillor Humphrey Reynolds

Yours sincerely



Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

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No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Environment and Safe Communities Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 10 November**

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 22 November**

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. KINGSTON ROAD CAR PARK (STONELEIGH) (Pages 5 - 10)

This report proposes changes to the Kingston Road Car Park in Stoneleigh Parade to include annual permit parking options for residents, non-residents and businesses as well as the availability of daily parking using cashless alternatives.

4. CASHLESS PARKING (Pages 11 - 14)

This report seeks approval from the Committee for officers to procure a service provider to continue to offer cashless parking options within Epsom & Ewell Borough Council's pay and display car parks.

5. TOWN HALL / HOPE LODGE CAR PARKS (Pages 15 - 20)

The report requests the authorisation of the Committee to propose a change to the Off Street Parking Traffic Order in relation to the removal of car park barriers in the rear of Town Hall and Hope Lodge car parks.

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KINGSTON ROAD CAR PARK (STONELEIGH PARADE)

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	Auriol Ward;
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report proposes changes to the Kingston Road Car Park in Stoneleigh Parade to include annual permit parking options for residents, non-residents and businesses as well as the availability of daily parking using cashless alternatives.

Recommendation (s)

The Committee is asked to:

- 1 Authorise the Director of Environment, Housing and Regeneration to publish such notice and/or make such order as is considered necessary to propose the amendment of the Off Street Parking Places Traffic Order in respect of the car park in Kingston Road (Stoneleigh Parade) to include the following:**

Annual parking permits for residents and non-residents/businesses;

and

Daily, evening and Sunday parking fees for visitors parking for over 3 hours, payable via cashless parking methods.

1 Reason for Recommendation

- 1.1** The Kingston Road car park in Stoneleigh is currently free to use with no charges levied and no time limit on the length of stay.
- 1.2** As it is free to use (and therefore limited parking enforcement required) and as the location of the car park is concealed, it has attracted anti-social behaviour such as flytipping, abandoned vehicles and overnight refuge.

- 1.3 The car park requires upkeep and maintenance including the cutting back of trees and bushes, repairs to boundary markers and surface repairs and markings. There are no funds being generated by the car park currently to fund these requirements.
- 1.4 The Car Park Working Group have discussed this location and have recommended the introduction of some parking regulations as outlined in this report.
- 1.5 The introduction of permits would generate income for the Council to improve the upkeep of the car park and provide a greater enforcement service. Residents, commuters or businesses would be able to purchase an annual permit to park their vehicles.
- 1.6 The cost and issuance of permits would be consistent with the residential and season permit rates in Hook Road car park, currently £380 for residents and £690 for non-residents or businesses (subject to a possible 3% increase for 2022-23).
- 1.7 It is proposed that a resident permit could be purchased by anyone residing within 300metres of the car park.
- 1.8 Visitors would be able to purchase parking on a daily rate, via our cashless parking provider, to park in the car park for over 3 hours. Short stay visits of up to 3 hours to the local shops would remain free of charge. Longer stays would be charged in line with the charges in Hook Road car park (currently £4 for up to 5 hours or £6 all day) between 8:30am and 6:30pm Monday – Saturday.
- 1.9 An overnight fee (from 6:30pm – 8:30am) and a Sunday fee, both of £1 will also be proposed.
- 1.10 Due to its concealed location, it is not recommended to have a cash machine within the car park.
- 1.11 The introductions of regulations and appropriate signage will also enable other parking regulations such as parking outside of a marked bay or parking in a blue badge bay to be enforced.

2 Background

- 2.1 In January of 2017, in a report to this Committee, the Car Park Working Group requested a review into the existing arrangements within the Kingston Road car park.
- 2.2 The car park is accessed via Stoneleigh Parade under the gateway of Pizza Go-Go. Whilst the Council does not own this access it does have right of way for use of the car park. The car park itself is owned by Epsom & Ewell Borough Council.

- 2.3 The car park must also maintain access for a smaller private car park for Topo Gigio customers.
- 2.4 The car park currently has 50 spaces, including two blue badge spaces.
- 2.5 The car park contains 8 garages which are leased to a local business.
- 2.6 The car park requires ongoing maintenance to cut back overhanging tree branches, shrubs and bushes which grow within the car park grounds, and repairs to barrier walls and boundaries. A protective crash barrier was installed against the far wall in recent years to stop vehicles hitting the back fences of properties in Walsingham Gardens. The car park also has two lighting columns.
- 2.7 The car park is sometimes used by trade vehicles which are longer than the standard parking bay. There is a central raised 'island' within the car park and enquiries have been made as to the possibility of cutting in to this island to create some larger bays. The cost of this work however is in excess of £16k and therefore is not cost effective in the short term. Alternative options such as using one or two of the 'end bays' will be considered should the proposal go ahead and permits are requested for larger vehicles.
- 2.8 In order to make the necessary changes to the Off Street Parking Places Traffic Order it is necessary to consult publicly. This can be done via an advertisement in local media, signage within the car park and by writing to local residents to inform them of the proposal. A report summarising any representations received will be brought back to a future Environment & Safe Communities Committee to determine whether they wish to proceed with, alter or reject the proposal.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 There is unlikely to be any great impact on the protected characteristics by this change of use.

3.2 Crime & Disorder

- 3.2.1 Improvement in the upkeep of the car park coupled with closer monitoring and enforcement should facilitate a reduction in some of the anti-social behaviour which has historically occurred.

3.3 Safeguarding

- 3.3.1 N/A

3.4 Dependencies

3.4.1 N/A

3.5 Other

- 3.5.1 There is a risk that some current users of the car park will seek to park elsewhere, including in neighbouring residential roads. However due to its relatively close proximity to Stoneleigh Station there are already sufficient parking restrictions in place to prevent this during daytime hours.

4 Financial Implications

- 4.1 Currently this car park does not generate any income. The proposals will allow for some revenue to be generated which will contribute to the costs of the upkeep of this car park. It is difficult to assess the expected revenue generated at this stage as there are no indicators as to how many of the existing vehicles will remain however as an indicative figure at the low end of estimations if five resident and five commercial permits were sold this would generate almost £4.5k.
- 4.2 In addition as an indicative figure if three commuters were to park all day during the week this would generate another £4k per year.
- 4.3 There will be some initial costs for signage and markings which will be met from existing car park budgets. More substantial repair works can be considered when income figures are known.
- 4.4 Civil Enforcement Officers regularly patrol the roads surrounding the car park so it will not significantly stretch resources by introducing more regular visits to this location. In order to issue a Penalty Charge Notice to a non-permit holder an officer would have to visit the location twice to record that the vehicle has been present for over 3 hours.
- 4.5 When considering fee levels for 2022/23 Car Park Working Group has considered income from charging in this car park to help meet the proposed income budget. Should the amendment not proceed, alternative income options will need to be considered, such as higher charges in other Council car parks.
- 4.6 **Section 151 Officer's comments:** The financial implications are included within the body of the report.

5 Legal Implications

- 5.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.
- 5.2 In summary the process is as follows:

5.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.

5.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.

5.2.3 The Council may then make the order.

5.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.

5.4 After this has all been done the order can come into effect.

5.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.

5.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.

5.7 **Legal Officer's comments:** None arising from the content of this report

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

Managing our resources

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** Anticipated reduction in environmental crimes such as flytipping and littering.

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** The Council will consult with local residents and businesses in regards to the proposal. It is suggested that in the first instance the Council write to the residents and businesses of:

161 – 219 Kingston Road (odds)

172 – 204 Kingston Road (evens)

1 – 19 Stoneleigh Park Road (odds)

2 – 22 Stoneleigh Park Road (evens)

1 – 21 Walsingham Gardens (odds)

2 – 20 Walsingham Gardens (evens)

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None

CASHLESS PARKING

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report seeks approval from the Committee for officers to procure a service provider to continue to offer cashless parking options within Epsom & Ewell Borough Council's pay and display car parks.

Recommendation (s)

The Committee is asked to:

- (1) Agree to the procurement of a long term service provider to offer cashless parking within Borough Council car parks**
- (2) Authorise the Head of Housing and Environment and the Head of Corporate Governance, in conjunction with the Chair of Environment & Safe Communities Committee, to procure a cashless parking service provider.**

1 Reason for Recommendation

- 1.1 In June 2019 this Committee agreed to the procurement of a cashless parking system on a trial basis, initially expected to be two years. In the financial year 2020/21, 27.6% of visitors to the Borough Council's pay and display car park opted to pay using the cashless parking provider. In 2021/22 to date this has increased to over 33.8% of car park users.
- 1.2 On this basis, there is a trend for visitors to pay by cashless methods and it is expected to increase. The removal of cashless parking would inconvenience a number of car park users and be seen as a backwards step.
- 1.3 The initial 2 year trial period from September 2019 has come to an end although service currently remains on a rolling monthly basis on the same terms and conditions.

- 1.4 It is proposed to secure a longer term offering using a local authority accessible procurement framework to provide cashless parking services and to secure a better financial return on the use of this service.
- 1.5 The cashless service is currently offered in 8 Borough Council car parks, as well as the Rainbow Centre, but could be extended to car parks in Kingston Road (Stoneleigh Parade), Town Hall (rear) and Hope Lodge.
- 1.6 The cashless service would continue to be offered in conjunction with cash or card payment options where these currently exist.

2 Background

- 2.1 In June 2019 this Committee agreed to the procurement of a cashless parking system on a trial basis, initially expected to be two years. The report stated that after this period the trial could be extended for a further three years or that a paper be brought back to the Committee to agree the next steps.
- 2.2 Since September of 2019 a cashless provider, namely RingGo, have been offering this service in the Borough Council's pay and display car parks in addition to the Council's own offering of payment by cash or card.
- 2.3 In a society where people increasingly do not carry coins, the ability to pay for parking by mobile phone or app increases the payment options available for users of Epsom & Ewell Borough Council car parks.
- 2.4 The added bonus for those using a cashless parking option is the ability to extend their parking time (where maximum length of stay restrictions allow) using their phone or tablet without the need to return to the car park. This reduces the fear for those using a pay and display option of returning late and receiving a penalty charge notice.
- 2.5 Convenience fees and additional text message options are passed on to the car park user.
- 2.6 Civil Enforcement Officers are able to monitor the use of the cashless service via their handheld devices.
- 2.7 The trial has been successful with over 33% of pay and display car park users now using the service. The banking interface and reporting has been relatively straight forward and there have been few occasions where mobile signal issues have impacted on the ability to check vehicle information.
- 2.8 One of the impacts of the Covid pandemic is to increase the use of cashless systems. This reduces any potential risks of transmission. Other benefits are operational efficiencies with need for less cash collection and banking.

- 2.9 The alternative options to securing a longer term arrangement are to continue on the present 'trial' terms, although these are not as favourable to the Council as it does not offer an income share or to cease to offer a cashless option. Given that 1/3 of car park users are now using this method to pay for their parking, ceasing to offer the service would inconvenience a significant number of users.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 There is no impact of continuing with this service. The withdrawal of such a service could have a negative impact on some blue badge holders who would be required to physically attend the pay machines if a cashless alternative was unavailable.

3.2 Crime & Disorder

- 3.2.1 The option of a cashless service reduces the amount of money held in the pay and display machines, thereby reducing potential for any crime or fraud should anybody seek to remove the cash box in an unauthorised manner.

3.3 Safeguarding

- 3.3.1 N/A

3.4 Dependencies

- 3.4.1 The service is reliant on good mobile and internet connectivity which has not been a problem during in the first two years trial.

3.5 Other

- 3.5.1 The data associated with cashless parking transactions is held by the service provider so there is no risk to the Council in this regard.

4 Financial Implications

- 4.1 To protect and grow the annual income generated by car parks it is important that their users are offered efficient and convenient methods of payment.
- 4.2 The cashless service is cost effective to the Council as it reduces the necessity for costly cash collection services, and credit card fees are borne by the supplier and offset against the convenience fee.

- 4.3 **Section 151 Officer's comments:** Finance colleagues will evaluate all proposals to ensure the service provided by the agreed provider is cost effective to the Council with no adverse impact on existing budgets.

5 Legal Implications

- 5.1 Legal advice and assistance is required with contract drafting and negotiation with a provider to ensure the Council is not negatively impacted.
- 5.2 **Legal Officer's comments:** None arising from the content of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Managing our Resources; Supporting our businesses and local economy
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None
- 6.4 **Sustainability Policy & Community Safety Implications:** None
- 6.5 **Partnerships:** The Council will work in conjunction with a cashless service provider to provide more convenient and efficient parking options.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Cashless Parking June 2019
[http://th-modgov-01/documents/s12845/Cashless%20Parking.pdf?\\$LO\\$=1](http://th-modgov-01/documents/s12845/Cashless%20Parking.pdf?LO=1)

Other papers:

- None

TOWN HALL / HOPE LODGE CAR PARKS

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	Town Ward;
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Extract from Jan 2021 Revenue Report

Summary

The report requests the authorisation of the Committee to propose a change to the Off Street Parking Traffic Order in relation to the removal of car park barriers in the rear of Town Hall and Hope Lodge car parks.

Recommendation (s)

The Committee is asked to:

- 1 Authorise the Director of Environment, Housing and Regeneration to publish such notice and/or make such order as is considered necessary to propose the amendment of the Off Street Parking Places Traffic Order in respect of the car parks at the rear of Town Hall and Hope Lodge to include the following:
 - 1.1 The removal of the barrier controlled car parking system.
 - 1.2 The re-introduction of pay and display parking in conjunction with cashless parking options.

1 Reason for Recommendation

- 1.1 The cost of maintaining a barrier controlled system in the Town Hall and Hope Lodge is high and the removal of such a system has been identified as part of cost saving measures brought to this Committee in January 2021.
- 1.2 In addition to this cost saving other benefits include:
 - 1.2.1 The ability for the car park user to pay for their chosen length of stay in advance, and if necessary extend it using our cashless parking provider

- 1.2.2 Moving away from the chip coin token system which can cause inconvenience and annoyance when lost and post-Covid 19 have required sanitising between use.
- 1.2.3 Removal of problems such as queues at the exit barrier when a token has not been paid or collected from the machine.
- 1.2.4 Removal of the risk of loss of tokens if an exit barrier is dislodged by the wind or by anti-social behaviour. The tokens are expensive to replace.
- 1.2.5 Removal of the need for tokens to be regularly recycled from exit to entry and the delays caused if the tokens run out.
- 1.2.6 Full utilisation of the available bays within the car park (the counting system cannot differentiate between whether available spaces are blue badge or not).
- 1.2.7 The loss of the ability to remain in the car park for long periods of time and trying to leave by unauthorised methods such as tailgating.
- 1.2.8 Removal of a safety risk caused by barriers going up and down near pedestrians.
- 1.2.9 Removal of the need for maintenance and repair of the barrier system.
- 1.2.10 Reduction of single points of failure causing the car park to close. i.e. a fault with the entry barrier.
- 1.3 In its place the Council will seek to install pay and display parking machines offering both cash and card options for payment, in conjunction with a cashless parking option (addressed elsewhere in the agenda), meaning that visitors can both pay for and extend their stay without visiting the pay machines.
- 1.4 In order to change the car parking system it is a requirement to advertise the change to the Traffic Order and invite representations in this regard. The representations will be brought back to a future meeting of this Committee.

2 Background

- 2.1 In October 2013 the Environment Committee approved the change of use of Town Hall (rear) and Hope Lodge to barrier controlled car parks. This was implemented in December 2015.

- 2.2 The two main reasons for this change cited at the time were that 1) pay on foot machines would give change and 2) car park users would not have to estimate their duration of stay in advance, meaning that they may have to hurry back to their car if they underestimated the time required.
- 2.3 The barrier controlled system is however expensive to maintain, with Parts and maintenance contracts, and CCTV on the barriers costing in excess of £28k per year.
- 2.4 The 'token' system, which was initially a plus point due to the reusable nature of the tokens, is less desirable since Covid-19 as people are wary of repeated use and therefore the tokens have had to be sanitised between uses. This has its own risks and inconveniences and has caused damage to a proportion of the tokens.
- 2.5 The token system has been shown that tokens are regularly lost causing anxiety and distress and the Council is then levied a replacement charge.
- 2.6 The Council's pay and display machines are now equipped with card and contactless facilities, which are increasingly used by the public, meaning that the expectation or requirement for change from a machine is becoming rare.
- 2.7 The Council's pay and display car parks now offer the facility to pay for parking, or indeed extend a parking session, by use of a cashless provider. This will negate the fear of not returning to the car park in time as users can extend their stay remotely via an app or mobile phone.
- 2.8 The expected saving in enforcement time has not been realised as officers are still required to patrol areas in and around the car parks and regularly attend to refill tokens and are required to perform maintenance to the barriers or car park machines.
- 2.9 In January 2021 as part of potential cost saving measures a paper was brought to this Committee recommending the removal of the barrier controlled system.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 There are no likely equality impacts due to the change of system. Blue badge holders would be unable to use their parking cards but would be able to pay by cashless methods.

3.2 Crime & Disorder

3.2.1 The removal of barriers will stop the occasional removal of them by force and the practice of tailgating out of the car park to evade payment.

3.3 Safeguarding

3.3.1 N/A

3.4 Dependencies

3.4.1 N/A

3.5 Other

3.5.1 There is a greater risk that people will use the car park to wait to collect or drop off a passenger. Increased signage and the use of enforcement will be used to keep this to a minimum.

3.5.2 If the car park is full there will be nothing to stop more cars entering, however the exit route in both is fairly simple and vehicles will not be charged until they have parked.

4 Financial Implications

4.1 The cost saving implications of removing the maintenance fees and equipment connected with the barrier controlled car parks are the primary reason for this change.

There is likely to be a reduction in car park income as some people may risk not paying to park, however this will be balanced by increased income from enforcement.

4.2 Expected costs and savings can be seen in the table below:

	Costs	Savings
Cost of 3 new pay machines	£15,000 in year 1	
Changes to signage	£2,000 in year 1	
Ongoing machine maintenance	£500 per year	
Saving in annual maintenance		£26,500 per year
Saving in CCTV cost		£1,400 per year
Total over 5 years	£19,500	£139,500
Net saving over 5 years		£120,000 (£24,000pa)

- 4.3 **Section 151 Officer's comments:** A £24,000 saving was agreed by this Committee in January 2021, to be achieved by increased income in Town Hall and Hope Lodge car parks as a result of this initiative. Should this income not be achieved the saving would need to be found from another area within the Committee to prevent the Council's budget deficit increasing.

5 Legal Implications

- 5.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.
- 5.2 In summary the process is as follows:
- 5.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.
- 5.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.
- 5.2.3 The Council may then make the order.
- 5.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.
- 5.4 After this has all been done the order can come into effect.
- 5.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.
- 5.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.
- 5.7 The consultation will run in tandem with the proposed changes in Kingston Road car park (Stoneleigh Parade) should the Committee agree to that proposal also.

5.8 **Legal Officer's comments:** none arising from the content of this report.

6 **Policies, Plans & Partnerships**

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

Manage our resources

6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:**

There is a risk that people may use the Town Hall car park in particular to drop off or collect passengers. The anti-idling measures recently agreed by this Committee will enable officers to request that engines are switched off and payment for parking is made.

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** N/A

7 **Background papers**

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Revenue budget report Jan 21

<http://th-modgov-01/documents/s18781/Revenue%20Budget%20202122.pdf>

Other papers:

- None