

CAR PARKING REVIEW 2016

<u>Report of the:</u>	Head of Customer Services & Business Support
<u>Contact:</u>	Joy Stevens, Richard Chevalier
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Annexe 1 – Terms of Reference of Car Parking Working Group Annexe 2 – Parking Review
<u>Other available papers</u> (not attached):	Minutes of the meetings of the Car Parking Working Group meetings Report to Environment Committee October 2016 Hudson House Car Park Survey – January 2016 Retailer Consultation – July 2016 Site Options Paper – March 2015

REPORT SUMMARY

This report sets out the findings of the Car Parking Working Group which was established to undertake a Parking Review as part of the programme of planned service reviews reported to the Financial Policy Panel in July 2015.

RECOMMENDATION (S)

That the Committee:

- (1) Receives and considers the findings of the Car Parking Working Group;**
- (2) Agrees the Car Parking Working Group's recommendations as below that:-**
 - a) Officers conduct a study of blue badge usage within the rear of Town Hall car park and subject to the outcome remove up to three blue badge bays;**

Notes

- b) subject to public consultation, the layout of Richards Fields car park is altered to include a mix of residential permit parking and limited waiting bays for shoppers to visit the retail outlets in the area;
 - c) In principle, if and when any annual permit schemes are introduced in Epsom & Ewell Borough owned car parks in future, the charges are aligned with Hook Road permit prices;
 - d) Officers are authorised to allow the purchase of up to 15 permits in Court Recreation Ground on a Monday to Friday basis for a price in line with the residents rate of £330 per year;
 - e) Hook Road car park opening hours are not extended and maintain current opening hours;
- (3) Notes the Changes to be made to the running of the car park service as outlined in the annexe subject to the Council's Human Resources policies.
- (4) Agrees the following actions to be undertaken by officers as a result of the review, namely:-
- a) A review into the existing arrangements within Kingston Road (Stoneleigh Parade) car park during 2017/18 (to be specifically undertaken by the Head of Property and Head of Legal and Democratic Services): the findings to be reported to a future meeting of the Committee;
 - b) The introduction of Signage identified during the Working Party tours, funded from current revenue budget allocation in 2016/17 and 2017/18;
 - c) A review of the shopmobility service, the findings to be reported to a future meeting of the Community & Wellbeing Committee;
 - d) A review of existing leasing arrangements for car washing facilities in car parks by 30 September 2017;
 - e) A review of the effectiveness of the Moped introduced for on street parking with a business case for an additional moped to be carried forward as part of the budget requirement 2017/18;

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| <p>f) To pursue options for advertising in car parks during 2017-18;</p> <p>g) The investigation of potential site options for additional parking by the Borough Council's Place Development team and Head of Property.</p> | |
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1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 In considering the car parking review the Council needs to balance the effective management of parking spaces, the promotion of economic vitality and the current financial situation.

2 Background

- 2.1 At the meeting of the Financial Policy Panel on 7 July 2015 a report which set out a work programme for preparing the Medium Term Financial Strategy (MTFS) was presented. One of the items included in the programme was a review of parking.
- 2.2 At the meeting of the Environment Committee on 27 October 2015 a cross party working group was agreed to take forward the review comprising Councillor John Beckett, Councillor Neil Dallen, Councillor Michael Arthur, Councillor Jane Race and Councillor Robert Geleit.
- 2.3 The terms of reference were agreed with officers & members of the parking working group and were presented to and agreed by the meeting of Environment Committee on 21 January 2016. The terms of reference included the Working Group undertaking a review of parking. The precise scope of the review had already been agreed at the Financial Policy Panel meeting on 7 July 2015. The overall aim of the review was
- to ensure services provided are fit for purpose,
 - to meet the needs of local residents,
 - cost effective to provide,
 - to maximise income in car parks.
- 2.4 The strategy of the parking working group is to propose fees to promote Hook Road as a long term stay car park, Upper High Street and Depot Road as long to medium term parking options, Ashley Centre as a medium to short term car park and Town Hall and Hope Lodge as short term stay car parks. The recommendations from the Parking Working Group therefore follow this approach.

3 Proposals

Blue Badge Bays

- 3.1 There are no prescribed requirements as to the number of disabled parking bays the Council is required to provide in its car parks. However the Council is subject to the Equality Act 2010 and there is a government guidance leaflet 05/95 which sets out the following guidance:

	Up to 200 bays	Over 200 bays
Commercial premises	1 bay per disabled employee plus 2 bays or 5% whichever is greater	6 bays plus 2%
Shopping, recreation and leisure	3 bays or 6% whichever is greater	4 bays plus 4%

- 3.2 Town Hall and Hope Lodge car parks currently have 161 spaces including 14 set aside for blue badge holders. The guidelines would suggest 10 bays are required.
- 3.3 Usage of the blue badge bays within the Town Hall car park can fluctuate. The barrier controlled system will count vehicles in an out of the car park but is unable to determine whether the car park user is parking in a blue badge bay or not. At peak times if the blue badge bays are not full other car park users may enter the car park but not have a space to park.
- 3.4 It is proposed that in Q4 2016/17 officers conduct a study of the usage of the blue badge bays within the Town Hall car park at various times of day. Depending on the outcome of these results officers can determine whether 14 bays are still required or whether up to 3 can be removed.

Richards Fields

- 3.5 The car park at Richards Field is currently free to use but has been the subject of some complaints over its use by commuters rather than local residents who wish to visit the nearby shops/restaurants. There is also an access road, owned by the Council, which runs alongside the car park and often has vehicles parking along it.
- 3.6 Councillor Smitheram as the Ward Councillor has conducted surveys of the vehicles using the car park at various times of day to identify whether they appear to be local residents, shop owners or commuters.
- 3.7 The car park was visited by the Cross Party Member Working Group who felt that this car park could be utilised both for permit parking for residents of Chessington Road, Oakdale Road or other surrounding roads or with commuter parking as a possible option.

- 3.8 Of the 31 existing bays it was suggested that the permit option be offered in 20 bays, with the other 11 to become limited waiting bays or 2 hours, no return within one hour up to an agreed time of day. One new bay could also be created for permit use. There will not be a tariff charge levied for the non permit spaces.
- 3.9 The cost of the proposed work is estimated to be in the region of £9,500. Payback could be achieved within two years if residential permits were charged at £330 on the basis of a 100% take up. Priority would be given initially to residents within an agreed radius.

Annual Permit Schemes

- 3.10 The Working Group recommended that, if and when new permit schemes are introduced across the Borough, charges remain in line with those at Hook Road Car Park for the reasons set out in its report.
- 3.11 Where a parking tariff is payable or permit required the equivalent residential or season rate should be charged.
- 3.12 Where the car park is free to use but there is a timings restriction the lesser amount, equivalent to the residential rate, should be charged.

Court Recreation Ground

- 3.13 The Council has been approached on behalf of a local organisation enquiring about the potential of parking up to 15 vehicles with a permit in the Pound Lane end of Court Recreation Ground car park Monday to Friday.
- 3.14 In Court Recreation Ground a study of usage has shown that the car park could facilitate up to 15 permit holder vehicles on a Monday to Friday. Officers therefore recommend offering permits at a price in line with 3.10.

Hook Road

- 3.15 At Environment Committee in October 2014 officers were asked to review the opening and closing hours of Hook Road car park.
- 3.16 At Environment Committee in October 2015 officers updated Members stating that no adjustments were to be made at the present time to the opening hours of the Hook Road car park but a further report would be submitted to the Committee after the works to the roof section were completed.
- 3.17 As part of the Car Parking Review the Working Group visited Hook Road car park. Officers also reviewed the usage figures of the car park from January to October 2016 after 8pm. See table below:-

Entry after 8pm	Hook Road	Ave. per day
20:00-20:59	217	1.0
21:00-21:59	84	0.4
22:00-22:59	256	1.2
Grand Total	557	2.6

Exit after 8pm	Hook Road	Ave. per day
20:00-20:59	2,625	12.1
21:00-21:59	1,304	6.0
22:00-22:59	739	3.4
23:00-23:59	31	0.1
Grand Total	3,288	21.6

- 3.18 Visitors to and the number of vehicles leaving Hook Road in the evening do not suggest that the opening hours of Hook Road car park require extending.
- 3.19 As a large, out of town car park there could be an increase in anti-social behaviour if the car park was left open 24 hours. This could impact the Park Mark Safety Award.
- 3.20 Hook Road is largely used by permit holders and commuters for long term stays. There is less demand for this on a Sunday.
- 3.21 The Epsom car park network currently has capacity for the required number of visitors on a Sunday.

Other Actions following on from the Review

- 3.22 During 2016 a number of car parks were visited by the cross party parking working group with the aim to review the current state of the car parks and to assess what potential for increased revenue generation could be found. A summary of the visits and discussions is outlined in the Report of the Working Group (**Annexe 2**). As a result, it is proposed that the following work be undertaken by Officers:-
- 3.22.1 A review of the existing arrangements within Kingston Road (Stoneleigh Parade) car park during 2017/18 by the Head of Property and the Head of Legal and Democratic Services: their findings and recommendations to be reported back to Committee.
- 3.22.2 The introduction of signage identified during the Working Party tours.

- 3.22.3 A review of the shopmobility service to be considered at a future meeting of the Community & Wellbeing Committee.
- 3.22.4 A review of existing leasing arrangements for car washing facilities in car parks by 1 September 2017
- 3.22.5 Changes be made to the running of the car park service as outlined in the report subject to the Council's Human Resources policies.
- 3.22.6 A review of the effectiveness of the Moped introduced for on street parking with a business case for an additional moped to be carried forward as part of the budget requirement 2017/18.
- 3.22.7 An investigation into the options for advertising within car parks during 2017-18.
- 3.22.8 The investigation by the Borough Council's Place Development team and Head of Property regarding potential site options for additional parking.

4 Financial and Manpower Implications

- 4.1 The introduction of a permit parking scheme in Richards Field or other borough car parks will increase the revenue, once initial costs have been paid off. There will however be an increase in time needed to enforce these schemes.
- 4.2 Signage costs will be met from the current Car Parks budget allocations in 2016/17 and 2017/18.
- 4.3 The review has a staffing impact on the car parks team. Changing the approach of the out of hours service after 11:30pm will save the Council approximately £4,000 per year.
- 4.4 A review of the lease of the car wash service may see an increase in income.
- 4.5 **Chief Finance Officer's comments:** *If Members were to approve the proposal for Richards Field with the creation of 21 permit spaces, on the basis of a 100% take up by residents, this would generate additional parking income of £6,930 p.a. If the recommendation for the Court Recreation Ground and the creation of 15 permit spaces were to be approved, this could generate additional parking income of £4,950 p.a, on the basis of a 100% take up by residents.*
- 4.6 *It is proposed that signage would be implemented on a phased basis and that Officers will contain the costs within the available budgets in 2016/17 and 2017/18.*
- 4.7 *The review highlights a potential saving of £4,000 which could be generated from out of hours changes.*

4.8 *The potential income which may arise from approval of the recommendations and the potential saving in out of hours costs has not been reflected in the 2017/18 Budget at this stage due to the uncertainty in respect of these proposals.*

4.9 *If the Richards Field proposal is agreed, the works totalling £9,500, would be financed from the 2016/17 Property Maintenance Provision. If any works are not able to be completed in 2016/17, a request would be made to Strategy and Resources Committee to transfer the unused funding into the Property Maintenance Reserve to finance the outstanding works to be carried out in 2017/18.*

5 Legal Implications (including implications for matters relating to equality)

5.1 Removing up to 3 blue badge bays from Town Hall car park ensures that we remain within the guidelines set out in 3.1.

5.2 ***Monitoring Officer's comments:*** *It will be important for any changes made to the operation of car parks, particularly the introduction of charging or changing the hours of operation, to be implemented in the proper fashion, by following the statutory process for making or amending an Order pursuant to the Road Traffic Regulation Act 1984 and associated regulations.*

6 Sustainability Policy and Community Safety Implications

6.1 None

7 Partnerships

7.1 Surrey County Council Parking Task Group

8 Risk Assessment

8.1 Drivers currently using the borough car parks for free may park elsewhere if charging regimes are introduced.

8.2 The cost of the security contract may increase when the contract is formalised.

9 Conclusion and Recommendations

9.1 That subject to a study of blue badge usage within the rear of Town Hall car park that up to three blue badge bays are removed.

9.2 That officers attend Strategy and Resources Committee to request that the Richards Field scheme is carried forward as part of the budget requirement 2017/18.

9.3 That where future annual permit schemes are introduced in Epsom & Ewell Borough owned car parks the charges are aligned with Hook Road permit prices

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9.4 That the Committee agrees to officers allowing up to 15 permits to be purchased in Court Recreation Ground (Pound Lane end) for a price in line with the residents rate of £330 per year.

9.5 That the current opening hours of Hook Road car park are maintained.

WARD(S) AFFECTED: (All Wards);