

Car Parking – Various Items

Environment, item 5

Committee: Environment

Date: 7 November 2006

Title: Car Parking – Recommendations of the DPE Task Group

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Agenda Item

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Item for decision

Summary

In August 2006, the Decriminalisation of Parking Enforcement (DPE) Task Group considered a number of parking reports and made recommendations to the September meeting of this Committee. When considering these matters, however, the Committee felt that insufficient information had been provided to enable decisions to be made and deferred doing so, requiring officers to provide more detail about the matters in question, together with further information and then report to this meeting.

Recommendations

The Environment Committee consider the recommendations of the DPE Task Group, which are set out below, in relation to the three reports, together with the additional requested information, further information provided by officers on parking payment methods and then make a decision on these matters.

Recommendations of DPE Task Group - Parking Charges

That Members agree that Options 3, 5 and 6 (as detailed below) be implemented.

	Options	Potential Additional Income	Implications
3	Increase all On and Off Street tariffs by 10p (50p for Coaches)	Approximately £80,000 p.a.	ECC agreement required for changes Waitrose to be consulted
5	Increase Season Ticket and Resident Parking Permit charges by inflation @ 2.5%	Based on current take up – Season Tickets – £940 RPS permits - £290	Dissatisfaction of season ticket holders and residents
6	Introduce a ½ hour 30p tariff to Stansted Mountfitchet car parks only	It is difficult to predict the income for this arrangement However, based on latest available data on tickets issued at Stansted's car parks, if it is predicted that 25% of the hourly take-up opt for a ½ hour ticket (at a tariff of 30p) there is a reduction in income of approximately £500	Overall, income is likely to reduce because the number of cars parking for an hour is likely to reduce, thereby causing a reduction in income. Options for the ½ hour tariff could range from 10p to 30p (the current hourly charge being 40p)

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Recommendations of the DPE Task Group - Options for Car Park Payment Methods -

That the Committee agree that:

- a. No changes are made to the payment methods in any of the Council's car parks.
- b. A three year rolling replacement programme of new Pay and Display machines with solar power be implemented
- c. Operations Committee be asked to make provision in the Capital Programme 2007/08 and 2008/09 for £30,000 per annum to cover the cost of the Pay and Display machine replacement programme.
- d. Officers further investigate the provision of mobile phone parking and other payment methods and report back to this committee on the practical and financial implications.

Recommendations of the DPE Task Group - Parking Review –

That the Environment Committee

- 1 Noted the Policy decisions that had been made to date with regard to Parking Services for Uttlesford – See Appendix C1
- 2 Confirmed the amendment to Policy 3.1 -“Criteria for considering Introduction of a Resident Parking Scheme (RPS)” whereby references to the Environment Committee are replaced with “the appropriate Area Panel”, and insertion of the caveat “subject to any decision that would have financial implications beyond the prescribed budget being referred to the Environment Committee.”
- 3 Noted the areas within the original scope of the review that would be reported on separately / as necessary – See Appendix C2.
- 4 Confirm the following policies, as detailed in Appendix C3 –
 - 2.6 Continuation of Pay & Display
 - *No changes were made to the payment methods in any of the Council's car parks.*
 - *A 3-year rolling replacement programme of new Pay and Display machines with solar power be implemented.*
 - *Operations Committee be asked to make provision in the Capital Programme 2007/08 and 2008/09 for £30,000 p.a. to cover the cost of the Pay & Display machine replacement programme.*
 - *Officers further investigate the provision of mobile phone parking and other payment methods and report back to this committee on the practical and financial implications.*
 - 2.9 Station Car Parks
 - *Officers to liaise with relevant contacts as appropriate and necessary*

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2.10 Agreements with Waitrose, Boots, the Coop and Stansted Parish Council for Car Parking services

- *Officers to ensure that UDC met its obligations as set out in the Agreements with relevant parties.*
- *Officers to ensure relevant parties are consulted as set out in Parking Policy 4 –Consultation*

3.2 Fly Parking in the District

- *Officers to work in conjunction with ECC and the relevant Parish Council to consider what schemes could be introduced to address the fly-parking problem. If appropriate, consultation to be carried out and, if required, the preferred scheme to be introduced for an 18 month trial period*

3.6 Fees and Charges for On-Street Parking

- *Every other year On-Street Parking Charges to be reviewed and consideration given to appropriate changes*

6.3 Staffing Levels

- *To ensure staffing levels were maintained at an optimum level, Officers to recruit in a timely and efficient manner*

8.1 Land Purchase for Future Off-Street Car Park Provision

- *Parking and Development Services officers to consider opportunities for land purchase /Section 106 agreements for the provision of Off-Street Car Parks as opportunities arise*

8.4 M11 Expansion

- *Officers of Development Services to consider whether there is adequate parking provision when plans for major developments were being looked at*

8.5 Introduction of Park and Ride

- *Where an opportunity is identified to introduce a Park & Ride Scheme(s) officers present details to the relevant Area Panel and the Environment Committee for consideration*

8.6 Environmental Implications

- *Any new provision of parking facilities to undergo an Environmental Impact Assessment*

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Background Papers

Agenda & Reports to, and the minutes of, the Decriminalisation Parking Enforcement Task Party meeting on 7 August 2006

Minutes of the Environment Committee 26 September 2006

(See separate reports below for details of relevant Background Papers pertaining to them)

Impact

Communication/ Consultation	Consultation was carried out according to the Councils Parking Policy
Community Safety	Relevant Community Safety issues have been raised under the impact assessment in each report
Equalities	Relevant Equalities issues have been raised under the impact assessment for each report
Finance	Relevant financial issues have been raised under the impact assessment for each report
Human Rights	Relevant Human Rights issues have been raised under the impact assessment in each report
Legal implications	Relevant Legal implications have been raised under the impact assessment for each report
Ward-specific impacts	Relevant Ward-specific issues have been raised under the impact assessment for each report
Workforce/ Workplace	Relevant Workforce/Workplace issues have been raised under the impact assessment for each report

Situation

- 1 Originally, the DPE Task Group received four reports and made recommendations to the Environment Committee on three of them. The Environment Committee did not feel able to make a decision on the three sets of recommendations as it was felt there was insufficient information. Therefore, the three reports have been reproduced and consolidated in this report to enable Members to understand the detail of the matters in question, together with the recommendations of the Task Group
- 2 The three reports are as follows –
 - A Parking Charges Review
 - B Options for Car Park Payment Methods
 - C Parking Review Report

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- 3 Members also request further specific information as follows –
- i. The Terms of Reference of the DPE Task Group
 - ii. The history of increases in charges over the last 15 years
 - iii. Income levels per car park
 - iv. Information about the Pig Market Charity
 - v. Parking Charges Strategy

The information regarding the (ii) – (v) above is given after Report A – Parking Charges Review.

- 4 With regard to the Terms of Reference of the DPE Task Group, Annual Council (Minute C18) received a report from the Chief Executive which explained that the Task Group had been established to “oversee a review of Parking Policy, which should be completed by 31 December 2006”. It was recommended that the Task Group should come to an end but Members were not happy with this date and agreed that the expiry of the DPE Task Group be amended to 22 May 2007.
- 5 Under the Constitution (Paragraph 12.1.4), “the Task Group ceases to exist upon production of its final report, or the date the final report was required, whether or not a report has been produced without prejudice to the right of the appointing body to appoint the same or different members as a Task Group to complete the task. However, the Task Group itself can not recommend its continuance or the appointment of another Task Group to exist beyond the date of which the final report is required.”
- 6 Members of this Committee are being presented with the final report of the Parking Review (Report C) which, if accepted and according to the Constitution, means that the Task Group should cease to exist.

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Report A Parking Charges Review Report

Summary

This report provides Members with details of parking charges and associated income to enable it to decide whether to amend parking tariffs with effect from 1 April 2007.

Recommendations

That the Decriminalisation of Parking Enforcement Task Group recommend to the Environment Committee that Options 3, 5 and 6 in the table in paragraph 16 of this report be implemented.

Background Papers

Policy Priorities and Budgets 2004/05 - Report to Environment & Transport
6 November 2003

Parking Review report to and minutes of the meeting of the Environment & Transport Committee – September 2005

Parking Review report to and minutes of the meeting of the Environment Committee – March 2006

Impact

Communication/Consultation	Consultation has taken place throughout the review process with relevant parties and will be undertaken, as appropriate, as policies are implemented
Community Safety	Community Safety implications will be considered when policies are implemented
Equalities	Equality implications will be considered when policies are implemented
Finance	Financial implications will be provided to Members as appropriate as policies are implemented
Human Rights	Human Right implications will be considered when policies are implemented
Legal implications	Legal implications will be considered when policies are implemented
Ward-specific impacts	Ward-specific/Area Panel implications will be considered when policies are implemented
Workforce/Workplace	Workforce/place implications will be considered when policies are implemented

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Situation

- 1 It is Council policy to review the parking charges on a bi-annual basis. The last review was carried out in November 2003 and resulted in increased charges for parking on Council car parks and for Season Tickets from April 2005. Resident Parking Scheme (RPS) permits were last increased on 1 April 2003. Appendix A1 provides details of all of the current charges and also includes the charges applied by our neighbouring districts.
- 2 The increase applied from April 2005 was as follows –
 - i. Council car parks – 10p increase across all tariffs
 - ii. Season Tickets - Saffron Walden £250 to £275
Dunmow £200 to £220
Stansted £150 to £165 for business employees
£350 for remainder (New) (compared to £488 at the Railway Station)
 - iii. On-street Pay & Display parking – no increase.

The Resident Parking Scheme permits increased from £54 to £70 on 1 April 2003.

Consultation

- 3 In accordance with Council policy, consultation has been carried out with key stakeholders with regard to parking charges. Responses were received from
Great Dunmow Town Council, Stansted Mountfitchet Parish Council, Saffron Walden Town Council, Saffron Walden Town Centre Working Group, Saffron Walden Business Forum, Dunmow and District Chamber of Trade and Commerce and Waitrose.
- 4 All consultees advised that they would not wish to see parking charges increased.
- 5 With regard to Saffron Walden, the following comments were made -
 - i. Charge at Swan Meadow to be £1 for all day except the furthest bay which should be free.
 - ii. For The Common, Fairycroft and Waitrose car parks introduce a 30p ½ hr Tariff.
 - iii. That as Swan Meadow has spare capacity, charges could be reduced to encourage people to park there.
 - iv. Parking charges in Saffron Walden are considerably more expensive than other market towns in East Anglia.
 - v. Allow parking for residents on Swan Meadow car park at an economical rate.

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- vi. Revoke parking charges at the London Road car park on Saturdays as this is a major annoyance for wedding parties and residents of London Road.
 - vii. Parking charges should not be increased by a 5p denomination as this is impractical
 - viii. Introduce ticket machines with “smart” facilities
 - ix. Replace signs for Swan Meadow to read “medium and long term parking”
- 6 With regard to Great Dunmow, the following comments were made –
- i. It was felt that it was difficult to comment until it is clear what changes are to be made
 - ii. Parking charges should not be increased by a 5p denomination as this is impractical
 - iii. If charges are increased by 10p they would then be in line with car parks in Braintree which may mean a reduction in patronage in Dunmow
- 7 With regard to Stansted Mountfitchet the following comments were made –
- i. Introduce a ½ hour tariff on both Crafton Green and Lower Street car park to enable people to “pop” into the shops in the village e.g. the new post office, the Crafton Green facilities.
 - ii. ½ hour tariff to be set at 10p or 20p

Comparison of Current Charges with other Neighbouring Authorities

- 8 Appendix A1 provides Members with detailed comparisons of parking charges in neighbouring authority car parks, season ticket charges and RPS charges with our own charges.
- 9 Analysing the detail for car park charges, the highest charge for long stay parking is £3.50 for all day parking in Braintree and the lowest charge for long stay parking is £1.20 for over 4 hours parking in Haverhill. These compared to our charges for up to 10 hours of £2.70 for Swan Meadow and £2.20 White Street, Dunmow. The lowest charge for short stay parking is in Newmarket where up to 30minutes parking is Free and then parking for up to 2 hours is 30p. This compares to our charge of 40p for one hour parking on-street in Saffron Walden and in Stansted.
- 10 With regard to Season Ticket charges, although compared to other authorities the charge is higher, when it is compared to the all day charge for Swan Meadow of £2.70 it is over £1.55 cheaper, i.e. £275 / 240 working days per annum = £1.15 per day.
- 11 The cost of RPS permits is based on the principle of the scheme paying for it's self. Members will be aware that ECC will not consider introducing any new RPS scheme unless it can pay for its self. It will also be appreciated that the

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cost of the scheme is relative to the number of space available, demand for permits, enforcement and administrative costs.

- 12 Members will appreciate that the charges set in other towns by neighbouring authorities are relative to their needs and circumstances. Equally, this approach applies to the towns within Uttlesford which are unique and need to be treated individually.

Charging Options

- 13 The Charges review on a bi-annual basis gives Members the opportunity to consider the views of business and Town/Parish Councils etc., appraise neighbouring authority tariffs, consider future implications and opportunities and, as a result, decide whether charges should be changed.
- 14 Any changes to parking charges invokes a cost to the Council in terms of the advertising and making of the revised Traffic Regulation Order (TRO), changes to charge board notices and signage, reconfiguration of ticket machines. The cost of making changes to the TRO alone is usually in the region of £1,000.
- 15 The options for changes to the parking tariffs include the following –
1. Maintain the Status Quo
 2. Decrease charges
 3. Increase all On and Off Street tariffs by 10p (50p for Coaches)
 4. Increase all On and Off Street tariffs by 20p (£1.00 for Coaches)
 5. Increase Season Ticket and Resident Parking Permit charge by inflation @ 2.5%
 6. Introduce a ½ hour tariff to Stansted Mountfitchet car parks only
- 16 Based on the latest available information, the table below sets out the implications and potential additional income. However, the car park information that has been used is not completely up to date due to unavoidable data loss from older ticket machines.

	Options	Potential Additional Income	Implications
1	Maintain Status Quo	None	Satisfied consultees
2	Decrease charges	None – there would be a decrease in income proportionate to the decrease in tariff	Satisfied consultees, businesses and customers Service costs will increase by at least inflation ECC agreement required. Waitrose would need to be consulted

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	Options	Potential Additional Income	Implications
3	Increase all On and Off Street tariffs by 10p (50p for Coaches)	Approximately £80,000 p.a.	ECC agreement required for changes Waitrose to be consulted
4	Increase all On and Off Street tariffs by 20p (£1.00 for Coaches)	Approximately £160,000 p.a.	ECC agreement required for changes. Waitrose to be consulted
5	Increase Season Ticket and Resident Parking Permit charges by inflation @ 2.5%	Based on current take up – Season Tickets – £940 RPS permits - £290	Dissatisfaction of season ticket holders and residents
6	Introduce a ½ hour 30p tariff to Stansted Mountfitchet car parks only	It is difficult to predict the income for this arrangement However, based on latest available data on tickets issued at Stansted's car parks, if it is predicted that 25% of the hourly take-up opt for a ½ hour ticket (at a tariff of 30p) there is a reduction in income of approximately £500	Overall, income is likely to reduce because the number of cars parking for an hour is likely to reduce, thereby causing a reduction in income. Options for the ½ hour tariff could range from 10p to 30p (the current hourly charge being 40p)

Comments on Consultation and Implications

- 17 The Decriminalisation Agency Agreement with ECC means that in the event that the District Council wishes to make any changes in the management of it's Off-Street car park including any adjustment to the level of parking charges in any Off-Street car park the District Council will advise the County Council of its proposal in writing and consider any response received in writing from the County Council within 14 days. A letter with a copy of this report has been sent to ECC.
- 18 The suggested changes to parking ticket machines and the introduction of alternative ways to pay for parking (see separate report on this agenda), together with the implications of introducing the Traffic Management Act 2004, which are not yet fully researched and understood, mean that it is not necessarily the appropriate time to carry out a more fundamental review of the structure of our parking tariffs. However, it is felt by officers that this piece of work should be undertaken in time to inform the next parking charges review in September 2008.
- 19 A separate report is on this agenda with regard to parking ticket machines. A report will be presented in due course which considers the removal of charges for parking at the Council Offices, Saffron Walden in association with parking issues at Little Larchmount and London Road.

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- 20 The recommendation to increase charges as per Options 3 and 5 is based on the principle that charges should be increased at least bi-annually to keep up with inflation and help to off-set year-on-year service costs.
- 21 Officers consider that the introduction of a ½ hr tariff in Saffron Walden would create additional traffic movement to and on the car parks in question. There is already On-street Pay and Display parking on 5 streets (40p for 1 hr only) and free parking for 30 mins on the Market Square and around The Common. If this option were to be introduced in Stansted and Saffron Walden then it would also need to be considered for Dunmow.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The predicted income is not realised	Low	Medium	Monitor and consider options to encourage parking on car parks together with appropriate enforcement
More attempts by road users to park for free on-street in residential areas	Medium	High on residents Low on income	Monitor and consider options to encourage parking on car parks together with appropriate enforcement
Businesses are affected by decreased patronage	Medium in the short term/ low in the medium term	High in the short term / low in the medium term	Monitor and consider options, in conjunction with businesses, to encourage parking on car parks together with appropriate enforcement

Decriminalisation of Parking Enforcement Task Group Recommendations

- 7 The DPE Task Group resolved to recommend to the Environment Committee that Options 3, 5 and 6 in the table in paragraph 16 of the report be implemented.

Additional Requested Information

- 8 The Committee requested further information in relation to
- The history of increases in charges over recent years
 - Income levels per car park
 - Information about the Pig Market Charity
 - Parking Charges Strategy

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- 9 The history of increases in charges over the last 15 years is as set out in the table below. It has been necessary to provide this detail due to the variation in changes which can not be easily illustrated through percentage calculations -

Car Park	Duration	From April 1991	From April 1998	From April 2003	From April 2005
Saffron Walden					
Fairycroft & Common	Up to 1 hr	25p	25p	40p	50p
	Up to 2 hrs	50p	60p	80p	90p
	Up to 3 hrs	90p	1.50	1.60	1.70
	3 -12 hrs	1.60	N/A	N/A	N/A
	Up to 10 hrs	N/A	4.00	N/A	N/A
Rose & Crown	Up to 1 hr	N/A	25p	40p	50p
	Up to 2 hrs	N/A	60p	80p	90p
	3 hours +	N/A	1.50	N/A	N/A
	Up to 10 hrs	N/A	4.00	N/A	N/A
Swan Meadow & London Road	Up to 1 hr	N/A	25p	40p	50p
	Up to 2 hrs	N/A	60p	80p	90p
	2 hours +	N/A	1.00	N/A	N/A
	Up to 4 hrs	N/A	N/A	1.40	1.50
	Up to 6 hrs	N/A	N/A	2.00	2.10
	Up to 10hrs	N/A	N/A	2.60	2.70
Season Tickets	Per annum	N/A	£120	£250	£275
Coaches	Up to 5 hrs	N/A	1.50	2.50	2.50
	Up to 10 hrs	N/A	3.00	5.00	5.00
RPS	Per annum	N/A	£54	£70	£70
Visitors Permits	20 x 4 hr	N/A	£15	£15	£15
	20 x 1 hr	N/A	£5	£5	£5
On-Street P&D	Up to 1 hr	N/A	N/A	40p	40p

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Car Park	Duration	From April 1991	From April 1998	From April 2003	From April 2005
Great Dunmow					
White Street, Chequers* Lane, Angel Lane^, New Street (from 03)	Up to 1 hr	25p	25p * ^	30p	40p
	Up to 2 hrs	50p	60p ^	N/A	N/A
	Up to 3 hrs	N/A	N/A	70p	80p
	Up to 4 hrs	80p	1.00	N/A	N/A
	Up to 5 hrs	N/A	N/A	1.10	1.20
	Up to 10 hrs	N/A	1.60	2.10	2.20
	Up to 12 hrs	1.30	N/A	N/A	N/A
Season Tickets	Per annum	£60	£80	£200	£250
Stansted Mountfitchet					
Lower Street & Crafton Green	Up to 1 hr	N/A	N/A	30p	40p
	Up to 3 hrs	N/A	N/A	70p	80p
	Up to 6 hrs	N/A	N/A	1.60	1.70
	Up to 10 hrs	N/A	N/A	2.10	2.20
Coaches	Per visit	N/A	N/A	5.00	5.00
Season Tickets	Per annum businesses & employees	N/A	N/A	£150	£200
	Others	N/A	N/A	£350	£350

- 10 The Income levels per car park are provided in the table at Appendix A2.
- 11 Members commented at the last meeting that a ½ hour tariff should be introduced in all Council car parks, not just Stansted. The implications of doing so are illustrated in the table in paragraph 16, option 6 and should be taken into account when considering this additional tariff for other car parks.
- 12 With regard to the Pig Market Charity, the Charity owns a proportion of the Faircroft Road pay & display car park and its income is derived from that. The car park is maintained and run by the Council but the Charity receives a share of the net income for that proportion of the car park i.e. 66 spaces of the total of 303 or approximately 22%. The Charity distributes the income it receives by way of grants to charities whose work is based in the Saffron Walden area. The Council administer the grants and in 2004/05 the Charity's net share was £29,107 and 2005/06 £35,912.
- 13 Members asked for a Strategy for managing the review of Parking Charges. The recent work to undertake a Parking Review and develop Parking Policies

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is detailed in the attached report C – Parking Review Report. A policy has already been agreed with regard to carrying out a charges review every other year as follows (see Appendix C1) –

Fees & Charges on Car Parks, for Season Tickets and for Resident Parking Schemes Permits –

Every other year they should be reviewed and consideration given to appropriate changes.

- 14 In addition, there is an agreed Policy with regard to Consultation (see Appendix C1) which states that -

Officers undertake timely consultation with various parties about parking issues pertinent and relevant to their circumstances.

- 15 Officers suggest they work these two policies into a Strategy for Reviewing Parking Charges and ask that Members provide them with any further advice on this matter that they would wish to see included in a Strategy document which they would bring back to the Committee in the New Year.

- 16 Members may wish to consider deferring a decision on increasing charges until a clear Parking Charges Strategy is in place.

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Report B Options for Car Park Payment Methods Report

Summary

This report provides Members with details of alternative payment methods on the Council's car parks and recommends that the status quo be maintained.

It seeks agreement for the implementation of a rolling replacement programme for the existing Pay & Display ticket machines.

Recommendations

That the Decriminalisation Task Group recommend to the Environment Committee that

- 1 No changes are made to the payment methods in any of the Council's car parks.
- 2 A three year rolling replacement programme of new Pay and Display machines with solar power be implemented
- 3 Operations Committee be asked to make provision in the Capital Programme 2007/08 and 2008/09 for £30,000 p.a. to cover the cost of the Pay & Display machine replacement programme
- 4 Officers further investigate the provision of mobile phone parking and other payment methods and report back to this committee on the practical and financial implications.

Background Papers

Parking Review report to and minutes of the meeting of the Environment & Transport Committee – September 2005

Parking Review report to and minutes of the meeting of the Environment Committee – March 2006

Impact

Communication/ Consultation	Any new arrangements will be communicated to users through appropriate means
Community Safety	The report highlights a number of safety concerns regarding vandalism to machines holding large sums of coinage
Equalities	There are no equality issues
Finance	The financial implications are set out in the report
Human Rights	There are no Human Rights issues

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Legal implications	Contractual arrangements with machine suppliers would be dealt with by the Council's legal section and within Contract and Standing Order guidelines
Ward-specific impacts	Parking has district-wide service implications
Workforce/ Workplace	Depending on the option introduced, HR would need to provide advice on the implications for the Job Descriptions of existing staff

Situation

- 1 The Parking Review required officers to consider and report on the practicalities of continuing with Pay & Display ticket machines and report back to this Task Group and the Environment Committee.
- 2 Currently, our 11 car parks have installed a total of 31 Pay and Display ticket machines. On arrival, visitors purchase and display a ticket for a set time. There have been some concerns expressed that this is too prescriptive as people have to return to their cars within a set time period if they do not wish to receive a Penalty Charge Notice (PCN).

Options for Car Park Payment Methods

- 3 Officers have researched three methods for paying for parking on car parks -
 - i. Pay on Foot
 - ii. Pay at Kiosk/Exit
 - iii. Pay & Display

They have also considered the practicalities of introducing changing-giving machines.
- 4 Pay on Foot - each car park would have to have an entrance barrier and ticket issuing machine and an exit barrier. Pay Station machines would have to be positioned appropriately in the vicinity of each car park. The Pay Station would have to accept both coins and notes and a member of staff would have to be on call and in close proximity to deal with problems that arise e.g. machinery breakdown, insufficient cash to pay for parking.
- 5 Officers have contacted suppliers for an indication of machine costs. This is likely to be in the region of £48,100 per car park, plus installation cost. Therefore, for all 11 car parks the total cost would be approximately £530,000, plus installation costs.
- 6 In addition, the Council would have to employ a minimum of 3 parking attendants to service the three main towns in the district. The car park attendants would carry out limited patrolling On-Street but would have to be on-call to deal with issues arising on the car parks. The Council would still

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- have to employ sufficient parking attendants to provide On-Street enforcement.
- 7 Clearly, this option would involve the Council in considerable Capital outlay. In addition, there are issues associated with Health and Safety and security. The Pay Stations have to be filled with a considerable sum of cash on a regular basis – perhaps daily for the machines on the busiest car parks – to replenish the change-giving facilities within the machine. This will place a considerable risk on the Councils staff that would be responsible for replenishing the machines.
 - 8 In addition, the machines hold a considerable amount of cash which makes them vulnerable to vandalism/break-in. Officers are aware that Council's that make use of Pay on Foot facilities do so if they can house the machines in secure locations which can be locked at night. There is no such opportunity on our car parks.
 - 9 Pay at Kiosk/Exit – Each car park would have to have an exit barrier and adjacent Kiosk where parkers would pay an on-duty attendant on exiting the car park. The capital costs for barrier installation are estimated to be in the region of £9,500 per car park, therefore totalling £105,000, which does not include the cost of providing a secure and properly equip Kiosk for each car park. In addition, staffing costs would increase considerably to employ Kiosk staff to cover the operation of each car park, and allow for breaks, holiday and sickness. These staff would be employed in addition to the requirement to staff the On-Street enforcement service.
 - 10 Of the Council's 11 car parks only a few would be considered as suitable for this option due to their size, layout and access/egress issues and the Council would have to make a considerable capital and revenue outlay to implement this option.
 - 11 In addition, there are lone worker and health & safety implications associated with this option, whereby the Kiosk attendant would be working in isolation with a considerable amount of cash to manage.
 - 12 Pay & Display – The existing regime has been in operation since charges for parking on our car parks was introduced. Research has shown that most of the existing Pay & Display machines on our car parks are beyond their sell-by-date. Also, they are not capable of incorporating advances in technology that the new models can.
 - 13 It has been identified that new machines can be purchased at £2,400 each (including installation) which would provide a more sophisticated, e.g. solar powered, and flexible arrangement with regard to statistical data collection, maintenance and provide the facility in the future to introduce alternative payment arrangements e.g. payment by payment card, mobile phone payments etc. The total cost for replacing all 31 machines would be £75,000. This figure does not include the cost of replacing the 5 newer On-Street parking machines.

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- 14 An advantage of maintaining the existing Pay & Display regime is its allegiance with the current patrolling regime for On-Street parking enforcement. The parking attendants are able to effectively combine patrols on car parks and on-street which means they are more efficient. The patrolling regime also provides a valuable on-the-street presence and public service – parking attendants are often asked to provide directions and advice in the towns they patrol.
- 15 Change-Giving Machines - For security reasons, it is not possible to locate dedicated change machines on our car parks. Researching into the potential to provide change-giving Pay & Display/Pay on Foot machines has shown that unless there is a secure location within which to lock the machines overnight, e.g. a multi-storey car park arrangement, the machines are subject to vandalism and give cause for health & safety concerns. Appendix B1 gives details of a response by a machine supplier to queries over the provision of change-giving machines.

Alternative Payment Methods

- 16 Officers are aware that advances in technology mean that there are additional payment methods that the Council could introduce to enable “smarter” payment for parking. Some research has been carried out which has identified that there are two companies that provide a Mobile Phone payment option. Officers are aware of other authorities that have introduced the scheme and that Colchester Borough Council is due to do so in the near future. Officers are in contact with colleagues at Colchester BC to obtain feedback and advice on the implementation and take up of the scheme.
- 17 Further work will be carried out on this option and others that are currently emerging e.g. credit/debit card payment, payment by payment card etc. However, it is becoming clear that the introduction of such schemes is subject to increased scrutiny due to the associated fraud and responsibility implications. A report will be made to the Decriminalisation Task Group and this Committee in the future with details of all of the options.

Conclusions

- 18 It is considered that whilst both the Pay on Foot and Pay at Kiosk/Exit options could be provided that they would both require substantial capital outlay and place an additional heavy revenue burden on the Council. The report provides some information on the cost of these two options, but more work would need to be done to understand the full financial implications if members had a preferred option.
- 19 Whilst it is accepted that the current pay and display system is not the most flexible system, it is considered that with the introduction of new “future proof” Pay & Display machines, with the capability to use advances in technological, is the most cost effective and practical option, and one which minimises the health and safety implications for our staff.

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- 20 Officers will work with appropriate suppliers and payment method providers to consider the options and implications for alternative payment methods and report back to the Task Group and Environment Committee.
- 21 Whilst it is desirable to have change-giving machines available for customers, the practical and health & safety implications out-way the advantages and expenditure.
- 22 This year's Capital Programme has £15,000 allocated for machine replacement costs and it is suggested that the Council implement a replacement programme to replace the existing Pay & Display machines with new models, which allow for technological advances, over a total of three financial years. Therefore, sums of £30,000 p.a. would be required in the Capital Programme 2007/08 and 2008/09 to cover the total cost of the replacement programme at £75,000.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Ticket Machine costs increase over the three year replacement period	Medium	Medium	Arrangements have been made with the supplier for them to hold the price of the machine unless large inflationary increases are incurred
Supplier goes bust	Low	Medium	Payments will not be made until machines are installed

Decriminalisation of Parking Enforcement Task Group Recommendations

- 17 The DPE Task Group resolved to recommend to the Environment Committee that
- 1 No changes are made to the payment methods in any of the Council's car parks
 - 2 A three year rolling replacement programme of new Pay and Display machines with solar power be implemented
 - 3 Operations Committee be asked to make provision in the Capital Programme 2007/08 and 2008/09 for £30,000 p.a. to cover the cost of the Pay & Display machine replacement programme
 - 4 Officers further investigate the provision of mobile phone parking and other payment methods and report back to this committee on the practical and financial implications.

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Additional Information from Officers to support the Report

- 23 Since writing the original report on Options for Car Park Payment Methods, officers have been provided with more details about the opportunities to provide “smart” payment methods associated with the Pay & Display ticket machines referred to in the report. It is possible for software to be installed in the machines which would provide parkers with the facility to use a pre-purchased “Smart Card” to pay for their parking period. The card would be available for purchase/top-up from the usual Council outlets and remotely and would offer the facility to “pay” at the time that they park, using a Pay & Display machine, at the appropriate tariff set for each car park.
- 19 This facility would provide regular users of our car parks with a convenient way to purchase parking without use of coinage. It would benefit by reducing the volume of coinage for collection and processing and it could also give it the facility to provide incentives and loyalty offers to regular users in a way that is impractical at present. This option is preferable to a credit card facility which has been introduced in some authorities, but which carry a surcharge and a degree of risk to the user and the Council.
- 20 To provide this facility it would be necessary to enable 16 of a total of 28 new Pay & Display ticket machines throughout the district to accept the “Smart Card” giving at least one “smart” machine per car park. Officers have been liaising with a company that is successfully providing this facility for Cambridge and Ipswich Councils.
- 21 This facility would, however, require the Council to invest Capital to purchase the software and hardware. Although there is an option to purchase the necessary equipment and licences outright, the company has indicated that it would be willing to work with the Council to introduce the Smartcard software in line with the proposed programme of phased machine replacement, which would mean that the overall costs would be spread over 3 financial years, including this year. The revenue costs are with regard to the purchase of the Smart Cards @ £1.63 per card and this would be met from existing revenue budgets.
- 22 In addition, we would need to purchase 16 of the more sophisticated model of Pay & Display machine to incorporate this facility e.g. a key pad, screen and additional hardware.
- 23 The DPE Task Group agreed to recommend to this Committee the Capital Programme allocations that are set out in Paragraph 17 above. This allocation would be required to replace the machines as originally programmed. However, if Members agree to introduce Smart Cards, additional funding would be required to purchase 12 basic Pay & Display machines, 16 “Smart” Pay & Display machines and the associated soft/hardware to enable a “Smart card” facility to be fitted as follows –

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Financial Year	Already committed to the Capital Programme	Requirement for Replacement Programme for basic P&D Machines	Additional Requirement if Machines with Smart Card were introduced
2006/07	£15,000		£12,075
2007/08		£30,000	£25,000
2008/09		£30,000	£ 3,125
TOTALS	£15,000	£60,000	£40,200

- 24 Officers said in Paragraph 16 of Report B that they were awaiting trials and further information about a Mobile Phone payment method for car parking. The Mobile Phone payment method could be introduced alongside, or as an alternative to the Smart Card option. This option is stand alone and doesn't require any hardware and is independent of the Pay & Display machines. Initial findings indicate that the cost of introducing the Mobile Phone option would have not have capital but revenue consequences such as transaction charges, publicity etc. Officers hope to be able to bring more information about the Mobile Phone payment method to the next meeting of this Committee.

Conclusions

- 25 In conclusion, the need to replace the ageing Pay & Display machines provides an excellent opportunity for the Council to introduce a "smart" payment method. Therefore, Members are requested to consider adding to the original recommendation of the DPE Task Group to make further provision in the Capital Programme of an additional £12,075 in this financial year, an additional £25,000 in 2007/08 and an additional £3,125 for 2008/09 to cover the costs set out in the table in paragraph 23 above.
- 26 Further payment options, such as Mobile Phone payments, can be introduced instead of or in addition to the Smart card facility but the state of the existing, ageing Pay & Display machines is costing the Council due to frequent repair and consequent loss of revenue.
- 27 Members will appreciate that to enable the basic Pay & Display Machine replacement programme it is necessary for them to confirm the provision of £60,000 in the Capital programme over the next two years, as set out above.

Report C Parking Review Report

Summary

This report refers to three appendices. The first confirms the Policy decisions that have been made to date with regard Parking Services for Uttlesford. The second sets out the areas originally within the scope of the Review which, for reasons explained, can not be resolved at this time and may require individual reports in the future. The third provides the Task Group with a set of recommendations for consideration as a result of the Review.

It is intended that this is the final report under the remit of the Parking Review as it is considered that, other than a few un-resolved issues, which can be dealt with separately / as necessary when more information is available, the remaining outstanding policy decisions can be dealt with at this meeting.

Recommendations

The DPE Task Group recommends to the Environment Committee the following -

Confirm the following policies, as detailed in Appendix C3 –

2.6 Continuation of Pay & Display

- *No changes were made to the payment methods in any of the Council's car parks.*
- *A 3-year rolling replacement programme of new Pay and Display machines with solar power be implemented.*
- *Operations Committee be asked to make provision in the Capital Programme 2007/08 and 2008/09 for £30,000 p.a. to cover the cost of the Pay & Display machine replacement programme.*
- *Officers further investigate the provision of mobile phone parking and other payment methods and report back to this committee on the practical and financial implications.*

2.9 Station Car Parks

- *Officers to liaise with relevant contacts as appropriate and necessary*

2.10 Agreements with Waitrose, Boots, the Coop and Stansted Parish Council for Car Parking services

- *Officers to ensure that UDC met its obligations as set out in the Agreements with relevant parties.*
- *Officers to ensure relevant parties are consulted as set out in Parking Policy 4 –Consultation*

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3.2 Fly Parking in the District

- *Officers to work in conjunction with ECC and the relevant Parish Council to consider what schemes could be introduced to address the fly-parking problem. If appropriate, consultation to be carried out and, if required, the preferred scheme to be introduced for an 18 month trial period*

3.6 Fees and Charges for On-Street Parking

- *Every other year On-Street Parking Charges to be reviewed and consideration given to appropriate changes*

6.3 Staffing Levels

- *To ensure staffing levels were maintained at an optimum level, Officers to recruit in a timely and efficient manner*

8.1 Land Purchase for Future Off-Street Car Park Provision

- *Parking and Development Services officers to consider opportunities for land purchase /Section 106 agreements for the provision of Off-Street Car Parks as opportunities arise*

8.4 M11 Expansion

- *Officers of Development Services to consider whether there is adequate parking provision when plans for major developments were being looked at*

8.5 Introduction of Park and Ride

- *Where an opportunity is identified to introduce a Park & Ride Scheme(s) officers present details to the relevant Area Panel and the Environment Committee for consideration*

8.6 Environmental Implications

- *Any new provision of parking facilities to undergo an Environmental Impact Assessment*

Background Papers

Parking Review report to and minutes of the meeting of the Environment & Transport Committee – September 2005

Parking Review report to and minutes of the meeting of the Environment Committee – March 2006

Impact

Communication/Consultation	Consultation has taken place throughout the review process with relevant parties and will be undertaken, as appropriate, as policies are implemented
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Community Safety	Community Safety implications will be considered when policies are implemented
Equalities	Equality implications will be considered when policies are implemented
Finance	Financial implications will be provided to Members as appropriate as policies are implemented
Human Rights	Human Right implications will be considered when policies are implemented
Legal implications	Legal implications will be considered when policies are implemented
Ward-specific impacts	Ward-specific/Area Panel implications will be considered when policies are implemented
Workforce/Workplace	Workforce/place implications will be considered when policies are implemented

Situation

- 1 Reports were presented to the Environment Committee in March 2006 and its predecessor Committee in September 2005 on elements of the Review that had been progressed during that period. A number of Policy decisions were agreed and officers are now pursuing these.
- 2 Further recommendations for decision are made in this report following additional work. However, it has not been possible to pursue some aspects of the review due to circumstances beyond officer's control as outlined in the relevant paragraphs below and attached at Appendix C2.
- 3 With the introduction of Area Panels, Members are asked to revisit one of the previously agreed policy recommendations to confirm a more appropriate methodology with regard to Resident Parking Schemes.

Policy Decisions already taken

- 4 Appendix C1 sets out details of the Policy decisions that have already been taken. The intention of this section of the report is to provide Members with a reminder of decisions taken given that the time to carry out the Review has proven quite lengthy.
- 5 However, one of the recommendations needs to be revisited in light of the introduction of Area Panels. Recommendation 3.1 details the "Criteria for considering introduction of a Resident Parking Scheme (RPS)" and the following was originally agreed -

NB all potential schemes have to be reviewed by and confirmed by ECC Highways in the first instance

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3.1.1 Requests for the consideration of introducing a RPS to be taken to the Environment Committee

3.1.2 In the event that the Environment Committee decide to investigate the option to introduce the RPS, the attached standard questionnaire to be used to inform the decision about whether to introduce an RPS

3.1.3 A further report be made to the Environment Committee on the viability of any scheme to enable it to decide whether a scheme should be introduced or not.

6 Under the new constitutional arrangements Area Panels have delegated authority to make decisions on “the making of traffic regulation orders and the exercise of such other relevant order making powers as the Essex County Council may delegate to the Council within the prescribed budget where such matters relate solely to the area covered by the Area Panel.”

7 It is suggested, therefore, that the references to the Environment Committee in Policy in 3.1 be replaced with “the relevant Area Panel” but with a caveat “subject to any decision that would have financial implications beyond the prescribed budget being referred to the Environment Committee.”

Un-Resolvable Items in Scope of Review

8 Appendix C2 sets out details of the areas that were originally within the scope of the Review, which, for reasons explained against each entry, cannot be resolved at this time. If necessary, officers will bring separate reports to this Committee on any of these issues in the future.

Outstanding Policy Decisions

9 Appendix C3 provides Members with details of the outstanding policy areas for consideration and decision.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Policy decisions are not taken	Low	Medium – completion of the review would be delayed	Provide members with sufficient information to assist them to take policy decisions

Decriminalisation of Parking Enforcement Task Group Recommendations

27 The DPE Task Group resolved to recommend to the Environment Committee that it agree the recommendations set out on Pages 22 and 23 of this report.

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