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# Uttlesford District Council

Chief Executive: Peter Holt

## SUPPLEMENTARY PACK

### Cabinet

**Date:** Tuesday, 20th February, 2024  
**Time:** 7.00 pm  
**Venue:** Council Chamber - Council Offices, London Road, Saffron Walden,  
CB11 4ER

**Chair:** Councillor P Lees  
**Members:** Councillors A Coote, J Evans, N Hargreaves (Vice-Chair), N Reeve  
and M Sutton

### ITEMS WITH SUPPLEMENTARY INFORMATION PART 1

#### Open to Public and Press

**14 Car Park Tariff and changes to the management and use of car parks** 3 - 10

To consider the report regarding the Car Park Review and Consultation Responses.

- Car Park Tariff and changes to the management and use of car parks supplementary report.



# Uttlesford District Council

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**For information about this meeting please contact Democratic Services**

Telephone: 01799 510369, 510410, 510460 or 510548

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

## **General Enquiries**

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

# Agenda Item 14

<b>Committee:</b>	Cabinet	<b>Date:</b>	
<b>Title:</b>	Car Parking Review Amended Proposals		Tuesday, 20th February 2024
<b>Portfolio Holder:</b>	Cllr. Neil Hargreaves, Portfolio Holder for Finance and the Economy		
<b>Report Author:</b>	Angela Knight, Director of Business Performance and People aknight@uttlesford.gov.uk	<b>Key decision:</b>	Yes

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## Summary

1. The Car Park Review and Consultation report on tonight's agenda, item 14, was presented to the Scrutiny Committee on the 13 February. This report is a supplementary paper to the main report.
2. At the meeting of Scrutiny, the Portfolio Holder for Finance and the Economy announced that following the Cabinets review of the consultation responses and the petition submitted by the Saffron Walden BID, it has been agreed to amend the original proposals.
3. The proposals to be amended:
  - i. To retain the 30 minute tariff option in the Saffron Walden Car Parks
  - ii. To reduce the increase in the cost of season tickets
  - iii. To retain the long stay option at the Crafton Green Car Park in Stansted Mountfitchet
  - iv. The hybrid season tickets will be aligned with the new monthly season ticket prices

## Recommendations

4. It is requested Members
  - a. approve the parking tariffs and changes to the management of the car parks as set out in paragraph 10, and as amended in paragraph 11
  - b. decide on the season ticket option for Stansted as set out in paragraph 18, table 4 or as amended in table 4.1

## Financial Implications

5. The financial implications are set out in the body of this report.

## Background Papers

6. Please refer to the Car Park Review and Consultation report and associated appendices on tonight's agenda, item 14.

## Impact

Communication/Consultation	CMT, Cabinet and Scrutiny have reviewed all reports and documents. A formal consultation and publication of a notice of variation as set out in the 'Road Traffic Management Act 1984' has been
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	carried out for 21 days, between the 11 January 2023 to 2 February 2024
Community Safety	N/A
Equalities	An EqHIA is attached to the main report, agenda item 14
Health and Safety	N/A
Human Rights/Legal Implications	The Road Traffic Management Act 1984
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

## Background Information

7. This paper is a supplementary paper to the main agenda item for the Car Park Review and Consultation Responses also on tonight's agenda.
8. This paper supports the discussions held at the Scrutiny Committee on the 13 February and the agreed outcomes announced by Cllr Hargreaves on behalf of the Cabinet on the Car Park review proposals.
9. The original proposals are listed below for reference, and these are set out in more detail in the main report on tonight's agenda.
10. Members at their Cabinet meeting on the 20 December 2023 agreed to consult on the following proposals.
  - I. Car Park tariff increases as per option 2
  - II. Extending the daily parking chargeable period to 6pm (currently 5pm)
  - III. To remove the 30 minute tariff from all Saffron Walden only car parks. This would make the minimum parking charge time one hour.
  - IV. A flat rate charge for Sundays and Bank Holidays is introduced, at a fixed daily cost of £1.50 in Saffron Walden and £1.00 for Great Dunmow and Stansted.
  - V. Catons Lane car park to become a chargeable car park, it is further proposed that the charges are aligned with Swan Meadow as both will function as long stay car parks.
  - VI. London Road (Council Offices car park) to become a chargeable car park at weekends and charges for Saturday will be aligned with Swan Meadow as it will operate as a long stay car park.  
  
It is proposed that a resident parking permit is introduced to align with the permit scheme offered to residents in Swan Meadow.
  - VII. To remove the long stay parking option and season tickets in Crafton Green, making the maximum stay three hours.
  - VIII. To remove the season ticket option in Chequers Lane, this has always been a short stay car park and season tickets are normally only provided in long stay car parks.

- IX. To introduce a hybrid season ticket to accommodate the change in people's working patterns. This would offer discounted parking in the same way a standard season ticket does, but with a variation to the number of days it is usable in a fixed period of time.
- X. The MiPermit convenience fee is included in the fee charged when parking using the mobile app.

11. The changes to the original proposals are

- a. To retain the 30 minute tariff options in The Common, The Rose and Crown and Fairycroft car parks in Saffron Walden shown in paragraph 14, table 1.

The charge for this is proposed to be 80p matching the cost for the same period in both the Great Dunmow and Stansted Mountfitchet car parks

- b. To reduce the season ticket prices as set out in the table in paragraph 14, table 4.
- c. To align the new monthly hybrid season tickets costs with the standard monthly season ticket costs set out in paragraph 15, table 5.
- d. To retain the long stay option in Crafton Green car park in Stansted Mountfitchet, at a proposed cost of £4.50. To include retaining season tickets for the locally employed at a proposed cost aligning with Great Dunmow and Saffron Walden.

12. The costs of the season tickets have been aligned across the district, so a locally employed worker pays the same whichever town they work in.

13. Season tickets in Stansted cost less than in Saffron Walden and Great Dunmow making the amended increase a bigger % increase for Stansted users. The cost of a 6 month season ticket is proposed to be £260 and £450 for a full year, this equates to a 100% increase for 6 months and 80% increase for a full year in Stansted. These proposed increases for Great Dunmow and Saffron Walden only equate to a 50% increase for all options.

14. Crafton Green is owned by Stansted Parish Council and the Council manages the car park on their behalf and as such the charges are subject to consultation with the Parish Council. A meeting was held with the Parish clerk on Friday 16 February to discuss the updated proposed cost of season tickets.

15. Stansted councillors are not aware of the revised costs at the time of writing this report. The proposals in paragraph 18 table 4 show the costs of aligning all towns, but Stansted councillors might request that this is reviewed, and the costs are increased by the same % as the other two towns, making the cost of a 6 month season ticket £195 and a full year £375, as set out in paragraph 18 table 4.1.

16. Where Members have agreed to retain the 30 minute tariff in Saffron Walden, the long stay option and the season tickets in Crafton Green, the proposed charges for these will be subject to a 21 day notice of variation.

17. The notice of variation will be displayed following the approval of the options and amendments at tonight's meeting.

18. The following tables set out the original tariff options which were consulted on, and the amendments made to these proposals following the consultation. The amendments are highlighted in yellow.

**Table 1 - Saffron Walden - tariffs**

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<10 hrs (all day)	Max Stay
<b>Faircroft</b>								
Existing	£0.50	£0.70	£1.20	£2.00	-	-	-	3 hrs
Proposed	£0.80	£1.20	£2.20	£3.20	-	-	-	3 hrs
Increase (£)	£0.30	£0.50	£1.00	£1.20	-	-	-	
% Increase	60%	71%	83%	60%	-	-	-	
<b>Rose &amp; Crown</b>								
Existing	£0.50	£0.70	£1.20	-	-	-	-	2 hrs
Proposed	£0.80	£1.20	£2.20	-	-	-	-	2 hrs
Increase (£)	£0.30	£0.50	£1.00	-	-	-	-	
% Increase	60%	71%	83%	-	-	-	-	
<b>Common</b>								
Existing	£0.50	£0.70	£1.20	£2.00	-	-	-	3 hrs
Proposed	£0.80	£1.20	£2.20	£3.20	-	-	-	3 hrs
Increase (£)	£0.30	£0.50	£1.00	£1.20	-	-	-	
% Increase	60%	71%	83%	60%	-	-	-	
<b>Swan Meadow</b>								
Existing	-	£0.70	£1.20	-	£2.00	£2.50	£3.50	All day
Proposed	-	£1.20	£2.20	-	£3.20	£3.70	£4.70	All day
Increase (£)	-	£0.50	£1.00	-	£1.20	£1.20	£1.20	
% Increase	-	71%	83%	-	60%	48%	34%	
<b>Coaches</b>								
Existing	-	-	-	-	-	£3.00	£6.00	All day
Proposed	-	-	-	-	-	£6.00	£14.00	All day
Increase (£)	-	-	-	-	-	£3.00	£8.00	
% Increase	-	-	-	-	-	100%	133%	

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<10 hrs	Max Stay
<b>London Road - Saturday only</b>								
<b>Charges aligned with Swan Meadow Car Park</b>								
Option 2	-	£1.20	£2.20	-	£3.20	£3.70	£4.70	All day

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<10 hrs (all day)	Max Stay
<b>Caton's Lane</b>								
<b>Charges aligned with Swan Meadow Car Park</b>								
Option 2	-	£1.20	£2.20	-	£3.20	£3.70	£4.70	All day

**Table 2 - Great Dunmow**

	<1/2hr	<1hr	<2hr	<3hr	<4hr	<5hr	<10 hrs (all day)	Max Stay
<b>Angel Lane, Chequer's Lane and New Street</b>								
Existing	£0.40	£0.60	-	£1.20	-	-	-	3 hrs
Proposed	£0.80	£1.20	-	£1.70	-	-	-	3 hrs
<b>Increase (£)</b>	<b>£0.40</b>	<b>£0.60</b>	<b>-</b>	<b>£0.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>% Increase</b>	<b>100%</b>	<b>100%</b>	<b>-</b>	<b>42%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>White Street</b>								
Existing	£0.40	£0.60	-	£1.20	£2.00	£2.40	£3.50	All day
Proposed	£0.80	£1.20	-	£1.70	£2.70	£3.20	£4.20	All day
<b>Increase (£)</b>	<b>£0.40</b>	<b>£0.60</b>	<b>-</b>	<b>£0.50</b>	<b>£0.70</b>	<b>£0.80</b>	<b>£0.70</b>	
<b>% Increase</b>	<b>100%</b>	<b>100%</b>	<b>-</b>	<b>42%</b>	<b>35%</b>	<b>33%</b>	<b>20%</b>	

**Table 3 - Stansted Mountfitchet**

	<1/2hr	<1hr	<2hr	<3hr	<4hr	<5hr	<10 hrs (all day)	Max Stay
<b>Crafton Green</b>								
Existing	£0.40	£0.60	0	£1.20	-	-	£3.00	All day
Proposed	£0.80	£1.20	£1.70	£2.20	-	-	<b>£4.50</b>	
<b>Increase (£)</b>	<b>£0.40</b>	<b>£0.60</b>	<b>£1.70</b>	<b>£1.00</b>	<b>-</b>	<b>-</b>	<b>£2.20</b>	
<b>% Increase</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>83%</b>	<b>-</b>	<b>-</b>	<b>50%</b>	
<b>Lower Street</b>								
Existing	£0.40	£0.60	£1.00	£1.20	£2.00	£2.40	£4.70	All day
Proposed	£0.80	£1.20	£1.70	£2.20	£2.70	£3.20	£5.20	All day
<b>Increase (£)</b>	<b>£0.40</b>	<b>£0.60</b>	<b>£0.70</b>	<b>£1.00</b>	<b>£0.70</b>	<b>£0.80</b>	<b>£0.50</b>	
<b>% Increase</b>	<b>100%</b>	<b>100%</b>	<b>70%</b>	<b>83%</b>	<b>35%</b>	<b>33%</b>	<b>11%</b>	
<b>Coaches</b>								
Existing	-	-	-	-	-	£3.00	£6.00	All day
Proposed	-	-	-	-	-	£6.00	£14.00	All day
<b>Increase (£)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>£3.00</b>	<b>£8.00</b>	
<b>% Increase</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>	<b>133%</b>	

**Table 4 - Season Tickets**

	Existing				Option 3 - Proposals consulted on				Option agreed following consultation			
	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months
<b>Saffron Walden</b>												
Swan Meadow (employed locally)	£30	£90	£175	£300	£75	£200	£350	£550	£45	£135	£260	£450
<i>% Increase to existing</i>					150%	122%	100%	83%	50%	50%	49%	50%
Swan Meadow (Resident)	-	-	-	£70	-	-	-	£78	-	-	-	£78
<i>% Increase to existing</i>								11%				11%
Catons Lane (employed locally)	-	-	-	-	£75	£200	£350	£550	£45	£135	£220	£385
London Road (Resident)	-	-	-	-	-	-	-	£78	-	-	-	£78
<b>Great Dunmow</b>												
Chequers Lane	-	-	£175	£300	-	-	-	-	-	-	-	-
White Street (employed locally)	£30	£90	£175	£300	£65	£175	£300	£450	£45	£135	£260	£450
<i>% Increase to existing</i>									50%	50%	49%	50%
<b>Stansted Mountfitchet</b>												
Crafton Green	-	-	£220	£420	-	-	-	-	-	-	-	-
Crafton Green (Employed Locally)*	-	-	£130	£250	-	-	-	-	-	-	£260	£450
<i>% Increase to existing</i>											100%	80%
Lower Street (Employed Locally)*	£30	£90	£130	£250	£65	£175	£300	£450	£45	£135	£260	£450
<i>% Increase to existing</i>					117%	94%	131%	80%	50%	50%	100%	80%
Lower Street (Resident)	-	-	-	£35	-	-	-	£78	-	-	-	£78
<i>% Increase to existing</i>								123%				123%
Lower Street	-	-	£220	£420	-	-	£490	£810	-	-	£490	£810
<i>% Increase to existing</i>							123%	93%			123%	93%

**Table 4.1 - Alternative charging for Stansted would be**

	Existing				Option 3 - Proposals consulted on				Option agreed following			
	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months
<b>Stansted Mountfitchet</b>												
Crafton Green	-	-	£220	£420	-	-	-	-	-	-	-	-
Crafton Green (Employed Locally)	-	-	£130	£250	-	-	-	-	-	-	£195	£375
<i>% Increase to existing</i>											50%	50%
Lower Street (Employed Locally)	£30	£90	£130	£250	£65	£175	£300	£450	£45	£135	£195	£375
<i>% Increase to existing</i>					117%	94%	131%	80%	50%	50%	50%	50%

**Table 5 - Hybrid Workers Season Tickets**

Based on season tickets - apportioned costs	Annual cost	Season Ticket monthly cost	3 day per week monthly cost	Part time - based on 5hr stay
White Street		£45.00	£22.50	£13.50
Swan Meadow		£45.00	£22.50	£13.50
Catons Lane		£45.00	£22.50	£13.50
Crafton Green*		£45.00	£22.50	£13.50
Lower Street (Local)		£45.00	£22.50	£13.50
Lower Street (Commuter)	£810.00	£810.00	£40.50	£28.50

15. Hybrid workers season tickets are only available on a monthly basis and have to be purchased via the MiPermit app. This enables both the user and the enforcement officer to track and manage their visits to the car park.



## Income Summary

Forecast Annual Revenue Impact (Exc. VAT)	Income based on proposals consulted on	Alternative income post consultation
Review of Tariffs	£392,267	£392,267
Catons Lane	£63,600	£63,600
London Road (weekends only)	£28,143	£28,143
Profit share adjustment	-£98,605	-£98,605
<b>Car Park Tariff Sub Total</b>	<b>£385,406</b>	<b>£385,406</b>
Season Ticket Review	£45,000	£20,000
Increase in Charging Hours	£30,000	£30,000
Sunday/bank holiday charges	£50,000	£50,000
<b>Tariff income increases</b>	<b>£510,406</b>	<b>£485,406</b>
Convenience Fee passed on to user	£25,000	£25,000
<b>Total Income</b>	<b>£535,406</b>	<b>£510,406</b>

- 1 The alternative option which is a hybrid of option 1 and 2 would impact the overall income by approximately £25,000
- 2 There may be additional income generated for retaining Crafton Green as long stay and the continuation of season tickets to offset an element of this reduction
- 3 Other income changes are marginal and would be subject to variations based on usage

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The income predictions are not achieved	2	2	Income will be monitored closely as part of the budget monitoring process to allow for early intervention if required
Footfall in the car parks reduces	2	2	User data will be collected monthly, this has been made easier to monitor with the installation of the new machines as part of the cashless initiative
Season tickets purchased decrease	2	2	This is a medium risk but will be monitored, most season tickets are purchased by locally employed.  The commuter tickets in Stansted are a higher risk as these are increasing at a higher rate. But when compared to neighbouring areas still

			evidence good value for money
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure