

Committee:	Cabinet	Date:
Title:	Car Park Tariff Review	Monday, 18 December 2023
Portfolio Holder:	Portfolio Holder for Finance and the Economy Councillor Neil Hargreaves	
Report Author:	Angela Knight, Director of Business Performance and People aknight@uttlesford.gov.uk	Key decision: No

Summary

1. The council in partnership with North Essex Parking Partnership (NEPP) commissioned a Parking review across the district, this was carried out by an external company with expertise and experience in parking, Parking Matters Ltd.
2. One specific area of the review looked at our current parking tariffs which have not had a complete review for 8 years, previous tariff changes were implemented in 2015.
3. A further detailed review was then commissioned to focus on our car park tariffs. This identified that it would be reasonable to increase our charges across all our car parks.
4. This report and the associated appendices set out the detail of the proposed increases and changes to car park tariffs.
5. The council is required to consult on any proposed changes that affect the Car Park Order and publish a notice of variation on any proposed tariff changes. The consultation is for a minimum period of 21 days as set out in The Traffic Management Act 1984.

Recommendations

6. It is requested that members consider the proposed changes to the management of the council's car parks as set out below and approve the commencement of a formal period of consultation
 - i. The daily charging period is extended from 5pm to 6pm
 - ii. To remove all 30 minute tariffs in Saffron Walden only
 - iii. Flat rate tariffs are introduced for parking in all council car parks on Sundays and Bank Holidays
 - iv. Catons Lane car park in Saffron Walden becomes chargeable as a long stay car park
 - v. London Road car park in Saffron Walden is chargeable at weekends as a long stay car park
 - vi. The removal of season tickets at Crafton Green in Stansted Mountfitchet and Chequers Lane in Great Dunmow

- vii. Crafton Green to offer short stay only parking, max 3 hour stay
 - viii. Hybrid season tickets are introduced to accommodate new working patterns
 - ix. The MiPermit convenience fee is included in the fee charged when parking using the mobile app.
- It is further requested that members set out their preferred options for the increase in tariffs for the following functions
 - i. Car Park Tariffs, option 1, 2 or 3
 - ii. Coach tariffs, option 1,2 or 3
 - iii. Season Tickets, option 1,2 or 3

Financial Implications

- 7. All financial implications are set out in the main body of the report.

Background Papers

- 8. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
[Uttlesford car parking review 2022 - Uttlesford District Council](#)

Impact

- 9.

Communication/Consultation	CMT and Cabinet members have seen the report. The proposals are subject to formal consultation and publication of a notice of variation as set out in the 'Road Traffic Management Act 1984'
Community Safety	N/A
Equalities	To be included in decision report to council following consultation period
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

10. The Council is only responsible for the off street parking function (car parks only) and has no jurisdiction over on street parking which is the responsibility of Essex County Council (ECC).
11. NEPP manage both the on and off street parking functions for UDC and ECC.
12. The on street parking function is governed by a Joint Panel Committee (JPC) and membership is made up of a member representative from all partner authorities. In addition officers work closely with the NEPP on matters relating to on-street parking, both members and officers provide key local knowledge on the impact of any initiatives, projects or decisions relating to on-street parking ensuring the needs of the district are fully represented.
13. A full review of Parking within the district was commissioned in partnership with NEPP for both on street and off street parking and was carried out in the summer of 2022 by an external consultancy company, Parking Matters Ltd. The full report can be found using the following link [Uttlesford car parking review 2022 - Uttlesford District Council](#)
14. The review focused on three key areas, and these are set out below.
 - Car Park Tariffs
 - Airport Parking
 - Town Centre Parking
15. The car park tariffs were subject to a review in 2015 and parking tariffs were increased to reflect the recommendations at that time, this was the first tariff increase since 2008. The changes to tariffs were increased by an average of 22%, although no increases were applied to coach parking at either Swan Meadow or Lower Street in the 2015 review.
16. The February 2023 Medium Term Financial Strategy (MTFS) identified the need for the Council to operate sustainably within available resources, including the need to reduce annual net expenditure by £6.6 million by 2027/28.
17. Blueprint Uttlesford is the council's change management programme set up to support the delivery of the MTFS and all Council services will be subject to a full service review. The schedule of reviews is planned over a four year period, and this was approved by Cabinet in June 2023. Parking tariffs were included in the schedule of reviews to be carried in the first year of the programme, 2023/24.
18. Following the initial Parking review carried out in 2022/23 a further focused review was commissioned to look specifically at the council's car park tariffs. The report provides background information on parking charges, benchmarking data and inflationary implications had increases been applied more regularly. The report includes suggested recommendations for increases in charges and some specific changes to parking policies. The full report has been attached as Appendix A.

Car Park management changes

19. The following statement has been extracted from the main report provided by Parking Matters Ltd and summarises the council's responsibilities for parking.

Tariffs are a powerful tool for managing finite parking resources and influencing driver behaviour, for example to encourage higher turnover of parking spaces to support access to town centres. Unlike a private provider, local authorities must balance a range of policy objectives when setting tariffs and must consider the justification for parking management. The Road Traffic Management Act 1984 S.22 sets a duty: "to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking on and off the highway..."

20. The review of tariffs and season ticket charges were the key drivers in this review, but alongside these officers requested that the consultants reviewed all aspects of parking, and the following car park management changes are proposed. All proposals are subject to a period of consultation.

- I. Extending the daily parking chargeable period to 6pm (currently 5pm)
- II. To remove the 30 minute tariff from all Saffron Walden only car parks. This would make the minimum parking charge time one hour.
- III. A flat rate charge for Sundays and Bank Holidays is introduced.

SUNDAY AND BANK HOLIDAYS - Flat rate charge	
Saffron Walden	£1.50
Great Dunmow	£1.00
Stansted Mountfitchet	£1.00

- IV. Catons Lane car park becomes 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.

Catons Lane is owned by Saffron Walden Town Council and currently offers free parking, Uttlesford has managed and maintained the car park on their behalf for many years.

Discussions have taken place and a full report setting out the options was presented to the Saffron Walden Town Council on 4 December, and all were in favour of supporting the option to make the car park chargeable and enter into a profit sharing agreement with Uttlesford.

- V. London Road currently offers free parking to shoppers and visitors to the town at weekends. It is proposed that it becomes 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.

London Road is used by residents of London Road in the evening and weekends due to the lack of on road parking. This is currently offered at no charge; it is proposed that a resident parking permit is introduced to align with the permit scheme offered to residents in Swan Meadow.

- VI. To remove the long stay parking option and season tickets in Crafton Green, making the maximum stay three hours.

Stansted Mountfitchet currently offers long stay options in both Crafton Green and Lower Street car parks, the proposals are recommending that the long stay option and season tickets are no longer offered in Crafton Green. This would encourage long stay users to occupy Lower Street, users of the long stay option are, in the majority, commuters parking for the train station.

Crafton Green is owned by Stansted Parish Council and managed by UDC under a profit sharing agreement. It is acknowledged that Crafton Green long stay option is used by employees of Stansted Parish Council, separate discussions will be held with the Parish to accommodate the parking needs of their employees.

- VII. 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.

Historically season tickets have been issued at no cost to parents dropping off and picking up their children from St Marys Primary School where there is very limited parking in the area. These season tickets have no time restrictions, and it is proposed that an alternative option is set up to assist in traffic congestion during these periods and allowing parents to use the car park for the limited periods of time.

- VIII. 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. An example of the type of variation offered is set out below.

Hybrid Season Tickets
3 day season ticket – to be paid in advance for a minimum of 4 weeks. This would allow a maximum of 12 day visits to a car park per 28 day period to be utilised flexibly.
3 day part time season ticket – to be paid in advance for a minimum of 4 weeks. This would allow up to 5 hours use for a maximum of 12 days in a 28 day period. This would be suitable for part-time employees.

- IX. The MiPermit convenience fee is passed onto the user when paying for their parking.

The pay by phone option (MiPermit) charges a 10p 'convenience' charge per transaction for using the app and currently the council covers the full cost of this charge. It is proposed that car park users using the app will be notified when purchasing their parking that this charge will be added to the cost.

All machines in the council's car parks offer both the MiPermit app or pay by card options, so if the user does not want to pay the convenience charge, they can opt to pay by debit/credit card at the machine.

Car Park Tariffs and Season Tickets

21. This report provides members with three options for each element of parking charges, this allows members to choose a 'mix and match' of their preferred options of the tariffs and season ticket options set out below.

- Car Park tariffs
- Season Tickets
- Coach Parking

22. The following tables set out the three options for increasing car park tariffs

- Option 1 - Parking Matters Ltd proposals
- Option 2 - Proposals + 20p
- Option 3 - Proposals + 50p

Great Dunmow

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<9 hrs (all day)	Max Stay
Angel Lane, Chequer's Lane and New Street								
Existing	£0.40	£0.60	-	£1.20	-	-	-	3 hrs
Option 1 Proposed	£0.60	£1.00	-	£1.50	-	-	-	3 hrs
Increase (£)	£0.20	£0.40	-	£0.30	-	-	-	
% Increase	50%	67%	-	25%	-	-	-	
Option 2 Proposed + 20p	£0.80	£1.20	-	£1.70	-	-	-	3 hrs
Increase (£)	£0.40	£0.60	-	£0.50	-	-	-	3 hrs
% Increase	100%	100%	-	42%	-	-	-	
Option 3 Proposed + 50p	£1.10	£1.50	-	£2.00	-	-	-	3 hrs
Increase (£)	£0.70	£1.50	-	£2.00	-	-	-	3 hrs
% Increase	175%	150%	-	67%	-	-	-	
White Street								
Existing	£0.40	£0.60	-	£1.20	£2.00	£2.40	£3.50	All day
Option 1 Proposed	£0.60	£1.00	-	£1.50	£2.50	£3.00	£4.00	All day
Increase (£)	£0.20	£0.40	-	£0.30	£0.50	£0.60	£0.50	
% Increase	50%	67%	-	25%	25%	25%	14%	
Option 2 Proposed + 20p	£0.80	£1.20	-	£1.70	£2.70	£3.10	£4.20	All day
Increase (£)	£0.40	£0.60	-	£0.50	£0.70	£0.70	£0.70	
% Increase	100%	100%	-	42%	35%	29%	20%	
Option 3 Proposed + 50p	£1.10	£1.50	-	£2.00	£3.00	£3.50	£4.50	All day
Increase (£)	£0.70	£0.90	-	£0.80	£1.00	£1.10	£1.00	
% Increase	175%	150%	-	67%	50%	46%	29%	

Saffron Walden

23. Catons Lane and London Road currently offer free parking, both Car Parks offer long stay parking options. The proposal is that if charging is introduced the tariffs will align with Swan Meadow to ensure consistency across the long stay car parks in the town.

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<9 hrs (all	Max Stay
Caton's Lane and London Road								
PML Proposal	-	-	£1.00	-	£2.00	-	£3.00	All day
Charges aligned with Swan Meadow Car Park								
Proposed	-	£1.00	£2.00	-	£3.00	£3.50	£4.50	All day
Proposed + 20p	-	£1.20	£2.20	-	£3.20	£3.70	£4.70	All day
Proposed + 50p	-	£1.50	£2.50	-	£3.50	£4.00	£5.00	All day

London Road will only offer parking to shoppers and visitors to the Town at weekends.

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<9 hrs (all day)	Max Stay
Fairycroft								
Existing	£0.50	£0.70	£1.20	£2.00	-	-	-	3 hrs
Option 1 Proposed	-	£1.00	£2.00	£3.00	-	-	-	3 hrs
Increase (£)	-	£0.30	£0.80	£1.00				
% Increase	-	43%	67%	50%				
Option 2 Proposed + 20p	-	£1.20	£2.20	£3.20	-	-	-	3 hrs
Increase (£)	-	£0.50	£1.00	£1.20				
% Increase	-	71%	83%	60%				
Option 3 Proposed + 50p	-	£1.50	£2.50	£3.50	-	-	-	3 hrs
Increase (£)	-	£0.80	£1.30	£1.50				
% Increase	-	114%	108%	75%				
Rose & Crown								
Existing	£0.50	£0.70	£1.20	-	-	-	-	2 hrs
Option 1 Proposed	-	£1.00	£2.00	-	-	-	-	2 hrs
Increase (£)	-	£0.30	£0.80					
% Increase	-	43%	67%					
Option 2 Proposed + 20p	-	£1.20	£2.20	-	-	-	-	2 hrs
Increase (£)	-	£0.50	£1.00					
% Increase	-	71%	83%					
Option 3 Proposed + 50p	-	£1.50	£2.50	-	-	-	-	2 hrs
Increase (£)	-	£0.80	£1.30					
% Increase	-	114%	108%					
Common								
Existing	£0.50	£0.70	£1.20	£2.00	-	-	-	3 hrs
Option 1 Proposed	-	£1.00	£2.00	£3.00	-	-	-	3 hrs
Increase (£)	-	£0.30	£0.80	£1.00				
% Increase	-	43%	67%	50%				
Option 2 Proposed + 20p	-	£1.20	£2.20	£3.20	-	-	-	3 hrs
Increase (£)	-	£0.50	£1.00	£1.20				
% Increase	-	71%	83%	60%				
Option Proposed + 50p	-	£1.50	£2.50	£3.50	-	-	-	3 hrs
Increase (£)	-	£0.80	£1.30	£1.50				
% Increase	-	114%	108%	75%				
Swan Meadow								
Existing	-	£0.70	£1.20	-	£2.00	£2.50	£3.50	All day
Option 1 Proposed	-	£1.00	£2.00	-	£3.00	£3.50	£4.50	All day
Increase (£)	-	£0.30	£0.80	-	£1.00	£1.00	£1.00	
% Increase	-	43%	67%	-	50%	40%	29%	
Option 2 Proposed + 20p	-	£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%	
Option 3 Proposed + 50p	-	£1.50	£2.50	-	£3.40	£4.00	£5.00	All day
Increase (£)	-	£0.80	£1.30	-	£1.40	£1.50	£1.50	
% Increase	-	114%	108%	-	70%	60%	43%	

Stansted Mountfitchet

	<1/2 hr	<1hr	<2hr	<3hr	<4hr	<5hr	<9 hrs (all day)	Max Stay
Crafton Green								
Existing	£0.40	£0.60	0	£1.20	-	-	£3.00	All day
Option 1 Proposed	£0.60	£1.00	£1.50	£2.00	-	-	-	3 hours
Increase (£)	£0.20	£0.40	£1.50	£0.80				
% Increase	50%	67%	100%	67%				
Option 2 Proposed + 20p	£0.80	£1.20	£1.70	£2.20	-	-	-	3 hours
Increase (£)	£0.40	£0.60	£1.70	£1.00				
% Increase	100%	100%	100%	83%				
Option 3 Proposed + 50p	£1.10	£1.50	£2.00	£2.50	-	-	-	3 hours
Increase (£)	£0.70	£0.90	£2.00	£1.30				
% Increase	175%	150%	100%	108%				
Lower Street								
Existing	£0.40	£0.60	£1.00	£1.20	£2.00	£2.40	£4.70	All day
Option 1 Proposed	£0.60	£1.00	£1.50	£2.00	£2.50	£3.00	£5.00	All day
Increase (£)	£0.20	£0.40	£0.50	£0.80	£0.50	£0.60	£0.30	
% Increase	50%	67%	50%	67%	25%	25%	6%	
Option 2 Proposed + 20p	£0.80	£1.20	£1.70	£2.20	£2.70	£3.20	£5.20	All day
Increase (£)	£0.40	£0.60	£0.70	£1.00	£0.70	£0.80	£0.50	
% Increase	100%	100%	70%	83%	35%	33%	11%	
Option 3 Proposed + 50p	£1.10	£1.50	£2.00	£2.50	£3.00	£3.50	£5.50	All day
Increase (£)	£0.70	£0.90	£1.00	£1.30	£1.00	£1.10	£0.80	
% Increase	175%	150%	100%	108%	50%	46%	17%	

24. Coach Parking is offered at Swan Meadow in Saffron Walden and Lower Street in Stansted Mountfitchet.

Coaches - Swan Meadow (Saffron Walden) and Lower Street			
	1/2 Day	All day	Max Stay
Existing	£3.00	£6.00	All day
Proposed	£6.00	£10.00	All day
Increase (£)	£3.00	£4.00	
% Increase	100%	67%	
Option 2	£7.00	£12.00	All day
Increase (£)	£4.00	£6.00	All day
% Increase	133%	100%	
Option 3	£8.00	£14.00	All day
Increase (£)	£5.00	£8.00	All day
% Increase	167%	133%	

Season Tickets

25. Seasons tickets are a cost effective option for users who park regularly in a specific car park. Season tickets are offered at a discounted rate compared to paying for parking on a day to day basis.
26. Season Tickets will be calculated across 7 days instead of 6 due to the proposal for charging on Sundays and Bank Holidays. Resident parking permits are charged at the same rate as on street parking permits.
27. The following two tables should be considered alongside each other, as the second table provides additional information to support the first table.
- The first table provides details of the current cost of a season ticket in each car park and offers three options on increasing the cost.
 - The second table provides details on the % discounts applied for each season ticket option compared to each of the three tariff options.

Table 1 – Season Ticket options

	Existing				Option 1				Option 2				Option 3				Number held @ October 2023
	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months	1 month	3 months	6 months	12 months	
Saffon Walden																	
Swan Meadow (employed locally)	£30	£90	£175	£300	£45	£135	£220	£385	£60	£160	£280	£440	£75	£200	£350	£550	124
% Increase to existing					50%	50%	26%	28%	100%	78%	60%	47%	150%	122%	100%	83%	
Swan Meadow (Resident)	-	-	-	£70	-	-	-	£78	-	-	-	£78	-	-	-	£78	44
% Increase to existing								11%				11%				11%	
Catons Lane (employed locally)	-	-	-	-	£45	£135	£220	£385	£60	£160	£280	£440	£75	£200	£350	£550	NEW
London Road (Resident)	-	-	-	-	-	-	-	£78	-	-	-	£78	-	-	-	£78	NEW
Great Dunmow																	
Chequers Lane	-	-	£175	£300	-	-	-	-	-	-	-	-	-	-	-	-	-
White Street (employed locally)	£30	£90	£175	£300	£40	£120	£200	£350	£55	£150	£250	£400	£65	£175	£300	£450	80
% Increase to existing					33%	33%	14%	17%	83%	67%	43%	33%	117%	94%	71%	50%	
Stansted Mountfitchet																	
Crafton Green	-	-	£220	£420	-	-	-	-	-	-	-	-	-	-	-	-	-
Crafton Green(Employed Locally)	-	-	£130	£250	-	-	-	-	-	-	-	-	-	-	-	-	16
Lower Street(Employed Locally)	£30	£90	£130	£250	£40	£120	£200	£350	£55	£150	£250	£400	£65	£175	£300	£450	26
% Increase to existing					33%	33%	54%	40%	83%	67%	92%	60%	117%	94%	131%	80%	
Lower Street (Resident)	-	-	-	£35	-	-	-	£78	-	-	-	£78	-	-	-	£78	23
% Increase to existing								123%				123%				123%	
Lower Street	-	-	£220	£420	-	-	£450	£775	-	-	£470	£795	-	-	£490	£810	6
% Increase to existing							105%	85%			114%	89%			123%	93%	

Table 2 – Season Ticket % discounts

Season Ticket existing discounts	Daily charge	Annual charge	Season ticket	Discounted %
Swan Meadow	£3.50	£1,092.00	£300.00	73%
White Street	£3.50	£1,092.00	£300.00	73%
Lower Street (Local employed)	£4.70	£1,466.40	£250.00	83%
Lower Street (Commuter)	£4.70	£1,466.40	£420.00	71%

Season Ticket Options	Option 1 tariffs		Option 2 tariffs		Option 3 tariffs	
	Cost	Discounted %	Cost	Discounted %	Cost	Discounted %
Swan Meadow						
Daily charge	£4.50		£4.70		£5.00	
Annual charge	£1,482.00		£1,544.40		£1,638.00	
Option 1 season ticket	£385.00	74%	£385.00	75%	£385.00	76%
Option 2 season ticket	£440.00	70%	£440.00	72%	£440.00	73%
Option 3 season ticket	£550.00	63%	£550.00	64%	£550.00	66%
White Street						
Daily charge	£4.00		£4.20		£4.50	
Annual charge	£1,300.00		£1,362.40		£1,456.00	
Option 1 season ticket	£350.00	73%	£350.00	74%	£350.00	76%
Option 2 season ticket	£400.00	69%	£400.00	71%	£400.00	73%
Option 3 season ticket	£450.00	65%	£450.00	67%	£450.00	69%
Lower Street (Local employed)						
Daily charge	£5.00		£5.20		£5.50	
Annual charge	£1,612.00		£1,674.40		£1,768.00	
Option 1 season ticket	£350.00	78%	£350.00	79%	£350.00	80%
Option 2 season ticket	£400.00	75%	£400.00	76%	£400.00	77%
Option 3 season ticket	£450.00	72%	£450.00	73%	£450.00	75%
Lower Street (Commuter)						
Daily charge	£5.00		£5.20		£5.50	
Annual charge	£1,612.00		£1,674.40		£1,768.00	
Option 1 season ticket	£775.00	52%	£775.00	54%	£775.00	56%
Option 2 season ticket	£795.00	51%	£795.00	53%	£795.00	55%
Option 3 season ticket	£810.00	50%	£810.00	52%	£810.00	54%

Income

28. Parking Matters Ltd tariff report looked at the inflationary impact since 2015 had the council increased tariffs annually in line with inflation. The report shows that had the council increased its tariffs in line with RPI each year, this would have increased income by approximately 37% (£320,000) in 2022/23.
29. The following table sets out the estimated income that could be achieved for each of the options. The table sets out the income based on all options being the same for each activity, but individual income lines are included in the table to allow for an easy calculation of total income should a mix and match approach be applied. It should be noted that these are estimates based on current usage and footfall. The industry norm. estimates for every 10% increase in charges a reduction of 1-4% usage could be expected. Due to the element of estimation in the overall income, the user reduction has not been factored into the forecast income as it is expected to have a relatively low impact.

Forecast Annual Revenue Impact (Exc. VAT)	Option 1 PML Proposed	Option 2 Proposed + 20p	Option 3 Proposed + 50p
Review of Tariffs	£299,569	£392,267	£506,184
Catons Lane	£60,000	£63,600	£67,200
London Road (weekends only)	£26,550	£28,143	£29,736
Profit share adjustment	-£81,493	-£98,605	-£120,010
Car Park Tariff Sub Total	£304,627	£385,406	£483,110
Season Ticket Review	£20,000	£30,000	£45,000
Increase in Charging Hours	£30,000	£30,000	£30,000
Sunday/bank holiday charges	£50,000	£50,000	£50,000
Tariff income increases	£404,627	£495,406	£608,110
Convenience Fee passed on to user	£25,000	£25,000	£25,000
Total Income	£429,627	£520,406	£633,110

30. The profit share adjustments are in place for the car parks we do not own but provide a management and maintenance service for. Fairycroft, The Rose and Crown in Saffron Walden and Crafton Green in Stansted are all managed by the council under a profit share agreement. If Caton's Lane becomes chargeable this will also be managed by the council under a similar agreement.

31. The table below sets out the estimated additional income for each car park, the figures include the adjustment for the profit share agreements.

Forecast Annual Revenue Impact (Exc. VAT)	Option 1 PML Recommended	Option 3 Recommended + 20p	Option 3 Recommended + 50p
Saffron Walden			
Fairycroft	£64,098	£82,230	£105,462
The Common	£61,427	£76,543	£86,800
Rose & Crown	£5,305	£6,571	£8,231
Swan Meadow	£60,967	£73,806	£91,556
Catons Lane	£30,000	£31,800	£29,736
London Road (weekend only)	£26,550	£28,143	£33,600
	£248,347	£299,093	£355,385
Great Dunmow			
Angel Lane	£7,874	£12,289	£18,475
Chequer's Lane	£8,086	£12,698	£19,106
New Street	£3,007	£4,626	£6,823
White Street	£28,990	£44,113	£65,119
	£47,957	£73,726	£109,523
Stansted Mountfitchet			
Crafton Green	£3,456	£5,414	£7,871
Lower Street	£4,867	£7,173	£10,331
	£8,323	£12,587	£18,202
Total Income	£304,627	£385,406	£483,110

Consultation and Notification of Variation Process

32. When a council is making changes to its car parks it is required under legislation as set out in the Road Traffic Regulation Act 1984 (as amended) (“the Act”) and the Traffic Management Act 2004 (as amended) to update the councils Off Street Parking Order, this sets the legal basis for providing parking spaces, setting appropriate charges and enforcing restrictions.
33. The council is required to formally consult on any changes it is considering making to the management of its car parks for a minimum period of 21 days.
34. Although the council is not required to formally consult on increases to our car parking tariffs and season ticket charges it is required to issue and advertise a formal Notification of Variation for a minimum period of 21 days prior to increasing prices.
35. The consultation will inform the outcome of the consultation of the council’s proposed traffic management changes and car park tariffs
36. All responses to the consultation and any the council receive on the Notification of Variation will be responded to on an individual basis.
37. The formal consultation period and Notification of Variation will be managed by NEPP on behalf of the council, and the following table provides an indicative timeline.

Activity	Date commences	Duration
Cabinet – Option decisions and approval to go out to consultation	18 December 2023	-
Advertisement in the Papers – Formal start of consultation process	4 January 2024	22 days
Consultation period ends	26 January 2024	-
Review and respond to consultation feedback	29 January 2024	14 days (flexible)
Consultation responses and outcomes to Scrutiny, alongside the formal submission of the budget and MTFS	6 February 2024	-
Consultation responses and outcomes to Cabinet, alongside the formal submission of the budget and MTFS	13 February 2024	-
Consultation responses and outcomes to Council, alongside the formal submission of the budget and MTFS	26 February 2024	-
Order new signage and schedule reconfiguration of car park machines	27 February 2024	-
Car Park Order sealed	27 February 2024	4 days
Decision Notice advertised	4 March 2024	-
Operational date	8 April 2024	-

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 on a monthly basis, 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 low 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

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 of project.