

**HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
22 January 2013

**Subject: FORUM CAR PARK AND OTHER PARKING RELATED ISSUES**

**All Wards**  
**Portfolio Holder for Corporate Services: Councillor Brian Phillips**

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**1.0 PURPOSE AND BACKGROUND:**

- 1.1 Amended parking charges will take effect from April 2013; in order for the changes to be implemented at the Forum car park in Northallerton a new Parking Amendment Order is required.
- 1.2 Other arrangements, including signage and software changes connected to the use of all the Council's charging car parks are required at a cost of £9,500.

**2.0 PROPOSALS:**

- 2.1 The proposed split of long-stay and short-stay parking for the Forum car park is shown on Annex B. The east section of the car park is perceived to have been under-utilised and the scope of offering this section as dedicated long-stay parking is seen as a mechanism for increasing usage whilst endeavouring to offer more scope for visitors to the Forum. It is unlikely that County Council consent be approved and procedures implemented before mid-May and therefore a commencement date of 15 May 2013 is recommended.
- 2.2 At present there are three pay and display parking machines serving the short-stay Forum car park. In order to maintain cover in the event of machine failures to the new proposed long-stay section it is recommended that an additional dedicated long-stay machine be provided at an anticipated cost of £6,000.
- 2.3 During the course of the year there are a number of events held at the Forum which extend beyond the four hour short-stay period of the car park. It is proposed that for this limited number of events the Director for Corporate Services in conjunction with Cabinet portfolio holder may agree a protocol of commensurate relaxations of parking restrictions with the Forum Community Group providing suitable notice is provided of such events.
- 2.4 The Council does not offer "resident permits" within any of its charging car parks. There are a number of developments near to completion in the vicinity of car parks where the developers have enquired whether the Council would be prepared to offer resident permits and/or designated spaces. The difficulty in offering such permits is defining the designation of "resident" in terms of the vicinity of the car park. To overcome this other Councils offer universal "season tickets" for those wishing to purchase parking at an annual discounted rate. It is proposed that feasibility works be undertaken to seek implications in offering a potential season ticket to augment the existing long and short-stay ParkCard discount system.
- 2.5 Cabinet has previously agreed in principle to implement Civil Parking Enforcement (CPE) in all off-street car parks. It will be necessary to make a Consolidation Order to convert existing Orders to facilitate CPE.

### 3.0 **LINK TO COUNCIL PRIORITIES:**

3.1 The implementation of parking charges tariff amendments together the introduction of a new pay and display machine at the Forum car park aligns with Council priorities in providing effective and improved services for car park users. The introduction of an overall broader range of tariff bands affords greater scope of offered parking stay periods whilst the introduction of an additional pay and display machine improves the location of payment points for customers.

### 4.0 **RISK ASSESSMENT:**

#### 4.1 **Risk in approving the recommendations**

There are deemed to be no significant risks associated in approving the report.

#### 4.2 **Risk in not approving the recommendations**

<b>Risk</b>	<b>Implication</b>	<b>Prob*</b>	<b>Imp*</b>	<b>Total</b>	<b>Preventative action</b>
Delay in the introduction of tariff amendments.	Reduced Council revenues and potential associated failure in meeting Council fiscal targets.	4	3	12	Liaise and communicate with NYCC in endeavours to mitigate any potential approval delays.

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

The approval process for the new Parking Amendment Order requires ratification from County Council. Due to the timing of County meetings there is potential for delays in approval for the Order which may impact on the proposed implementation date.

### 5.0 **FINANCIAL IMPLICATIONS:**

5.1 The Capital Programme Form (see Annex A) provides detailed description of the project including financial elements.

Overall the revenue effects of parking charges tariff amendments will be as follows:-

<b>Revenue Effects</b>	<b>2012/13 £</b>	<b>2013/14 £</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
Cost:				
P&D machine maintenance	-	670	690	710
Cash collections	-	<u>300</u>	<u>300</u>	<u>320</u>
Sub Total		<u>970</u>	<u>990</u>	<u>1,030</u>
Financed by:				
Base budget	-	<u>970</u>	<u>990</u>	<u>1,030</u>

In terms of Capital Expenditure provision will be made for expenditure on parking charges tariff changes. This may be summarised as follows:-

<b>Capital Expenditure</b>	<b>2012/13 £</b>	<b>2013/14 £</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
Cost:				
Tariff amendments	<u>8,000</u>	-	-	-
Admin & Advertising	<u>1,500</u>			
New Forum P&D Machine	-	<u>6,000</u>	-	-
Sub Total	<u>9,500</u>	<u>6,000</u>		
Financed by:				
Capital Programme	<u>9,500</u>	<u>6,000</u>	-	-

5.2 The financial implications of the proposed amended tariff changes and the Forum car park changes have already been considered as part of the decision to amend tariffs generally.

## **6.0 LEGAL IMPLICATIONS:**

6.1 The Parking Amendment Order will need the consent of the North Yorkshire County Council. The Police must be consulted but do not need to consent. There is a procedure involving public consultation. The Council is required to consider any representation.

6.2 The Consolidation Order for CPE will require a procedure but no consents are required.

## **7.0 RECOMMENDATIONS:**

7.1 It is recommended that:-

- (1) authorisation is given for capital expenditure of £15,500 in works associated with introducing amended parking tariffs at charging car parks from April 2013;
- (2) approval is given for the making of a Parking Amendment Order creating long-stay and short-stay sections at the Forum Car Park as shown on the plan attached under Annex B to this report, with effect from 15 May 2013;
- (3) the Director for Corporate Services agree a protocol for the occasional relaxation of parking restrictions at the Forum Car Park to accommodate event parking in consultation with the Portfolio Holder for Corporate Services;
- (4) a scheme for parking season tickets is drawn up and the details be approved by the Portfolio Holder for Corporate Services;
- (5) approval is given for the necessary Consolidation Order to facilitate the implementation of Civil Parking Enforcement.

MARTYN RICHARDS

**Background papers:** None  
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**CAPITAL PROGRAMME****Capital Scheme :****Parking Charges – Tariff Amendments 2013**

To implement parking charges tariff amendments by the 1<sup>st</sup> April 2013 and to introduce a new pay and display machine at the Forum car park by 15<sup>th</sup> May 2013.

**Capital Costs 2012/13**

- |   |                |
|---|----------------|
| • Additional costs related to general tariff amendments | £ 8,000        |
| • Amendment Order – admin & advertising                 | £ 1,500        |
|   | <b>£ 9,500</b> |

**Capital Costs 2013/14**

- |   |                |
|---|----------------|
| • New P&D machine at the Forum car park | £ 6,000        |
|   | <b>£ 6,000</b> |

<b>Total</b>	<b>£ 15,500</b>
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**Description of Project :****Tariff Amendments**

In order to implement the parking charges tariffs changes decided in December 2012 it is necessary for the software at each of the Councils thirty-one pay and display machine to be updated by installing a new micro-chip and also change all associated labels and parking signage. The costs for these works are anticipated to be £8,000 comprising £2,800 software development; £2,150 software installation; £450 for labels and machine parts; plus £2,600 for car park signage in demarcation of splitting the Forum car park into long and short stay sectors.

**Parking Amendment Order**

Also associated with these amendments is the requirement for a new amendment parking order in splitting the Forum car park into short-stay and long-stay sections (see Annex B). The east section of the Forum car park is perceived to have been under-utilised and the scope of offering this section as dedicated long-stay parking is seen as a mechanism for increasing usage whilst endeavouring to offer more scope for visitors to the Forum. The usage of the car park will be monitored. It is unlikely that County Council consent be approved and procedures implemented before mid-May and therefore a commencement date of 15<sup>th</sup> May 2013 is recommended. The associated legal, administrative and advertising costs associated in ratifying the parking order are estimated to be in the order of £1,500.

**New Pay & Display Machine**

At present there are three pay and display machines serving the short-stay Forum car park. In order to maintain cover in the event of machine failures to the east section proposal is for an additional long-stay machine to be located at an anticipated cost of £6,000.

**Revenue Implications and how they are to be financed :**

The associated additional revenue costs in implementing a new pay and display machine at the include the associated annual maintenance and monitoring costs of some £670 and the costs of the cash collections from the machine estimated at £300 per annum.

The costs for these elements will be borne from the base revenue budgets.

**Community/Business Benefits :**

The benefits of offering a broader range of parking tariff banding will afford a greater scope of parking stay periods in endeavours to greater match anticipated customer stay requirements. The introduction of the additional pay and display machine at the Forum car park will offer greater convenience to the car user in terms of proximity of payment whilst also guaranteeing reduced risk to the Council of revenue income in the potential event of failure of one of the machines.

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