

REPORT TO	ON
COUNCIL	Wednesday, 25 November 2020



TITLE	PORTFOLIO	REPORT OF
Review of Car Parking	Cabinet Member (Environment)	Director of Neighbourhoods and Development

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council? This should only be in exceptional circumstances.	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To outline the proposals for changes to the current restrictions that apply to Council owned car parks following a review of provision and a consultation exercise.
2. To gain approval for the proposed changes to car parking charges and the designation of certain car parks.

PORTFOLIO RECOMMENDATIONS

3. That Council approve the introduction of the first hour free parking for all identified parking spaces, on all Council owned car parks (no return within 3 hours), provided a ticket is displayed.
4. That Council approve the re-designation of Churchill Way and Sumner Street car parks to short stay car parks, maximum stay 3 hours.
5. That Council approve the designation of King Street, Leyland and Hope Terrace, Lostock Hall as long stay car parks.
6. That Council approve the introduction of a simplified suite of charges for car parks that are subject to charging.
7. That Council approve the introduction of charges to East Street car park along with a resident permit scheme for residents of East Street.

8. That Council approve the introduction of a 2-hour maximum stay period (no return within 3 hours) between the hours 09.00 – 15.00 Monday to Friday term time only, on Worden Park.
9. That Council approve the replacement of all existing pay and display machines with machines that will allow contactless payments.

REASONS FOR THE DECISION

10. To enable the Council to provide effective management and delivery of the car parks under its ownership within the borough.

CORPORATE PRIORITIES

11. The report relates to the following corporate priorities:

An exemplary Council	X
Thriving communities	
A fair local economy that works for everyone	X
Good homes, green spaces, healthy places	

BACKGROUND TO THE REPORT

12. South Ribble Borough Council owns over 50 car parks across the borough which includes town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004, in order to support local businesses.
13. An internal audit report carried out at the end of 2019 identified the need for a review of Car Parking to be carried out as a matter of urgency and in particular a review of fees and charges in order to meet the requirements of the council's financial regulations.
14. Section 2.3 of the Financial Regulations states "Chief Officers should review the fees and charges levied for council services and make appropriate recommendations to the appropriate Executive member for approval.
15. Charges are currently levied on six of the available car parks, the majority of which are in Leyland with one in Lostock Hall. The charges levied vary from car park to car park.
16. A consultation exercise was carried out in September 2020 via the Council's website. Views were also sought from interested parties and statutory bodies. Details of the replies received are attached in appendix A.

PROPOSALS (E.G. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

- 17.** The main issues consulted on were a simplification of the charges reducing the number of tariffs offered.
- 18.** It is proposed to introduce the first hour free parking on all car parks throughout the borough, (no return within 3 hours) but a ticket must be displayed.
- 19.** To re-designate the town centre car parks at Churchill Way and Sumner Street, Leyland to short stay car parks to create a flow of traffic to facilitate shoppers, introducing a flat rate charge of £1.00 for up to a maximum stay of 3 hours (no return within 3 hours).
- 20.** To simplify the charging structure on Leyland Market (Ecroyd Street) car park by introducing the following charges: up to 3 hours £1.00, up to 5 hours £3.00 and over 5 hours £10.00.
- 21.** To designate the car parks at Kings Street, Leyland and Hope Terrace, Lostock Hall as long stay car parks with the following charges, up to 3 hours £1.00, all day £3.00 and 7 consecutive days £12.00. This will provide those working within the town centre with a reasonably priced option to park all day if required.
- 22.** To retain the current charges on Leyland Railway Station, the ownership of this car park is shared with Network Rail and prices are set to encourage its use by commuters. The current charges are £1.00 per day or £4.00 for 7 consecutive days.
- 23.** To introduce charges on East Street Car Park in Leyland in conjunction with a resident permit scheme; this car park was originally built to accommodate the residents of East Street by the developer of the Helmsley Green Estate allowing construction traffic free access to the development site. Parking restrictions exist on East Street although until recently these have not been enforced due to illegible markings, these have now been renewed by LCC and enforcement recommenced. The proposal is to designate the car park as a short stay car park maximum stay 3 hours for £1.00 in conjunction with the introduction of a residents permit scheme for the residents of East Street.
- 24.** To amend the existing restrictions on Worden Park increasing the time allowed from the current level of 90 minutes to 2 hours and amend the period covered from 09.00 – 16.00 to 09.00 – 15.00, users will be required to obtain a ticket displaying the vehicle registration number, which will be free of charge. The restrictions do not apply at weekends or outside of term times. Worden Park is a popular facility attracting many visitors both local and from the wider North West Region and experience has shown that without the appropriate restrictions the car park becomes unavailable for genuine park visitors during term times. In order to assist visitors to the business tenants such as The Café on Worden Park, day permits are issued to enable visitors to the units to park for longer periods when the restrictions are in force.
- 25.** It is proposed to replace all ticket machines with new models which will facilitate the use of contactless payments, the current machines are over 16 years old meaning the ability to obtain spares has become increasingly difficult. In addition, the new software will allow remote monitoring of the machines allowing for more cost-efficient cash collection service and remote diagnosis of issues. A procurement exercise will be carried out via The Chest following the appropriate procurement procedures. Preliminary enquiries have identified the cost to provide replacement pay and display machines would be approximately £40,000.

FINANCIAL IMPLICATIONS

- 26.** Note: All figures quoted in this section refer to the net income to the Council, after deducting VAT. For example, a charge of £1.50 only generates actual net income of £1.25, with £0.25 VAT.
- 27.** The current budget for car parking income is £119,600. The actual amount of income received in 2019-20 was slightly lower, at £115,800. The trend over the last 4 years is a steady increase in volume of customers, and a corresponding increase in income, as shown in the table below. The charges have not changed.

Year	Total Income (£)
2016-17	102,500
2017-18	107,200
2018-19	112,500
2019-20	115,800

- 28.** Since the charges to the Station are not proposed to be changed, the following analysis focuses on income and ticket volumes at the other car parks. There are 3 factors that will affect the income:
- a) The difference in pricing is for shorter length stays of up to 3 hours
 - b) Removing the 3 to 4 hour stay banding
 - c) Introducing charges at East Street
- 29.** The total number of tickets issued in 2019-20 was almost 116,000. The majority of tickets – 69,500 or 60% – were for a period of up to 2 hours, which generated income of £29,200. The proposal is for the first hour to be free. Therefore, a proportion of these tickets would no longer generate any income. However, the proposal is also to increase the charges from £0.50 to £1.00 for a period of up to 3 hours. Therefore, any tickets covering a period of between 1 and 2 hours would generate additional income.
- 30.** The two things are forecast offset each other but it is difficult to predict which one will outweigh the other because we do not know how many of the tickets covering a period of up to 2 hours were actually only for a 1 hour period. If there were more tickets covering a 1 hour period than a 2 hour period, then the income will be reduced.
- 31.** There were 9,800 tickets in the 3 to 4 hours banding, generating net income of £12,200. (Gross charge £1.50 and VAT £0.25.) The proposal is to remove the 3 to 4 hour banding and replace it with a banding of 3 to 5 hours. Under these charges the revised income generated from the same 9,800 tickets would be doubled to £24,400 i.e. an extra £12,200.
- 32.** The East Street car park has a capacity of 22 spaces. It is difficult to predict what the usage levels might be if charges are introduced. As an indication, if we assume the spaces were 50% full, and each car stays for the maximum 3 hours, then the number of tickets in one day would be around 25. This equates to annual income of £5,400.

33. Combining all 3 factors together, the amount of income is expected to increase by around £15,000 to £20,000.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

34. A consultation exercise was carried out between 27th August and 20th September 2020, the consultation elicited a total of 114 responses from 86 individuals, the majority of these responses related to the proposal affecting Worden Park.
35. All Pay and Display Car Parks, a total of 15 responses were received which addressed all car parks and the proposals in general. The majority of these were in favour of the introduction of a blanket first hour free, although some felt this should be increased to two hours.
36. One response was received in relation to King Street, this agreed with the proposals to make it a long stay car park.
37. Hope Terrace, a total of twelve responses were received, six of which supported the first hour free, three felt the car park should be free and one felt the charges should be increased.
38. Two responses were received in relation to Sumner Street, both from the same individual, referring to annual passes and the reduction of one-hour free spaces. No responses were received in response to proposals relating to Churchill Way.
39. Ecroyd Street, three response were received, one felt that the free period should be increased to ninety minutes, one was opposed to any change to the charging structure and the final response felt £10 was too expensive for over five hours.
40. Worden Park, a total of seventy eight responses were received from sixty two individuals of these forty three felt ninety minutes was not long enough, suggestions ranging from two – four hours. A further twenty responded that the introduction of these restrictions would lead to parking in residential streets, in spite of on-street restrictions currently being in place. A further ten respondents referred to issues relating to the use of the car park by students of Runshaw College and a further five suggested pay and display restrictions should be introduced.
41. East Street, six residents responded to the suggestion of a residents parking scheme, of these five would purchase a permit, no objections would be received.
42. The consultation responses are summarised in appendix 1.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

43. The option to retain the existing restrictions and pay and display machines was considered however it was felt this would not allow the most efficient and effective management of the car parks under Council control.

AIR QUALITY IMPLICATIONS

44. Consideration will be given to the installation of vehicle charging points on the car parks as and when the opportunities allow.

RISK MANAGEMENT

45. The introduction of the first hour free parking to all parking bays could have a negative effect on the income generated through the car parks, however it is likely to have a positive effect on the numbers of visitors using the car parks and visiting the town centres.

EQUALITY AND DIVERSITY IMPACT

46. There are no equality or diversity impacts as a result of the proposals.

COMMENTS OF THE STATUTORY FINANCE OFFICER

47. The effect of the changes outlined in this report are forecast to be budget neutral, with the offer of 1 hour free being outweighed by the new banding and the East Street car park charges. The income from car parks, alongside other income sources, will be monitored closely as part of the budget monitoring process.

COMMENTS OF THE MONITORING OFFICER

48. From the contents of the report it is apparent that an extensive consultation exercise has been carried out in respect of the proposed changes to car parking charges. This of course is crucial. Proper consideration should be given to the consultee responses.
49. If Council approve the proposed changes then Legal Services will ensure that all necessary legal steps are carried out to enable the proposed changes to car parking charges are made.

BACKGROUND DOCUMENTS

There are no background papers to this report.

APPENDICES

Appendix 1 Consultation comments received.

LT Member's Name Jennifer Mullin
Director of Neighbourhoods and Development

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