

West Suffolk Parking Review 2019

Report No:	OAS/WS/19/005	
Report to and date:	Overview and Scrutiny Committee	11 July 2019
Cabinet Member:	Councillor Peter Stevens Cabinet Member for Operations Tel: 01787 280284 Email: peter.stevens@westsuffolk.gov.uk	
Lead officer:	Darren Dixon Service Manager (Operations) Tel: 01284 757678 Email: darren.dixon@westsuffolk.gov.uk	

Decisions Plan: N/A

Wards impacted: All

Recommendation: It is recommended that the Overview and Scrutiny Committee:

- (1) **Agrees to the establishment of a Review Group to consider car parking in West Suffolk; and**
- (2) **Approves the Terms of Reference for the Review Group as set out in paragraph 2.1; and**
- (3) **Delegates the Chair of the Overview and Scrutiny Committee in consultation with the Portfolio Holder (Operations), to make appointments to the Car Parking Review Group.**

1. Background / Context

- 1.1 In 2012 the St Edmundsbury Borough Council's Overview and Scrutiny Committee undertook an extensive review of car parking provision and charging across the Borough. A significant number of recommendations were made by the Committee and endorsed by Cabinet on 12 December 2012 (reference Cabinet Report D223). This included the need for a full periodic review of car parking across the Borough every 3-4 years. Forest Heath District Council agreed to undertake a similar periodic review at its Cabinet meeting on 22 December 2015. Both authorities completed the last of these reviews in 2015. The next review is timetabled for completion by the end of 2019.
- 1.2 As in previous reviews, all car parks that are owned or managed by the authority will be included within the scope and this time, the review will also consider on-street parking capacity. This is required given our imminent responsibilities for Civil Parking Enforcement and our commitment to delivering local integrated parking plans.
- 1.3 The outcome will be a clear set of strategic aims and objectives for parking across West Suffolk identifying a number of recommendations that will improve the quality of service, and meet financial and growth objectives. These recommendations will be underpinned by an assessment of parking trends and delivery, and engagement with car park users and key stakeholders.

2. Proposals

- 2.1 The Portfolio Holder (Operations) is asking the Overview and Scrutiny Committee to commission a review of parking in West Suffolk and in consultation with the Chair of Overview and Scrutiny, the proposed Terms of Reference for the review has been drafted and set out below:
 - 1) To review national/local trends and policy, and evaluate the current performance of the parking service across all locations including usage, condition of the car parks, the quality of service delivery, enforcement, parking incentives and customer feedback.
 - 2) To develop strategic aims and objectives for parking in West Suffolk with local parking plans aligned with on-street provision.
 - 3) To consider the imminent service changes arising from the implementation of Civil Parking Enforcement and the impact on parking behaviour.
 - 4) To consider current levels of occupancy, future capacity projections and any interventions that may be needed now and over the long term.
 - 5) To assess park and walk and the flexible payment system currently being trailed in Bury St Edmunds.

- 6) To review car park tariffs for the period of the Medium Term Financial Strategy, backed by consultation.
- 7) To identify service improvement and efficiencies.

2.2 The review will deliver the following outcomes:

- 1) An overarching strategy for parking across West Suffolk; individual place based parking plans for Bury St Edmunds, Haverhill, Newmarket, Mildenhall and Brandon; and a plan for other rural communities.
- 2) An effective, efficient and quality service.
- 3) Infrastructure and delivery of service that will support the vitality of our town centres and keep pace with our growth aspirations.
- 4) Income and saving opportunities.

2.3 It is proposed that a Review Group will be set up to oversee this process that will comprise of two West Suffolk Council members, a representative of the Performance and Audit Scrutiny Committee, a member representative of Suffolk County Council, and the Chair and Vice-Chair of the Overview and Scrutiny Committee. The Review Group will be supported by the Portfolio Holder for Operations and relevant officers.

2.4 The Review Group will report back with its finding and recommendations to the Overview and Scrutiny Committee on 14 November 2019.

3. Alternative Options

3.1 The alternative option is not to review the parking operation. However, by not carrying out the review it would not be possible to ensure the parking service meet user requirements and wider strategic priorities.

4. Consultation and engagement

4.1 Consultation will be undertaken with key stakeholders across the district including car park users, Suffolk County Council, Town Councils, BID teams, education providers, businesses, leisure and cultural providers. Benchmarking with other places will also be undertaken and they may require detailed engagement.

5. Risks

5.1 Users, businesses and places may be adversely impacted by the decisions made in this review.

6. Implications arising from the proposal (delete where either they are not relevant to the report or are already covered in the main report)

6.1 Any changes proposed as a result of this review will be subject to an Equality Impact Assessment.

7. Appendices

7.1 None

8. Background documents

8.1 Not applicable.