



# Report and Recommendations from the West Suffolk Parking Review Group

<b>Report No:</b>	<b>OAS/WS/20/003</b>	
<b>Report to and dates:</b>	<b>Extraordinary Overview and Scrutiny Committee</b>	23 January 2020
	<b>Cabinet</b>	11 February 2020
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**Decisions Plan:**            **This item is included in the Decisions Plan.**

**Wards impacted:**        **All**

**Recommendation:**    **It is recommended that, the Extraordinary  
Overview and Scrutiny Committee:**

- (1) Recommends to Cabinet the approval of the recommendations as detailed in Section 10, Table 1 and 2 to this report.**

## **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 St Edmundsbury. A significant number of recommendations were made by the Committee and endorsed by Cabinet. This included the need for a full periodic review of car parking across the Borough every 3-4 years that will consider the strategic aims and objectives for the parking in the area and identify a number of recommendations that will improve the quality of service, and meet financial and growth objective. Forest Heath District Council agreed to undertake periodic reviews on 22 December 2015. For both authorities, the last of these reviews were completed in 2015.

1.2 In July 2019, the Portfolio Holder (Operations) sought the Overview and Scrutiny Committee to commission a review of parking in West Suffolk. The Terms of Reference for the review were agreed and are set out below:

- 1) To review national/local trends 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

1.2 The Overview and Scrutiny Committee established a Task and Finish Working Group to oversee the review. Membership of this group is: Cllr David Nettleton (Chair of the Review Group), Cllr Simon Cole, Cllr Rachel Hood, Cllr Anne Williamson, Cllr John Burns, Cllr Karen Richardson and co-opted onto the group was Cllr Karen Soons, representing Suffolk County Council. The working group has met on nine occasions and considered many reports on parking usage and occupancy trends, capacity audits, comparison and benchmarking data and customer research. The group is grateful for all those organisations and the general public who gave up their time meet or respond to the consultation exercises undertaken.

- 1.3 Whilst the review group focused primarily on the town centre car parks across all our 6 towns, it has taken the opportunity to health-check our village, out-of-town centre, and country park car parks that are enforceable under the Councils' Traffic Regulation Order. A list of all car parks considered as part of this review are set out in **Appendix 1**.
- 1.4 It was agreed during the review that the flexi park approach, being trialled at St Andrews Car Park, Bury St Edmunds would be extended until 31 December 2019 to allow greater time to monitor the scheme and account for the adoption of RingGo technology to provide more options to pay for parking. The Portfolio Holder (Operations) agreed to undertake the review of the scheme outside of the parking review and report directly to Cabinet. The usage data and customer comments are currently being evaluated and a report will be taken to Cabinet for consideration in February.
- 1.5 The group has decided not to provide a view on parking options in respect of Newmarket. If this is accepted by the Overview and Scrutiny Committee, the Cabinet will need to determine its own proposals for the town.

## **2. User Research**

- 2.1 An online questionnaire was used to research customer feedback on the car parks they regularly use. A total of 1331 responses were received. In addition, 200 face to face interviews were conducted with parking users. Whilst comments vary by town, overall the general feedback was:
- 57% of users choose their preferred car park by location
  - 73% of users are shopping in the town centre
  - 36% of users stay for 1-2 hrs; the same percentage of users stay for 2-4 hours
  - 27% of users use the car park 1 or 2 times per week; 24% monthly or less
  - High levels of satisfaction for the location, cleanliness and condition of the car parks; 75% levels of satisfaction for perceived levels of safety and availability of parking bays
  - Over half of all users believed tariffs were about right but 42% of all responses felt our tariffs were higher than neighbouring towns
  - The length of stay of the user was influenced by what they had to do rather than the cost of the park

Areas of the service that demonstrated high levels of customer satisfaction were not identified as a topic for in-depth assessment.

- 2.2 The full results of the research are set out in **Appendix 2**

## **3. Stakeholder Engagement**

- 3.1 Meetings were held with over 20 key stakeholders across all the towns in West Suffolk, including Town Councils, BID teams, Town Centre Managers,

facilities providing alternative car parking and businesses. Those that were unable to meet were provided the opportunity to feedback into the review.

3.2 A summary of the issues and comments raised at these meetings are set out below:

- Recurring comments made from the business community on the need for more flexible and long stay parking in the town centre, particularly at weekends and for people working in Bury St Edmunds.
- A replacement Vehicle Management System was widely regarded as the most important improvement to be made for Bury St Edmunds that would help users identify where spaces are available across our car parks. In addition, more electric charging points were requested.
- Indicative feedback from businesses that the “Free from Three” in Bury St Edmunds has a positive impact on footfall but no evidence was received to illustrate a spike in trade during these times. Retail sector reaffirmed that 20% of all retail spend is now done on-line, and more vacant units, lower footfall and less parking events since last parking review. There was support for flexi park principles to encourage users to stay longer in the town.
- West Suffolk College students are more likely to use their own car rather than public transport. To manage supply of parking bays, the college is promoting lift share.
- Free parking in Mildenhall helps support the local economy, the limited retail offer and the large rural hinterland which has a high dependency on cars to get around. Need for more on street disabled bays in Mildenhall
- Clare Town Council requested an additional off-street car park, more enforcement of on street provision restrictions, upgrades to signs and double yellow lines and the ability to make parking available for residents to lease a space or display a pre-paid permit.
- There is a need for more parking provision and investment in Brandon (possible sites identified but they are not in Council ownership). Existing car parks are full all- day long, as supported by capacity testing. The Railway Station Car Park is located in Norfolk, and currently has 12 parking spaces - Greater Anglia is investing £1m in Brandon Railway Station providing an additional 64 spaces. Given the vitality of the town centre economy, there is a preference for better enforcement of on and off-street parking rather than the introduction of charges for parking.
- Haverhill attracts visitors for shopping and services as well as workers (Retail and workers). 60% of people commute outside of town regularly – so parking tariffs must be kept competitive to support the retail economy. There is expected to be 10,000 more people in Haverhill over the next 10-15 years due to the building of 3,500

houses – there is ample capacity now but will be needed in future. There are plans for Jubilee Walk redevelopment. There is a feeling that yellow lines make no difference, if they are not enforced and this is creating on-street congestion due to illegal parking. Civil Parking Enforcement will help, once introduced but will not be the solution for everything. The Meadows car park remain empty and there is a view that the walk to the leisure centre remains a deterrent for leisure centre users. Ehringshausen Way Car Park should become a short stay car park. Regarding free parking after 3pm on a Friday - the Market closes at 3pm on a Friday, so not sure of its purpose.

#### **4. Benchmarking**

- 4.1 As part of this review, consideration was given to how parking in our towns across West Suffolk compare with our neighbours and similar size towns across the country. A summary is attached in **Appendix 3**. The Task and Finish Group found the process of identifying comparable towns a challenge given uniqueness of our and other towns across the region and further afield.
- 4.2 It was concluded that all the other towns researched have more car parking provision per head of population and except for Witney and Ely, most towns charge more for their parking spaces. The cost of car parking can be influenced by factors beyond those examined in this comparison, however it does appear that there is no link between the number of spaces available and the amount charged to park (supply and demand).
- 4.3 The information gathered tends to also show that there is no correlation between parking prices and the health of a town centre. The review group evaluated Experian data, which ranks town centres in terms of the amount spent in the catchment area. Cambridge and Norwich are the most expensive places to park (of the towns studied) and both score extremely highly in terms of the Experian rank of town centres. Bury St Edmunds, Winchester and Chichester are not expensive places to park and all three also rank relatively highly.

#### **5. Usage and Financial Profiles**

- 5.1 A total of 3,740,800 paid parking events occurred across West Suffolk Car Parks between April 2018 to March 2019. It is not possible to record parking events in free car parks. Over 2,300,000 were recorded in Bury St Edmunds (61%), 748,000 in Newmarket and 614,000 in Haverhill. Other parking events included in these figures were recorded across our Country Parks.
- 5.2 A total of 79% of all users paid by cash/contactless (2,958,327) whilst 263,778 users paid by chip and pin debit/credit card (7%) and 518,684 by RingGo (14%).
- 5.3 As a result of volatile patterns of use, car park income has remained static at £4.95m since 2015-16. In that same time period costs, excluding contributions to reserves, have risen from £2.9m to £3.1m.

- 5.4 **Appendix 4** sets out the costs attributed to each town. The main driver behind the increase in costs are business rates payable on car parks, which has risen by £400k since the last review. Excess Charge Notice (ECN) income had risen by £100k, with an accompanying cost of employment of £50k - more enforcement officers have led to the issue of more fines.
- 5.5 Planned increases in the cost of off-street car parks needed to be funded in the Council's medium term plans and assumed growth in income across the medium term might also need a change in relation to fees and charges levels to be achievable, given the 2018-2019 outturn and in year forecasts.
- 5.6 West Suffolk Council uses car parking charges from off street parking to improve our facilities, and once running costs have been deducted, the surplus income contributes to the cost of services related to town centre services, roads and transport, CCTV and street cleaning and furniture. In 2018/19 the following contributions were made:

Street Cleaning	£2,108,619
District Highway Services	£399,571
Street Furniture	£83,213
Land drainage and associated works	£81,729
CCTV	£338,188

## 6. Capacity

### 6.1 Bury St Edmunds

Results of recent modelling in Bury St Edmunds remains consistent with previous years and that by 2025, weekday predictions indicate that capacity is only just meeting demand.

For a Saturday, existing capacity barely meets demand at peak times, and unless significant investment is made to public transport and the promotion of other sustainable transport modes, by 2025 it is suggested that over 100 spaces will be needed to meet demand for a short period at peak time (identified between 11am – 2pm on a Saturday). However there appears to be some scope to utilise the Parkway Decked Car Park to absorb some of the excess demand from the other car parks. In addition, park and walk initiatives can be used to manage capacity for the longer stay user.

Park and ride is not viewed as a viable option to accommodate parked cars out of the town centre as (i) peak capacity occurs only on a Saturday making usage of the scheme not financially viable across the week and (ii) limited scope for bus lanes in the town centre leading to unpredictable bus journey times.

Outside of the town centre, parking stress can only be identified at the Moreton Hall car parks. Moreton Hall has over 8,000 residents and is served by community amenities located at Lawson Place on Symonds Road. The facilities include a Community Centre, small retail outlets, a church, doctors and public house. The current parking provision at the centre (including

disabled parking) is 52 at Lawson Place, 71 at the community centre and 30 at Heldhaw Road, a site on the other side of Symonds Road. On several occasions across the week occupancy exceeds 95% and with future residential development planned, more parking capacity will be needed.

## 6.2 Haverhill

Forecasts suggest that the overall demand for parking spaces in Haverhill can be satisfied with current capacity for the next 20 years. However, there is a marked difference in the results over the six Haverhill Car Parks. Three of them, namely Lower Downs Slade Car Park, Leisure Centre Car Park, and Ehringshausen Way Car Park is already showing excess usage and recommended to become short stay only. The Meadows Car Park has a high degree of spare capacity (which can accommodate long stay parking from Ehringshausen Way car park) whilst the western end of the Town Hall Car Park suffers from underutilisation.

## 6.3 Brandon

Brandon is already critical with 119 out of 122 spaces used (97.5%) on one of the two surveyed weekdays (87.7% on the other). By 2025 100% occupancy will be reached and by 2040 there will be a deficit of 19 spaces.

## 6.4 Mildenhall

Ample capacity recorded and no issues identified over the next 20 years for additional capacity.

## 6.5 Clare Castle County Park

The only car park (not in West Suffolk ownership) is generally at 95% occupation on Saturdays. Weekdays show between 30% and 60% occupancy capacity. Clare Castle website indicates there are numerous events/activities which could cause a spike in usage (or unmet demand). Given the high levels of occupancy at peak times it is viewed that additional off-street parking is needed in the town.

# 7. **On-Street Parking**

## 7.1 Civil Parking Enforcement

The Group was asked as part of the Review's terms of reference to consider the imminent service changes arising from the implementation of Civil Parking Enforcement and the impact on parking behaviour. Government laid the legal instrument on 9 January 2020 with a proposed implementation date of 6 April 2020 that will transfer on-street enforcement powers from the Police to the Council. Whilst it is anticipated that more on-street enforcement will reduce the level of illegal parking and displace vehicles to our car parks, an assessment of actual impacts has not been possible due to the delay in implementation. What the review has been able to assess are the places that need targeted levels of on street enforcement and/or changes to the current parking restrictions once we are awarded the powers. To make this informed

decision, surveys of illegal parking were undertaken, and the results are set out below.

## 7.2 Bury St Edmunds

In summary, occupancy surveys in the town undertaken over a period of two weeks identified that most on street parking bays has a medium to high level of parking stress i.e. they operate at a level less than 80% occupancy suggesting an adequate supply of bays to meet local demand. Over 200 vehicles were parked illegally in Bury St Edmunds at most time with the majority for double yellow line and limited waiting offences, with an average duration of 1-2 hrs.

In Risbygate Street, St Andrews South, Crown Street and Westgate Street, the number of parking vehicles are greater than the number of bays provided indicating illegal parking on double and single lines. This would also suggest a high degree of blue badge parking.

The survey identifies that these streets have a significant level of vehicles parked for longer than the limited waiting restriction. For example, two thirds of parking events in Risbygate Street exceed the parking restriction and thereby impacts on the availability of short stay parking bays in the town centre.

## 7.3 Haverhill

A total number of 343 bays were counted in the primary streets of the town when parking restrictions were in place and increase to a total number of 466 bays when restriction were not in place. The average duration of stay in an on-street bay is 1 -2 hrs.

The occupancy of the Haverhill on-street bays shows low levels of parking stress except for Camps Road, Murton Slade, Eden Road and the High Street.

Significant levels of illegal parking outside the defined bays are apparent in Camps Road which appears to be result of parking durations longer than the restrictions permitted on a Saturday rather than a weekday. The High Street in Haverhill has the highest level of illegal parking activity across all road surveyed. A total of 173 parking infringements were identified on a given day with the majority of those being on double yellow lines for short stay parking. It is estimated that over 275 hours of illegal parking occurs in Haverhill each day with over a third of all hours being in the High Street.

## 7.4 Other towns

In the other towns, significant levels of illegal parking and vehicles staying beyond the maximum stay restrictions were noted on Brandon High Street and in the centre of Clare.

## 7.5 The group felt there should be a commitment by Suffolk County Council to carry out regular blue badge checks.

## **8. Aims and Objectives for the Parking Service**

8.1 The group has proposed the following Aims and Objectives for the parking services which have been used to challenge the existing service and support the recommendations set out in this report.

(i) The aim of parking in West Suffolk

'To provide safe, accessible and suitably located parking provision across all of the towns within West Suffolk'

(ii) West Suffolk Car Parking Objectives

Objective 1 – Town Centre Parking that supports future growth of the local economy

Objective 2 – Parking that balances the needs of different users (Shoppers, Visitors, Workers, and Residents)

Objective 3 – Parking that enhance the vitality of each town, balancing short and long stay use

Objective 4 – Managing resident parking in town centres through resident permit schemes

Objective 5 – Subject to relevant powers, enforce illegal on and off-street parking

Objective 6 – Ensure parking provision is accessible and suitable for all

Objective 7 – Manage off street parking provision to reduce traffic conflicts

## **9. Key Principles**

9.1 The group in taking decisions on changes to the delivery of the service, agreed a set of key principles that underpinned key recommendations:

- 1) The reason people come to our town centres isn't for the parking – it's for the purpose or experience that is the reason behind their visit. It may be for shopping, visiting a café, restaurant, cultural or leisure attraction, an event that is being held or equally it may simply be for meeting with friends or some other social activity
- 2) Where appropriate, the user should pay for parking given that there is no such thing as 'free parking'. There are costs associated with owning and running car parks. It costs money to own and manage a car park. The Council has seen the Business Rates that it pays on its car parks rise to close to £1m a year. There are also maintenance and staffing costs. Rather than charge all residents through Council Tax, the Council believes in general, that the car park users should pay. All income from parking goes back into supporting not just the running of the car parks,

but other related services to ensure our town centres are clean and safe places that people want to visit

- 3) Whilst recognising that each town is different, a standardised approach to parking regulations is encouraged wherever possible, specifically:
- Were deemed appropriate, charging should be levied in all town centre car parks across West Suffolk if other management and control measures are not successful.
  - Daily charging periods should be adopted at a minimum of between 8am – 6pm.
  - To increase the churn of vehicles and increase capacity, the removal of the 4-hour tariff from short stay car parks in locations where provision is available in long stay areas.
  - Competitive pricing of weekly tickets to encourage more take up and use of long stay car parks as a means of managing capacity.
  - All tariff collection charges absorbed by the Council (including RingGo).
  - Tariffs and enforcement are the key mechanisms to manage capacity; additional parking should only be considered if enhanced enforcement or charges does not manage rates of occupancy.

## **10. Recommendations**

10.1 Appended to this report are Draft Town Parking Plans setting out proposed changes for the town centre car parks (**Table 1**). This includes tariff changes for implementation from 6 April 2020 (subject to implementation of a revised Traffic Regulation Order and suppliers being able to fulfil orders for new machines and software changes if required), changes to current parking policy, identified improvements to our off street car parks, and recommendations to Suffolk County Council with regard on street parking provision (minded that they will be taken forward by West Suffolk Council on the transfer of Civil Parking Enforcement powers).

10.2 Key recommendations and reasons for the change are summarised below:

- (i) Withdrawal of the evening charge in Bury St Edmunds but extending the normal charging tariff to 8pm. This measure avoids confusion for the user by not having two separate tariff structures at the start and end of the day.
- (ii) In light of the withdrawal of evening charges, the free parking incentives should not be continued. Occupancy data suggests no impact on car park occupancy in Haverhill and significant displacement of users from morning to afternoon on a Tuesday in Bury St Edmunds.

In Bury St Edmunds alone, it is estimated that the Council subsidies 'free from 3' by approximately £80,000 per year.

- (iii) St Andrews Flexi Park trial – the scheme will be fully evaluated collecting data until the end of 2019. The Portfolio Holder for Operations will conclude whether the trial will be made permanent. The Review Group support making the trial permanent given feedback from businesses and improving use of the scheme by customers. A recommended tariff structure is set out in Table 1 and if not continued, a tariff structure aligned to Parkway Surface Car Park is suggested.
- (iv) All tariffs have been increased to absorb the cost of the Ringo transaction charges (currently an additional amount paid by the users of this service). This will now be funded by the service and estimated to be in the region of £180,000 per annum. This new approach provides equity across all payment platforms.
- (v) Electric vehicle (EV) spaces are provided to users whilst they draw electricity to charge the car. Electric Vehicle users pay for occupied bays at the standard rate (no free parking or discounted tariffs). The current policy is for the user to pay for electric but not for parking in the EV bay providing that the occupier's vehicle is connected to the charger. This has created a scenario whereby regular EV users are occupying bays all day and drawing little energy, if any, from the charging point, preventing others from charging their cars. The vast majority of user draw less than 10kwh costing on average 90p. The working groups therefore recommends that a charge for EV bay parking is implemented.
- (vi) Recognition that Clare needs more off-street parking provision and working with local groups, Officers are requested to bring back options to Cabinet (subject to land becoming available for lease or acquisition and supported by a business case seeking full cost recovery).
- (vii) In Brandon it recommends the introduction of short stay parking restrictions on Bury Road Car park and daily parking charges in all car parks but recognises an alternative could be to install machines issuing free tickets coupled with better enforcement to manage short and long stay capacity. If this free off-street parking approach is adopted, the Group would recommend that occupancy be again reviewed one year after this change has been implemented and if parking occupancy remains at critical levels, that other options must be considered.
- (viii) Retain free parking in Mildenhall but as a matter of priority, investigate opportunities to realise a cost neutral budget position on the operation of the Recreation Way Car Park (currently leased to West Suffolk by Mildenhall Town Council).

- (ix) The group proposes to manage capacity in our town centres by withdrawing the mid stay parking tariffs in short stay car parks – notably in the Cattlemarket Car Park in Bury St Edmunds. This will increase the churn of vehicles on the town’s most popular car park with the loss of the 4 hours stay restriction off set by making Parkway Decked Car Park available for all day parking at weekends. In addition, develop park and walk initiatives utilising Olding Road and the car parks of other organisations in the town centre. This will provide more parking capacity at peaks times, reduce congestion in the town centre and promote healthy lifestyles by encouraging people to walk.
- (x) The group recognises that environmental impact of driving a vehicle and providing places for vehicles to park. It is also mindful that by not providing car parking infrastructure, vehicles cause congestion and pollution. The review recommends the ongoing investment in Electric Charging Points, specifically providing new facilities in Brandon and Mildenhall.
- (xi) Investment in parking surfaces and infrastructure as set out in the draft Town Plans. Whilst satisfaction levels were considered high for the condition of our car parks and all have been awarded a Park Mark award for quality, our users and stakeholders have considered some car parks needing better signage, surfacing and lining. Implementation of a replacements Vehicle Management System in Bury St Edmunds is recommended to manage the supply of space and congestion in the town, directional signage to our car parks in Haverhill, and enhancements to lighting and CCTV along the footpath linking Meadows Car Park with Haverhill Leisure Centre.

10.3 Alongside the review of all town centre car parks, the review group has undertaken a health-check of our Country Park and Community car parks. Set out in **Table 2** are recommended changes based on the following assumptions and rationale:

- The Bury/West Stow Country Park tariffs are now out of sync with Brandon Country Park charges. The review group recommends a standardised approach to the tariff structures.
- The withdrawal of the 1 hour’s tariff and replacing with an ‘up to 2 hours’ tariff to provide users with more flexibility to stay longer.
- Greater communications to participants and groups using our facilities on the impact of parking on the highway, particularly in residential areas, when spaces are available in our leisure and country park car parks.
- The annual permit price is very low and equates to a value of around 8-10 visits per year. It is recommended to increase this rate, which should remain very good value.

- A single permit for the three Country Parks has been recommended by the Parks Team.
- Hardwick Heath rates should reflect the car park operating as an overflow car park for the hospital

10.4 Parking capacity on Moreton Hall remains a problem with maximum occupancy across its 180 bays recorded on a regular basis. Plans are being considered to review how additional parking provision can be accommodated at the site but as a matter of priority the review considers the need for more effective control and enforcement. It is recommended that the 3 hours maximum stay restriction should be adhered too across the Lawson Place, Community Centre and Heldhaw Road Car Parks between 9.30am to 3.00pm but that:

- (i) Installation of ticket machines dispensing 3-hour maximum tickets for display at no charge. This will allow greater ease in enforcing the car park.
- (ii) All day permanent permits currently issued to local businesses, residents and other organisations must display vehicle registration number and should be limited to Heldhaw Road Car Park at a cost of £20 per permit renewed annually.
- (iii) Improvements to provide additional bays be brought forward at the earliest opportunity

## **11. Alternative Options**

11.1 The Car Parking Task and Finish Review Group considered a range of options during the course of this work. For example, other options open to the Car Parking Task and Finish Review Group but not supported by consultation, were:

- To make no changes to tariffs or improvements to car parking capacity and flexibility of payment
- To recommend a 'blanket' percentage increase rise across all car parks in future years.

## **12. Consultation and engagement**

12.1 Please refer to Sections 2 and 3 of this report.

## **13. Risks**

13.1 The main risks associated with this review is that car parking tariffs are set incorrectly resulting in a suboptimal performance and town centres adversely affected by tariff changes; and that the management of the service is ineffective, which would lead to the same consequences.

In addition to the ongoing work of the parking service to monitor performance of the car parks, the review has undertaken work to understand customer feedback; seek input from key stakeholders, and used benchmarking information to inform the outcomes to mitigate such risks

## 14. Implications arising from the proposal

### 14.1 Financial

The financial implications of the proposed car parks tariffs set out in **Tables 1** and **2** are estimated to generate an additional income of £300,000 to the budget in the 2020/21 financial year assuming implementation from 6 April 2020.

Note that the income figures are estimates and assume some changes in parking behaviour and displacement to other tariffs. The net income figure also includes the £180,000 additional cost to fund the RingGo transaction charges.

Infrastructure improvements as identified in Table 1 will cost £325,000 as set out below:

<b>Item</b>	<b>Revenue</b>	<b>Capital</b>
EV Charging Points – Brandon		£15,000
EV Charging Points – Mildenhall		£15,000
EV Charging Points for other towns		£50,000
Surfacing Improvements – Lower Baxter	£15,000	
Highways signage to Haverhill Car Parks		£20,000
Improved pedestrian links between Meadows Car Park and Haverhill Leisure Centre		£10,000
Vehicle Management System in BSE (£170k already confirmed by SCC)		£100,000
Moreton Hall – Machines and additional improvements to capacity		£80,000
Parking Machines - Brandon		£20,000
<b>Total</b>	<b>£15,000</b>	<b>£310,000</b>

If the proposed car parks tariffs set out in Tables 1 and 2 are agreed, along with the Infrastructure improvements as identified in the above table of £325,000, then there will be a net impact on the 2020/21 budget of £25,000 which will need to be worked through the current budget process.

### 14.2 Legal Compliance

Any changes to off street parking restrictions and tariffs must be undertaken through the variation of the West Suffolk Parking Places Traffic Regulation Order. A minimum of 21 days' notice for comment must be given to the public before a change can be enacted.

**14.3 Equalities**

An impact assessment has not highlighted any inequalities requiring detailed assessment.

**14.4 Crime and Disorder**

Park Mark assessment completed annually by external bodies to assess user safety and risk of crime and disorder. Feedback was given to members of this review.

**14.5 HR / Staffing**

No staffing changes required arising from recommendations.

**15. Appendices**

- 15.1 Appendix 1 – List of Car Parks
- Appendix 2 – User Research
- Appendix 3 – Tariff Comparisons
- Appendix 4 – Car Parking Cost by town

Table 1 – Draft Town Plans and recommendations

Table 2 – Proposed tariff charges to Leisure and Community Car Parks

**16. Background documents**

- 16.1 None.