

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Review of Car Parking	
Report No:	OAS/SE/15/010	
Report to and date:	Overview and Scrutiny Committee	22 July 2015
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Lead officer:	Mark Walsh Head of Operations Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk	
Purpose of report:	Cabinet Report No CAB/SE/15/002 (amended) instructed Overview and Scrutiny Committee to undertake a full review of the car parking, including the setting of Tariffs and consideration Pay on Exit/ANPR operating systems, commencing June 2015. This report proposes the Terms of Reference and timeline for the review.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that the Overview and Scrutiny Committee:</p> <p>(1) Agree the establishment of a Working Group and adopt the Terms of Reference for a review of car parking (as set out in Paragraph 1.2 of the report)</p> <p>(2) Nominate 5 Councillors to participate on the Review Group</p>	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Consultation:	<ul style="list-style-type: none"> The proposed Review Group will undertake consultation with user and key stakeholders of the car parking service. 	

Alternative option(s):		• No	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • The review will group will be consider car parking tariffs and any investment required in delivery and operation of the car parks	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Pay on Exit/ANPR operations will have an impact on staff work practices	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • New technologies for payment will be considered as part of the review	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Any recommendations must be compliant with the Road Traffic Act	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Car parking Tariffs are set incorrectly resulting in a suboptimal performance	Medium	Consultation should be carried to provide clear rationale for proposed changes	Low
Town centres adversely affected by tariff changes	Low	Feedback from customers/ stakeholder and benchmarking information	Low
Ward(s) affected:		ALL	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Report No OAS/SE/14/001 - Car Park Tariffs 2015/16 (Overview and Scrutiny Committee – 17 December 2014)	
Documents attached:		None	

1. Key issues and reasons for recommendations.

1.1 Background

1.1.1 In 2012 the Overview and Scrutiny Committee undertook an extensive review of car parking provision and charging in St Edmundsbury. 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 and an annual review of charges. Cabinet agreed on 10 February 2015 that the next full review of car parking will commence in June/July 2015.

1.1.2 Members will be minded that a full review of car parking is timely given that the Borough Council, in partnership with Our Bury St Edmunds, have commissioned a study to review:

- (i) Current car parking occupancy across the Borough;
- (ii) Short term capacity issues and long term parking solutions/ interventions;
- (iii) The impact of Pay on Exit/ Automated Number Plate Recognition systems on capacity and operation of car parks;
- (iv) The financial implications for the car parking service arising from the implementation of either a Pay on Exit or Automated Number Plate Recognition operation.

The report will be available for consideration as part of the review.

1.2 Draft Terms of Reference

1.2.1 As set up previously in 2012, it is recommended that the Overview and Scrutiny Committee establish a Review Group to oversee the review of Car Parks and thereby appoint 5 Councillors to the Group, including a representative from the Performance and Audit Scrutiny Committee.

1.2.2 The proposed Terms of Reference for the review group are:

1. To evaluate the current performance including usage, the location and condition of the car parks, the quality of service delivery, the issue of fines, car park incentive schemes, and customer feedback.
2. To consider current levels of occupancy, future capacity projections and any interventions as required.
3. To assess the conclusions of the study on both the merit and business case for the implantation of Pay on Exit/ Automated Number Plate Recognition operation systems.
4. To review car park tariffs for the period of the Medium Term Financial Strategy, backed by consultation.

5. To identify changes and amendments needed to the Traffic Road Order.

1.2.3 The timetable for the review will be:

22 July 2015	Overview and Scrutiny Committee agree the Terms of Reference for the Working Group and Member representation
July – Oct 2015	<p>Stage 1 (Scoping the Review)</p> <ul style="list-style-type: none">• Formal agreement of terms of reference/timetable and review process• Description of service.• How is the service currently provided• Current service objectives, performance and legal requirements <p>Stage 2 (Evaluation)</p> <ul style="list-style-type: none">• Options for service and efficiency improvement• How do we compare?• Consider customer/stakeholder feedback• Review consultancy documentation on future capacity requirements and alternative ways of operating the car park (costs, risks etc.) <p>Stage 3 (Recommendations)</p> <ul style="list-style-type: none">• Agreed improvements arising from Stage 2• Financial Implications – Tariff changes, cost of improvements/interventions• Other implications (including external partners)• Changes to Traffic Road Order• Recommendations
11 November 2015	Recommendations to Overview and Scrutiny Committee

1.2.4 Recommendations as agreed by the Overview and Scrutiny Committee would then be considered by the Performance and Audit Scrutiny Committee as part of the budget setting process.

1.2.5 The Lead Officer for the review will be Darren Dixon, Car Parks Manager supported by officer representation from Finance, Economic Development and Growth and Operations.