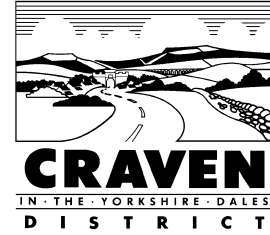


## Policy Committee – 19<sup>th</sup> August 2014

### Introducing Pay & Display on Car Parks in Crosshills



#### Report of the Director of Services

Ward affected: Glusburn

#### 1. Purpose of Report

- 1.1 To seek approval for the introduction of Pay and Display on the Council's car parks in Crosshills. The basis of which is to improve traffic management in the village centre together with ensuring sustainable parking provision as set out in the Council's approved Parking Strategy 2014 – 2019.

#### 2. Recommendations

Members are recommended to approve:

- 2.1 Subject to the agreement of North Yorkshire County Council as Highways Authority the introduction of Pay & Display parking systems ('Pay and Display') on Council owned car parks at Hall Street and Milligans Field, Crosshills.
- 2.2 The tariff of car parking charges for Milligans Field Crosshills and Hall Street, Crosshills as proposed at paragraphs 4.10 and 4.16 respectively.
- 2.3 Subject to 2.1 approve the introduction of a parking permit scheme as set out in 7.1 and 7.2 of this report.
- 2.4 That officers are authorised to take the necessary action to implement Pay and Display within the car parks listed at 2.1 above and that delegated authority is given to the Director of Services to make the necessary formal Orders including considering and deciding on duly made objections to the proposed Orders.
- 2.5 A supplementary capital estimate of £10,440 from the buildings reserve to fund the works required to improve car park surfaces and implement Pay and Display and that is repaid to the reserve over 5 years commencing in 2015/16.

#### 3. Background

- 3.1 Pay & Display schemes help local authorities manage vehicle movement and turnover which in turn contributes to the vitality and viability of the town/village centre. Schemes also assist in covering costs for providing car parking facilities.

# AGENDA ITEM 5

- 3.2 Often where parking is free within towns and villages the most convenient spaces close to the shops will be occupied by local residents and/or long stay/commuter parkers who arrive early in the morning, leave late in the afternoon and contribute very little to the local economy whilst parked. This leaves no space available for the shoppers and visitors to the centres who are contributors to the local economy.
- 3.3 A contribution from the motorist for parking also helps subsidise the cost of maintaining the car parks, keeping the asset in good condition adding to the overall upkeep of the local area. The generation of an income also supports the retention of the asset.
- 3.4 The provision of free car parking on Craven District Council owned car parks is kept under continual evaluation and this report sets out the outcomes of the latest review, making recommendations to extend Pay & Display parking on Council owned car parks beyond Skipton, Settle and Ingleton.

## 4. Parking Review

- 4.1 The Council's Parking Strategy 2014 – 2019 approved by Council in August 2014 sets out the aims and objectives for the Council's parking provision for the next five years. The extension of Pay and Display as recommended through this report fits with 2 of the strategy aims and 3 of the objectives; namely:

**Aim 3** – Seek to support the vitality of service centre and local businesses through the provision and management of appropriate car parking, while recognising that car parking provision can be an important tool to help manage traffic.

**Aim 4** – reduce the burden on the taxpayer and shift the cost of car parking provision towards the service users and manage the Council's car parking assets in a cost effective manner.

**Objective 2** – ensure that car park services are being carried out to a high standard in terms of economy, efficiency, safety and effectiveness.

**Objective 3** – maintain a charging structure that maximises the use of the existing car parks, whilst managing a balance between economic, environmental and traffic management objectives.

**Objective 8** – Ensure a cost effective and efficient car park management regime

- 4.2 Policy Committee Members last considered car parking in 2009 and Select Committee undertook a detailed review of car parking in 2012/13. Reviews are carried out on a rolling basis to determine whether charges need to be introduced for traffic management purposes and whether they can be introduced economically in order to contribute towards the maintenance of the car parks.
- 4.3 There are long standing traffic management issues in Crosshills where the most convenient spaces located close to the shops are occupied by long stay or commuter parking. The introduction of parking charges could enable these car

# AGENDA ITEM 5

parks to increase vehicle turnover and assist in the sustainability and vibrancy of Crosshills village centre.

- 4.4 The annual budget for maintenance costs and liabilities for the Council car parks is currently £312,000 per annum and any revenue derived from the introduction of pay & display will help in subsidising these costs. It will also help balance the Council's revenue budget with the MTFs currently requiring at least £642,000 in savings over the period to 2017/18 with further savings likely to be required once the outcome of the 2015 comprehensive spending review is announced.
- 4.5 The introduction of charges will result in a better service to residents with improvements to the car parks, more frequent turnover and a greater availability of spaces for shoppers. The Council will also be more able to enforce against those abusing the free status.

## Crosshills Car Parks

- 4.6 There are 2 Council owned car parks in Crosshills, both located in the centre surrounded by shops and other businesses. Hall Street Car Park surface is poor and would benefit significantly from some investment; however, both car parks are currently free and are also open to abuse from neighbouring businesses often using them as an extension to their business premises.

## Milligans Field Car Park

- 4.7 Milligans Field, Crosshills, is a 70 space car park that is approximately 50 metres from the shops. It is partially owned by the Council (44 spaces) and partially owned by the Co-op (26 spaces). Previous discussions with the Co-op have indicated that they were agreeable to the introduction of Pay & Display and to the possibilities of joint working to implement and manage. Should approval be given to introduce pay and display discussions would be resurrected with the Co-op.

The car park is predominately utilised by short stay shoppers and visitors to Cross Hills and has high levels of occupancy. 129 visitors parked their vehicles for more than one hour giving an average of 32% of overall occupancy during the survey period.

The surveys indicate that this car park is financially viable and a Pay & Display parking scheme would help to manage the traffic currently utilising this car park.

- 4.8 The results of the survey undertaken on Milligans Field between 10th & 14th March 2014 are set out in Diagrams 4 to 6 below

## **Milligans Field (CDC spaces only)**

TIME	09:05	10:05	11:05	12:25	13:40	14:50
Mon.10/03/14				38 93%	39 95%	34 83%
Cars Left >1hr					13 32%	13 32%
Tues.11/03/14	35 85%			39 95%	41 100%	38 93%
Cars Left >1hr				13 32%	14 34%	7 17%

# AGENDA ITEM 5

Wed.12/03/14	31 76%	38 93%	35 85%	31 76%		41 100%
Cars Left >1hr		13 32%	13 32%	16 39%		14 34%
Thur.13/03/14	33 80%	37 90%	37 90%	37 90%		
Cars Left >1hr		14 34%	11 27%	14 43%		

Diagram 4

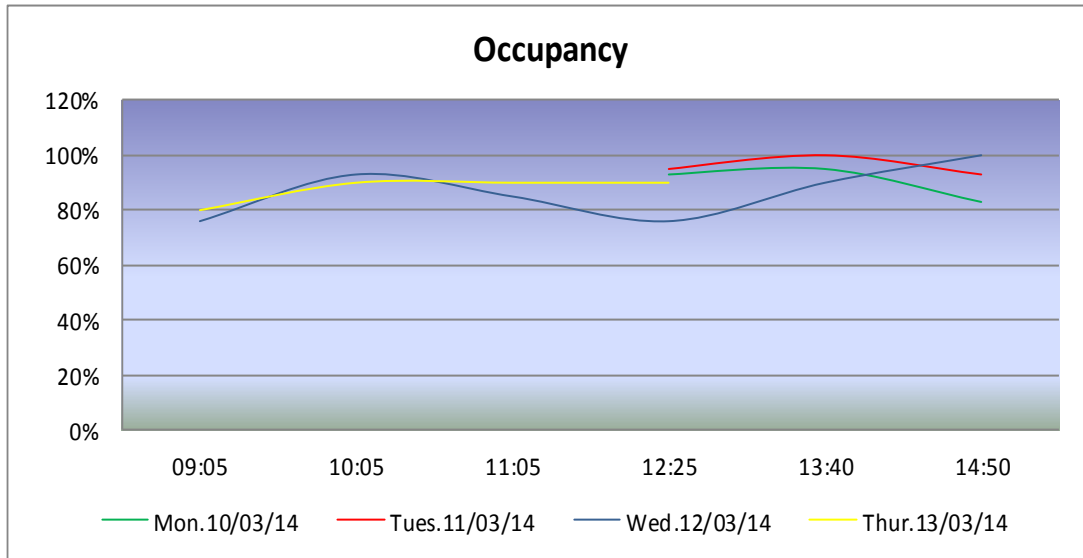


Diagram 5

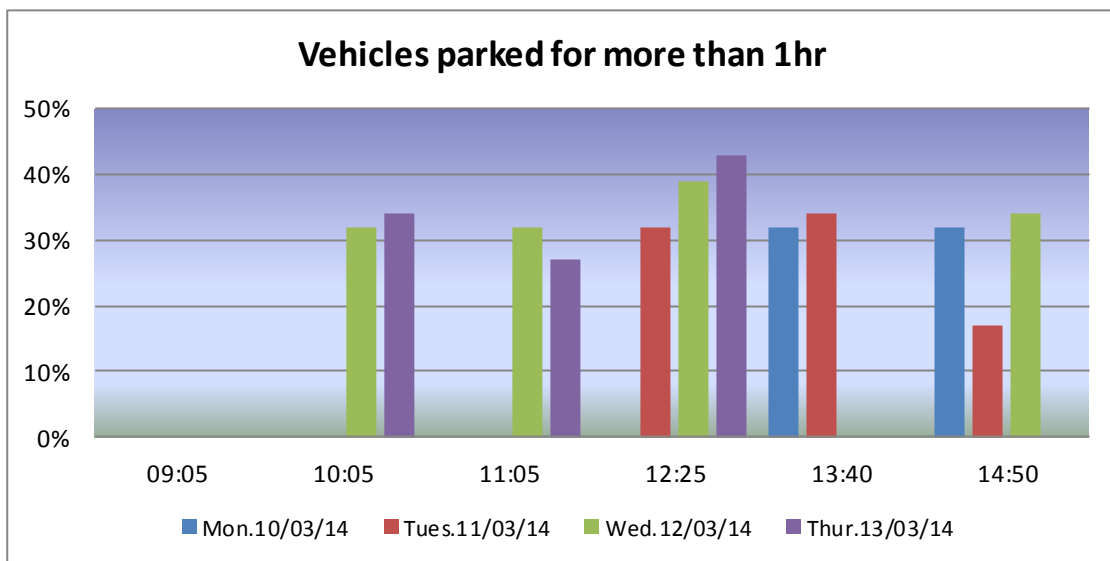


Diagram 6

4.9 The survey chart above shows the occupancy levels for the Milligans Field car park in each of the 4 days of survey which can be summarised as follows:

- Peak Occupancy for the 4 day survey was 100% on Tuesday at 13:40 and 100% on Wednesday at 14:50
- The total number of vehicles observed at various times during the survey was 662, giving an average occupancy of 90% for the observation period
- The busiest days were Tuesday and Wednesday with peak occupancy of 100% on both days.

# AGENDA ITEM 5

- 129 vehicles were parked for more than 1hr, giving an average of 32% of overall occupancy during the survey period.

4.10 It is recommended that the charging period for Milligans Field Car Park be between 10am and 4pm, 7 days per week. The recommended charging tariffs are:

Pop & Shop (30 mins max stay)	£0.20
Up to 1 hour	£0.70
Up to 2 hours	£1.70

The above tariffs are being recommended to make this car park a short stay only car park not allowing vehicles to park for more than 2 hours. This will encourage turnover of parking spaces for visitors to the shopping centre. Based on previous discussions, the Co-op may wish to reimburse shoppers of the Co-op for up to one hours parking. It is proposed to re-open discussions with the Co-op should Members approve charges on this car park. Full details of the agreement and contract will be written and agreed by CDC legal team and Co-op legal team.

## Hall Street Car Park

4.11 Hall Street, Crosshills is a 27 space car park that is approximately 70 metres from the shops and is currently used for both long and short stay parking. A local business also uses the car park for vehicle storage reducing the number of parking spaces available for visitors and shoppers to Cross Hills.

4.12 The results of the survey undertaken on Hall Street between 10th & 14th March 2014 are set out in Diagrams 7 to 9 below.

TIME	09:05	10:05	11:05	12:25	13:40	14:50
Mon.10/03/14					13 83%	15 65%
Cars Left >1hr					13 57%	7 30%
Tues.11/03/14	22 95%			23 100%	21 91%	22 95%
Cars Left >1hr				10 43%	6 26%	11 48%
Wed.12/03/14	20 86%	21 91%	22 96%	21 91%		23 100%
Cars Left >1hr		12 40%	9 39%	7 30%	11 48%	
Thur.13/03/14	23 100%	24 104%	20 87%	22 96%	23 100%	
Cars Left >1hr						
Fri. 14/03/14	22 96%	22 96%	21 91%	19 82%	23 100%	22 96%
Cars Left >1hr		15 65%	11 48%	16 70%	4 17%	10 43%

Diagram 7

# AGENDA ITEM 5

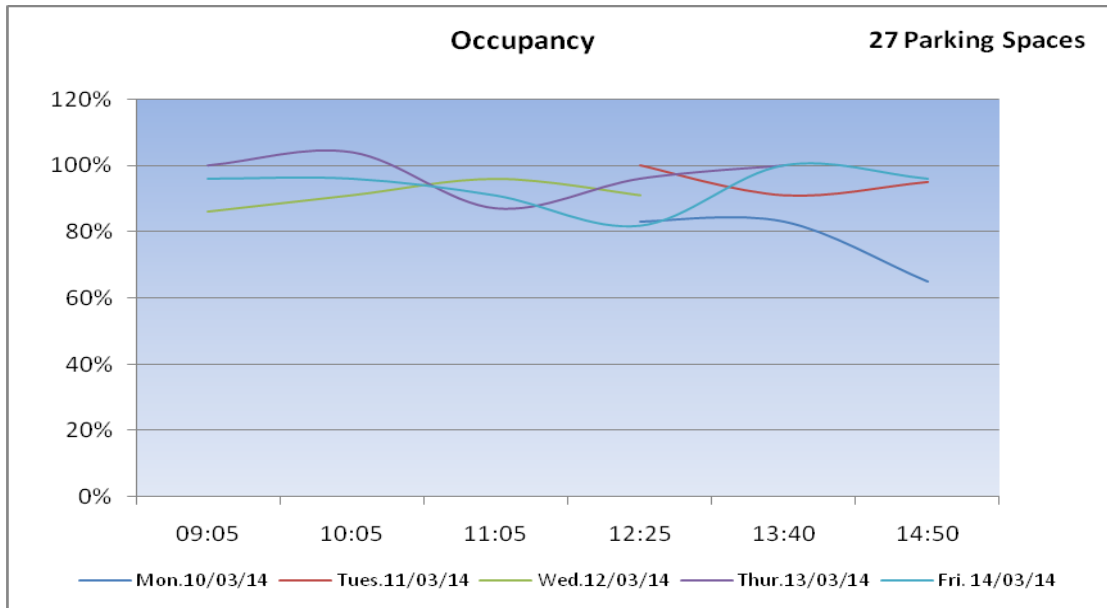


Diagram 8

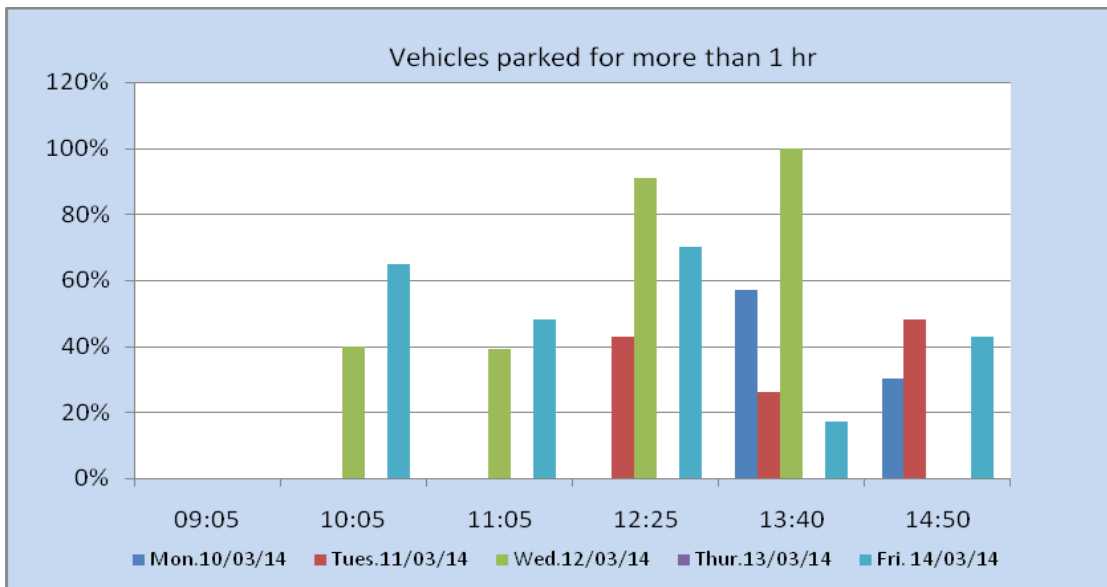


Diagram 9

4.13 The survey chart above shows the occupancy levels for the Hall Street Car Park in each of the 5 days of observation which can be summarised as follows:

- Peak occupancy for the 5 day survey was 104% on Thursday at 10:30
- The total number of vehicles observed at various times during the survey was 487, giving average survey occupancy of 92% for the observation period
- The busiest day was Thursday with peak occupancy of 104% at 10:05. The average occupancy for Wednesday was 95%
- 142 vehicles were parked for more than 1hr at 29.5% of overall occupancy during the survey period.

4.14 The survey indicates that it is financially viable to introduce Pay & Display parking to Hall Street car park. However, there is a need to improve the car parks surface and provide marked parking bays at an approximate cost of £8,500.

# AGENDA ITEM 5

4.15 There has been some local concern expressed that introducing charges at this car park will increase the number of vehicles that use it each day and it has been suggested that the car park has poor sight lines onto the main street. It is therefore recommended that this car park be designated the long stay car park for Cross Hills. The charges proposed are designed to discourage short stay parking. Discouraging short stay parking will reduce the number of vehicle movements at this car park throughout the day. This should create more short stay spaces at Milligans Field car park as long stay parking will be cheaper for the motorist at Hall Street car park.

4.16 It is recommended that the charging period for Hall Street Car Park be between 10am and 4pm, 7 days per week. The recommended charging tariffs are:

Up to 2 hours	£1.70
Up to 4 hours	£2.80
Over 4 hours	£3.60

## Income and expenditure summary

4.17 Income projections can only be estimates at this stage. Overall occupancy of 60% has been used, for example with a 30% occupancy level at the lowest tariff i.e. 20p and a 30% occupancy level at the middle tariff i.e.70p for Milligans Field. The table below provides an estimate of income and expenditure for the Crosshills car parks.

Table 2

<b>Income</b>				<b>Costs</b>		<b>Net Income</b>
<b>Milligans Field Occupancy</b> (Based on 360 days per annum)		<b>Hall Street Occupancy</b> (Based on 360 days per annum)		<b>Potential Total Gross Income</b> (per annum for Crosshills)	<b>Less costs for all Crosshills Car Parks</b> (including estimated maintenance + cash collection)	<b>Potential Total Net Income</b> (per annum for Crosshills)
30% @ 20p + 30% @ 70p	£4,276	40% @ £1.70 + 20% @ £2.80	£13,121	£17,398	£6,902	£10,496

4.18 The above table illustrates that an income can be derived from each of the 2 car parks making them self-sustaining.

4.19 Hall Street car park currently houses some recycling bins, should approval be given for the extension to pay and display alternatives would be explored for the relocation of this facility.

## 5. Set up Costs

### Pay & Display Machines

# AGENDA ITEM 5

- 5.1 Pay and Display machines will be required for the car parks where Pay and Display is being proposed. As a result of recent new machine purchases for Skipton car parks there will be machines available that are suitable for smaller car parks such as those being proposed through this report. It is proposed that 1 machine be installed in each car park identified for pay & display, with a total cost of £1,540 for installation.

## Signage

- 5.2 New signs will be required to be placed in the car parks which notify users of the terms and conditions of use of the pay and display car park. The cost of the new signs would be in the region of £400.

## Surfacing & Bay Markings

- 5.3 Hall Street Car Park, Crosshills requires a resurface and lining to define spaces.. This work will cost in the region of £8,500.

## **6. On-going running costs**

- 6.1 The car parks included in this report already incur running costs for the Council which are illustrated in the tables provided above and cover day to day maintenance, NNDR, gritting and utilities.
- 6.2 With the introduction of Pay and Display on the car parks, there will be an additional cost associated with the emptying of the cash from the Pay and Display machines, which have been included in the income/costs tables above.
- 6.3 Enforcement costs will not be increased as these will be managed within existing provision.

## **7. Parking Permit Scheme for P&D Car Parks**

- 7.1 Parking permits are made available for residents, non-residents and businesses within the Council's existing pay and display car parks. It is proposed to offer parking permits for each car park included in this report where Pay and Display is being recommended.
- 7.2 It is proposed to offer parking permits to everybody at one rate of £75.00 per annum on the same terms and conditions as the existing scheme.

## **8. Implications**

### **8.1 Financial Implications**

- 8.1.1 A summary of expenditure is provided in table 4 below. It is proposed that the funding for the capital works is provided from the buildings repairs reserve and that this is paid back by a revenue contribution over 5 years commencing in 2015/16.



# AGENDA ITEM 5

Table 4

Item	Cost
	£
Re-surfacing and lining	8,500
Pay & Display machine installation	400
Signage	1,540
<b>Total</b>	<b>10,440</b>

8.1.2 The current and additional revenue costs together with an illustration of income that could be generated is summarised in table 5 below.

Table 5

Centre	Gross Income	Costs	Net Income
	£	£	£
Crosshills	17398	6,902	10,496

## 8.2 Legal Implications

8.2.1 Should Members approve the recommendations set out in this report formal Parking Places Orders will need to be made under the Road Traffic Regulation Act 1984, varying the existing Orders to enable the implementation and enforcement of parking charges in additional car parks

8.2.2 It is recommended that the restrictions that should apply in the formal Order for each of the car parks detailed are the same as those at Ashfield and Greenfoot car parks, Settle:

- Vehicle may wait wholly within a parking bay
- Private cars and vans not exceeding 1.5 tonnes (30cwt) unladen weight
- Maximum period for which vehicles may wait, 23 consecutive hours
- Charging periods and tariffs as detailed in this report
- Blue badge parking to be as implemented in existing P&D car parks
- Craven District Council Parking Permits valid for use

8.2.3 Following initial public notification and consultation on changes to the Parking Places Order, consent would need to be obtained from NYCC as the Highways Authority to the making of the Order.

## 8.3 Contribution to Corporate Priorities – These proposals contribute to:

8.3.1 Enterprising Craven, in that targeted management of the Council's car parks ensuring that car parking spaces are being turned over and therefore more accessible to visitors of the village/town services will make a valuable contribution to the local economy.

8.3.2 Financial Resilience, where the income generated will help towards the costs of the Council providing the car parks in these centres.

# AGENDA ITEM 5

## 8.4 Risk Management

- 8.4.1 When parking charges are introduced there is a possibility that vehicles will choose to park on street instead of on car parks. It has been acknowledged in the report that the occupancy shown on the survey days is not necessarily a reflection of future occupancy and therefore when reporting potential income for each of the car parks a relatively conservative estimate has been used. This will require some joint working with the County Council to encourage vehicles to the car parks where possible.
- 8.4.2 If the Council is unable to introduce charging on these sites the future viability of retaining them may be in question. There are cost implications for on-going maintenance and operation of the car parks, whilst seemingly small on an individual basis, as a collective is unsustainable for the Council.
- 8.4.3 Deriving an income from each asset allows for investment to be made back into it, thus reducing the liability risk and increasing the quality of the asset, car parks often being the first impression visitors get of an area.
- 8.4.4 If the car parks are not properly managed, encouraging turnover of space in the service centre, they cannot contribute to the overall vitality of the area by allowing more visitors to park.

- 9. **Author of the Report** – Hazel Smith, Asset and Project Manager,  
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Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.