

Report to the Cabinet

Report reference: C-035-2015/16

Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Safer, Greener and Transport

Subject: Approval to Create Three New Off-Street Car Parks

Responsible Officer: Qasim (Kim) Durrani (01992 564055).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To approve the creation, and naming, of the following three new off-street car parks in the Loughton Broadway area:

(a) Car park on the northern half of the Industrial Estate, Oakwood Hill North Car Park, with a short stay tariff, creating 15 new parking spaces;

(b) Car Park on the southern half of the Industrial Estate, Oakwood Hill South Car Park, with a short stay tariff, creating 25 new parking spaces; and

(c) Car park behind shop numbers 12 to 14 Loughton Broadway, Burton Road South Car Park, with long stay tariff, creating 15 new parking spaces;

(2) To agree an Invest to Save bid of £40,000 in 2017/18 for improvement and setup costs for the above three new car parks; and

(3) To agree to avail the services of the North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert these car parks to pay and display.

Executive Summary:

The Council provides 18 car parks across the District, if the recommendations in the report are agreed then the number of Council Car Parks will increase to 21. These provide pay and display parking for shoppers, visitors and commuters and are a source of revenue for the Council.

Opportunity has arisen for the Council to increase the number of pay and display parking spaces in the Loughton Broadway area. If agreed the increase in parking spaces will benefit the local shops and traders in the Broadway as well as the business users of the Oakwood Hill Industrial Estate.

In order to convert these car parks into off-street car parks it will be necessary to incur expenditure to install pay and display machines and other associated infrastructure, there will also be the need for ongoing maintenance and enforcement.

Reasons for Proposed Decision:

The Council has an opportunity to increase the number of off-street parking places available in

the Loughton Broadway area. This, besides increasing the parking capacity in the area, will also generate revenue for the Council.

Other Options for Action:

It is possible to keep the status quo and not introduce pay and display charges in these car parks. However this will not help to reduce the parking stress in the Loughton Broadway area.

By not introducing pay and display charging the Council will be foregoing a vital source of revenue generation.

Report:

1. The Council manages a total of 18 pay and display car parks which have a total car parking capacity of 1754 parking spaces. These are located across the District and offer valuable parking facilities near shopping centres and high streets. This is also a source of revenue for the Council. All the car parks are Parkmark accredited. Currently car park enforcement and cash collection is carried out by the North Essex Parking Partnership (NEPP) however from 1 April 2017 this function will be carried out by the Council.

2. The Council owns the Oakwood Hill Industrial Estate and has offered its use to the tenants by means of granting leases of varying durations. The Estate has two off-street car parks. These offer free parking to those working in or visiting the Estate. These car parks are not regulated which means vehicles can be parked there for indefinite periods. In recent months the car parks are being used by the all-day commuters using the Central Line. This has meant that the visitors and workers on the Estate have been unable to use the car parks and are forced to park on the Estate roads or the Oakwood Hill Road.

3. The Council, working with NEPP, is reviewing the on-street parking provision on the Oakwood Hill Road and the adopted public highway roads within the Oakwood Hill Estate. It is intended, in consultation with Ward Members, to introduce parking restriction on the public highway. These will be in the form of no parking, pay and display and business permit holder parking only. It is envisaged that these restrictions will regulate and improve the parking on the public highway, both outside and within the Estate.

4. In order to regulate and increase the availability of short stay parking, for business users, visitors and shoppers, it is proposed that the availability of off-street pay and display parking be increased where possible. Following discussion with colleagues in Estate and Valuation two existing off-street car parks have been identified within the Oakwood Hill Estate. These can be converted to pay and display car parks, with the short stay tariff, creating 40 additional parking spaces on the Oakwood Hill Industrial Estate. **(recommendation 1 a & b)**

5. There are another 15 car parking bays behind shop numbers 12 to 14 Loughton Broadway, the former local post office branch. These car parking spaces are currently free. It is recommended that parking charges be introduced at these bays with the same tariff as the nearby Burton Road Car Park **(recommendation 1 c)**

6. In order to convert the currently free parking areas into off street car parks it will be necessary to carry out some improvement works. These will include: new pay and display machines, new signs and notices displaying tariff, CCTV systems, resurfacing the car parks, environmental enhancements. It is estimated that there would a one off capital expenditure of £40,000. As this investment will generate a significant ongoing revenue contribution it is appropriate that an allocation to cover these costs is made from the Invest to Save Fund. **(recommendation 2)**

7. Once the car parks are commissioned as off street pay and display car parks it will be necessary to maintain them, the ongoing expenditure will include: enforcement to ensure compliance, cash collection, pay and display machine maintenance, CCTV system maintenance and lighting costs. It is estimated that ongoing revenue expenditure of £18,000 per year will be required. Although it is anticipated that the income from the car parks will be greater than the annual cost, as set out under the Resource Implications.

8. In order to charge parking fees in the off street car parks it is necessary to create formal Traffic Regulation Orders. This involves formal advertisements and publication of statutory notices. Expertise to carry out this work does not exist in house. It is proposed that the services of North Essex Parking Partnership be acquired to carry out this work **(recommendation 3)**

9. By approving the recommendations in the report there will be additional car parking spaces in an area of the District that is facing increased parking stress. The Cabinet agreed at its meeting on 22 August 2016 recommendations to provide a cohesive car parking and Affordable Housing Plan for Vere Road. As a result, once all the recommendations are implemented, there will be an additional 46 off street parking spaces in the Vere Road area. These are in addition to the parking spaces recommended in this report. All these initiatives demonstrate the Council's commitment to addressing the needs of local residents and businesses by creating more off street parking.

Resource Implications:

The income generated in the car parks will consist of pay and display, pay by phone and season tickets. It is proposed that the tariff in the two car parks on Oakwood Hill Estate should be that of short stay, similar to Vere Road Car Park in Loughton Broadway whereas the tariff in the third car park along the Broadway should be long stay, as is in the Burton Road Car Park.

The level of income generated from the car parks will vary; although the car parks are currently regularly used the same usage level is not guaranteed once a tariff is introduced. The table below sets out the tariff, estimated income based on similar car parks nearby and a sensitivity analysis for increasing or reducing occupancy of spaces.

The base case scenario, same uptake in the usage as the existing car parks in the Broadway area, the income is £32,687 per year. A sensitivity analysis has been carried out for +/- 15 percent increase or decrease in usage. If the uptake in usage of the new car parks was 15% more than the existing car parks in the Broadway area the income will be £37,588 per annum whereas if the uptake was 15% less then the yearly income will be £27,783 per annum.

There is a good business case for this investment. The payback on the investment of £40,000, after netting off the ongoing costs, is just under three years for the best case scenario and approximately four years for the worst case scenario. This is without considering any income from issue of Penalty Charge Notices.

It is anticipated that the pay and display regimes in these car parks will commence in July 2017. Therefore, the net CSB income shown in the table above would be reduced by one quarter for the first year of operation (2017/18).

Car Park	Spaces	Tariff		Base case income (current usage in nearby car parks)	Sensitivity Analysis	
		Mon - Fri	Sat, Sun		15% More	15% less
Oakwood Hill North Car Park	15	Short stay: £0.20 upto 30 min, £0.90 upto 1 hr, £1.8 upto 2 hrs, £3.50 up to 3 hrs, £10 over 3 hrs	£1 all day	£7,425 (income based on yield at Vere Road Car Park)	£8,538	£6,311
Oakwood Hill South Car Park	25	As above	£1 all day	£12,870 (as above)	£14,800	£10,939
Burton Road South Car Park	15	Long stay: £0.20 upto 30 min, £0.90 upto 1 hr, £1.8 upto 2 hrs, £3.80 over 2 hrs	£1 all day	£12,392 (income based on yield at Burton Road Car Park)	£14,250	£10,533
Annual Total				£32,687	£37,588	£27,783
Less CSB Costs				(£18,000)	(£18,000)	(£18,000)
Net CSB Income				£14,687	£19,588	£9,783

Legal and Governance Implications:

The Council has the legal powers to charge for and enforce car parking on its land.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation by continuing to provide adequate enforcement action and maintaining all the car parks in a good state of repair the Council can continue to keep the accreditation.

All car parks are regularly inspected for maintenance including hedges, fences and signs and lines. The pay and display machines can be remotely accessed for monitoring usage of the machines including cash levels.

By converting to pay and display the car parks will be well lit, have CCTV systems and will offer a safer environment for the motorists.

Consultation Undertaken:

A public consultation has not been undertaken however Officers are of the opinion that

creating pay and display parking will reduce the parking stress in the area and will be welcomed by the tenants and lease holders.

Background Papers:

None.

Risk Management:

If the estimated income does not materialise because the usage is not as estimated then there is a risk that the investment undertaken in the upgrading of the car parks will not be recovered. However given the pressure on parking spaces in the area officers are confident that the car parks will offer a safe and attractive parking opportunity to commuters. If the two short stay car parks in Oakwood Hill Estate are underused then in future these can be converted to long stay car parks. This will encourage commuters to use them.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The Council charges all users for using these car parks. None of the specific group or characteristics that the Council has a legal duty to have due regard for will be impacted by the changes proposed in this report.

All disabled badge holders are currently exempt from any pay and display charges and it is not proposed to make any changes to this.