



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION  
COUNCIL

1 FEBRUARY 2018  
22 FEBRUARY 2018

WARDS AFFECTED: HINCKLEY WARDS

---

## OFF STREET PARKING PLACES ORDER

---

### Report of Director Environment and Planning

#### 1. PURPOSE OF REPORT

1.1 To seek variation of the Off Street Parking Places Order.

#### 2. RECOMMENDATION

2.1 That Council approves the proposed variation to the Off Street Parking Places (Hinckley and Bosworth) Order 2014.

2.2 That Council delegates authority to the Head Of Street Scene Services to publish a notice of proposals in relation to the Off Street Parking Places (Hinckley and Bosworth) Order 2014 as attached at Appendix A.

2.3 That subject to there being no objections received within the relevant statutory period that authority be delegated to the Head of Street Scene Services to make the order and publish the notice of making.

2.4 That where there are objections received that a written report be produced by the Head of Street Scene Services detailing the objections and that authority be delegated to the Director of Environment and Planning, the Executive Member with responsibility for Car Parks, in conjunction with the Legal Services Manager, to consider such objections and consider whether the variation to the order should be confirmed or not.

#### 3. BACKGROUND TO THE REPORT

3.1 The Council is able to control parking within its administrative area through the production of an Off Street Parking Places Order under the Traffic Regulation Act 1984. The variation to the Order recommended within this report sets out the terms and conditions for use of Council owned car parks, and the charges and penalties

which apply to those using the car parks. Once made, it would form the legal basis from which all future charges and enforcement actions are made.

- 3.2 The Council commissioned a Hinckley car parks study which was finalised in January 2017. This identified that there was sufficient parking but that certain car parks were very busy (particularly short stay), and that there was a shortfall of short stay parking on Saturdays.
- 3.3 An action plan has been developed to address the issues identified and this will be considered by Scrutiny Commission before approval by Executive. NB This report is will be presented to Scrutiny on 22 March 2018.
- 3.4 Certain proposals require a variation to the existing 2014 order, and a variation is therefore proposed. A copy of the variation order is attached in appendix A.
- 3.5 Key changes included within the variation to change the number and use of short and long stay parking spaces are:-
  - Changes to charges at Trinity Lane East car park (changing this to a short stay car park).
  - Changes to charges on long stay car parks (introduction of 1 and 2 hour tariffs on all long stay car parks)
  - Increase charges for longer stays on short stay car parks.
  - Changes to the boundary of Castle car park to exclude the delivery yard and staff parking for Cut Price Suites (this area is now within the lease for this building).
  - Maximum stay of 3 hours on Church Walk and St Marys car parks (including the blue badge holders bays). No return within 2 hours.
- 3.6 Key changes included to the variation to change the permits available are:-
  - Introduction of new reserved bay parking permits for residents on New Street car park (£120 per year – this car park is currently free. Should spaces not be fully utilised then they will be offered to local businesses for £180 per year)
  - Changes to residents parking permits to replace the current 21 residents permits as they expire with:-
    - 25 short stay residents permits valid from 3.30pm – 10am Monday to Friday / individual permits restricted to 1 named car park only / limited availability per car park / includes Castle car park)
    - 25 long stay residents permits valid 3.30pm – 8.00am and all day Saturday on long stay car parks/ individual permits restricted to 1 named car park only / limited availability per car park )
  - Change to long stay parking permits to be valid at the following car parks only:- Trinity West, Trinity Vicarage, Lower Bond Street, Holliers Walk, Alma Road, Druid Street, Thorneycroft (limited to 170 permits)
  - Introduction of a new long stay permit to include all those car parks above plus Castle long stay car park (limited to 25 permits / Cost £500 pa).
  - Introduction of 5 residents permits only bays a Oaks Way Earl Shilton (to protect parking for residents as high usage by commercial users).
- 3.7 The following changes are proposed to improve the operation of the Leisure Centre car park.
  - Designation of 2 parking bays within the Leisure Centre car park as mini buses only 9am – 4pm Monday to Friday
  - Designation of limited waiting bay for coach parking at the Leisure Centre car park (maximum stay 30 minutes – no return within 60 minutes)
  - Designation of 1 parking bay for motorcycles only.

- Designation of limited waiting bay on Leisure centre service road (off Mount Road adjacent to hospital / health centre) (maximum stay 30 minutes – no return within 30 minutes)
- Designation of limited waiting for existing disabled parking bays (maximum stay 3 hours – no return within 3 hours).
- The introduction of a new Leisure Centre Gym members permit allowing free parking between 4pm and 6pm daily.

3.8 The following change is proposed to payment methods: Introduction of cashless payments (chip and pin and / or contactless). NB This will be phased in as pay and display machines are replaced.

3.9 The following changes are proposed to charges:-

<b>Pay and Display</b>	Current	Proposed
<b>Short Stay</b>	£	£
Up to 1 hour	0.50	0.60
Over 1 hour and up to 2 hours	1.00	1.20
Over 2 hours and up to 3 hours	1.50	2.00
Over 3 hours and up to 4 hours	2.60	3.00
Over 4 hours	4.80	6.00
<b>Long Stay</b>		
upto 1 hour		0.60
upto 2 hours		1.20
up to 5 hours	1.30	1.60
Over 5 hours	2.40	2.50
Castle car park		
upto 1 hour	0.50	0.60
upto 2 hours	1.00	1.20
up to 5 hours	1.30	2.00
Over 5 hours	2.40	4.00
<b>Permits</b>		
Season tickets (long stay only)		
Per year from month of issue	375.00	375.00
Per half year from month of issue	200.00	200.00
Per quarter from month of issue	110.00	110.00
Per month (valid 1st day of month)	40.00	40.00
Per month direct debit (for full year permits only)		31.25
Season tickets (long stay plus Castle car park)		
Per year	375.00	500.00
Residents parking season ticket (restricted availability)	40.00	
Short stay per year		75.00
Long stay per year		50.00
New street per month Direct debit only		10.00

#### 4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 This report is to be taken in open session.

#### 5. FINANCIAL IMPLICATIONS [CS]

5.1 It is anticipated that the proposed pay and display parking charges will generate an additional £99,000 of income. Season ticket income is also expected to increase by £5,000. This additional income has been reflected in the 2018/19 estimates.

5.2 Additional costs associated with the changes total £15,640 and are made up of the following:

Advertising the Off Street Parking Places Order plus on-going bank and software charges for cashless payments £9,640.

One-off machine and signage changes £6,000.

These additional costs have been reflected in the 2018/19 estimates.

#### 6. LEGAL IMPLICATIONS [AR]

6.1 The Council has the statutory power to vary and make off-street parking places and control those places under section 32, 35 and Schedule 9 of the Road Traffic Regulation Act 1984. The legal implications are referred to in this report.

#### 7. CORPORATE PLAN IMPLICATIONS

7.1 The variation to the parking places order supports the following Corporate Plan aims:

- Places: ensure the transport and community infrastructure can support growth.
- Prosperity: support the regeneration of our town and village centres.

#### 8. CONSULTATION

8.1 The variation to the Order will be open to public consultation for 28 days of the notice of proposals, or, if later, the end of the Council's compliance with the publicity and deposit rules. Objections must be in writing and state the grounds for objection. responses received will be fully considered before the making of the variation to the order.

8.2 Two stakeholder workshops were held as part of the car parks study. Attendees included local businesses, other car parks providers, representatives from Leicestershire County Council and HBBC. Responses from these workshops informed the study and the action plan.

8.2 A joint working group was established in 2015 to assess car parks provision in Hinckley. This group consists of representatives from HBBC, the Hinckley BID the Chamber of Trade and the Crescent. This study was agreed by the group, and the action plan is supported by the group in 2017. Wider changes to pay and display charges have not been discussed at the group.

- 8.3 In 2017 Councillors from Demontfort and Castle wards have had the opportunity to discuss the changes to the residents parking permits and the action plan. As a result secure slight amendments have made to the residents parking permits. These members requested that local consultation be held regarding the residents permits. All existing residents parking permit holders will be written to and invited to comment once the parking places order changes are advertised.
- 8.4 The Scrutiny Commission gave consideration to this report at its meeting on 1 February. An extract from the minutes of that meeting is attached.

## 9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failure to make and implement the Order – loss of revenue and control over parking	Ensure Order is promptly advertised, made and implemented	Caroline Roffey

## 10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 No changes are proposed to the provision of free car parking for blue badge holders.
- 10.2 The increased number of permits available for residents should assist residents living near the town centre.

## 11. CORPORATE IMPLICATIONS

- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
  - Environmental implications
  - ICT implications
  - Asset Management implications
  - Procurement implications
  - Human Resources implications
  - Planning implications
  - Data Protection implications
  - Voluntary Sector

---

Background papers: Appendix A: Variation to HBBC Off Street Parking Places Order Including schedule 1.

Contact Officer: Caroline Roffey x5782  
Executive Member: Councillor C Ladkin