



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION	28 MARCH 2018
EXECUTIVE	11 APRIL 2018

WARDS AFFECTED: Hinckley, although all residents of the Borough can use the car parks

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## CAR PARKS ACTION PLAN (HINCKLEY TOWN CENTRE)

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### Report of Director (Environment and Planning)

#### 1. PURPOSE OF REPORT

- 1.1 To advise members of the car parks action plan.
- 1.2 To recommend to Executive agreement of the adoption and implementation of the action plan.

#### 2. RECOMMENDATION

- 2.1 That the Scrutiny Commission endorses the report.

#### 3. BACKGROUND TO THE REPORT

- 3.1 HBBC commissioned an independent assessment of car parks in Hinckley Town Centre which was finalised in January 2017. The key findings of this study were:-
  - Poor vehicular signage to car parks.
  - Poor pedestrian signage to and from car parks.
  - An imbalance in parking demand with some car parks being very busy and others are under utilised.
  - Sufficient car parking spaces to meet forecast demand until 2026.
  - An additional 123 spaces will be needed by 2036 to meet forecast demand.
- 3.2 An action plan has been developed from the study – see Appendix 1. The action plan identifies 5 key aims and the key actions are summarised below:-
- 3.3 Aim 1: Improve signage / vehicle circulation.
  - Leicestershire County Council have to date been unsuccessful in securing funding for variable message signs and parking zones to provide real time parking information to drivers. HBBC will work with LCC to improve directional signage to car parks.

- New pedestrian signage to and from car parks.

#### 3.4 Aim 2: Increase capacity for short stay parking.

- Change Trinity East to short stay only (currently combined short and long stay)\*
- Introduce 1 and 2 hour tariffs on all long stay car parks\*
- Increase charge for all day parking on short stay and Castle car parks (to discourage use of shoppers car parks for long stay)\*
- Introduce a 3 hour maximum stay on Church Walk and Saint Mary's car park\*.
- Seek co-operation amongst businesses to unused private parking spaces at weekends.

The outcome from changes will be the following provision by HBBC:

	Current number of spaces	New number of spaces	Change
Short stay	367	414	+47
Long stay	244	0	-244
Combined short / long	199	464	+265
Total	901	878	-23

Reduction in spaces is due to allocation of part of Castle car park to the occupier of the former COOP.

#### 3.5 Aim 3: Increase capacity.

- Investigate options to meet 2026 and 2036 forecast demands (123 spaces) and develop comprehensive plan to meet future needs.
- Ensure planning applications/ redevelopments provide sufficient car parking to meet the capacity forecast in the study.

#### 3.6 Aim 4: increased use of car parks by residents at underutilised times.

- New reserved bay permits for New Street car park\*.
- New permit 3.30pm – 10am Monday to Friday on short stay car parks (25 available)\*.
- New permit 3.30pm – 8.00am daily plus all day Saturday on long stay car parks (25 available)\*.

#### 3.7 Aim 5: Improved management of car parks.

- Qualitative audits and action plan (to be funded through capital programme from 2018).
- Investigate vehicle charging points as funding arises.
- Introduce cashless payment methods\* (contactless and chip and pin for pay and display) and direct debit for permits.
- Increase promotion of car parks including web based information and alternative methods of travel.

- Investigate secure storage for bicycles and locking for motor cycles.
- 3.8 All the actions marked with a \* require a variation to the Parking Places Order which requires a decision by Council. A separate report has been agreed at Council 22 February 2018 requesting authorisation to advertise a proposed variation to the order for a 4 week consultation period, and to delegate authority to the Director (Planning and Environment) and the Executive Lead for Town Centres to vary the order following consideration of any responses received.
- 3.9 At the time of undertaking this study and writing this report LCC are considering the introduction of on street parking charges but no proposals have been developed. This has not been taken into account in this report as these proposals are not clear.
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 The costs of implementing the action plan can be met within the capital and revenue budgets for 2018/19.  
Key areas of expenditure are signage (est, £5,000), and pay and display machines (£6,000 per machine including electronic payment methods). Electronic transactions will also incur a cost of approximately 7 pence each. However it should be possible to reduce cash collection costs to off set some of this cost but exact impacts cannot be calculated until demand for electronic payments is known.  
Additional capital may be required in 2019/10 once the quality audits of the car parks identify improvements needed.  
Estimated income from residents' permits is £2415 pa.  
Estimated incomes from changes to pay and display tariffs are included within the parking places order report agreed at Council 22 February 2018. The net increase in income is estimated to be £89,000 pa and includes wider increases in charges than are detailed within this report.
6. LEGAL IMPLICATIONS [AR]
- 6.1 The Council has the statutory power to make off-street parking places and control those places under section 32, 35 and Schedule 9 of the Road Traffic Regulation Act 1984. The procedure for making an Order is set out in The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 6.2 The 1996 Regulations contain the detailed procedure for making an order, which includes consultation with statutory bodies on the proposal, advertising requirements and the duty to consider objections prior to making an Order.
- 6.3 Although it is unusual a Public Inquiry can be held to deal with objections.
- 6.4 The Order ensures that all previous orders are varied (as applicable) from the date of making, for clarity and certainty.
7. CORPORATE PLAN IMPLICATIONS
- 7.1 This action plan 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 Two stakeholder workshops were held as part of the car parks study. Attendees included local businesses, other car parks providers, representatives from LCC 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. The action plan was also shared by the BID manager with the Town Centre Partnership at its meeting on 6/3/17 and no adverse feedback was received.
- 8.3 Councillors from De-Montfort and Castle wards have had the opportunity to discuss the changes to the residents' parking permits and the action plan. As a result secure bicycle parking has been added to the action plan and slight amendments 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 Changes to the Parking places order are currently open to public consultation. Responses received will be fully considered before the making of the variation to the order.

## 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 deliver sufficient car parks to meet demand / over delivery of car parks relative to demand	Repeat car parks study in 2025.	Caroline Roffey
	Annual monitoring of occupancy of car parking spaces with further amendments to the parking order as necessary to balance supply and demand.	Caroline Roffey
	Ensure car parking provision considered within all town centre regeneration opportunities.	Malcolm Evans / Stephen Meynell

	Development of plan by 2020 to deliver additional parking required between 2026-2036.	Malcolm Evans / Caroline Roffey
Changes from other parking providers impacting on supply or demand for parking	<p>Ensure full consideration of car parking decisions where planning applications impact on car parking availability.</p> <p>Ensure partners fully consider impacts on car parks demand when they identify changes.</p> <p>Consider early review of study where major changes are implemented.</p>	<p>Head of Planning</p> <p>Caroline Roffey</p> <p>Caroline Roffey</p>
Introduction of on street parking charges by LCC increasing demand for off street parking and / or increasing demand on residential streets	Monitor impacts of any changes by LCC and if necessary change car parks operation to mitigate impact.	Caroline Roffey
Loss of revenue arising from increased cost of new payment methods	Full consideration of demand and costs of electronic payments once pilot on 3 car park machines is implemented, and before extension to other car parks.	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 action plan includes a qualitative audit of HBBC car parks which will seek to identify access issues. Proposals for improvements will be developed and implemented as part of the capital programme for 2018/19 onwards.
- 10.3 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

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Background papers: Appendix 1: HBBC car parks action plan

Car parking assessment of Hinckley town centre January 2017  
available at [https://www.hinckley-bosworth.gov.uk/downloads/file/5576/assessment\\_of\\_parking](https://www.hinckley-bosworth.gov.uk/downloads/file/5576/assessment_of_parking)

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