**POLICY AND RESOURCES COMMITTEE**

**23 JANUARY 2017**

**PART I - DELEGATED**

**5. REPORT ON PARKING SERVICE CHARGING AND INCOME**

(DCES)

1. **Summary**

1.1 The report sets out some further options and recommendations for bridging the gap between income and expenditure for the Council’s parking services following the initial request made at the December 2015 Policy and Resources Committee and the Council’s budget-setting meeting on 23 February 2016.

1.2 Following a proposal by Management Board on 10 January 2017 to seek further income generating opportunities from the parking service (off-street parking ), this paper also details further options to achieve this.

2. **Details**

2.1 Following a report on Parking Services Charging and Income presented to the Policy and Resources Committee on 7 December 2015 it was recommended that:

1. The Sustainable Development, Planning and Transport Committee be asked to take steps to reduce the current parking services deficit by 50% during the next financial year, and work towards the elimination of the deficit in 2017/18 financial year;
2. The Committee take into account that, in order to retain the viability of our local shopping centres, the Council’s policy of two-hour free shopper parking be retained, and that any revised programme is considered in the light of relevant local circumstances;
3. A Working Group be set up comprising 3 Liberal Democrats, 2 Conservative and 1 Labour Member, to report with recommendations to the Sustainable Development, Planning and Transport Committee.

2.2 A Parking Services Member Working Party was subsequently agreed. This Party has met on a number of occasions during 2016 and most recently on 4 January 2017.

2.3 A series of recommendations of this Working Party have been agreed by the SDP&T Committee. The following are a list of the parking measures agreed and implemented in 2016 with the objective of maintaining our current parking services.

From 18 April 2016:

Increase in cost of first and second residents’ permits

Increase in cost of visitor permit

Increase in cost of Rickmansworth business permits

From 1 October 2016:

Increase in cost of dispensations and Doctor and health visitor permits

From 14 November 2016:

Increase in long-term Pay & Display (P&D) tariff to £4

From 1 December 2016:

Increase in price of suspensions

Increase in price of annual P&D permits.

2.4 In total, subject to use levels remaining the same as prior to the price increases, these measures could result in an additional income to the Council in excess of £75k per annum. However, whilst these proposals have been implemented, many have been late in the financial year and thus this sum of £75k will not be realised in 2016/17. The sum is currently nearer £30k additional income for 2016/17 but it is also noted there is a decrease in off-street income which will affect total income figures.

2.5 Members of the Parking Services Working Party have also requested additional details from Officers about P&D parking and resulting incomes in Kings Langley, Croxley Green and South Oxhey. An initial external study has been undertaken and members of the Working Party wish for this to be pursued. This will be reported to members of the SDP&T Committee in due course.

2.6 In addition, members of the Working Party commissioned a Parking Review specifically investigating the short and long-stay car parks in Three Rivers DC. This involved primary survey work as well as desk top investigation and analysis. A draft report was presented to a meeting of the Working Party on 4 January 2017 by Kellie Hopkins, the consultant engaged to carry out this work. Some of the headlines from this study include the following:

* + - Aside from the Council’s financial losses, of serious concern is that many Council car parks, (almost all car parks in Rickmansworth), are approaching full capacity during peak demand times and if not managed will risk impacting on local trade.
    - Given the increasing financial and parking capacity challenges, the Council should work towards offering a well managed and competitively priced service, to ensure parking availability is improved and maximised for as many car park users as possible. This can be achieved through more proactive parking management, to free up space and increase churn (vehicle turn over) in the Council’s car parks.

**Off-street Long-stay**

* Long-stay car parks in Rickmansworth operate at about and sometimes beyond full capacity - demand is extremely high.
* There is a waiting list for business permits, which are very competitively priced, but only limited scope to increase permit numbers.
* There is also limited scope to generate additional income from long-stay parking in Rickmansworth – the new £4 tariff is at private provider tariff levels. (TFL £4.20)
* There is evidence of long-stay parking demand at Ferry car park Chorleywood, and at Community Way car park in Croxley Green, which could feasibly generate new income.

**Off-street Short-stay**

* The Council’s off-street short-stay car parks are busy and well used, Rose Garden is the only short-stay car park with spare capacity during peak periods.
* The Tracsis survey data indicates that over 2,300 vehicles use the Council’s short-stay car parks on an average week day Monday-Friday.
* Based on the 7-day average vehicle count, over 775,000 vehicles pass through just 6, relatively small short-stay car parks each year.
* Using Tracsis data, it has been estimated that the average time a vehicle is parked in any short-stay parking bay in Rickmansworth is 64 minutes.

2.7 The Review was discussed and the following recommendations were proposed to be presented to the SDP&T Committee, however, because introducing charges for short-stay parking involves a policy change the recommendations are now presented to this Committee. They are:

* Rickmansworth short-stay car parks – to reduce the period of free parking to one hour for six days a week (Monday to Saturday), with a charge of either £1 or 50p for the second hour (no more than £1). Option of charging for a third hour at a higher rate.
* Review of business permit criteria and investigation of demand for increased business permits e.g. Rose Garden car park, Rickmansworth.
* Rickmansworth long-stay car parks – quarterly review to be undertaken at end of February 2017 in regard to the increase in tariff introduced in 2016.
* Croxley Green – Community Way car park – no need for market testing. Members minded to introduce a charge subject to the Area-wide study that is currently being investigated under the Parking Management Work Programme 2016/17.
* Abbots Langley – Causeway House car park – further usage data is to be included in a piece of work already being carried out by the Economic and Sustainable Development Service.
* Chorleywood – Ferry Car Park – to undertake a trial of 15 season tickets/commuter permits at £500 each. Review after 6 months, at same time as wider review of the use of the car park.
* South Oxhey – Off-Street car parks – to be looked at under the South Oxhey Initiative. Wish to see higher charges for commuters.

2.8 Following the discussions of the Working Party, Management Board has subsequently met and discussed future Council budgets.  Balancing the parking account would bring the Council into compliance with Government requirements (cited in Statutory Guidance) that the civil enforcement of parking controls by local authorities should not be subsidised by the taxpayer.  However, parking legislation states, ‘if an authority make a surplus on its on-street parking charges and on and off-street parking enforcement activities it must use the surplus in accordance with legislative restrictions in the Road Traffic Regulation Act 1984 (as amended)’  These restrictions essentially advise that on-street income is ring fenced for parking services.  Off-street income can be used for parking and transport related services within the wider corporate remit.  However, parking income targets should not be set.  Any surplus arising from parking charges and income can be used to meet a deficit or be spent on parking services with off-street income used more widely to balance the parking account (for example inclusive of aspects such as  car park maintenance costs, Officer salaries). Surplus income can also be used to balance previous deficits in the parking service.  Management Board has discussed how any surplus income arising from the introduction of new parking charging regimes could be used to balance the parking account and to provide an enhanced parking enforcement service and to assist with the provision of related services.

2.9 **Introduction of short-stay parking charges in Rickmansworth town centre car parks (currently free for two hours).**

2.9.1 Of the 10 Council owned off-street car parks in Rickmansworth, 5 are short-stay offering free parking for two-hours. These 5 car parks comprise 252 parking bays. They are:

Northway Upper deck/Northway Lower deck

Rose Garden

Talbot Road (west)

High Street (west)

Ebury Road.

2.9.2 These short-stay parking spaces represent a significant proportion of the off-street parking assets in Rickmansworth from which no income is achieved. However, these car parks are provided at a cost to TRDC including in terms of maintenance, business rates and enforcement.

2.9.3 The parking surveys undertaken have determined many Council car parks, (almost all car parks in Rickmansworth), are approaching full capacity during peak times. Surveys have indicated peak occupancy in all free short-stay car parks in Rickmansworth is during lunchtimes with the busiest days Thursday, Fridays and Saturdays. The average length of stay is 64 minutes. The only car short-stay park with regular space and capacity is the Rose Garden.

2.9.4 In addition to causing congestion on the road network as people queue to find parking spaces, the lack of parking space and congestion on the town centre roads will result in deterring visitors to TRDC with a subsequent impact on local trade. The high demand for parking is also expected to increase as the local population grows and residents age and become more reliant on the car, resulting in further challenges to the service.

2.9.5 The consultant, Kellie Hopkins, considers, ‘a well managed and competitively priced service, to ensure parking availability is improved and maximised for as many car park users as possible, can be achieved through more proactive parking management, to free up space and increase churn (vehicle turn over) in the Council’s short-stay car parks.’ This vehicle churn will increase visitors to the town centre and with a combination of accessibility of parking and the ease of access to it will continue to make Rickmansworth an attractive location.

2.9.6 As a result the consultant’s report proposes the introduction of a parking charge for short-stay parking. The consultant has noted:

* + - The average dwell time (the length of time that customers stay) is 64 minutes
    - The majority of vehicles park for around an hour, which suggests that the current two-hour concession is significantly more time than the average car park user requires.
    - Whilst the evidence suggests two-hours is too long, offering anything more than 30 minutes free parking risks limiting future income significantly, as a 1-hour concession would provide sufficient time for the majority of car park users to conduct their business, taking into consideration the statutory 10-minute grace period.

2.9.7 A number of income models were produced to look at the different options and incomes available. The consultant noted the balance between parking and managing demand against the Council’s existing 2-hour free concession and suggested free weekend parking and free after 3pm options.

2.9.8 However, whilst Members of the Committee noted the comments of the consultant they determined to recommend the introduction of the following short-stay parking regime to this Committee:

* To reduce the period of free parking to one hour for six days a week (Monday to Saturday), with a charge of either £1 or 50p for the second hour (no more than £1). Option of charging for a third hour at a higher rate.

NB the income modelling is shown below in section 5.

2.9.9 This recommendation was seen as a balance between the existing two-hour free concession and the introduction of a small charge. There was limited, if any, support for less than one-hour free parking. The consultant recommended charging was limited from 7am to 7pm, to support the night time economy.

2.9.10 Members considered the proposed charging regime would apply across all the short-stay car parks in Rickmansworth. There was no enthusiasm to introduce free parking after 3pm as a one-hour free concession was already being proposed. This could also confuse motorists, with one charging regime across the car parks encouraged. Whilst Members recommended Sunday would remain free, they proposed a charge on Saturdays as this was the busiest day in some of the car parks.

2.9.11 With regard to introducing charging for a third hour, this could also be introduced, although no specific amount was proposed by members of the Working Party. Having regard to the current long-term P&D tariff of £4 for 24 hours it is recommended this additional hour should not exceed £1.50 However, Officers note allowing a third hour would affect vehicle churn in the car parks. Officers would recommend that this could be considered in some of the less busy car parks such as Rose Garden and Northway and could investigate accordingly. Officers also suggest these further investigations include longer stay tariffs in some car parks but designed in such a way that, whilst they offer flexibility, they deter long-term parking unless customers are prepared to pay a premium price. Alternative long-stay parking options are provided in the town centre.

2.9.12 The parking regime proposed by the Working Party, based on two-hours parking with a charge of 0.50p - £1 for the second hour could result in an annual income detailed in Table 1;

**Table 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tariff Mon-Sat (7am to 7pm charging period)** | | | | |
| **Income Modelling** | | | | |
| **Duration** | **Tariff 2 hours** | **Estimated Annual Parking Transactions (vehicle data survey)** | **% of vehicles pay to park** | **Projected Income** |
| 2 Hours | £0.50 | 666744 | 100% | £333,372 |
| 2 Hours | £1.00 | 666744 | 100% | £666,744 |
|  |  |  |  |  |
| 1 Hour Free | £0.50 | 333372 | 50% | £166,686 |
| 1 Hour Free | £0.50 | 166686 | 25% | £83,343 |
| 1 Hour Free | £0.50 | 100011 | 15% | £50,006 |
|  |  |  |  |  |
| 1 Hour Free | £1.00 | 333372 | 50% | £333,372 |
| 1 Hour Free | £1.00 | 166686 | 25% | £166,686 |
| 1 Hour Free | £1.00 | 100011 | 15% | £100,011 |

The highlighted line indicates the income if 25% of vehicles pay to park; this will reduce if less vehicles stay beyond an hour. It should be noted the consultant has commented that the one-hour free parking option carries more risk of financial underachievement as the number of motorists who will pay to park cannot be predicted, hence a 25% target It should be noted that the longer the concession, the greater the risk that people will not pay to park.

2.9.13 Other private car park providers in the town centre offer two-hour free parking in their Rickmansworth car parks, although Working Party Members noted that this may follow the practice of TRDC and these companies would be informed of any proposed changes in parking concessions.

2.9.14 Officers support the introduction of a charging regime for short-stay parking in Rickmansworth but note that the one free hour concession proposed by Members of the Working Party is contrary to the recommendation of the consultant who suggested that offering anything more than 30 minutes free parking risks limiting future income significantly, as a one-hour concession would provide sufficient time for the majority of car park users.

2.9.15 In view of the further proposals of Management Board to secure additional income, it is their recommendation that charging should be introduced following a half-hour free concession period. It is agreed charging should be introduced Monday to Saturday, 7am to 7pm with half-hour free followed by a £1 charge for up to two-hours. The number of vehicles paying to park is predicted to be more than the 25% detailed in the above proposal.

2.9.16 Any introduction of charging needs to consider the risk such measures may pose to the town centre, particularly on local trade, if residents/visitors cease use of TRDC car parks and the tariff level will obviously affect this. Alongside any introduction of charging, proactive measures to manage parking demand including improved car park signage and deterring the practice of motorists, as received from anecdotal evidence, taking advantage of current free parking and moving between car parks through the working day. This will be discussed with the Parking Services Manager as we review Traffic Regulation Orders on the car parks if a parking regime for short-stay parking is introduced. Further work to consider the impact of any displacement parking on the local road network is also considered appropriate with potential opportunities to consider on-street P&D parking opportunities. It is noted that additional income will also be achieved if existing car parks such as the staff car park have charges introduced for the public on Saturdays and after 4.30pm Monday to Fridays.

2.9.17 In order to introduce this parking charging practice, Officers need to investigate the required work in terms of changes to the Traffic Regulation Orders on the car parks, potential increased revenue costs such as increased cash collection costs and capital costs in terms of upgraded or new P&D machines and signage. Currently our P&D machines’ old technology mean they only accept cash and record very limited transaction data, and it is suggested that we update these to include other payment options and increase data recording (which may entail new back office software) to enable future analysis. However, Officers are also advised that, if card payments are introduced, either the customer or the Council has to bear a transaction cost. This needs further consideration.

2.9.18 The time involved in further investigations and implementation of new TROs should also be noted (and could affect a number of the proposed measures in this report) which would mean any introduction of short-stay charging or a new permit system would not be effective until later in 2017/18.

2.10 **Review of business permit criteria and investigation of demand for increased business permits**

2.10.1 The Council offers a range of parking permits in Rickmansworth and Chorleywood (also South Oxhey, although this car park is out of scope of the Parking Review due to the current redevelopment works). These include business permits in Rickmansworth (currently priced as £540 per annum) and Chorleywood (£200 per annum). These are issued on a rolling system of renewals period throughout the year.

2.10.2 There are 22 designated business bays (10 in Bury Lane car park and 12 in Talbot Road car park) and a further use of 10 shared bays in Talbot Road South car park. The Council issue a maximum of 27 business permits annually for use in these designated spaces. There is, at the time of writing this report, a waiting list for these permits.

2.10.3 In the Ferry car park in Chorleywood there are 37 allocated business permit bays. 34 permits have currently been issued.

2.10.4 Business permits were intended for operational vehicles, therefore, they should only be issued to businesses which have an operational requirement for employees to use their vehicle to undertake their job. As such, more permits can be issued than the number of designated business bays. However, the criteria for business permits bays have not been comprehensively applied over the years.

2.10.5 With regard to the Ferry car park, the poor uptake of business permits led to these permits being issued to others, including commuters as a season ticket. This has seen the uptake considerably increase. However, people are paying at a significantly reduced rate than the comparable station car park (£880 per annum in the private station car park compared to £200 per annum in the Council owned Ferry car park).

2.10.6 Changing the renewal of business permits to a fixed renewal date will allow the business permit system to be managed more effectively. The consultant has noted additional capacity for an increased number of business permits in the Rose Garden car park in Rickmansworth and the Working Party have proposed this is investigated further with the aim to increase the number of Rickmansworth business permits available to purchase with associated increase in income. Officers additional propose that other opportunities for season tickets/commuter permits are considered.

2.10.7 In Ferry car park, members of the Working Party have proposed to introduce a season ticket to offer to commuters. Due to the proximity of this car park to Chorleywood station there is a strong commercial rationale for the Council to sell a number of dedicated season permits. Members of the Working Party have proposed that initially 15 permits are made available at a price of £500 each. This car park is underused and this car park has significant spare capacity according to the surveys undertaken. At a cost of £500, this is a saving of over £300 per year compared to the station car park annual season ticket. Members advised the situation should be reviewed 6 months after introduction with potential to expand the scheme further and also review other charging opportunities in this car park for other users. This could result in additional revenue income of £7,500 per annum.

2.10.8 Officers consider a phased approach to releasing permits for commuters, as described above, would allow the impact on parking capacity to be measured in the early stages. If successful, further phases of permits could be released. At the same time as new permits are introduced, the existing system of issuing ‘businesses’ permits for commuters needs to be ceased. Officers also need to investigate the implications of allowing Council-owned car parks to be part-allocated for season ticket use only and it is recommended this investigation accompanies this proposal.

**2.11 Quarterly review of the new long-stay P&D £4 tariff**

2.11.1 At a previous meeting of this Committee Members agreed to introduce a new long-stay Pay and Display tariff. On 14 November 2016 the tariff was increased from £3 to £4. The consultant considers this tariff has reached a ceiling at the current time considering the cost of alternative long-stay parking in Rickmansworth (i.e. private car parks including the station car park). Members of the Working Party proposed this tariff is reviewed quarterly to ensure motorists are still using the Council-owned car parks.

* 1. **Review of Community Way car park, Croxley Green**

2.12.1 The Community Way car park in Croxley Green is a 70-bay car park offering free parking in 56 long-stay bays (24 hours) and 14 short-stay bays (two-hours). It serves the Parish Council offices and Community Centre, a small retail parade and nearby schools. The survey data indicates the car park is well used with evidence suggesting it is used by commuters given its proximity to Croxley Green station.

2.12.2 The consultant proposed, if the evidence is correct and that long-stay parking capacity is being used by commuters, allocating some long-stay parking bays for commuters at a charge. In setting this charge, regard would be paid to the nearby station car park which currently charges £880 for a season ticket.

2.12.3 Members of the Working Party agreed in principle. However, in order to understand the use of this car park in the context of wider parking issues in Croxley Green and in particular to understand the implications of any displacement parking Members of the Working Party recommended this car park was considered as part of the work being undertaken in Croxley Green as part of the current year’s Parking Programme.

2.12.4 It is recommended that this Committee agree the principle of future charging for long-stay parking in the Community Way car park but that details be considered further as part of the Croxley Green review.

**2.13 Other car parks**

2.13.1 Causeway House car park in Abbots Langley is the largest of the Council owned car parks with 106 bays. It is well used but due to its size has spare capacity as noted from the consultant’s observations. However, possibly due to the absence of a nearby station, it does not appear to have the same parking patterns and pressures as other Council owned car parks and long-stay parking is most likely limited to shop works and local business owners/employees.

2.13.2 Due to issues with the data gathering it is not considered it is reliable evidence to inform this review, however, the Traffic Engineer confirmed would be collecting further use data in association with a different project. Members of agreed this data could be used and reported back to the Working Party in due course.

2.13.3 The main car park in South Oxhey, Bridlington Road, has recently been closed down as a result of the redevelopment works and 2 temporary car parks, with no parking restrictions, have opened. In addition, a two-hour, long-stay car park in Station Approach is due to close for an 18-month period whilst the area is redeveloped. As such, the car parks in South Oxhey were out of scope of this review. However, Members of the Working Party determined consideration should be given to charging for long-stay P&D parking in the future and implementation accordingly. It is recommended that this is agreed in principle.

3. **Options/Reasons for Recommendation**

3.1 Three Rivers District Council’s Parking Service continues to run at a cost of approximately £180,000 per annum. All other Local Authorities in Hertfordshire run their parking services at either cost neutral level or in surplus and the majority of this income comes from on- or off-street parking charges.

3.2 In order to assist in bridging the budget gap in 2017/18 and towards further enhancement of the service it is proposed the parking service generates an income in addition to the £180k already identified to reduce the deficit. The recommendations detailed would assist in realising this income from off-street parking.

4. **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets.

5. **Financial and Legal Implications**

5.1A summary of the budgeted revenue costs and income for 2016/17 is shown below.

5.2 TRDC’s parking service does not comply with the Road Traffic Regulation Act as it is not cost neutral and runs at a loss.

|  |  |  |
| --- | --- | --- |
| **Service Area (Decriminalised Parking and**  **Car Parking - Maintenance)** | **Original Budget**  **2016/17**  **£** | **Original Budget 2016/17**  **£** |
| **Expenditure** |  |  |
| Employees | 52,230 |  |
| Premises | 86,330 |  |
| Transport | 1,740 |  |
| Supplies and Services | 17,500 |  |
| Third Party Payments | 288,930 |  |
| Support Services | 40,890 |  |
| **Total Expenditure** |  | 487,620 |
|  |  |  |
| **Income** |  |  |
| On-Street Parking | (200,000) |  |
| Long-Term Pay and Display | (102,600) |  |
| Parking Fees | (1,650) |  |
| Rent | (3,000) |  |
| **Total Income** |  | (307,250) |
| **TOTAL** |  | **180,370** |
| Target saving identified in budget |  | (90,000) |
| **Net Cost of Service** |  | **90,370** |

5.3 The remit of the Parking Services Working Party was to reduce the parking services budget by £90,000 in 2016/17 and £180,000 in 2017/18.

5.4 The table below illustrates that if all agreed changes (to date) to prices are implemented this could reduce the cost of service to £105k.

|  |  |
| --- | --- |
| **Income Area (previous and proposed recommendations)** | **Projected net income per annum based on current usage (excluding costs)**  **£** |
| Increase in permit prices | (28,750) |
| Increase in price of dispensations | (300) |
| Increase in price of DHV permits | (2,800) |
| Increase in price of long-term parking tariff (£4) | (38,000) |
| Increase in price of suspensions | (490) |
| Increase in price of annual P&D permits | (5,400) |
| **TOTAL** | **75.740)** |

5.5 Management Board have recommended additional income is generated through short-stay parking charges. Any monies received from on-street parking should be invested back into the parking account. However, monies generated from off-street parking can be spent on associated services.

5.6 The table below illustrates modelling for short-term parking charges based on the aspirations of the Working Party for one free hour followed by either 50p or £1 for the next hour, and also of the recommendation for half hour free followed by a £1 parking charge. The % of vehicles is based on the number that could remain beyond the free concession period. Higher percentages of vehicles are likely to remain if the concessionary period is shorter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Duration** | **Tariff** | **Parking Transactions** | **% of Vehicles that pay to park** | **Projected Income** |
| 1 Hour Free (50p 2 hours) | £0.50 | 166686 | 25% | £83,343 |
| 1 Hour Free (50p 2 hours) | £0.50 | 200023 | 30% | £100,012 |
| 30 mins free (50p 2 hours) | £0.50 | 233360 | 35% | £116,680 |
| 30 mins free (50p 2 hours) | £0.50 | 333372 | 50% | £166,686 |
| 30 mins free (50p 2 hours) | £0.50 | 500058 | 75% | £250,029 |
|  |  |  |  |  |
| 1 Hour Free (£1 2 hours) | £1.00 | 166686 | 25% | £166,686 |
| 1 Hour Free (£1 2 hours) | £1.00 | 200023 | 30% | £200,023 |
| 30 mins free (£1 2 hours) | £1.00 | 233360 | 35% | £233,360 |
| 30 mins free (£1 2 hours) | £1.00 | 333372 | 50% | £333,372 |
| 30 mins free (£1 2 hours) | £1.00 | 500058 | 75% | £500,058 |

The highlighted line details the expected % of vehicles paying to park based on the concessionary period.

5.7 The table below contains the projected income based on the recommendations:

|  |  |
| --- | --- |
| **Income Area (proposed recommendations)** | **Projected net income per annum based on current usage (excluding costs)**  **£** |
|  |  |
| Introduction of short-stay parking charges in Rickmansworth car parks (half hour free, £1 for 2 hours)  7am to 7pm, | £233,360-£500,058 |
| New season tickets/permits | 7,500 |

6. **Equal Opportunities Implications**

6.1 **Relevance Test**

|  |  |
| --- | --- |
| Has a relevance test been completed for Equality Impact? | No |
| Did the relevance test conclude a full impact assessment was required? | No |

7. **Risk Management and Health & Safety Implications**

7.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

7.2 The subject of this report is covered by the Regulatory Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

7.3 The following table gives the risks if the recommendations are agreed, together with a scored assessment of their impact and likelihood.

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Risk | | Impact | Likelihood |
| 1 | Increasing charges for Parking Services will reduce take up of the services and subsequently result in displacement parking and also impact on income | III | D |
| 2 | Perception of businesses, visitors and residents of new charging regimes and potential impact on the town centre | III | D |

7.4 The following table gives the risks that would exist if the recommendation is rejected, together with a scored assessment of their impact and likelihood:

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Risk | | Impact | Likelihood |
| 3 | The parking service will continue to run with an annual deficit with no future investment in the enforcement service possible. | IV | B |
| 4 | Proposed income for 2017/18 will not be achieved | IV | A |

7.5 Of the risks detailed above none is already managed within a service plan.

7.6 The above risks are plotted on the matrix below depending on the scored assessments of impact and likelihood, detailed definitions of which are included in the risk management strategy. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood are plotted in the shaded area of the matrix. The remaining risks require a treatment plan.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | A |  |  |  | 4 |  | Impact | Likelihood |
| B |  |  |  | 3 |  | V = Catastrophic | A = >98% |
| C |  |  |  |  |  | IV = Critical | B = 75% - 97% |
| D |  |  | 1,2 |  |  | III = Significant | C = 50% - 74% |
| E |  |  |  |  |  | II = Marginal | D = 25% - 49% |
| F |  |  |  |  |  | I = Negligible | E = 3% - 24% |
|  | I | II | III | IV | V |  | F = <2% |
| **Impact** | | | | | |  |  |

7.7 In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of treatment plans are reviewed by the Audit Committee annually.

8. **Recommendations**

8.1. That the Committee agree the following recommendations:

1. The Sustainable Development, Planning & Transport Committee be requested to consider revenue opportunities from off-street parking to provide an enhanced parking service in the 2017/18 financial year.

2. Short-stay Parking in Rickmansworth:

* To agree in principle the introducing of a charging regime in Rickmansworth short-stay car parks with a half hour concession period followed by a charge of £1 for up to 2 hours with subsequent charges for longer periods.
* Further investigation of the introduction of a charging regime based on the above principles with consideration of the work and timescales, risks and costs including alternative payment options and new signage.
* A future review into the implications and solutions to any resulting displacement parking on the local road network including consideration of on-street P&D parking

3. Review of business permit criteria and investigation of demand for and associated costs of increased business permits and other permit types such as commuter season tickets in Rickmansworth

4. To investigate and undertake a trial of 15 season tickets/commuter permits at £500 each in the Ferry car park, Chorleywood: to be reviewed after 6 months with further phased releases if demand exists along with a review of the wider use of the car park.

5. To undertake a quarterly review of the new long-term P&D £4 tariff, with monitoring commencing in February 2017.

6. Officers to further investigate opportunities for introducing long-term parking charges in the Community Way car park, Croxley Green as part of the area-wide review of parking being undertaken for the Parking Programme 2016/17, and to proceed with appropriate charging if considered appropriate.

7. Officers to further consider the use of the Causeway House car park, Abbots Langley once they have received further usage data currently being commissioned for another project by the Traffic Engineer

8. In principle agreement be made that future consideration is given to charging for long-stay P&D parking in South Oxhey and implemented accordingly.

9. All of the work arising from the above recommendations is to be delegated to the DCES in association with Lead Member to proceed and implement.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

**Data Quality**

|  |  |  |
| --- | --- | --- |
| 1 | Poor |  |
| 2 | Sufficient | x |
| 3 | High |  |