

Economic Development Committee

Thursday 11 September 2008 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors P I Roberts (Chairman), D A Cotty (Vice Chairman), A Alderson, M J Brown, H A Butterfield, Mrs R M Denby, Mrs C E Gant, J W C Perschke, L C Pouyanne and J J Wilson

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr B A Fleckney, Committee Section, Administration and Leisure Department, Committee Section, Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: bernard.fleckney@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

	<u>Page</u>
1. FIRE PRECAUTIONS	3
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	3
3. MINUTES	3
4. APOLOGIES FOR ABSENCE	3
5. DECLARATIONS OF INTEREST	3
6. FINANCIAL MONITORING STATEMENT	3
7. REVIEW OF OFF-STREET CAR PARKING CHARGES	5
8. REVIEW OF RUNNYMEDE'S FREE CAR PARKS	14
9. EXCLUSION OF PRESS AND PUBLIC	19

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

10. 77 WOODHAM LANE, NEW HAW	20
11. PINEFIELDS, CHURCH ROAD, ADDLESTONE - PROPOSED SALE OF SITE	24
12. EGHAM CRICKET CLUB - NEW LEASE	26
13. INVESTMENT PORTFOLIO - 7-9 STATION ROAD NORTH, EGHAM	27

b) Confidential Information

(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire and other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 5 June 2008, which were included in the July 2008 Council Minute Book.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

6. FINANCIAL MONITORING STATEMENT (DF)

1. Purpose of Report

1.1 **To inform the Committee of the latest financial projections for the 2008/09 financial year for Economic Development services.**

2. Background Information

2.1 The Financial Monitoring Statement was introduced to all Committees in September 2006 to inform Members of the current financial position of the services under the remit of each Committee.

2.2 Each statement reflects an updated position based upon the 2008/09 original estimates approved by this Committee in January. The Financial Forecast previously approved by Council on 1 November 2007 has now been updated to reflect changes made during the updating of the Council's Revenue estimates.

3. Report

3.1 The statement at Appendix "A" is split into two parts

- Economic Development services
- Highway services

Each statement is split into three distinct parts:

- Projected budget and forecast
- Savings still to be delivered
- Current year key budget indicators

3.2 The Projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen.

3.3 The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators. Savings targets not yet achieved are reported in the second section of each statement. These savings are all incorporated into the projected budget and forecast figures in section one.

3.4 The final section sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement.

4 Savings Targets

4.1 At its meeting on 26 June 2008, the Corporate Management Committee resolved that a report be prepared for all service Committees requesting them to consider savings proposals for those areas of required savings within their budget which they had not yet achieved. This would include looking at possible alternative methods of achieving savings.

4.2 A statement of the progress towards the achievement of the £2.6 million revenue reductions is at Appendix "B". This shows that from the planned savings of £2,623,000 the Council had achieved £2,072,000 by the end of 2007/08. Some of the savings were not programmed to be fully achieved until 2008/09 and when these are taken into account the final savings total is expected to be £2,415,000 (shown in the last column of the statement).

4.3 The planned savings attributable to this Committee are £455,000. Of this amount, £132,000 are now considered to be unachievable and these are identified in paragraph 4.5. However, some of the other initiatives have produced more savings than originally estimated with the result that the total savings expected to be achieved by this Committee are £435,000.

4.4 The statement only documents the progress on the savings initiatives in the original target list drawn up in March and September 2005. It does not include other savings initiatives that were planned before the revenue reductions targets were approved (e.g. Community Transport) or that have been pursued subsequently.

4.5 **The savings targets which will not be fully achieved for this Committee are as follows:-**

4.5.1 Car Parks income – plan to increase the number of spaces did not proceed due to cost of scheme.

4.5.2 Car Parks budget rebased - £4,000 savings have been achieved against a target of £5,000.

4.5.3 On Street Parking – the contribution from Surrey County Council for CCTV was withdrawn and so the saving was not achieved.

4.5.4 Corporate Properties – the anticipated uplift in rents is not achievable in the current climate.

4.5.5 Civic Offices security – savings of £5,000 have been achieved compared with the target of £21,000.

4.5.6 Depot – additional rents were not achieved because the available space was reallocated for internal use.

4.5.7 Environmental Maintenance – the reduction in Shrubs and Flowerbeds achieved a saving of £48,000 against a target of £50,000.

4.5.8 Borough Highways – departmental restructuring achieved a saving of £93,000 compared with the target of £105,000.

(FOR INFORMATION)

Background Papers

None stated.

7. OFF-STREET CAR PARKING CHARGES - REVIEW OF (DTS)

1. **Purpose of report**

1.1 **The purpose of this report is to review car parking charges in the Council's off-street car parks.**

2. **Background information**

2.1 In considering this Committee's Service Plan at its meeting in September 2005, the Committee resolved that there should be an annual review of car parking charges.

2.2 Public car parks are an amenity provided by the Council for the convenience of the public and, in shopping areas, to encourage and maintain the viability of businesses. The income from parking charges is mainly used to maintain the car parks.

2.3 **Recent History of Parking Charges**

June 2003
Economic Development Committee
Committee introduced consistent scale of charges in all Council car parks. Before, the scale of charges varied in different car parks.
Charges increased (previous increase was in 1997).

September 2005
Economic Development Committee
Committee advised of parking services deficit of £136,000 in financial year 2004/05.
Charges increased with the aim of reducing the burden of the car parking service on the general Council tax payer. (Introduced January 2006)
Minimum charge was now 80p for two hours.
The Committee resolved that there should be an annual review of parking charges.

September 2006
Economic Development Committee
Car parking charges reviewed. Committee resolved not to increase parking charges but introduced a 50p for one hour charge.

September 2007
Economic Development Committee
Committee advised that the parking service made a surplus of £83,200 in the financial year 2006/07.
Car parking charges were increased except for minimum charge. Introduced January 2008.

2.4 The pay and display car parks are managed by the Engineering Division of the Technical Services Department. Borough car parks where pay and display charges are imposed include:

Table 1 – Borough Pay and Display Car Parks

Car Park	No. of Spaces
The Precinct, Church Road, Egham	86
Precinct Extension, Church Road, Egham	44
Waspe Farm, Station Road, Egham	123
Hummer Road, Egham	121
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
The Bourne, Station Road, Virginia Water	153
Memorial Gardens, Virginia Water	50
Beomonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	168
Gogmore Farm Park	53
Pooley Green	35
Garfield Road, Addlestone	80
Runnymede Pleasure Ground, Windsor Road, Egham*	352

Notes

1. The number of spaces shown in Table 1 include disabled bays
2. *Income from parking at Runnymede Pleasure Ground is used solely to maintain the Ground. See paragraph 2.6

2.5 Table 2 - Current Pay and Display Car Parks Charges:

Up to 1 hour	£0.50
1 to 2 hours	£1.00
2 to 3 hours	£1.50
3 to 4 hours	£2.00
4 to 5 hours	£2.50
5 to 6 hours or All Day (where applicable)	£3.50

- 2.6 The Runnymede Pleasure Ground levies higher charges, which are sustainable due to its popularity as a leisure destination. All income from this venue has to be used for the improvement and maintenance of the site due to the terms of the Trust under which it is held. Leisure Services reviews these charges annually and they are currently £1.30 per hour and £5.30 all day.
- 2.7 The central car park in Heriot Road, Chertsey, (171spaces) is managed by J. Sainsbury Ltd., which has full discretion to set the charges in that car park. Budgeted income from Sainsbury for 2008/09 is £46,200.
- 2.8 Season Ticket charges for all of the pay and display car parks are set at £400, for a year, and at £120 per quarter for non-residents. Residents who live in close proximity to the car parks are able to purchase these at £200 and £60 respectively. The last increase in Season Ticket charges was in November 2004.
- 2.9 Recent changes to the legislation have allowed for differential charges for Penalty Charge Notices issued for contraventions in the car parks. The charge for failing to display a pay and display ticket or for overstaying the time paid is set at £50, with a reduction to £25 if paid within 14 days. (This is a reduction from the previous charge which was set at £60 and £30 respectively.) Higher penalties are issued where contraventions are considered to be more serious, for example, where a driver is parked in a disabled parking area when not the holder of a disabled person's badge. This will be £70 reducing to £35 if paid within 14 days. This was the subject of a report to the Committee at its meeting in January 2008.
- 2.10 All of the Council's chargeable car parks have achieved the 'Park Mark' Safer Parking Award. These are awarded to car parks that achieve national standards with respect to the quality and security of the parking area for the benefit of the car park users. Annual inspections are carried out to ensure that the standards are maintained. This means that parking facilities are of a high standard for which a reasonable charge should be expected. This also helps to offset the additional expenditure in maintaining the car parks in a safe and tidy condition, including the maintenance of the car park markings, signage, ticket machines, lighting, landscaping, boundaries, barriers and CCTV coverage.
- 2.11 The following table shows a comparison of Runnymede parking charges with other Surrey and neighbouring Boroughs:

Table 3 – Comparison of Runnymede Parking Charges with Neighbouring Boroughs

Borough	1 hour	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	All day
Runnymede	0.50	1.00	1.50	2.00	2.50	3.50	3.50	3.50
Guildford (Town Centre)	1.00	1.90	2.80	3.70	4.60	5.50	6.40	7.30
Elmbridge (Town Centre)	0.50	1.00	1.50	2.00	6.00	6.00	6.00	6.00
Mole Valley (Town Centre)	0.50	0.70	1.20	2.00	2.80	3.60	4.40	5.20
Epsom and Ewell (Ashley Centre)	1.00	1.50	2.00	3.50	6.50	15.00	15.00	15.00
Epsom and Ewell (High Street)	0.60	1.20	1.60	3.00	3.00	5.00	5.00	5.00
Spelthorne	0.80	1.50	2.10	3.00	6.00	11.00	11.00	11.00
Surrey Heath (Main Square)	1.40	1.40	1.70	2.90	2.90	4.40	4.40	6.60
Surrey Heath (Knoll Road)	0.70	1.20	1.70	2.90	2.90	4.40	4.40	6.60
Waverley (Farnham Town)	0.70	1.50	2.50	3.50	4.50	5.50	6.50	7.50
Windsor (Town Centre)	0.90	1.80	2.90	4.50	9.00	10.00	10.00	10.00
Woking (Town Centre)	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00

Note: The weekday daily rate in railway station car parks in the Borough is currently £4.30

- 2.12 The other car parks that are operated by the Engineering Division are free of charge or contract parking only. The free car parks are:

Car Park	No. of Spaces
Murray Road, Ottershaw	50
Coopers Hill Lane, Englefield Green	56
Crockford Park Open Space, Addlestone	20
Egham Library, Fairhaven, Egham	24
Chertsey Meads, Mead Lane, Chertsey	84
Station Approach, Virginia Water	71
Thorpe Green, Green Road, Thorpe	22
New Haw Lock, New Haw	26

- 2.13 The contract parking only car parks are :-

Car Park	No. of Spaces
Bemonds Row, Chertsey	16
White Hart Row, Chertsey	14

- 2.14 There are also a number of free Borough Council car parks in parks, recreation grounds, cemeteries and corporate buildings. These are managed by Leisure Services.

3. Report

- 3.1 During the financial year 2004-2005 the car parks service ran at a considerable deficit of £136,000. Following the increased charges in January 2006, part-way through the financial year, the deficit was reduced to £15,000 in 2005/06. Over the last two years parking services has operated at a surplus, £83,200, in 2006-2007 and £126,200 in 2007-2008.

- 3.2 The usage of car parks is dependent on their location within the Borough. They vary between mainly short term parking to predominantly all day (commuter) use. An analysis of the percentage of ticket sales at each tariff in the car parks is shown below. The following table compares the percentage of tickets sold at each tariff for the period after the increase in charges in January to April 2008 with the corresponding period in 2007 (January to April 2007 figures in brackets):

Table 4 - Comparison of the Number of Tickets Sold at Each Tariff as a Percentage of the Total January to April 2007 and Jan to April 2008 (2007 in brackets)

Car Park	Number of P&D Spaces	Up to 1hr (%)	Up to 2 hrs (%)	2 to 3 hrs (%)	3 to 4 hrs (%)	4 to 5 hrs (%)	5 to 6 hrs (%)	All Day (%)
Memorial Virginia Water	47	12 (33)	19 (28)	9 (8)	13 (9)	16 (9)	31 (31)	N/A
Bourne Virginia Water	148	1 (3)	1 (2)	1 (4)	2 (2)	5 (4)	N/A	90 (85)
Library Chertsey	157	17 (21)	30 (18)	10 (19)	9 (5)	5 (4)	N/A	29 (33)
Bemonds Chertsey	52	14 (15)	22 (5)	11 (15)	16 (6)	17 (10)	20 (49)	N/A
Gogmore Farm Chertsey	51	33 (55)	27 (13)	8 (20)	14 (4)	18 (8)	N/A	N/A
Garfield Road Addlestone	80	24 (27)	22 (5)	6 (10)	9 (3)	8 (8)	N/A	31 (50)
Hummer Road Egham (short stay)	45	58 (42)	35 (8)	7 (50)	N/A	N/A	N/A	N/A
Hummer Road Egham (long stay)	81	37 (62)	31 (17)	6 (10)	11 (2)	8 (2)	7 (2)	N/A
The Precinct Egham	75	50 (44)	32 (12)	18 (44)	N/A	N/A	N/A	N/A
Precinct Extension Egham	43	25 (44)	47 (40)	28 (16)	N/A	N/A	N/A	N/A
Wasp Farm Egham	123	1 (5)	3 (2)	2 (8)	5 (5)	9 (9)	N/A	80 (71)
Pooley Green Egham	33	27 (-)	22 (-)	21 (-)	11 (-)	8 (-)	N/A	11 (-)
St Jude's Englefield Green	40	9 (18)	17 (11)	8 (15)	8 (3)	5 (3)	N/A	53 (50)
Victoria Street Englefield Green	32	11 (14)	26 (10)	13 (16)	13 (5)	8 (5)	N/A	29 (50)

Note: N/A = Not applicable

- 3.3 The 50p for one hour rate was not affected by the charges increase in January this year but comparison of the two periods shows that in almost all cases there has been a reduction in the sale of one hour tickets and an increase in the purchase of two hour tickets. This could result from drivers learning from the experience of buying a one hour ticket, overstaying the one hour and receiving a Penalty Charge Notice.
- 3.4 The information in the table above identifies the pattern of parking in each of the car parks. For example, The Bourne and Waspe Farm are predominantly long stay and Hummer Road and The Precinct are mainly short stay.
- 3.5 Car park usage throughout the Borough for the three months following the increase in charges in January fell by an average of 13%. The following table shows the decrease in pay and display ticket sales in the car parks.

Table 5 - Comparison of Number of P & D tickets sold January to April 2007 and 2008

Car Park	Jan to April 2007	Jan to April 2008	% Difference
The Precinct, Church Road, Egham	6358	6070	-5
Precinct Extension, Church Road, Egham	4974	4892	-2
Waspe Farm, Station Road, Egham	4113	3183	-23
Hummer Road, Egham	10789	9385	-13
Victoria Street, Englefield Green	1804	1272	-30
St. Jude's Road (Cemetery), Englefield Green	2966	2129	-28
The Bourne, Station Road, Virginia Water	1898	1697	-11
Memorial Gardens, Virginia Water	4419	3330	-25
Bemonds, Heriot Road, Chertsey	2764	2499	-10
Chertsey Library, Heriot Road, Chertsey	3753	3466	-8
Gogmore Farm Park	372	335	-10
Pooley Green	No charge	374	
Garfield Road, Addlestone	7024	7999	+14*

Note: * Parking in Garfield Road inflated in early 2008 by Civic Centre construction.

- 3.6 Despite the reduction in total ticket sales following the parking charge increase last January the total income for the period January to April 2008 was £149,500 compared to £128,900 for the same period last year. This is despite the loss of income due to the closure of the Victory (former Safeway) Car Park in Addlestone between the two periods.

Future Reduction in Car Park Income

- 3.7 The Borough Council is currently negotiating with a developer to lease the land currently occupied by The Precinct Car Park (86 spaces) in Egham. Although the Council should receive substantial income from this arrangement it will significantly reduce the car parking service income.
- 3.8 The Tesco Car Park in Egham is immediately adjacent to the Borough Council's Hummer Road Car Park. For several years the Council has had an agreement with Tesco to manage both car parks together and the Council has received the income. The 'Tesco' part of the car park is shown as Hummer Road (Short Stay) in Table 4, Section 3.2 and the remainder is Hummer Road (Long Stay). Tesco has recently announced that it intends to take back the management of their section of the car park. They will be required to pay the Council to use the shared access, which is on Council land, but there will be a loss of income to the car parking service for 45 short stay spaces (up to 3 hours) from the total of 121 spaces.

Public Consultation

- 3.9 The Council carries out regular customer satisfaction surveys in compliance with the Park Mark Safer Parking standard requirements. Questionnaires are issued to car park users at all the Council's pay and display car parks. The questionnaire asks users to rate various aspects of the services provided at the car parks from the level of charges to the security and cleanliness.
- 3.10 The most recent survey was carried out in July 2008. 520 questionnaires were issued and 72 were returned (14% response rate). On the question of parking charges 54% rated them as 'very reasonable' or 'acceptable' and 46% considered them to be 'too expensive'.
- 3.11 The previous survey was in May 2007, before the charge increase in January 2008. 560 questionnaires were issued and 95 were returned (19% response rate). 55% of respondents rated the charges as 'very reasonable' or 'acceptable' and 45% rated them as 'too expensive'.
- 3.12 Looking back at a survey in March 2005, before the previous charge increase, 65% of respondents considered the charges at that time to be 'very reasonable' or 'acceptable' and 35% considered them to be 'too expensive'.
- 3.13 The public satisfaction with the level of charges is therefore about the same as in May 2007 but less satisfied than in 2005.

4. Financial Implications

- 4.1 As mentioned in Section 3.1 of this report, the Car Parking Service produced a surplus of £126,200 in 2007/08 and the 'Estimated' surplus in the Council's Financial Forecast for 2008/09 is £141,000. However, as mentioned in Sections 3.7 and 3.8 of this report, the surplus is likely to reduce significantly in future years resulting from the loss of The Precinct Car Park and part of Hummer Road Car Park, both in Egham.

Options for Future Car Park Charging

- 4.2 At its meeting in June 2003 the Economic Development Committee resolved that there should be a consistent charging structure in all Borough car parks where charges are levied. Before then, the scale of charges varied in different car parks.
- 4.3 Since June 2003 charges have been introduced in three additional car parks, St. Jude's Road and Victoria Street in Englefield Green (23 May 2005) and at Pooley Green Car Park in Egham (19 November 2007). Although they are relatively small 'out of town' car parks the Committee decided that charges should be introduced as a result of their misuse by local garages and other businesses.
- 4.4 Before the introduction of charges these three car parks were full most of the time with cars associated with local garages. The introduction of pay and display has resulted in vacant spaces for the customers of local shops and businesses and an income to help with their maintenance, but they are now under-used. Monitoring these car parks showed the following occupancy rates:

Car Park	Average Occupancy (%)
St. Judes Road, Englefield Green	50
Victoria Street, Englefield Green	16
Pooley Green	4

- 4.5 These three car parks are different in character from the other car parks. The introduction of charges has achieved the aim of making them more accessible to local shop customers but the charges are the same as in the larger shopping centres of Addlestone, Chertsey and Egham. A separate, 'Lower', scale of charges for these three car parks could make them more attractive than parking in nearby streets, increasing their usage and also the income to assist with their maintenance. Gogmore Farm Car Park in Chertsey, although quite near to the town centre, is also under-used and could be compared in character to these car parks.
- 4.6 Recommendation for a 'Lower' scale of charges:

	Current Charges (£)	Recommended (£)
Up to 1 hour	0.50	0.20
1 to 2 hours	1.00	0.50
2 to 3 hours	1.50	1.00
3 to 4 hours	2.00	1.50
4 to 5 hours	2.50	2.00
All Day	3.50	4.00

- 4.7 This recommendation is based on lower charges for shorter stays, but increasing for long stay to prevent a recurrence of the abuse that these car parks previously suffered. It also reflects the increased charge for all day parking also recommended in this report.
- 4.8 Based on the current car park usage the estimated annual income from these car parks with the current charges is £22,500 (excluding VAT). If the recommendation is implemented the estimated reduction in annual income would be £1,600.
- 4.9 The remaining car parks vary in usage from 'short term' to 'long term' but Officers consider that their relative locations justify the same 'Standard' or 'Town Centre' charge structure. The last increase in charges achieved a reasonable increase in income with a relatively small drop in car park usage. Comparison with the charges in the smaller town centres in neighbouring Boroughs, such as Elmbridge and Mole Valley, (Table 4 in para 3.2) shows a small margin of difference and, perhaps, little scope for an increase at this time. However, the 'commuter' car parks, The Bourne Car Park in Virginia Water and Waspe Farm Car Park in Egham, are full of cars that are there all day on most weekdays. The maximum 'All Day' charge of £3.50 is significantly less than the £4.30 charge in the neighbouring Network Rail car parks, which are also full on most weekdays. As there is an obvious demand for commuter parking the 'All Day' charge could be increased to £4.00 in all of the 'Standard' charge car parks with the likelihood of a reasonable increase in income.
- 4.10 Increasing the maximum or 'All Day' charge in all of the car parks where these are levied would give an estimated annual increase in income of approximately £15,000 at the current usage rates. In most cases there is little alternative parking for that period of time [but if the car park usage reduced by 5% due to the charge increase there would still be an estimated annual increase in income of about £14,200]

Season Tickets

- 4.11 Season tickets are offered in all of the pay and display car parks. A season ticket does not reserve or guarantee a parking space. The current charges are £400 for a year or £120 per quarter for non-residents. Residents who live in close proximity to a car park are able to purchase them at £200 for a year and £60 per quarter. There are 181 (annual and quarterly) current non-residents and 12 current residents season tickets. These charges were last increased in November 2004. There have been two increases in the 'daily' charges since then. In comparison, a driver buying an 'All Day' ticket at the current rate of £3.50 every weekday for, say, 45 weeks of the year would pay £787.50. At the proposed rate of £4.00 they would pay £900 if they parked every weekday for 45 weeks. The current season ticket charge equates to the equivalent of paying the 'All Day' rate every weekday for 23 weeks so the current season ticket charge is very good value.
- 4.12 The current annual income from season tickets at the current demand is £50,500. If season tickets were increased to £500 for non-residents and £250 for residents the annual income would be £63,100 if bought at the annual rates or £60,000 if the demand dropped by 5% as a result of the increase.

Contract Parking Permits

- 4.13 There are 16 contract parking spaces at Bemonds Row and 14 at White Hart Row, both in Chertsey. These are mainly rented to the businesses nearby. By renting a space a permit holder has exclusive use of that space and is responsible for reserving when not in use by securing a chain or collapsible bollard across the access to the space. They currently cost £500 a year and 14 of the 18 spaces at Bemonds Row and 11 of the 14 spaces at White

Hart Row are currently let. This produces an annual income of £10,600 (excluding VAT) at the current demand.

- 4.14 There has been a poor take-up of these spaces in recent years and most of the spaces have been let quite recently as a result of 'marketing' by the Parking Manager. Therefore, it is recommended that the charges stay at the current rate until the next annual review.

4.15 Estimated One-off Costs of Implementing Changes

	Cost (£)
Changing car park signs at 18 sites	1000
Re-programming ticket machines	1500
Administration and advertising for changing Orders	350
Total	2850

- 4.16 Local Authorities are required to treat income from off-street car parks as standard rated for the purposes of value added tax. This treatment has been challenged by four Local Authorities and the VAT and Duties Tribunal ruled in their favour. Her Majesty's Revenue and Customs (HMRC) have lodged an appeal with the High Court against this ruling and the implications for this Council are unlikely to become clear for some considerable time. Officers have been protecting the Council's position by making a "protected claim" on HMRC since 1998/99 so that, if a judgement is issued that will enable the Council to reclaim the VAT it has paid, the VAT can be reclaimed back to 1998/99. Financial projections have been based on the current VAT treatment of car parking charges.

5. Council Policy

- 5.1 In March 2005 the Council approved a recommendation from the Corporate Management Committee following a detailed examination of initiatives as part of the revenue reductions exercise, which should be guided by the principles set out in the Statement by the then Leader of the Council, which included the following:

"Discretionary fees and charges (including car parking charges) need to, at least, reflect the cost of provision and/or comparative tariffs elsewhere."

- 5.2 The Economic Development Committee Service Plan includes the following:

- Introduce regular management reviews of car parks to maintain efficiency and meet the requirements of the local community including :-
 - Infrastructure maintenance
 - General operations
 - Opportunities for increased income
 - Financial management
 - Tourist information and signing
 - The needs of minority users such as disabled persons, parent and child and motorcyclists
- Aim to review car parking charges on an annual basis.

- 5.3 The Council's Strategic Plan 2005-2010 includes the following aims:

- *"Continue to improve the general environment of our three main town centres whilst encouraging and maintaining local and village economic development vitality, and will develop some specific goals and timetables for the emerging proposals."*
- *"Work closely with businesses and those wishing to locate or expand in the Borough to maintain and improve the current economic prosperity."*

- 5.4 Members will probably wish to balance covering the costs of operating car parks with concerns about the impact on the viability and vitality of the towns and neighbourhood centres in the Borough.

6. Legal Considerations

- 6.1 Notice of any new charges must be given in a local newspaper and in the affected car parks at least 21 days before they are implemented.
- 6.2 The agreement under which the Borough Council operates Decriminalised Parking Enforcement (DPE) on behalf of Surrey County Council states that, "If the Borough Council wishes to make any change in the management of its off-street car parks, including any adjustment by notice or otherwise to the level of parking charges in any off-street car park, the Borough Council will advise the County Council in writing of its proposals in advance and before implementing such proposals shall consider any response received in writing within 20 working days of the County Council being notified".
- 6.3 The County Council will be asked for a formal response when this Committee's proposals are known but an informal response will be sought prior to the Committee.

Implementation of Recommended Changes

- 6.4 It is proposed that following consideration by the Chairman and Vice-Chairman of the Committee, of any representations from Surrey County Council or the public, the proposed increased charges for all day parking be introduced in January 2009. The new fee regime at the four small car parks and season ticket increase be introduced following the statutory advertisement and consideration of representations. (Note: that season tickets run for a year from the first day of the month following application rather than a calendar year).

7. Conclusions

- 7.1 It can be seen from the financial information in the report that the former deficit in the car parking budget has, at least at the present, been removed and has translated into a surplus, which is assisting in meeting the revenue savings included in the financial forecast.

7.2 'Lower' scale of charges

It is suggested, with the introduction of charges in three of the smaller car parks, that it is no longer appropriate to operate a single scale of charges in all of the Borough's Car Parks. Officers recommend that a 'lower' level of charges, based on the recommendation in paragraph 4.6, is introduced in four (including Gogmore Farm, Chertsey) of the smaller, 'out of town' car parks.

7.3 'Standard' or 'Town Centre' scale of charges

It is recommended that the current scale of charges is retained for all of the Borough's remaining car parks but with an increase of the maximum or 'All Day' rate from £3.50 to £4.00.

7.4 Season Tickets

It is recommended that the charges for car park season tickets are increased from £400 to £500 per year (£120 to £150 per quarter) for non-residents and from £200 to £250 per year (£60 to £75 per quarter) for residents that live in close proximity to a car park.

7.5 Contract Parking Permits

It is recommended that the cost of these permits remains unchanged.

- 7.6 If approved it is recommended that the new charges come into effect as soon as possible in the new year, when ticket machines can be altered after the holiday period. This will allow ample time for consultation and the legal process of changing the charges and will not impact on the Christmas shopping period.

- 7.7 In accordance with the agreed Service Plan, charges will be reviewed again in September 2009.

OFFICERS' RECOMMENDATION that -

- i) **subject to receipt and consideration of any representations received following public notice of the proposals, a 'lower' scale of parking charges be introduced in St. Jude's Road, Englefield Green, Victoria Street, Englefield Green, Pooley Green and Gogmore Farm, Chertsey car parks;**
- ii) **the charges in these car parks be in accordance with the table in paragraph 4.6 of this report;**
- iii) **subject to receipt and consideration of any representations received and with effect from January 2009, the maximum or 'All Day' charge in the Council's remaining 'Town Centre' pay and display car parks be increased from £3.50 to £4.00;**
- iv) **subject to receipt and consideration of any representations received following public notice of the proposals, the cost of Season Tickets be increased as recommended in paragraph 7.4 of this report; and**
- v) **the cost of Contract Parking permits remains unchanged.**

(TO RESOLVE)

Background Papers

None stated.

8. REVIEW OF RUNNYMEDE'S FREE CAR PARKS (DTS)

1. Purpose of the Report

1.1 **The purpose of this report is to review the status of the Council's 'free' car parks and to consider whether they have the potential for charging to support their on-going maintenance.**

2. Background Information

2.1 The Council's Parking Services Team in the Engineering Division of the Technical Services Department currently manages fourteen pay and display car parks and some other car parks where parking is free of charge. These car parks are maintained with the income from the pay and display car parks. There are also some small car parks that are operated by Leisure Services and maintained from Leisure Services budgets.

2.2 Most of the larger free car parks are shown in Table 1 but other 'Leisure Services' car parks are considered in this report.

Table 1 – Borough Council's 'free' car parks

Car Park	No. of Spaces
Murray Road, Ottershaw	50
Crockford Park Open Space, Addlestone	20
Coopers Hill Lane, Englefield Green	56
New Haw Lock, New Haw	26
Egham Library, Fairhaven, Egham	24
Chertsey Meads, Mead Lane, Chertsey	84
Thorpe Green, Green Road, Thorpe	22

3. Report

3.1 In recent years car parking charges have been introduced in three car parks that were formerly free of charge, St. Jude's Road and Victoria Street in Englefield Green (May 2005) and at Pooley Green Car Park in Egham (November 2007). Before the introduction of charges these three car parks were full most of the time with cars associated with local

garages. The introduction of pay and display has resulted in vacant spaces for the customers of local shops and businesses and an income to help with their maintenance.

- 3.2 Although these three car parks were misused the current average occupancy rates show that they are now somewhat under-used.

Car Park	Average Occupancy (%)
St Judes Road, Englefield Green	50
Victoria Street, Englefield Green	16
Pooley Green	4

Car Park Details

Murray Road, Ottershaw (47 spaces)

- 3.3 This is a well maintained and well used car park and has been awarded the 'Park Mark' Safer Parking Award. These are awarded to car parks that achieve national standards with respect to the quality and security of the parking area for the benefit of the car park users. It benefited from extensive refurbishment in 2006 as part of an initiative to improve the appearance of Ottershaw in consultation with the Ottershaw Society.
- 3.4 The car park is well used by visitors to Brook Hall and to the shops in Brox Road. There is also some all day parking by employees of local businesses. It has also been suggested that St. Peter's Hospital is operating an unofficial 'park and ride' system for their employees. This may be happening on a small scale but there is no evidence to show that it is an organised system and there are not normally vehicles parked there with 'Hospital' passes or other identification. Although well used, the car park normally has enough vacant spaces to meet demand.
- 3.5 The car park was last considered for pay and display in 2004. Complaints had been received that employees from a local garage were monopolising the car park whilst at work. The car park was monitored and a public consultation survey was carried out to see if the introduction of charges would be supported. The majority of those consulted were against the introduction of charges. It was considered that the garages were not making unreasonable use of the car park and that charges would affect Brook Hall users and would discourage Brox Road shoppers from using the car park.

Crockford Park Open Space (20 spaces)

- 3.6 This is a small car park situated next to the Addlestone Bourne and accessed from Liberty Lane. The site provides access to riverside walks but during the day it is quite well used, particularly by employees from a garage nearby. Some Borough Council Staff with 3-Day car parking passes also use the car park on the days that they are unable to use the Civic Centre car park. The car park is usually full during working days.
- 3.7 The area is secluded, surrounded by trees and is of fairly restricted dimensions with a capacity of about 20 cars. If parking were marked the number of spaces would be reduced and a dedicated turning area would be required. The car park currently works well with an informal arrangement.
- 3.8 If charging were to be considered it is unlikely that a solar powered pay and display machine would operate effectively in this sheltered space and the cost of installing electrical power for a pay and display machine and all the equipment to upgrade the car park, such as lighting and CCTV, would not be cost effective. This equipment could also be vulnerable to vandalism in this secluded location.
- 3.9 This area may also be subject to a restrictive covenant, which precludes charging for use of the car park. If the Committee wished to introduce pay and display at this site further investigation would be required.

Coopers Hill (54 spaces)

- 3.10 The main use of the car park is by visitors to the Commonwealth Air Forces Memorial and the sports grounds adjacent to the car park. The car park is little used during week days. There are a small number of events at the Memorial which fill the car park to capacity, although being on Sundays these would not normally be subject to charging. There are no restrictions on waiting in the nearby roads so charging for parking in the car park could result in unreasonable parking in the adjacent roads. However, visitors to the Memorial may well be prepared to pay to park for the benefit of parking in a more secure car park. There is no CCTV coverage of the car park and lighting is only from the adjacent roads. The car park is fairly secluded and currently does not have height barriers. In order to consider a pay regime in this car park a detailed usage survey would need to be undertaken. However, the current usage is unlikely to justify the investment required to equip and maintain the car park under a charging regime.

New Haw Lock (26 spaces)

- 3.11 This is a small area set off the New Haw Road adjacent to the Lock. The area has the potential to hold about 26 vehicles although has no marked bays. It is little used other than by persons visiting the canal towpath for leisure purposes. The area is fairly enclosed, not covered by CCTV and illuminated only from street lighting on New Haw Road. The area was previously a road that was diverted when the current bridge over the Lock was built.
- 3.12 The capacity and usage is unlikely to justify the investment required to equip and maintain the car park under a charging regime. The secluded nature would also make any equipment vulnerable to vandalism. There are no restrictions on waiting in the nearby roads and the introduction of a payment regime could result in cars parking in New Haw Road, which is unsuitable and would result in congestion. The area may still be designated as highway land and if the Committee wished to introduce pay and display at this site further investigation would be required.

Egham Library, Fairhaven (24 spaces)

- 3.13 This car park is situated at the rear of the Library and has 24 marked bays, four of which are reserved for staff. The facility is lightly used with seldom more than five or six cars parked in it at any one time. It currently has a maximum stay limit of two hours to meet the needs of the Library users. The area is reasonably lit and maintained. To introduce a payment regime the car park would need to become a short stay facility in order to ensure the current users are still able to use the Library facility. The observed level of usage would be unlikely to secure significant income to justify the cost of equipping and maintaining it.

Chertsey Meads, Mead Lane (two car parks 40 and 43 spaces)

- 3.14 Two car parks set in The Meads with 40 and 43 spaces. The bays are marked in one car park but not in the other. CCTV covers one of the car parks. The facilities are used mainly by dog walkers and other visitors to The Meads and are particularly well used at weekends. The road leading to the car parks is of restricted width and any vehicle parking on the road would cause significant problems. Introduction of pay and display regime to the car parks would inevitably displace current users on to the roads. The locations are both secluded and any payment machines may well be vulnerable to vandalism. The current usage is unlikely to justify the investment required to equip and maintain the car park under a charging regime.

Thorpe Green, Green Road, Thorpe (two car parks with 20 and 15 spaces)

- 3.15 Used by Green users. No potential for charging.

Other Leisure Services Car Parks

Aviator Park (15 spaces)

- 3.16 A small car park serving the Aviator Park Recreation Ground with a capacity of 15 spaces shared between an enclosed area and marked bays on the access road. It is little used during weekdays and the current usage is unlikely to generate sufficient income to offset the costs of the installation and maintenance of equipment. Its secluded location could also make any equipment vulnerable to vandalism.

Cabrera Avenue Open Space, Virginia Water (approximately 20 spaces)

- 3.17 Parking facility for 18-20 vehicles used almost exclusively by visitors to the Church Hall and Community Centre opposite. A majority of its occupancy takes place outside of charging hours and any charging regime would disadvantage the Church Hall and Community Centre users.

Timber Hill, Guildford Road, Ottershaw (approx 25 spaces)

- 3.18 Unsurfaced car park with 20 to 30 spaces. Used mainly by visitors to the church on the other side of Guildford Road. No potential for charging.

Chertsey Recreation Ground (45 spaces)

- 3.19 Used by recreation ground users. No potential for charging.

Heathervale Recreation Ground, Woodham (approximately 35 cars)

- 3.20 Used by recreation ground users. No potential for charging.

Ottershaw Memorial Field (two car parks 57 and 40 spaces)

- 3.21 Used by Memorial Field users. No potential for charging.

Victory Park, Addlestone (approximately 35 spaces)

- 3.22 Used by Park users. No potential for charging.

Homewood Park, Chertsey (65 spaces)

- 3.23 Although the facility serves visitors to the park there is a perception that Hospital Staff are using the facilities too. The capacity of the car park does not really make this an issue as ad hoc visits have never shown more than a few cars using it. The remote location and lack of throughput would not make this a suitable location for charging. Observations from Leisure Services suggested that this should remain free to visitors and users, but for payment for Hospital Staff. This would be a discriminatory practice and impossible to manage from the Parking Section's perspective.

Truss's Island, Chertsey Lane, Thorpe (20 spaces)

- 3.24 Well maintained with a 'Park Mark' award. The turnover in the car park would probably not support a payment regime. Chertsey Lane does not have any waiting restriction, is subject to a 40 miles per hour speed limit and cars displaced by charges in the car park and parking on Chertsey Lane could cause congestion and hazards on that road.

Orchard and Abbey Green (20 spaces)

- 3.25 Used by Parks staff and Day Centre staff, helpers and users. Charging would not be appropriate at this location.

Egham and Addlestone Sports Centres

3.26 Both Sports Centres have large car parks but car park charges, on top of the charges for using the sports facilities, would deter potential users and affect the income. Members of the private River Bourne Health Club, in Chertsey, are entitled to free parking in the Chertsey Library car park as a condition of the lease. It may be felt inappropriate to charge users of the Council Sports Centres to park when the private club members have free use of a Council car park.

4. Financial Implications

4.1 These car parks are currently maintained from Parking and Leisure Services budgets. Parking Services currently makes a sufficient surplus to provide for the maintenance of these car parks.

4.2 The existing Pay and Display parking machines in use in pay and display car parks throughout the Borough cost in the region of £3500 per unit. Solar power models are available which will avoid the additional cost of supplying power to the machines although their suitability is limited to unshaded areas. With the associated installation and setting up charges the cost of introducing a pay and display scheme is £5000 approximately per car park.

4.3 In line with the other Borough pay and display car parks there is a requirement under the Traffic Order that vehicles should be parked in marked bays. As well as the costs of marking the bays the actual area of land and available space should allow an appropriate area of space for each parking bay. Standard bays in car parks are 2.4 x 4.8 metres. Public expectation would also be that where payment is made suitable space provision for parking is also available. This makes most of the car parks considered in this report unsuitable for charging for these reasons.

4.4 All of the Council's chargeable car parks have achieved the 'Park Mark' Safer Parking Award. These are awarded to car parks that achieve national standards with respect to the quality and security of the parking area for the benefit of the car park users. This means that parking facilities are of a high standard for which a reasonable charge should be expected. This also helps to offset the additional expenditure in maintaining the car parks in a safe and tidy condition, including the maintenance of the car park markings, signage, ticket machines, lighting, landscaping, boundaries, barriers and CCTV coverage. The car parks considered here would not meet the Council's high standards.

5. Council Policy

5.1 In March 2005 the Council approved a recommendation from the Corporate Management Committee following a detailed examination of initiatives as part of the Revenue reductions exercise, which should be guided by the principles set out in the Statement by the then Leader of the Council, which included the following:

"Discretionary fees and charges (including car parking charges) need to, at least, reflect the cost of provision and/or comparative tariffs elsewhere."

5.2 The Council's Strategic Plan 2005-2010 includes the following aims:

- *"Continue to improve the general environment of our three main town centres whilst encouraging and maintaining local and village economic development vitality, and will develop some specific goals and timetables for the emerging proposals".*
- *"Work closely with businesses and those wishing to locate or expand in the Borough to maintain and improve the current economic prosperity".*

5.3 Members will probably wish to balance covering the costs of operating car parks with concerns about the impact on the viability and vitality of the towns and neighbourhood centres in the Borough.

6. Environmental Implications

- 6.1 There are some Leisure facilities with car parks that may well have sufficient usage to cover the cost of setting up and running pay and display schemes. As detailed previously many of these locations are surrounded by areas which do not have waiting restrictions on them which could displace cars on to the surrounding roads. This could potentially result in additional road congestion and safety hazards.

7. Conclusions

- 7.1 It is concluded that none of the car parks considered in this report are suitable for the introduction of car park charges.

OFFICERS' RECOMMENDATION that -

no charges be introduced at this time in the current 'free' car parks.

(TO RESOLVE)

Background Papers

None

9. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Part I of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for Public Inspection

a)	<u>Exempt Information</u>	<u>Para</u>
10.	77 WOODHAM LANE, NEW HAW	
11.	PINEFIELDS, CHURCH ROAD, ADDLESTONE – PROPOSED SALE OF SITE	3
12.	EGHAM CRICKET CLUB – NEW LEASE	3
13.	INVESTMENT PORTFOLIO – 7-9 STATION ROAD NORTH, EGHAM	3
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	