

## Agenda for Car Parking Task and Finish Forum Thursday, 19th March, 2020, 6.00 pm

### Members of Car Parking Task and Finish Forum

K Bloxham, M Chapman, A Colman, B De Saram, A Dent,  
M Howe, P Millar, V Ranger, J Rowland, E Rylance, J Whibley  
and T Woodward

**Venue:** Council Chamber, Blackdown House, Honiton

**Contact:** Chris Lane, Democratic Services Officer;

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(or group number 01395 517546)

Date 11<sup>th</sup> March 2020



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- 1 Election of Chairman
- 2 Appointment of Vice Chairman
- 3 Public speaking
- 4 Minutes of previous meetings (Pages 2 - 19)
- 5 Apologies
- 6 Declarations of interest
- 7 Matters of urgency  
Information on [matters of urgency](#) is available online
- 8 Confidential/exempt items  
To agree any items to be dealt with after the public (including the press) have been excluded.
- 9 Review of Terms of Reference - Emphasis on Climate Change Agenda
- 10 Schedule of future meetings

[Decision making and equalities](#)

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Car Parking Task and Finish Forum held at Council Chamber, Blackdown House, Border Road, Honiton, EX14 1EJ on 7 November 2019

**Attendance list at end of document**

The meeting started at 6.10 pm and ended at 7.30 pm

1 Public speaking

There were no members of the public wishing to speak.

2 Election of Chairman

**RESOLVED** that Councillor Alan Dent be appointed Chairman of the Car Parking Task and Finish Forum (TAFF).

3 Declarations of interest

Minute 6 Car Parking TAFF Terms of Reference Cllr Eleanor Rylance – Personal Interest – Broadclyst Parish Councillor

Minute 6 Car Parking TAFF Terms of Reference Cllr Jack Rowland – Personal Interest – Seaton Town Councillor

Minute 6 Car Parking TAFF Terms of Reference Cllr Joe Whibley – Personal Interest – Exmouth Town Councillor

Minute 6 Car Parking TAFF Terms of Reference Cllr Maddy Chapman – Personal Interest – Exmouth Town Councillor

Minute 6 Car Parking TAFF Terms of Reference Cllr Bruce De Saram – Personal Interest – Exmouth Town Councillor

Minute 6 Car Parking Terms of Reference Cllr Andrew Colman – Personal Interest – Exmouth Town Councillor

Minute 6 Car Parking Terms of Reference Cllr Kim Bloxham – Personal Interest – Cranbrook Town Councillor

4 Matters of urgency

There were no matters of urgency

5 Confidential/exempt items

There were no matters which the officers recommended be dealt with in Part B.

6 Car Parking TAFF Terms of Reference

Members of the Car Parking Task and Finish Forum (TAFF) discussed potential terms of reference and the purpose of the TAFF. They received a draft scoping report from Andrew Ennis, Service Lead – Environmental Health and Car Parks and agreed that this would provide the four cornerstones of the TAFFs terms of reference, along with the Climate Emergency and Equality Issues.

It was recognised that it was important to create a discipline around scoping the TAFF terms of reference, particularly as this is a wide subject area. Members agreed the importance of identifying what is in scope, what is out of scope, the evidence required, who is to be invited to attend the TAFF, the timetable and key outputs anticipated.

During discussions the following points and questions were noted and would be used to scope the terms of reference:

- ) How are our car parks operating and what is their impact on the town centres.
- ) There were 57 car parks in East Devon and they raised a significant amount of revenue for the Councils General Fund.
- ) The town centres of East Devon relied upon the car parks to bring in shoppers.
- ) Importance of not reducing the £3.4M of income from car parks as this would make a substantial hole in an already stretched budget.
- ) Improve the interface between on street parking and our car parks. Could we talk to Devon County Council (DCC) about car parking charges? Andrew Ennis confirmed that discussions were held with DCC on this issue.
- ) Each town in East Devon had different needs and issues and so is there a need to look at bespoke solutions for each town.
- ) It is necessary to consider the provision of free car parking as towns in other districts had done this and it had created additional business for shops in the high street.
- ) Parts of Exmouth were being considered for resident parking and the TAFF should take into account the implications of residents parking schemes.
- ) Was renting individual car parking spaces in a car park an effective way of utilising spaces?
- ) Different ways of paying for car parking should be investigated. There were 43 contactless payment machines now in East Devon car parks. The possibility of having an oyster card discount scheme for local residents should be investigated.
- ) Bearing in mind the climate emergency there should be an incentive to use electric vehicles with the possibility of lower car parking charges.
- ) So far, after the initial set up costs, all income from the Manor Pavilion car park had gone to the theatre.
- ) There were asset transfer opportunities for town and parish councils to take control of car parks. This had already happened in Beer and Dowell Street West in Honiton. The financial implications would need to be assessed.
- ) If the first two hours were free how would it work? Andrew Ennis reported that this was difficult to manage and it was considered that East Devon's car parking charges were reasonable at present.
- ) Cost of car park maintenance and why should people in paying car parks subsidise those in free car parks? The maintenance budget for car parks was split down into the cost of individual spaces over a time period. The maintenance cost did not include car park inspections.
- ) Coach and camper van parking in Exmouth was an issue that needs consideration by the TAFF. There were particular problems with camper vans parking on Exmouth seafront. Exmouth Town Council currently had its own TAFF considering car parking issues in the town and the results of this would be considered by the

TAFF. Andrew Ennis reported that he expected to present the review of operations shortly to the Exmouth TAFF.

- ) Potential conflict existed between DCCs recent resident car parking consultation and EDDCs car parking provision in Exmouth. Andrew Ennis confirmed that he had not discussed the issue of resident car parking in Exmouth in detail with DCC.
- ) Need for car parking charges to support the General Fund. Car parks income of £2.4M (Net) which was 30% of the Council's fees and charges income. Any changes in car parking charges could have a big impact on income.
- ) Importance of including Equalities and Health & Well Being issues in the TAFFs terms of reference.
- ) Possible changes to the way charges in car parks, such as paying for the amount of time in a car park rather than prepayment.
- ) Importance of speaking to towns who were doing things differently.
- ) There is a need to have regard to the financial impact of any decisions.
- ) Importance of security of car parks, keeping them safe and clean.
- ) Need to gather evidence and for Andrew Ennis to complete the spreadsheet he had provided for information.
- ) Need to consult with town and parish councils as well as chambers of commerce.
- ) Look at providing residents with a discount scheme.
- ) The 2020/21 budget had assumed a no change for car park charges.
- ) Contact other Councils to obtain their budget figures to show how they manage the income from car parks and how – where appropriate – that income contributes to the overall budget.

**RESOLVED** that the following be agreed as the Car Parking TAFF terms of reference;

### **1. Asset management**

**To consider the prudent management of the Council's assets (viewed at this stage through a district-wide lens) and to balance local sensitivities including an expectation (or desire for) free car parks alongside their potential. For example, if we sold some or all of our assets what would a private sector provider do with them?**

- ) Issues include the level and cost of maintenance, landscaping
- ) Investment in new technology – payment options, EV charging
- ) Tariffs – what is appropriate – market rates, benchmarking
- ) Business Model – we pay substantial VAT and Business Rates – are there alternative models worthy of consideration? Asset transfers? Private sector operators?
- ) Could our car parks generate other income – advertising revenue, event spaces in their own right – or parking to support other events?

### **2. Communities**

**To consider the value of our concessions, free parking offers and inexpensive permits for regular customers.**

- ) Support for local and charitable events
- ) Free parking for Volunteers engaged in beach cleans and other activities

- ) Should we continue to provide “Special dispensations” – e.g. RNLI, Exmouth Beach surf lifesaving, LED Exmouth Pavilion, LED staff, LED Exmouth members
- ) Boat storage
- ) Car boot sales
- ) Implications of charges for the less well off
- ) Local sensitivities – expectations of free car parks

### **3. Economy**

- ) Reasonable tariffs
- ) Perception that other councils don't charge
- ) Should we promote / provide park and ride
- ) practical issues – our towns are all different – our local high streets need to be supported
- ) Parking availability in good locations is a valuable commodity and people will pay
- ) Good management of short stay turnover is important
- ) Winter offer - £2 all day. A success?
- ) Campervans and motorhomes – policy? Supporting tourism? Revenue generation opportunity for EDDC.
- ) Boat storage

### **4. Statutory**

- ) Class of vehicle
- ) Maximum stay
- ) Tariff
- ) Onstreet congestion
- ) Onstreet parking stress
- ) Road safety
- ) Relationship with on-street availability, maximum stay and tariff

### **5. Climate Change Emergency**

### **6. Equality and Health and Well Being issues**

The date of the next meeting would be Thursday 28 November at 6.00pm in the Council Chamber.

Attendance List

**Councillors present:**

K Bloxham  
M Chapman  
A Colman  
B De Saram  
A Dent (Chairman)  
M Howe

V Ranger  
J Rowland  
E Rylance  
J Whibley

**Councillors also present (for some or all the meeting)**

C Gardner  
P Hayward  
V Johns  
G Jung  
D Ledger  
K McLauchlan  
A Moulding  
M Rixson

**Officers in attendance:**

Simon Davey, Strategic Lead Finance  
Andrew Ennis, Service Lead Environmental Health and Car Parks  
John Golding, Strategic Lead Housing, Health and Environment  
Christopher Lane

**Councillor apologies:**

P Millar  
T Woodward

Chairman .....

Date: .....

## EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Car Parking Task and Finish Forum held at Council chamber, Blackdown House, Border road, Honiton, EX14 1EJ on 28 November 2019

### **Attendance list at end of document**

The meeting started at 6.05 pm and ended at 7.35 pm

#### 7 Public speaking

Liz McLean, Sidmouth Resident, wished to address the Committee on the issue of the Car Parking charges in East Devon and with the permission of the Chairman, made contributions and questions during the course of the meeting.

#### 8 Minutes of previous meeting

The minutes of the previous meeting held on 7 November 2019 were agreed as a true record.

#### 9 Declarations of interest

Minute 12 Car Parking TAFF Terms of Reference Cllr Joe Whibley – Personal Interest – Exmouth Town Councillor

Minute 12 Car Parking TAFF Terms of Reference Cllr Kim Bloxham – Personal Interest – Cranbrook Town Councillor

#### 10 Matters of urgency

There were no matters of urgency.

#### 11 Confidential/exempt items

There were no matters which the officers recommended be dealt with in this way.

#### 12 Review of Council's Car Parking Operations

Members of the Car Parking Task and Finish Forum (TAFF) discussed the Review of the Council's Car Parking Operations. Andrew Ennis, Service Lead Environmental Health and Car Parks gave a detailed breakdown of the income and expenditure for each East Devon owned car park. From this members understood that there were a number of free car parks provided by the Council that were a net loss cost to run per annum.

During discussions the following points and questions were noted:

- ) Are VAT numbers on car parking tickets so businesses can claim it back? Andrew Ennis, Service Lead – Environmental Health and Car Parks agreed to investigate.
- ) Are there any costs we can cut or reduce? What was the policy staff recharge for?
- ) If town/parish councils ran the smaller car parks that operated at a net loss, could they operate these more efficiently?

- ) The free car parks were often in areas where there was no other parking and a consequence of charging for them would be more on-street parking.
- ) Acknowledgement of the importance of car parking charge income for the Council's General Fund, particularly bearing in mind the reduction in Government grant and the forecast budget deficit.
- ) If a town or parish council felt it was vital that a car park was free then they should be willing to take over the running costs.
- ) It was reported that the £2 winter parking charge was often used by workers parking all day and filling up car parks. There was a need to increase turnover in these car parks to help the trade for town centre shops. A solution could be to make the winter £2 charge for long stay car parks only
- ) Importance of looking at each car park individually and also a town by town basis.
- ) The Council were trying to manage the car parks better.
- ) The Council had declared a climate emergency but have no budget for it, would money from charging for the free car parks be better spent on this.

**RESOLVED:** 1. that Andrew Ennis, Service Lead – Environmental Health & Car Parks circulate the detailed breakdown of costs for each car park to all members of the TAFF as well as answers to questions around recharging issues.  
2. that a short factual report be prepared on all car parks with residual income below £0 for the next meeting of the TAFF.  
3. that the £2 winter car park offer be investigated to see whether the charge is too low and to encourage greater turnover in car parks.  
4. that the TAFF investigate whether an increase in all car park charges by £0.10 would bring in extra income.

13 Date of next meeting

The next meeting would be held on Thursday 19<sup>th</sup> December 2019 at 6.00pm in the Council Chamber.

Attendance List

**Councillors present:**

K Bloxham  
A Dent (Chairman)  
V Ranger  
J Whibley

**Councillors also present (for some or all the meeting)**

B Ingham  
G Jung

**Officers in attendance:**

Andrew Ennis, Service Lead Environmental Health and Car Parks  
Christopher Lane

**Councillor apologies:**

M Chapman  
A Colman  
B De Saram



P Millar  
E Rylance  
T Woodward

Chairman .....

Date: .....

## EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Car Parking Task and Finish Forum held at Council Chamber, Blackdown House, Border Road, Honiton, EX14 1EJ on 19 December 2019

### **Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.50 pm

#### 14 Public speaking

Liz McLean a Sidmouth resident, joined in the discussion on the issue of the Car Parking charges in Sidmouth with the permission of the Chairman.

#### 15 Minutes of previous meeting

The minutes of the previous meeting held on 28 November 2019 were agreed as a true record.

#### 16 Apologies

#### 17 Declarations of interest

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Andrew Colman, Personal, Exmouth Town Councillor.

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Bruce De Saram, Personal, Exmouth Town Councillor.

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Joe Whibley, Personal, Exmouth Town Councillor.

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Maddy Chapman, Personal, Exmouth Town Councillor.

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Paul Millar, Personal, Exmouth Town Councillor.

Minute 20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks. Councillor Tony McCollum, Personal, Exmouth Town Councillor.

#### 18 Matters of urgency

There were no matters of urgency.

#### 19 Confidential/exempt items

There were no matters which the officers recommended be dealt with in this way.

20 Review of Council's Car Parking Operations - Free and Non Profit Car Parks

The Chairman gave a summary to the work of the Car Parking Task and Finish Forum (TAFF) which was set up following the item being called-in. The first meeting established the facts and that the issue was essential part of the council's budget to increase its income from car parks. The second meeting highlighted detailed costings per car park with 15 of these being cost-negative costing the council £100k.

Andrew Ennis, Service Lead Environmental Health & Car Parks highlighted the income generated by a few car parks with the total gross income from car parks being £3.2m, reserved parking £43k and penalty charges £40k as an example. The costs reduction included business rates, VAT, maintenance charges, management costs, Streetscene and customer services to name a few.

Discussions on the financially negative car parks were as followed;

**1. Maer Road car park long stay, Exmouth**

This was now reduced to 200 car parking spaces due to the increase in coach bays though the loss at Queens Drive car park. It was anticipated further increases in visitor numbers and therefore revenue as Exmouth's visitor offer further improves with the completion of Queens Drive Regeneration phases 2 and 3.

**RECOMMENDED:** that

1. To increase the coach parking fee from £5 to £10 per day
2. To advise Exmouth Town Council to look at all issues re facilities needed to support camper vans for the 2-Year pilot TAFF they were leading on concerning this matter.

**2. Cliff Top long stay car park, Beer**

This was a large grass covered car park that generated a little over £15,000 last year but again, due to its size, with the 'per space' accounting model it carried a large proportion of the services general costs. The car park was an important facility for visitors wishing to access the Southwest coast path and acted as an important summer overflow car park for the village.

**RECOMMENDED:**

No action - to be kept under review

**3. Underhill long stay car park Lypstone**

This was a busy car park and although pay and display transactions increase significantly during the summer, many of the spaces are occupied by permit holding residents and second-home owners. Revenue was therefore relatively poor at just over £12,000 last year. The tariff here was increased in April 2019 and although this was currently the only public car here, the possibility of offering an alternative car park for permit holders was being explored.

**RECOMMENDED:**

That the car park remains a pay & display to increase income.

**4. Dolphin Street long stay car park Colyton**

This car park was well used and considered to be an important facility for the town helping to reduce on street parking stress and congestion. However it has historically been operated on a very low tariff (40p per hour) that was only increased to £1 per hour in April of this year so last year it produced less than £10,000 gross revenue but that may improve in the coming year.

**RECOMMENDED:**

No action - to be kept under review

**5. Brook Street long stay car park, Ottery St Mary**

This car park was well used by permit holding customers and to a lesser extent by visitors on a pay and display basis. The car park produced just under £5,000 resulting in a small operating loss of just over £1,000 last year.

**RECOMMENDED:**

No action - to be kept under review

**6. Estuary Lorry Park**

The lorry park was currently being used as the main compound for the Exmouth Tidal Defence Works. It was suggested that an alternative use for this land could, subject to further consideration by Members (and subject to formal consideration by Development Management Committee in due course) be development of a properly designed motorhome and campervan facility.

**RECOMMENDED:**

that the northern end of the carpark be development for a properly designed motorhome and campervan facility.

**7. Seaton Town Hall long stay car park**

This small car park was well used, primarily by permit holders. It was conveniently situated for the town centre but its pay and display transaction revenue was very low (less than £2,500 last year). Consideration could be given to making this a short stay car park. This would prevent local workers and residents using permits to park here all day. This in turn would free up spaces for visitors and shoppers which could see a significant upturn in revenue.

**RECOMMENDED:**

That this be made into a short stay car park.

**8. Seaton Jurassic Coach Park**

This had been underused and EDDC recently agreed to allow free of charge coach parking here to support Seaton's bid to become a "coach friendly town". The annual costs of operating this coach park were estimated to be around £2,300.

**RECOMMENDED:**

that this be reviewed in a year's time.

**9. Upper Station car park, Budleigh Salterton**

EDDC has the freehold to this car park with it being leased to the Town Council.

**RECOMMENDED:** that

- ) this be returned to a long term car park from 8 - 6pm 7 days a week and residents parking for free in the evenings after 6pm, and
- ) Andrew Ennis asks the Town Council what their intentions are concerning the lease on the car park.

**10. Brook Road car park, Budleigh Salterton**

This was a shoppers' car park restricted to two hour maximum stays. There was an opportunity to use pay and display to generate revenue to offset the estimated operating costs which last year were over £5,000.

**RECOMMENDED:**

that this become a short stay pay and display car park.

**11. The Green car park, Broadclyst**

Although the car park could potentially derive a small revenue income (estimated at £4,961 per annum), at an estimated running cost of £150 per space of £6,150 per annum plus the cost of installing a ticket machine at £4,500, the implementation of pay and display would not provide a net revenue income. In addition, the Parish Council had looked at the use of the car park in some detail and it is clear that the car park being available for parents picking up and dropping off children at no charge/without having to spend time buying tickets was of great community benefit in terms of safety for the local residents and the children attending the schools. However, while the Parish Council had put forward a strong case to have the car park remain free of charge, they were not prepared to assist in the running costs. The Parish Council considered that having taken over the maintenance of the public toilets in the village, no further financial burden should be paid for through the precept.

**RECOMMENDED:**

No action - to be kept under review

**12. School Lane car park, Newton Poppleford**

This car park was held by way of the freehold title and offers 33 spaces which were currently provided free of charge. There are various rights of access over the car park. The Parish Council would like the car park to remain free of charge and they advised that it was well used by the Doctor's surgery, Cemetery users, shoppers, the church, school teachers and by night, local residents. There is no real difference of opinion concerning the importance and value of this car park to the local community. However demand was high and from an asset management point of view, this was potentially a valuable asset that could be effectively managed via a fair and transparent charging regime which could well generate a useful surplus. Alternatively the estimated annual running costs of £4,300 would need to be met from elsewhere.

**RECOMMENDED:**

No action - to be kept under review

**13. Manor Farm Estate car park, Sidbury**

The Manor Estate Yard car park was a small free car park providing 19 parking Spaces. It was believed to serve local residents during the evenings and at weekends and users of the adjacent parish hall and visitors to Sidbury generally during the day. The estimated running costs of around £2,400 could be met by car park users in the form of permit parking and possibly pay and display. Alternatives might also be

available including long term reserved car parking for nearby dwellings with no off street parking space.

**RECOMMENDED:**

No action - to be kept under review

**14. Jarvis Close car park, Exmouth**

This car park was currently managed as a short stay shoppers' car park located at Littleham Cross. It had just 12 spaces and was currently available for use free of charge. The Council was the freehold owner with no abnormal covenants and therefore had potential for alternative uses. However, it may be an important amenity supporting local shopping and therefore the local economy. It was estimated its running costs to be a little over £1000 per year.

**RECOMMENDED:**

No action - to be kept under review

**15. Blackmore Gardens car park, Sidmouth**

This car park is the freehold property of East Devon District Council but has been leased to NHS Property Services on condition that it be maintained for the benefit of users of the library and health centre. Following complaints about "never being able to find a space" from the health centre's patients' group it had become apparent that the car park was not being actively managed and had become a useful free car park for Sidmouth's residents and commuters. EDDC was in discussions with NHS Property Services staff to ascertain whether they would be interested in working with us to improve the situation. To date no proposals have been forthcoming and we have now opened a dialogue with our property services colleagues about the possibility of reacquiring possession of this car park and managing it on a pay and display tariff with "short stay" restrictions that will maximise the chances of library and health centre users finding a space.

**RECOMMENDED:** that

- ) Andrew Ennis got back into discussions with the NHS and report back to the TAFF, and
- ) free spaces for disabled drivers be made available.

21 Date of next meeting

The next meeting would be held on Thursday 9 January 2020 at 6pm in the Council Chamber.

At the next meeting the following issues would be discussed;

- ) Raising the car parking rate to £1.10 per hour
- ) Consideration to the winter parking offer
- ) Plus 10 more car parks to be reviewed, with ones in towns being grouped alphabetically.

Attendance List

**Councillors present:**

M Chapman  
A Colman  
B De Saram

A Dent (Chairman)  
P Millar  
V Ranger  
J Whibley  
T Woodward

**Councillors also present (for some or all the meeting)**

T McCollum

**Officers in attendance:**

Jacqueline Collins, Civil Enforcement Officer  
Amanda Coombes, Democratic Services Officer  
Andrew Ennis, Service Lead Environmental Health and Car Parks

**Councillor apologies:**

K Bloxham  
J Rowland  
E Rylance

Chairman .....

Date: .....

## EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Car Parking Task and Finish Forum held at Blackdown House on 9 January 2020

### **Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.50 pm

#### 21 Public speaking

There were no public speakers at the meeting.

#### 22 Minutes of previous meeting

The minutes of the previous meeting held on 19 December 2019 were agreed as a true record, subject to Tony Woodward replacing Tony McCollum in the list of declarations of interest.

Councillor Val Ranger expressed a concern about minute 19 (12) regarding School Lane car park, Newton Poppleford and whether the discussion on all similar village car parks should include comments on whether running costs should be met from elsewhere.

It was noted that members had made comments at the 19 December meeting regarding Newton Poppleford, Broadclyst, Sidbury and Jarvis Close car parks that all these car parks had a great community benefit and that the cost of each of these car parks does not actually reflect the money spent on them, but a nominal cost spread across all car parks, pro-rata with the number of spaces

It was accepted that there was a need to be even-handed amongst all villages. Cllr Howe suggested that the possibility of giving smaller EDDC car parks to the parish councils should be investigated, as several larger villages already were responsible for car parks in their parish and precepted their parishioners accordingly.

#### 23 Declarations of interest

Minute 26 Review of Council's Car Parking Operations - .  
Councillor Andrew Colman, Personal, Exmouth Town Councillor.

Minute 26 Review of Council's Car Parking Operations - .  
Councillor Bruce De Saram, Personal, Exmouth Town Councillor.

Minute 26 Review of Council's Car Parking Operations - .  
Councillor Maddy Chapman, Personal, Exmouth Town Councillor.

Minute 26 Review of Council's Car Parking Operations - .  
Councillor Paul Millar, Personal, Exmouth Town Councillor.

Minute 26 Review of Council's Car Parking Operations - .  
Councillor Tony Woodward, Personal, Exmouth Town Councillor

Minutes 26 Review of Council's Car Parking Operations –  
Councillor Kim Bloxham, Personal, Cranbrook Town Councillor



Minute 26 Review of Council's Car Parking Operations –  
Councillor Jack Rowland, Personal, Seaton Town Council

24 Matters of urgency

There were no matters of urgency.

25 Confidential/exempt items

There were no matters which the officers recommended be dealt with in this way.

26 Review of Councils Car Parking Operations

The Chairman gave a summary to the work of the Car Parking Task and Finish Forum (TAFF) which was set up following the item being called-in. The first meeting established the facts and that the issue was essential part of the council's budget to increase its income from car parks. The second meeting highlighted detailed costings per car park with 15 of these being cost-negative costing the council £100k. The third discussed the financially negative car parks. This meeting would discuss the effect of raising the hourly rate to £1.10 and the £2 winter offer.

Andrew Ennis, Service Lead Environmental Health & Car Parks highlighted the income generated by a few car parks with the total gross income from car parks being £3.2m, reserved parking £43k and penalty charges £40k as an example. The costs of overheads allocated to car parks included business rates, VAT, maintenance charges, management costs, Streetscene and customer services to name a few.

Discussions on the effect of raising the hourly rate to £1.10 were as follows:

- ) Raising the hourly rate by an extra £0.10 to £1.10 (£0.55 for half an hour) would result in an estimated £277,000 of extra revenue, providing it did not deter existing customers.
- ) Concern expressed about the fiddly nature of increasing the charges by £0.05 and £0.10.
- ) Suggestion to instead of increasing by £0.10, raise the half hourly rate from £0.50 to £0.70.
- ) Working towards card and phone payment in every car park. Collecting money by phone was the cheapest way.
- ) Need to investigate possibility of all car parks going cash less in the future.
- ) Concerns that making payments by mobile phone only would disadvantage some, but it was acknowledged that most people had a payment card of some kind.
- ) Concern of how a blanket charge was going to work on the different sizes of car park in the district. Effect of this on the smaller car parks.
- ) Encourage customers to use a cashless method of paying by charging more for transactions made by cash.
- ) Need to phase out cash payments over time and move to phone and card.
- ) There was a significant cost to the cash machines used in car parks and the collection of cash.
- ) Importance of ensuring the viability of town centres.
- ) Suggestion to reduce the stay in short stay car parks from 3 to 2 hours to encourage turnover as the council's car parks were very busy.

**RECOMMENDED** 1. that £1 be the minimum charge in a car park, except in those car parks that are seen as an exception. This would include the transferability of car park tickets between car parks, using unspent time purchased on a ticket. Andrew Ennis, Service Lead – Environment and Car Parks would provide an estimate of the additional income created by this increase.

2. that over time the Council would wish to encourage customers to move away from cash payments to card and phone, but that the phasing out of cash payments be deferred to await a report on the consequences from Andrew Ennis – Service Lead – Environment and Car Parks and provide information on the possibility of making an additional charge for cash payments.

Discussions on the £2 Winter Offer were as follows:

- ) This offer had been established since December 2013 in response to a request from towns and chambers of commerce, had been a great success and revenue earner for the council.
- ) Concern that the £2 Winter Offer over filled the council's car parks and provided cheap car parking for town centre workers.
- ) The £2 Winter Offer brought people into town and promoted a community feel.
- ) In response to a suggestion that we compare our charges with other similar councils, it was noted that this exercise was undertaken in 2012 and that we were roughly in the middle of the level of charges for car parks.

**RECOMMENDED** that the £2 Winter Offer remains all day for long stay car parks and for 4 hours in short stay car parks and that permit holders be allowed the same offer for 1 November 2020 to 31 March 2021.

27 Date of next meeting

Thursday 13 February 2020 at 6.00pm in the Council Chamber

Attendance List

**Councillors present:**

K Bloxham  
M Chapman  
A Colman  
B De Saram  
A Dent (Chairman)  
M Howe  
P Millar  
V Ranger  
J Rowland  
E Rylance  
T Woodward

**Councillors also present (for some or all the meeting)**

B Ingham

V Johns  
G Jung  
T McCollum  
G Pook

**Officers in attendance:**

Andrew Ennis, Service Lead Environmental Health and Car Parks  
Christopher Lane

**Councillor apologies:**

J Whibley

Chairman .....

Date: .....