

**Agenda for Car Parking Task and Finish Forum  
Thursday, 11th February, 2021, 10.00 am**



**Members of Car Parking Task and Finish Forum**

Councillors K Bloxham, C Brown (Chair), M Chapman, A Colman, O Davey, M Howe, B Ingham, V Ranger (Vice-Chair), E Rylance and J Whibley

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**Venue:** Online via the Zoom App

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(or group number 01395 517546)

**Important - this meeting will be conducted online and recorded by Zoom only.  
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Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-virtual-public-meetings/#article-content>

- 1 Public speaking
- 2 Minutes of previous meeting (Pages 3 - 8)
- 3 Apologies
- 4 Declarations of interest
- 5 Matters of urgency  
Information on [matters of urgency](#) is available online

- 6 Confidential/exempt items  
To agree any items to be dealt with after the public (including the press) have been excluded.

7 Topics for discussion

- a) The EDDC climate emergency declaration and action plan and the role of our car parking strategy in tackling this (with specific reference to investment in electric vehicle charging infrastructure and appropriate charging tariffs) (Pages 9 - 12)
- b) The use of cash and incentives to use alternative payment methods (Page 13)
- c) Alternative sources of revenue (events, advertising, private sector management options)

8 Any other matters and next steps

[Decision making and equalities](#)

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**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Car Parking Task and Finish Forum held at Online via the Zoom App on 2 February 2021****Attendance list at end of document**

The meeting started at 10.00 am and ended at 12.30 pm

**41 Public speaking**

Liza McLean, who along with her husband runs a small a pet shop in Temple Street, Sidmouth, spoke about the Temple Street Car Park and emphasised to Members the importance that this out of town car park had with the community. She advised that the limited free for a limited time car park was used to safely drop and collect children from Sidmouth Primary School and to pop into the handful of businesses in Temple Street. She raised concerns that if charges were made these businesses would be hugely impacted as customers would turn to other alternatives rather than pay for parking such as buying on-line or to clog up residential roads.

**42 Minutes of previous meeting**

The minutes of the previous meeting held on 26 November 2020 were agreed as a true record.

**43 Declarations of interest**

46-49. A review of options (including possible asset transfer) for managing all car parks that do not generate any revenue income or operate at a net cost to EDDC..  
Councillor Andrew Colman, Personal, Exmouth Town Councillor.

46-49. A review of options (including possible asset transfer) for managing all car parks that do not generate any revenue income or operate at a net cost to EDDC.  
Councillor Maddy Chapman, Personal, Exmouth Town Councillor.

46-49. A review of options (including possible asset transfer) for managing all car parks that do not generate any revenue income or operate at a net cost to EDDC.  
Councillor Olly Davey, Personal, Exmouth Town Councillor.

46-49. A review of options (including possible asset transfer) for managing all car parks that do not generate any revenue income or operate at a net cost to EDDC.  
Councillor Eleanor Rylance, Personal, Broadclyst Parish Councillor and a user of The Green Car Park, Broadclyst.

**44 Matters of urgency**

There were no matters of urgency.

**45 Confidential/exempt items**

There were no items which officers recommended should be dealt with in this way.

## TOPICS FOR DISCUSSION

### 46 **A revised policy for motorhomes and campervans in EDDC pay and display car parks**

Andrew Ennis, Service Lead - Environmental Health and Car Parks updated Members on the progress made so far on the discussions for a revised policy for motorhomes and campervans as a result of an increased number of motorhomes and campervans using the car parks in East Devon. Members noted the current policy, that had been agreed, approximately 5 years ago, did not permit motorhomes and campervans in car parks between 10pm and 8am in order to help protect existing campsite businesses.

The Service Lead - Environmental Health and Car Parks updated Members on the Exmouth Pilot Scheme that had been introduced 2 years ago for motorhomes and campervans to stay overnight at two dedicated car parks in Exmouth which proved the demand was there. Members were asked to consider a number of issues including the management of domestic refuse and effluent, whether to consider offering better facilities and whether to offer the opportunity to store larger motorhomes in car parks over the winter at a cost of an annual permit of £100.

Detailed discussion took place on the proposal for a revised policy and included the following points from Non-Forum members and Forum Members:

- There was a need to attract tourism to help the economy but not at the cost of other businesses;
- France offers good facilities for overnight camping;
- There was a need to offer good sanitation if people stay overnight;
- There was a need to consider fire safety;
- How will the car parks be policed and fees collected?
- There was a need to offer storage of larger campervans for residents over winter;
- Clarification sought on the costings in East Devon compared to other districts;
- Concerns raised about brown waste being emptied in drains along the seafront and ending up on the beach;
- There was a need to consider chemical and waste disposal and to offer recycling;
- Prices should be increased for staying in town centres;
- There was a need for campervans to park inland with a permit to encourage off-road parking;
- The need to consider installing a height barrier along the seafront to stop vehicles camping overnight;
- Concerns raised about not increasing the charges too much and the need to make it value for money to encourage visitors to come back year after year;

In response to some of the points raised the Service Lead - Environmental Health and Car Parks replied:

- If done sensibly there was room in the market for self-contained campervans and motorhomes to stay up to 3 nights without impacting on local businesses;
- Some good points were made about providing proper toilet facilities including using existing public toilets;
- EDDC would need to consider proper fire safety regulations which would require vehicles to be between 4m – 5m apart;

- The collection of fees would rely on customer honesty with the potential of a 7am inspection of car parks when the Civil Enforcement Officers start work;
- Further debate was needed for the storage of motorhomes as appropriate sites would be needed;
- An effective regime was required for the enforcement of vehicles;
- Further debate was needed on an appropriate fee;
- The consideration of using existing toilets was welcomed but needed to be further explored;

**RECOMMENDED:**

That the Service Lead - Environmental Health and Car Parks prepare a report with recommendations for consideration by the Car Park Task and Finish Forum Members at a future meeting in March 2021.

47 **A review of options (including possible asset transfer) for managing all car parks that do not generate any revenue income or operate at a net cost to EDDC.**

Consideration was given to the Service Lead - Environmental Health and Car Parks report which sets out a category 2 list of car parks which required further scrutiny including consideration of an asset transfer due to their range of direct and other costs associated including business rates and maintenance.

Detailed discussion took place which included:

- Clarification sought on the category for the Church Street Car Park, Sidford;
- Temple Street Car Park is a convenience car park and is necessary for customers using the local businesses;
- Concerns raised that increased prices would have a negative impact on businesses;
- There was a need for imaginative thinking to help businesses;
- Supported the need to consider car parks with limited revenue;
- The Green Car Park, Broadclyst was well used by villagers;
- Beer Head Car Park keeps traffic away from the village;
- Clarification sought on actual figures on running costs and business rates;
- Clarification sought on how much each car park in category 2 was paying on maintenance;
- The need to be mindful of deprived areas;
- Concerns raised that the council making money would not go down well with the public especially in the middle of a pandemic when people are losing their jobs;
- The council needs to be seen as treating each village and town equally and fairly;
- The need to consider that car parks cost the council money;
- Annual permits cost £100 which amounts to about £2 per week;
- A suggestion was made to introduce up to 30 minutes free charge in car parks;
- Concerns raised for the need for accurate information that was itemised to help consider whether car parks can be offered as asset transfer to town and parish councils;

In response to some of the points raised the Service Lead - Environmental Health and Car Parks replied:

- In response to the need for accurate information Members were reminded that data had previously been provided which including details of business rates;
- To introduce a 30 minute free charge in car parks would be a risk to revenue that the council rely on.

**RECOMMENDED:**

That the Service Lead - Environmental Health and Car Parks prepare a report detailing the costings for each car park on the category 2 list and which do not currently generate any revenue, with a range of possible options for each one, which may include introducing charges or asset transfer amongst others, for the Task and Finish Forum Members to consider at a future meeting.

48 **Consideration of the introduction of evening charges in car parks where we currently do not charge for parking between 18:00 and 08:00 on the following day.**

Consideration was given to the Service Lead - Environmental Health and Car Parks report which set out a proposal to introduce an nominal evening charge of £1.00 to the following car parks to help with maintenance and to give a small budget to provide staff overtime to oversee the car parks:

- Lace Walk, Honiton, short stay car park
- West Street, Axminster, short stay car park
- Orchard car park, Seaton
- Central car park, Beer
- Ham East / West / Roxburgh and Mill Street car parks, Sidmouth
- Rolle Mews car park, Budleigh Salterton
- London Inn car park / Imperial Road car park, Exmouth
- Exmouth Pavilion car park, Exmouth

Discussion from Forum Members included:

- Would like to see an improvement in bus services if an evening charge was to be introduced;
- Members were supportive in general;
- Concerns raised about how easy would it be to purchase another ticket if people were doing shift work;

**RECOMMENDED:**

To propose the introduction of an evening parking charge of £1 to be reviewed after 1 year.

49 **Consideration of the introduction of Sunday charges for car parking in our inland car parks. (We already charge for car parking on Sundays in the car parks in our coastal towns).**

Consideration was given to the Service Lead - Environmental Health and Car Parks report which set out a proposal to introduce a Sunday tariff in car parks which would help towards maintenance and management of the car parks. Members noted that a Sunday car parking tariff had already been introduced to all coastal towns along with Colyton and Lympstone.

Comments received from Non-Forum Members included:

- Concerns raised that the introduction of a Sunday tariff would not be appreciated by the public;
- In small towns it would be very detrimental to people going to church and people using pubs and restaurants for Sunday lunch;
- The need to be mindful of the impact on the public and how to introduce new charges when non have existed before;
- Concerns raised about the lack of data and a suggestion was made to have a nominal charge to gather data to see how the machines were used or to introduce a free 30 minutes charging period;

Comments received from Forum-Members included:

- A suggestion was made to propose a trial it to see if it works and the effect it would have;
- The need to avoid creating anomalies and the need for parity across the district. It is unfair that some areas have to pay for parking on a Sunday when other areas do not;
- The need to publicise the annual permit as this may prove popular and generate a good income stream;
- Concerns raised about going from no charges on a Sunday to charges on a Sunday especially in the current climate;
- There is a need to make is easy and understanding across the district;

**RECOMMENDED:**

To propose the introduction of a Sunday car parking charge to be reviewed after 1 year.

50 **The EDDC climate emergency declaration and action plan and the role of our car parking strategy in tackling this (with specific reference to investment in electric vehicle charging infrastructure and appropriate charging tariffs).**

This item was deferred until the next meeting on Thursday, 11 February 2021.

51 **The use of cash and incentives to use alternative payment methods**

This item was deferred until the next meeting on Thursday, 11 February 2021.

52 **Alternative sources of revenue (events, advertising, private sector management options)**

This item was deferred until the next meeting on Thursday, 11 February 2021.

53 **Any other matters**

This item was deferred until the next meeting on Thursday, 11 February 2021.

**Attendance List**

**Councillors present:**

C Brown (Chair)

V Ranger (Vice-Chair)  
M Chapman  
A Colman  
M Howe  
E Rylance  
B Ingham  
O Davey

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

P Arnott  
P Faithfull  
P Hayward  
P Jarvis  
G Jung  
T McCollum  
A Moulding  
M Rixson  
J Rowland

**Officers in attendance:**

Andrew Ennis, Service Lead Environmental Health and Car Parks  
Wendy Harris, Democratic Services Officer  
Susan Howl, Democratic Services Manager  
Simon Davey, Strategic Lead Finance  
Jacqueline Collins, Civil Enforcement Officer

**Councillor apologies:**

K Bloxham  
J Whibley

Chairman .....

Date: .....



## Discussion Paper 5 - Climate Emergency Declaration and Action Plan

1. It seems clear that our priority of providing plentiful and affordable car parking in our towns to encourage motorists to drive to town centre locations to spend time and money in town centre businesses is based upon sound research and data published by the British Parking Association. Visitors to towns want to be confident that they will find parking close to their intended destination and they have no issue with paying a fair and reasonable tariff for using that facility.
2. It is also becoming clear however that increasingly the public is more aware of our climate emergency and this Council has now committed to an action plan to play its part by seeking to reduce our local carbon footprint. This is also a priority for this Council.
3. These two priorities are therefore in conflict.
4. There is of course a far bigger debate around the use for private vehicles generally, public transport accessibility in rural areas but alongside national policy, there is an opportunity for EDDC to begin to contribute to the infrastructure for electric vehicle charging infrastructure locally. There may also be opportunities to consider whether our tariffs are currently fit for purpose and encouraging the behaviours that we need to see emerging to help us tackle this emergency. It could easily be argued that higher tariffs in the most popular and congested car parks would not only contribute revenue towards investment in electric vehicle charging infrastructure but they could also “nudge” the public behaviour towards alternatives including avoiding car journeys altogether by shopping locally and abandoning unnecessary car journeys into town centres or by choosing active or public transport alternatives where these are viable.
5. Timing of any of these measures will be important and at this stage Members are being asked for their views on a direction of travel rather than any site specific decisions.
6. My recommendation would be that there should now be consideration given to a specific budget provision for the rollout of electric vehicle charging infrastructure. A number of options are available across the industry and these are often summarised as being on a continuum between simply leasing land to a private sector operator who will lease “x” numbers of parking bays (in carefully selected locations of their choosing of course) and over the next twenty or so years will develop and operate their own services – through to a local authority controlled business venture in which Councils invest in their own infrastructure and evolve into new areas of business (usually with a private sector partner) including sustainable power generation (through photovoltaic infrastructure), on site battery storage, electric vehicle hire and car clubs and the onward sale of electricity to residents through electric vehicle charging points and other possible outlets including leisure centres and other large energy users. The latter is of course higher risk but with potentially far better long term outcomes for residents.

## Electric Vehicle Charging Infrastructure

### 1.0 Introduction

For around 3 years now EDDC has been working with other district council partners in a collaboration lead by Devon County Council to deliver appropriate infrastructure across the region to underpin and encourage the use of electric and plug in hybrid vehicles locally.

We have found that decision making has been difficult throughout this has period due to a developing and often fast moving landscape with ongoing product innovation and subsidy opportunities from both EU initially and UK sources.

### 2.0 DELETTI phase 1

We have already procured our first official public charge points and these are being delivered under that contract this year. The so-called DELETTI project is currently in the statutory procurement standstill period and we will begin working with the successful contractor to install and operate fast charge points within the next few days and residents should see them “in the ground” soon. In East Devon there will be a new 22kW fast charging unit serving two adjacent charging-only parking bays in each of:

Exmouth: Imperial Road Short Stay car park

Honiton: Lace Walk short stay car park

Sidmouth: Ham East Short Stay car park

Seaton: Orchard Short Stay car park

The majority of funding for this project has come from a successful bid to the European Regional Development Fund and Council’s contribution to this project has been agreed as a maximum of £4,000 per unit, amounting to £16,000 in total. Subject to the Council approving the detail contained in the final lease document, the eight car parking spaces will be leased to the operator for a peppercorn rent and the Council will then take a share of the electricity revenue that we expect to increase significantly over the ten year operating period. All other costs associated with supply, installation, repair, replacement and management are borne by the successful contractor.

### 3.0 DELETTI phase 2

In addition we are now engaged in the project’s second phase, this time focussing on on-street residential charging as a priority. The phase 2 project is still at an early stage and EDDC has simply committed to entering into an agreement with the successful contractor following another formal procurement process to provide ten-year leases for agreed parking bays within specified car parks. At present the car parks mentioned in our letter of intent, based on officer advice and potential supplier feasibility studies are:

- Broadclyst, The Green
- Ottery St Mary, Brook street car park
- Budleigh Salterton, Lower Station car park

At this stage it is not envisaged that the Council would need to make a financial contribution to the project.

#### 4.0 Exeter rapid charging project

We are also in discussions with a supplier as part of another limb of the Devon collaboration, this project focussing primarily on the needs of residents to charge vehicles in and around Exeter.

A supplier (Gamma Energy) has successfully won funding from [innovate UK](#) to work with Devon County Council and partners to deliver the following:

- To supply, install and manage rapid chargers delivering 50kw.
- The cost to non-residents for rapid charging is 30p/Kwh (inclusive of VAT).
- Residents of each of the areas can receive a 10% discount (when they register with an app).
- For information, 20KWh provides approximately 50miles and would cost around £6.

The project has already secured 11 sites within the city of Exeter and in total they have funding for 150 charge units.

The project is funded to deliver outputs on a relatively tight timescale and we understand that in effect Innovate UK require units to have been **installed and be operational by early summer 2021** to enable their use to be evaluated within the life of the project. This now presents this Council with an opportunity provided we have the will and ability to act quickly.

Devon County Council and Gamma Energy have approached us inviting our interest in hosting these fully funded rapid charger units with some of our car parks where commuters and visitors are likely to find them of value. Like DELETI phase 2 there is no upfront cost to us and in return for hosting units on a peppercorn rent for a contract period of up to 15 years, we receive a 3% share in the increasing electricity revenue that arises over that period.

I have met on site with Gamma Energy and their initial interest in working with us amounts to 20 50kW rapid charging units to be installed and operated locally. I have obtained similar quotes previously and the installation of just one such similar 50kW rapid charging unit is of the order of £40,000-£50,000. Time is of the essence and if Members are minded to recommend further work then I propose an early report to Cabinet seeking authority to enter into the necessary leases without delay.

Sites currently of interest:

- Exmouth Imperial Road short stay car park – 5 chargers (serving ten charging bays)
- Exmouth Town Hall short stay car park – 2 chargers (serving 4 charging bays)
- Lypstone car park – 2 chargers (serving 4 charging bays)
- Sidmouth Ham West short stay car park – 4 chargers (serving 8 charging bays)

- We would also like to explore five or six other chargers in locations including Honiton, Budleigh Salterton and possibly Beer.

#### **4.0 Recommendations:**

- a. Note and endorse the ongoing work outlined above in DELETTI phases 1 and 1
- b. Report to Cabinet as a matter of urgency seeking authority to participate in the Innovate UK funded Exeter Rapid Charging Project to install and operate up to 20 rapid charging units in EDDC's public car parks this year.

## Cash and other options

In order to guide the discussion of the TAFF, the following points may be of assistance:

1. Ten years ago the overwhelming majority of our £4million + gross car park revenue income came to us in the form of either cash (especially coins from our car park pay machines) or cheques (for permit purchases and payment of penalty charges).
2. The revenue streams for online payments, payments by cards in car park pay machines (both chip and pin and more recently contactless) and pay by mobile phone are all increasing year on year.
3. Although the current financial year has been different due to the pandemic, the following (year to date) breakdown may be of interest.

Online:	£467,000
Cash:	£999,000
Card:	£525,000
Mobile phone:	£225,000

4. There are a number of issues associated with cash including the cost of collection (still over £30,000 annually) along with the risk of theft and attempted theft (sadly both of which result in significantly more cost in repairing or replacing damaged machinery than the few hundred pounds in coins typically sitting in each cash vault).
5. However there are ongoing issues with customer dissatisfaction with our digital transformation and whilst there are clear advantages in moving away from cash, Members views are sought as to whether the time has yet come for further measures to either restrict cash options or provide incentives to use other options.