



COMMITTEE TITLE: Finance, Assets, Investments & Recovery Committee

DATE: 12 July 2023

REPORT TITLE:	Town Hall Car Park
REPORT OF:	Phoebe Barnes, Director Assets and Investments

REPORT SUMMARY

The demand on staff parking is increasing. The North Car park at the Town Hall Ingrave Road, is predominantly allocated for staff however it currently is an allocated public car park in the borough. Staff, members, and visitors travelling to the town hall are unable to park as the public utilise the spaces. To manage the parking effectively at the Town hall it is recommended that Zone A is returned to a staff car park Monday – Friday and that the car park be made for public parking at weekends only.

RECOMMENDATIONS

That the Council's off-street parking order is amended for the Town Hall (North Car Park) Zone A Car Park in Appendix A to the following:

- **Staff Permit Parking Only Monday to Friday.**
- **Public parking at weekend only.**

Car Parks Zone B (Visitors) and Zone C (South car park) to remain as they currently are.

SUPPORT ING INFORMATION

1.0 REASONS FOR RECOMMENDATIONS

To ensure that the Council as an organisation, operating from the Town Hall has the appropriate car parking provision that can be managed effectively.

2.0 OTHER OPTIONS CONSIDERED

For the parking provision to remain as it is and staff or members to park at the Multi Storey Car Park.

For evening charges to be applied of an evening during the week and the car park to be staff only from 7am-7pm Monday to Friday.

3.0 BACKGROUND INFORMATION

Main Report

Introduction and Background

1. On the 10th of July 2019, the Policy, Resources & Economic development Committee amended the parking order relating to the Town Hall site.
2. This was following the redevelopment of the town hall and the asset itself being occupied by multiple users requiring parking provision.
3. The Town hall car parks were zoned and divided as follows:
 - Zone A (The North car park) this is predominantly the staff car park including bays for staff with either health or mobility issues
 - Zone B (the visitors car park) this is a public car park. There are a total of 4 disabled bays for visitors.
 - Zone C (the South Car park) this is for permit holder's car park reserved for businesses, residents, and partners in the building.
4. As the organisations recover from the pandemic, the utilisation of office space by staff and face to face meetings increase. This is putting demand on staff parking in the North Car Park.
5. Staff, visitors, and members have struggled to park in the North Car Park due to the increase in the public in paying to park in the car park. Predominantly it has been noticed that students at the Brentwood Private School are paying to park in the North Car park.

Issue, Options and Analysis of Options

6. There are a total of 64 spaces in the north car park. Including the disabled bays and electric vehicle charging bays. 3 of these spaces are allocated for Police vehicles and one space is allocated for the Council's enforcement vehicle, with a further space allocated for the Chief Executive. Therefore, 59 spaces remain.
7. The parking team have been enforcing on the car parks at the town hall over a number of weeks. On average there has been 16 spaces that have been

paid to park and 5 vehicles on average that have had Penalty Charge Notices (PCN's) issued for not paying to park in the car park. 21 spaces on average are being utilised by the public.

8. Staff that are carrying out site visits are becoming frustrated that on completing site visits as part of their role they cannot return to the office as there is not a space available.
9. There is an increasing amount of anxiety amongst staff who are worrying about where to park if they cannot find a space in the North Car park.
10. An alternative has been offered to staff, to park at the Multi-Storey Car Park located on Coptfold road. However, staff have to build in extra travelling time throughout the day to travel to and from their car. In addition, the parking team and CCTV team have to man the exit barrier if the ANPR system does not recognise the vehicle registration allocated to permits for Zone A.
11. In addition, staff who then attend evening meetings must move their car back to the Town Hall so that they do not get locked in the MSCP.
12. By changing the car park to a staff only car park Monday to Friday, the space in the car park that are not designated bays can be utilised by staff if they wish to be 'blocked' in. Allowing more staff to park on site. As the car park is a public car park anyone parking out of bay including staff and members with permits will be issued with a PCN.
13. The Council recently introduced a reduced term-time season ticket for King Georges Playing Field. Council Officers will reach out to the school users of the town hall car park to encourage them to take up this alternative offer.

4.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

There will be an expected loss of income of £16,100. In total the Town Hall Car Park generates approximately £17,400 income per annum. It is expected that the public users however will park elsewhere, utilising the Multi-Storey Car Park and potentially King Georges. Therefore, the loss of income should be less than calculated. Finance will monitor the actual income against the budget and variances will be reported through the budget monitoring updates.

Consulting and changing the parking charges for this site including replacing signage can be covered within existing budgets.

5.0 LEGAL IMPLICATIONS

Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer

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The Council has powers within an existing legal framework to control parking and formally designate sites within a parking order. The provisions for varying Off Street Parking Orders are set out in the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004. The Council is obliged to formally consult with the County Council and the Police when seeking to vary an existing Parking Order

The Council must have regard to relevant statutory guidance in the exercise of its functions in connection with the control of parking.

6.0 RELEVANT RISKS

- Risk of any changes have been considered. There is a small reputational risk of the Council as an organisation redistributing current public users of the car park.

7.0 ENGAGEMENT/CONSULTATION

This amendment will come into force again once consultation has been completed. Consultation includes advertising the changes in the local paper and then the parking order can be amended and enforced.

8.0 EQUALITY IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager – Communities, Leisure and Health

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Public users are able to use the disabled car parking bays currently in the North Car Park. However, these are predominantly used by staff. A review has been undertaken and there is a need to provide 3 additional disabled bays to support staff that are blue badge holders. Public users still can utilise the 5 disabled bays allocated in the other zones at the town hall.

The Council has a duty to promote equality both in service delivery and employment to ensure greater efficiency, effectiveness and fairness to its residents.

9.0 ECONOMIC AND CLIMATE IMPLICATIONS

Name & Title: Phil Drane, Director – Place

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There are no direct economic implications. Provision of town centre car parking supports the local economy, but this recommendation does not impact on wider car parking availability. Staff working at the Town Hall have a role to play supporting local businesses. There are no direct environmental or climate implications.

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APPENDICES

- **Appendix A – Town Hall Car Park Map.**

BACKGROUND PAPERS

- None