



ASSETS AND FACILITIES SUB-COMMITTEE

1st February 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Assets and Facilities Sub-Committee at which your attendance is summoned, will be held at **Council Chamber 1, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Monday, 6th February, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors R Ash (Chair), J Atkins, A Henderson, J Orme, I Palmer and R Phipps



For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.



A G E N D A

PART I

(Open to the Public)

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Dispensations**

To receive and consider requests for dispensation (if any).

4. **Presentation of Parking Report** (Pages 5 - 10)

To receive and recommend to full council of 14th February 2023 the 6 Month parking report.

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Assets & Facilities Committee Teignmouth Town Council

DATE: 6th February 2023

REPORT OF: TOWN CLERK

SUBJECT: PAY AND DISPLAY 6 MONTH PARKING REVIEW

PART I

RECOMMENDATION

Committee is recommended to resolve that:

- (a) The community land at the bottom of Bitton Park covered in the original traffic order be brought sufficiently into operation before 01/04/2023, and**
- (b) The existing traffic order be amended in time to reach the Highways and Traffic Orders Committee (HATOC) to be held on 15th June. This should contain the following:**
 - a. The instigation of a publicly available 24/7/365 permit initially for the sum of £520 with the number on offer to be raised initially to 25 permits. Existing single day or night permits will remain, but numbers will reduce to initially 5 of each as they are not renewed,**
 - b. The inclusion of 6- and 8- hour parking options; and**
 - c. To leave all other charges unaltered pending the fees and charges review for 01/04/2024.**

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1. BACKGROUND

- 1.1 The implementation pay and display (P&D) parking served to restore control of the car parks of Bitton House, and Park Hill which had been lost to unauthorised parking. This had initially been raised through the Car Park Working Party (2018). This control has now been restored through the introduction of the P&D system and has ensured that parking is now available for room hirers, tenants, and visitors to the Council offices etc.

The officers involved in this review were:

For Teignmouth Town Council (TCC)

- Iain Wedlake – Town Clerk
- Cliff Spong – Projects & Facilities Manager

For Devon County Council (DCC)

- Chris Rook – Traffic Management Team Manager
- Amy Garwood – Senior Traffic Technician

2. OPTIONS CONSIDERED

- The legacy permits (£520) we offer, is it possible to offer a public version of this at the same price?
- Is it correct that we have 2 years from implementation to bring the 3rd car park into P&D?
- Regards the 4-hour parking option, can the town council offer longer options 6 or 8 hours. (Can this be done within the existing Traffic Order (TO) or does it need amendment or replacement?)
- The no return within 1 hour, can this be amended or removed? (Can this be done within the existing TO, or does it need amendment or replacement?)
- Can we alter the stop and start times for overnight parking? (Can this be done within the existing TO, or does it need amendment or replacement?)
- Would we be able to find a means of the Town Council taking a room booking and including parking with the Town Council staff issuing an on the day permit? In the fee, we would obviously share 50% of the revenue with DCC.
- The costs for meters, signage etc. was about £3K higher than we expected, mainly officer time; be useful to understand that.
- We would like a discussion regards what we can change within the TO, and what might trigger an alteration or replacement of it.
- How much notice do we need to change prices?

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- Can we establish the frequency at which we can expect usage data, Ringo data, machine A data, machine B data, data on the 3 permit types & data on fines issued, just numbers?
- Park Hill (Side car park), can we remove overnight charges just from that area?
- What is the procedure for price changes (inflation) and the notice we need to do it?
- A good understanding of what we can do in regard to the existing TO, what amendments can be made, and what would trigger a replacement? What are the processes for alterations?

3. DATA GATHERED

Existing parking spaces:

- Bitton House – 37
- Park Hill – 12
- Community land at the bottom – 21 + 1 disabled

Current permit allocation:

- 4 x public legacy permits @ £520.00 / year
- 13 x public day / night permits (Day and night purchased together) @£600.00 / year
- 1 x night only permit @ £250.00 / year
- 49 x Bitton House user permits (Tenants, Staff etc.)

Other demand:

- 1 new room upstairs to let
- Tenants' visitors

Predicted future demand:

- Increased use of Bitton House room hire
- Basement tenants / room hirers an additional 7-9 rooms
- EV charging users

4. FINANCIALS

4.1 Meter usage

Meter usages for the 6-month period of April to October 2022:

Bitton House meter =	978
Park Hill meter =	286
Total Ringo transactions =	978

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4.2 Income Generated

50% of legacy permit holders x 4 for 6 months (@ £520.00 / year / 2)	= £520.00
50% of day/night permit holders x 13 for 6 months (@600.00 / year / 2)	= £1,950.00
50% of night only permit holders x 1 for 6 months (@ 250 / year / 2)	= £62.50
50% of Ringo income for 6 months	= £711.95
50% of meter income for 6 months	= £1,336.73
Total for 6 months	= £4,581.18

Therefore, potential outturn for the year (total for 6 months x 2) = **£9162.36**

However

Ringo income increased 27% Q1 – Q2

Meter income increased 19.5% Q1 – Q2

Therefore, a reasonable prediction could be an outturn could be in the region of **£11,000.00**

4.3 Ongoing Costs

NNDR (PA)	= £1,796.00
Yearend outturn is predicted to be in the region of	= £9,250.00

4.4 Cost reduction for regular users and revenue increase

To increase revenues whilst reducing the financial burden on regular users it is considered appropriate and possible to introduce a £520 day/night permit and increase the availability to 25 permits initially. This will save those users £80 (16%) and should result in a revenue increase of **= £2,600.00**

4.5 Risks

Removal of any chargeable areas

If any area was to be omitted on the same campus, then this would almost certainly affect demand for permits, if you made an area free overnight why would people purchase an overnight permit? And therefore, that would defeat the purpose of an all-day permit. Furthermore, if someone purchases a permit now they have the option of accessing any one of 49 spaces if say Park Hill was omitted then they would only have access to 36 spaces again devaluing the permit.

VAT

Should any part of the car park be removed from the scheme then VAT cannot be reclaimed on the expenditure required to repair and resurface the area this could lead to a cost to the people of Teignmouth in the region of **£30,000.00**

Community Units (Land at the Bottom) Car Park

The proposed costs for introducing P&D, for meter & officer time, is circa £5,500.00

The cost of not including this car park, by Alexandra Terrace, within the existing Traffic Order timescale, by May 2023, would cost a further circa £6,000.00

5 **Futures**

The new planning application for Bitton Park, if approved, will increase the number of parking spaces from 49 to 66 the extra comprising 3 disabled and between 6 – 15 EV charging spaces initially. There will also be cycle racks and a “bike hanger” facility.

Iain Wedlake
Town Clerk

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