

Agenda



Listening Learning Leading

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Date: 29 July 2020
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A MEETING OF THE

Cabinet

WILL BE HELD ON THURSDAY 6 AUGUST 2020 AT 6.00 PM

THIS WILL BE A VIRTUAL, ONLINE MEETING.

Members of the Cabinet

Member	Portfolio
Sue Cooper (Chair)	Leader of the Council, Cabinet member for legal and democratic
Robin Bennett (Vice-Chair)	Cabinet member for economic development and regeneration, and deputy leader (statutory deputy leader during the following months: May, July, September, November, January and March)
Maggie Filipova-Rivers (Vice-Chair)	Cabinet member for community services, and deputy leader (statutory deputy leader during the following months: April, June, August, October, December and February)
Pieter-Paul Barker	Cabinet member for partnership, including the Five Councils' Partnership
Andrea Powell	Cabinet member for corporate services
Leigh Rawlins	Cabinet member for finance
David Rouane	Cabinet member for housing and environment, and Didcot Garden Town
Anne-Marie Simpson	Cabinet member for planning

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ITEMS TO BE CONSIDERED WITH THE PUBLIC PRESENT

Reports considered with the public present are available on the council's website.

1 Apologies for absence

To record apologies for absence.

2 Minutes (Pages 4 - 9)

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 9 July 2020.

3 Declaration of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4 Urgent business and chair's announcements

To receive notification of any matters which the chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chair.

5 Public participation

To receive any questions or statements from members of the public that have registered to speak.

CABINET DECISIONS

6 Recommendations from other committees

To consider any recommendations to Cabinet from other committees.

7 Car park fees and charges (Pages 10 - 27)

To consider the head of housing and environment's report.

8 Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1 to 7 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in

disclosing the information.

ITEMS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

The council hereby gives notice that it intends to hold part of this Cabinet meeting in private to consider the following items for the reasons set out in the 'exclusion of the public' item above. These reports are not available on the council's website.

9 Restrictive covenants

To consider the head of development and regeneration's report. (Paper to follow)

MARGARET REED

Head of Legal and Democratic



Listening Learning Leading

Minutes

OF A MEETING OF THE

Cabinet

HELD ON THURSDAY 9 JULY 2020 AT 6.00 PM

THIS WAS A VIRTUAL, ONLINE MEETING.

Present:

Cabinet members: Councillors Sue Cooper (Chair), Robin Bennett, Maggie Filipova-Rivers, Pieter-Paul Barker, Andrea Powell, Leigh Rawlins, David Rouane and Anne-Marie Simpson

Officers: Shaun Berry, Steve Culliford, Andrew Down, Philip Ealey, Simon Hewings, Suzanne Malcolm, Adrianna Partridge, Margaret Reed, Mark Stone, Shona Ware and Michelle Wells

1 Minutes

RESOLVED: to adopt as correct records the minutes of the Cabinet meetings held on 30 January, 11 February, 5 and 10 March 2020 and agree that the Chair signs them as such.

2 Declaration of disclosable pecuniary interest

None.

3 Urgent business and chair's announcements

None

4 Public participation

Cabinet received a written statement from Oxfordshire South and Vale Citizens Advice in support of its grant allocation.

5 Recommendations from other committees

Cabinet considered recommendations from other committees.

Climate Emergency Advisory Committee – 29 June 2020 and Scrutiny Committee – 8 July 2020

Corporate plan 2020 to 2024

The Climate Emergency Advisory Committee had considered the draft corporate plan on 29 June and made the several suggestions for clarification. The Cabinet member and officers had agreed to take these points into consideration:

- regarding Finance Investment and Innovation – explicitly stating invest wisely with climate emergency in mind, e.g. avoiding fossil-fuelled companies
- clarify what is meant by the Gateway site
- support the concept of encouraging behavioural change on climate change matters
- pick out more third-party agencies to emphasise partnership working, for example the Chilterns Conservation Board and the North Wessex Downs Area of Outstanding Natural Beauty authority
- use planning powers to enshrine green spaces
- encourage where possible net-zero in build and operation
- strengthen active travel and cycling infrastructure
- support the creation of an Oxfordshire-wide local nature partnership to promote an ambitious nature recovery programme, including tree and meadow planting, re-wilding and providing habitats for wildlife

The Scrutiny Committee had also considered the draft corporate plan on 8 July and asked that the following comments were taken on board in the final draft for consultation:

- In theme 1: homes and infrastructure that meet local needs, focus on what the council has influence to do
- Retrofit homes to make them sustainable
- Ensure the council is well-placed to tap into any government scheme/funding and advise and signpost residents to make use of schemes
- Would like to see more specific details such as a workable definition of affordable housing
- Balance between aspiration and pragmatism but the corporate plan must aspire and inspire—we can be champions of carbon zero
- Planning enforcement is important to our residents, consider whether to strengthen this in the illustrative projects
- Importance of picking up on contextual matters, e.g. operating within legal planning framework and central government changes that could be coming
- In theme 2: improved economic and community wellbeing—support, no changes suggested
- In theme 3: action on the climate emergency, focus on what we can influence
- Are the themes ranked in any particular order and should they be ranked, e.g. climate emergency first?
- The active travel illustrative project should include walking and bus travel
- In theme four: protect and restore our natural world, the council has a duty to protect the rural nature of the district
- Consider including the Environment Agency in the list of relevant partners, as a closer relationship would be beneficial, particularly in relation to flood risk
- Include wildlife corridors as a project and a project around local green space designation in urban areas
- In theme five: Investment and innovation that rebuilds our financial viability, maximise the value of the council's transformation budget
- The plan needs to be realistic on what is deliverable within financial constraints
- In theme six: openness and accountability, build on the Local Government Association's survey that demonstrated that public levels of trust in local authorities after the Covid-19 crisis are at an all-time high
- Add in representation of different groups into introductory theme text

- Consider increased public participation and accessibility of all public meetings
- Encourage diversity in democratic decision-making
- Promote the corporate plan in different languages, easy-to-read materials, and plain language to extend reach
- Consider hard copy materials in public places like libraries

The Cabinet member for corporate services thanked the Climate Emergency Advisory Committee and the Scrutiny Committee for their comments, which would be taken into account in building the final draft plan.

6 Corporate plan 2020 to 2024

Cabinet considered the draft corporate plan for 2020 to 2024. The Cabinet member for corporate services thanked the Climate Emergency Advisory Committee and the Scrutiny Committee for their comments, which would be taken into account in the final draft plan; the committees' suggestions were all valid. There would also be a variety of methods used to consult, including video messages from Cabinet members. The consultation would run from 16 July to 13 August. The consultation results would inform any changes needed to the plan before it was submitted to Cabinet on 1 October and to Council for approval on 8 October 2020.

Cabinet welcomed the feedback from the Climate Emergency Advisory Committee and the Scrutiny Committee and thanked officers and the Cabinet member for their work on the draft plan. Cabinet supported the draft corporate plan and looked forward to the consultation results in the autumn.

RESOLVED to approve the draft corporate plan 2020 to 2024 for consultation.

7 Homelessness and rough sleeping strategy

Cabinet considered the head of housing and environment's report on the homelessness and rough sleeping strategy. The strategy was reviewed periodically. This year, it included reducing rough sleeping, a government requirement.

The Cabinet member for housing reported on the work undertaken to develop the document. The strategy had three aims, to:

- prevent homelessness whenever possible
- end incidents of homelessness at the earliest opportunity
- end the need for rough sleeping

To achieve these aims the strategy had five objectives, to:

- improve county-wide partnership working to prevent and reduce homelessness
- minimise the use of temporary accommodation
- further develop our housing needs service to prevent and relieve homelessness at the earliest opportunity
- improve access to emergency accommodation and increase support for rough sleepers
- improve access to sustainable accommodation for households who are either at risk of homelessness or who are homeless

The Cabinet member pointed to the consultation results: 83 per cent had strongly supported the strategy. Scrutiny Committee had also considered the draft strategy and given its support also.

Cabinet welcomed the strategy and thanked officers for their work. Cabinet concluded that the council had a strong track record in the prevention and reduction of homelessness. The homelessness and rough sleeping strategy would build on this success by continuing to drive down homelessness and rough sleeping in the district. Many elements of the new strategy were already in place and had stood up well during the council's response to the Covid-19 pandemic. The latest figures for the district were low. The benefits of working with other councils and agencies across Oxfordshire during the past few months had proven that strategy was effective. Councillors also welcomed the aim to bring empty homes back into use. Officers were asked to update the data before publishing the strategy.

RESOLVED: to adopt the homelessness and rough sleeping strategy, as set out in the head of housing and environment's report to Cabinet on 9 July 2020, subject to the head of housing and environment updating the data within.

8 Housing assistance grants and loans policy

Cabinet considered the head of housing and environment's report on the draft housing assistance grants and loans policy.

The Cabinet member for housing reported that the aim of the policy was to:

- provide a fair and transparent policy for the administration and management of housing related grants and loans
- provide a clear framework for the delivery of grants and loans
- ensure the council met its statutory duties and exercises its powers in accordance with relevant legislation and regulations
- increase the range of grants and loans available to better reflect the needs of residents
- increase the delivery of grants and loans subject to available funding and
- accelerate the delivery of grants

The policy included new measures designed to deliver the aims of the policy by:

- introducing new grants and services to benefit residents, including a grant for persons living with dementia
- increasing the maximum disabled facilities grant entitlement from £30,000 to £50,000 to help fund more expensive adaptations
- removing the means test for disabled facilities grant adaptations under £8,000 that would accelerate delivery and reduce waiting times for residents
- using flexible funding arrangements introduced to improve service delivery, such as the secondment of an occupational therapist to accelerate and increase the delivery of grants and reduce waiting times for residents and
- in certain circumstances, recovering part of the cost of a disabled facilities grant from owner-occupiers to re-invest the funding in order to maximise the number of grants delivered

Cabinet supported the policy as it would provide a transparent framework for increasing the range of available grants and introduce new measures to enhance service delivery.

Most of all, it would improve the lives of people with housing support needs by enabling them to live safely and comfortably in their own homes.

Cabinet noted that officers were working on a communications strategy tailored to those in need of this service. Cabinet welcomed this and suggested that publicity material was provided to libraries, medical surgeries, health visitors, carers, Citizens Advice, and the many community support groups that had proved valuable during the Covid-19 pandemic.

Cabinet thanked the officers for their work.

RESOLVED to:

- (a) adopt the housing assistance grants and loans policy, as set out in the head of housing and environment's report to Cabinet on 9 July 2020; and
- (b) authorise the head of housing and environment to make minor amendments to the policy.

9 Oxfordshire Growth Board Terms of Reference and Memorandum of Understanding

Cabinet considered the report of the acting deputy chief executive – partnerships. This set out a proposal to amend the Oxfordshire Growth Board's terms of reference and memorandum of association following a review undertaken by the Growth Board.

The adoption of these documents represented stage one of two in implementing outcomes from the Growth Board review. Subject to the new purpose and terms of reference being agreed by all six principal councils in Oxfordshire, stage two would involve a more detailed review of the Board's operating arrangements to reflect the increasing importance of protecting the environment and tackling climate change. This included assessing how the Board interacted with emerging proposals for a local nature partnership.

The revised terms of reference had an emphasis on sustainable development and the pursuit of a zero-carbon future for Oxfordshire. The updated memorandum of association provided greater operational clarity about handling freedom of Information requests. Several minor changes had also been included to reflect the terminology and arrangements included in the revised terms of reference.

Cabinet supported the changes.

RESOLVED to:

- (a) approve the Oxfordshire Growth Board's terms of reference and memorandum of association, as set out in appendices 1 and 2 to the 9 July 2020 Cabinet report of the acting deputy chief executive – partnerships; and
- (b) authorise the chief executive, in consultation with the leader and the Growth Board, to make minor amendments to the terms of reference and memorandum of association, as required to support the operational efficiency of the Growth Board's work.

10 Revenue grants scheme

Cabinet considered the head of corporate services' report regarding the revenue grant scheme. The report set out the options to:

1. offer the current recipients of a revenue grant a one-year extension, which would be conditional on them providing services to respond or recover from Covid-19 in 2021/22; or
2. close the scheme as planned at the end of the 2020/21 financial year.

Cabinet considered that the scheme should be extended as set out in option 1 above, to bring benefits to the community where it was most needed in response to the Covid-19 pandemic. The groups and organisations listed in the report had proved valuable during the last few months.

RESOLVED: to approve a one-year extension to the council's revenue grant scheme that offers the current recipients funding at the same level as this year (2020/21), conditional towards the provision of Covid-19 response and recovery services in 2021/22.

The meeting closed at 7.22pm

Chair

Date

Cabinet Report



Listening Learning Leading

Report of Head of Housing and Environment

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Wards affected: all

Cabinet member responsible: David Rouane

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To: CABINET

Date: 6 August 2020

Car park fees and charges for 2020/21

Recommendations

That cabinet:

- (a) determine whether it wishes to amend the car parking fees in line with the proposals set out in paragraph 11 to 28 of this report

if cabinet agrees to implement charging on Sunday, to

- a) agree to remove the reference e) in the car park pricing policy (2006) that states 'No fees and charges to apply on Sundays'

In addition, if cabinet does agree to amend the fees and charges, to:

- (b) authorise the head of Legal and Democratic to prepare and publish a draft order under the Road Traffic Regulation Act 1984

and

- (c) allow the head of Housing and Environment to oversee the necessary consultations in accordance with the requirements of the Act and the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and responses will be reported back to cabinet after the end of the consultation period.

Purpose of Report

1. This report provides information for cabinet members to consider an in year review of car park fees and charges. Reviewing the car park fees and charges each year is in line with the council's car park pricing policy, which is attached to this report as appendix 1.

Corporate Objectives

2. The provision of public car parks contributes to the achievement of our strategic objective "building the local economy" by giving access to shops, businesses and services within the towns and some villages. It also contributes towards our strategic objective of "effective management of resources" by providing car parking that is value for money and meets the needs of the users.

Feedback from Climate Emergency Advisory Committee (CEAC)

3. The CEAC considered a number of options for reviewing car park fees and charges at their meeting on Tuesday 28 January 2020. The committee agreed not to make any recommendations to cabinet but they wanted cabinet to consider the need for:
 - reduced pollution
 - more public transport
 - vibrant town centres

Background

4. The car park pricing policy as shown in appendix 1, balances the requirement for users to meet the costs of the car parks, with the need for charges to be economically viable having regard to the impact they have on the local economy.
5. No changes to fees and charges have been made in recent years. The last change was in 2012 when the cabinet agreed to half price season tickets for those working in South Oxfordshire and free parking on Saturday afternoons in all car parks. The cabinet last increased fees by 10p and excess charges by £10 in 2007.
6. Appendix 2 shows the current car park fees and season ticket prices. The current fees include for a period of free parking in all car parks, continued free parking for those displaying disabled badge and motorbikes an free parking on Saturday afternoons in all car parks. Appendix 3 shows a comparison of the current fees and charges with other neighbouring local authorities.
7. On the 24 March 2020 the council suspended car park fees in response to the COVID-19 crisis. The loss of income for 2020-21 equates to an estimated £240,000 as at 31 May 2020 and it is therefore important to pursue this delayed project.

Car park account over six years

8. Table 1 below estimates how the net cost of car parks will change over a six-year period 2019/20 to 2024/25 if no changes are made. Reviewing the income and expenditure over a six-year period allows cabinet to take a medium-term view of how income and expenditure are likely to change and see whether the account predicted to run at a loss or with a surplus.

The actual out turn in 2019/20 has been used to project an outturn each year over the next five years.

Table 1 Car park income and expenditure over a five-year period.

The 2020/21 forecast includes an estimated £240,000 loss of income over the period 24 March to 8 June 2020 due to the Covid-19 crisis.

	Actual 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Total	787,366	762,131	782,644	792,603	802,850	813,395
Expenditure total	980,108	960,688	989,294	999,763	1,005,001	1,015,220
Income total	(1,090,056)	(887,121)	(1,130,221)	(1,133,411)	(1,136,693)	(1,140,070)
Net (income)/expenditure	(109,948)	73,567	(140,927)	(133,648)	(131,692)	(124,850)

9. The car park policy states that the fees should be set at a level so that over the five years they at least meet the costs of running the car parks. There is a predicted net expenditure in 2020/21 largely due to a reduction in income due to Covid-19 (£73,567) and the income for the rest of 2020/21 is expected to be less than budgeted. In the following years there is a forecast of a relatively small surplus of income (12 percent of the income) although these estimations are based on income pre-Covid-19.
10. The car park pricing policy paragraph b) states that, "Pricing may be used to regulate and influence usage to support town centre vitality and viability".

Options

11. Officers propose the following amendments to the car park fees A to C in order to meet paragraph a) of the policy for the fees to be set to at least meet the expenditure as well making up for the loss of income due to the Covid-19 crisis and the need to support market town shops as they recover from the crisis.
 - A. Align all charging car parks in the centre of market towns of Didcot, Henley, Wallingford and Thame, as well as Goring, to all have up to one hour of free parking between the charging hours. And to amend charging hours to 9am to 5pm Monday to Saturday in all car parks where a charge is made.
12. This option would have the greatest impact in the town centre car parks of Kings Road and Greys Road in Henley as they currently have a charge of 60p for up to one hour. Officers calculate that option A would lead to a decrease in income of an estimated £130,000 per year based on current tickets obtained by users of Kings Road and Greys Road car parks. The Goldsmiths car park in Wallingford would also change as it currently offers up to two hours parking. (Officers have estimated the change in income at Goldsmiths Lanes as de minimis as it is difficult to estimate the change in usage). This option also removes the free parking on Saturday afternoons which is currently available in all car parks.
13. If Option A is agreed the car park account will be predicted to be in deficit each year by up to £68,000 and therefore officers propose the following options to meet the requirements of the car park policy for the income to at least meet the expenditure.
 - B. Increase all fees (for up to two hours and above) by 20p
14. The fees vary in each car park but for example, Option B is a change of:

up to 2 hrs £1.00 to £1.20
up to 3 hrs - £1.60 to £1.80
up to 5 hrs £1.80 to £2.00
up to 8 hrs £2.20 to £2.40
up to 10 hrs £3.40 to £3.60.

15. Officers estimate that the income would increase by £61,000 per year. There would be a relative increase in the cost of permits as this is linked to the day rate and this is estimated to produce an additional £5,000 of income from permits, total £66,000 additional income. Appendix 2 lists the current permit prices.

C. Change the current permitted parking period from Monday to Saturday to Monday to Sunday, 9am to 5pm in all car parks

16. Option C would introduce a parking fee on Sundays and bring in line the daily charging periods for all car parks. Based on current usage figures on a 'normal' week day and the introduction of charging for up to one hour in the two centre car parks in Henley, officers estimate the additional income from Sunday charging as £138,000 per year across all car parks which includes income from fees and charges less the cost of implementation and the additional cost of enforcement (one more part time car park inspector).

17. This proposal requires a change in the car park pricing policy (2006) (see appendix 1) which states e) 'no fees and charges to apply on Sundays'. This will require the cabinet to confirm a change to the policy.

18. Officers also propose other operational changes D to G are detailed below:

D. Increase the all-day parking fees at Edinburgh Drive car park, Didcot and Wheel Orchard car park, Goring.

19. Our car park inspectors have noticed an increase in the number of users parking all day in Edinburgh Drive car park and then walking down to the train station. The current all-day parking fee is £3.40 compared to £5.50 for up to 4 hours and £7.00 for up to 24 hours at the new multi-storey car park and £6.00 in the surface car park opposite the station entrance. Officers recommend that the all-day fee is increased to £5.00 for up to 8 hours. This would increase income by £4,000 per year and potentially encourage commuters to use the station multi-storey car park.

20. In similar circumstances to Edinburgh Drive car park in Didcot, rail users park all day in Wheel Orchard car park and take the train from the nearby Goring train station. To make the cost of parking competitive with the prices at the train station (£5.40), officers propose to increase the cost of parking all day at Wheel Orchard car park from £3.40 to £5.00. The change in income is negligible.

E. Half priced permits for electric vehicles only

21. Parking permits are available to all (quarterly and annually) which offer reduced rates compared to daily parking charges and half price permits are available for people coming into the town/village to work and/or for vehicles with less than 120/km CO₂ emissions. Appendix 2 shows permit prices.

22. Officers propose removing the half price permits if you travel into the town to work. The permits already offer a reduced rate to park compared to daily rates (45 percent discount for annual permits and 36 percent for quarterly permits).
23. Half price permits will be available for electric vehicles only (those vehicles able to travel at least 20 miles with zero CO₂, rather than those with vehicles emitting less than 120g/km CO₂ emissions). Officers estimate the change to the income to be negligible.

F. Introduce fees at High Street car park, Chinnor

24. Parking in the High Street and Church Road areas of Chinnor has been difficult for some time and the problem has increased with new developments and more people using the local shops. Indiscriminate parking on the narrow streets leads to congestion and poor traffic circulation. The parish council reports some parking in the car park for 24 hours or more.
25. A maximum stay of two hours, 9am to 5pm, Monday to Sunday would increase the turnover and allow for more spaces for people visiting the shops. Residents with no off-street parking could still park overnight. Any fee would need to include for up to one hour free parking in line with most other South council car parks and introducing a fee for up to two hours would not be cost effective. Officers suggest that the usage would be monitored during the year the free parking reviewed next year.
26. Chinnor Parish council has confirmed that they support the proposal of a maximum two hour stay at the High Street Car Park, Chinnor.

G. Review of permits

27. Parking permits are available for all car parks where there is an all-day fee and are sold at a reduced price compared to daily purchase. Permits are sold on a first come first served basis and based on a reduction from the day rate of 36 percent reduction for quarterly permits and 45 per cent reduction for annual permits. There is currently no agreed maximum number of permits that can be issued per car park. Our car park contractors, Saba, have proposed the maximum numbers below based on experience from daily patrols. Officers propose that car parks have a maximum number of permits available based on the car park location as below:

Car park name	No. of bays	No. of 'live' permits	Proposed maximum number of permits allowed/percentage of bays	Notes
Edinburgh Drive, Didcot		0	0	Risk of rail users buying permits at reduced rates so no permits available
<u>Henley</u>				
Kings Road and Greys Road		0	0	Short stay car park only
Southfields, Henley	55	28	28/50%	Medium and long stay
<u>Wallingford</u>				
St Georges	18	11	18/100%	Further from town centre so encourage more permit users
Castle St	20	8	10/50%	Close to residential area
Thames St	27	10	13/50%	

Goldsmiths Lane	132	32	33/25%	
Thame				
Cattlemarket	119	47	48/40%	Car park very busy on market auction days
Wheel Orchard, Goring	55	8	10	

H. Charging points for electric vehicles

28. Officers are currently working with officers from Oxfordshire county council to consider the installation of chargers for electric vehicles in car parks. If agreed, the provision of electric vehicle charging points will require changes to the car park order to enforce their proper use. Officers therefore request that cabinet agree for these changes to be included in any new order (for example electric vehicle parking in bay exceeding time limit and unauthorised parking in bay reserved for electric vehicle charging).

Table 1: Summary of proposed changes

Option	Description	Proposed fee	Increase in income pa	Reduction in income pa	Require new car parking order?
Proposed changes in line with car park policy					
Do nothing	No changes	N/a	An annual surplus each year of approx. 12% of income. (£140,927 in 2021/22)		
A	Align all car parks in the centre of market towns of Didcot, Henley, Wallingford and Thame, as well as Goring (i.e. introduce free parking for up to one hour in Kings Road and Greys Road car parks, Henley)	Monday to Saturday charging 9am to 5pm Up to one hour - no charge in all charging car parks		£130,000	Yes
B	Increase all fees (for up to two hours and above) by 20p	up to 2 hrs £1.00 to £1.20 up to 3 hrs - £1.60 to £1.80 up to 5 hrs £1.80 to £2.00 up to 8 hrs £2.20 to £2.40 up to 10 hrs £3.40 to £3.60.	£61,000		No, can be done by advert and notices in car parks
C	Change the current permitted parking period from Monday to Saturday to Monday to Sunday, 9am to 5pm in all car parks	Same fees and charging periods as currently apply for all car parks but extend to Sundays.	£138,000		Yes and change to pricing policy
Operational changes					
D	Increase the all-day parking fee at Edinburgh Drive car park, Didcot and Wheel Orchard	From £3.40 to £5.00 to park all day	£4,000		No, can be done by advert and notices in

	car park, Goring				car parks
E	Half priced permits for electric vehicles only	Remove reduced rates permits for those coming into the towns and under 120g/km. Half price permits for electric vehicles only.	Negligible		Yes
F	Introduce limited waiting in Chinnor car park	Max stay of two hours (no charge)	Negligible		Yes
G	Review of permits	Review of permits to set maximum sales	N/a		No
H	Charging points for electric vehicles	N/a	N/a		Yes

Indicative timetable - review

Meeting	Date	Comments
Cabinet	Thursday 6 August	Agree changes and authorise head of legal to agree draft order for consultation. If agreed a 20p increase across all car parks for all fees can be implemented by giving 21 days notice
Consultation	September to October	Minimum four weeks formal consultation on new order
Scrutiny	October	Date to be confirmed
Cabinet	December 2020	Consider any representations and agree new order
Publish order and organise new signs	January 2021	
Implement	By February 2021	

Economic development implications

29. Appendix 3 compares car park fees and charges to neighbouring local authorities and shows that current fees are very competitive and have not changed since 2007. Bringing all car parks in line to provide up to one hour free supports the car park policy paragraph c) 'support town centre vitality and viability'.

Financial Implications

30. Any council decision that has financial implications must be made with the knowledge of the council's overarching financial position. The position reflected in the council's medium-term financial plan (MTFP) as reported to Full Council in February 2020 showed that the council was due to receive £2.2 million less in revenue funding than it planned to spend in 2020/21 (with the balance coming from reserves including unallocated New Homes Bonus). This funding gap was predicted to increase to over £6.5 million per annum by 2024/25 before recent events including delivering a response to the Coronavirus and planning for further changes in Government Grants. Latest estimates show the council funding gap increasing by approximately £2m in 2020/21 which will worsen further in the medium term due to delayed changes to Business rates income. Every financial decision will be made in cognisance of the need to eliminate this funding gap during the next five years.
31. Like many local governments facing substantial funding cuts and a slow economy, the medium-term financial position of the council is extremely sensitive to any change. The annual budget is balanced by income generating services and cross subsidy within this area of the budget must be avoided in all circumstances.
32. The car park account is balanced for the medium term excluding the impact on fees and charges of the Covid-19 pandemic in 2020/21. However, this includes approximately £91,000 of excess parking notice income. Using this income in this way involves risks in respect of income trends when parking practices change and public perception that penalties are used to pay for the service which can lead to increased appeals and/or reputational damage.
33. If no options are approved from the report, then the account is forecast to remain balanced albeit with the use of excess charge notice income. However, there are several areas where an additional financial impact of Covid-19 could be suffered due to behavioural changes. Clearly any resurgence in infection rates would heighten the risk of a renewed lock down and there may be less cars in the area if as appears likely that more residents work from home or use other greener forms of transport. It is currently very difficult to accurately estimate the effects of this, but it is possible and likely that with no action the car park account will not remain balanced.
34. The report contains several options for consideration but to maintain a balanced account the impact of individual and combined changes to policy are set out below.
35. If option A is approved the cost to the parking account is estimated to be £130,000 creating a deficit going forward and additional changes to policy will be necessary.
36. In order to conform to the council car park policy, the service should break even at worst. If no additional charges are levied, then the policy would likely have to be amended with due regard to paragraphs 30 and 31 above in the 2022/23 Financial year.
37. Options B and D in the report will contribute £65,000 additional income if implemented which would allow the parking account to be balanced if option A is approved, albeit with the use of excess charge notice income. However, this would leave the medium-term balance on the car park account dependant on excess charges and fees will need to be increased again in 2022/23 to reduce reliance or offset reductions on this type of

income. The estimated increase in parking fees required is 10p per hour unless Option C in the report is approved.

38. Option C in the report will contribute £138,000 additional income if implemented and together with Options B and D will contribute £203,000 to the parking account. Introduction of option A at the same time would bring this additional income down to £73,000. This would facilitate the parking account remaining essentially balanced for the medium term, eradicate the reliance on excess charge income and allow medium term improvements to facilities.
39. Any changes to the fees will involve a cost; to update the software in the car park machines, to amend the tariff boards and depending on which change is agreed, to advertise the order, amounting to up to £3,000. These costs can be met from existing budgets.

Legal Implications

40. The purpose of having car park orders under Section 32 of the 1984 Road Traffic Regulations Act (RTRA) is for 'relieving or preventing congestion of traffic'. The council has no legal powers to set parking charges at a higher level than that needed to achieve this. The council meets this requirement by having off-street car parks which are accessible and well used which means that people do not park on the highway which may cause traffic to be held up.
41. The legislation allows for tariff changes (such as Option B to increase all fees by 20p) to be made by a simple process by way of a Variation Order. This requires a notice in the car park that the tariff change relates to and in the local newspaper. We must allow 21 days before the new fees come into effect.
42. If cabinet agree to implement any other options such as changing the current 'free' parking, introducing Sunday charging, changing the charging periods this will require the making of a new order. Doing this would be in accord with the general duty upon the council under section 122(1) of the 1984 Road Traffic Regulations Act (RTRA), to ensure the provision of suitable and adequate off-street parking facilities and "secure the expeditious, convenient and safe movement of traffic".
43. The RTRA grants the power to the council to make an order. The 1984 Act, together with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 (LATO), sets out the procedure we must follow. The council is required to publish the proposed order in the car park and in the local press. The Council must also consult with the county council (who must consent to the order) and other appropriate organisations including the Police. Cabinet must consider all representations received before making the order.
44. Cabinet will need to authorise the head of legal and democratic to prepare and publish a draft order under the RTRA and to agree for the Head of Housing and Environment to carry out the necessary consultations in accordance with the requirements of the Act and the LATO and to report back to cabinet on the responses received after the end of the consultation period which is normally 28 days. Officers aim to bring a report to cabinet by December 2020 to consider any objections and representations and decide or not to change the order in light of these.

45. The legal requirements to change the order as above will take at least four months. If the cabinet agrees in August to remove the free parking periods and/or introduce Sunday charging then the new order may be able to come into effect by 1 February 2021. However, the exact date will depend on whether the decision is subject to a scrutiny call-in and whether representations are received that cabinet wants to take into consideration.

Equality and diversity

46. The car parks continue to offer up to five per cent of the total number of spaces as extra wide spaces for disabled drivers in line with national standards, but this may be more or less depending on location and demand. There is no charge to park when displaying a valid blue badge in any space.

47. Offering a period of parking for up to one hour in the town centre car parks in Henley (Greys Road and Kings Road car parks) brings all the car parks in line. It also supports the shops and businesses in Henley.

48. The council has no up to date usage survey information on how many users park on Sundays. Anecdotal evidence would suggest that the car parks are just as well used on a Sunday that any other weekday, if not more. This could be because currently there is no charge. Having a charging regime on a Sunday including a period of parking at no charge for up to one hour would ensure there is a certain turn over of spaces rather than users parking all day for free.

Risks

49. Officers have included a risk factor in their calculations for estimating the income from car park users paying to park rather than park for free but the risk remains that the proposed changes will not produce the income estimated. The risk is that people will choose to shop elsewhere or use alternative means of transport and that the increase in income will be less than estimated. This may thereby impact on the businesses in the town if the number of visitors to the towns reduces.

Communications

50. A change to the car park order will require a formal consultation with the highways authority and other statutory consultees. The changes will be advertised in local newspapers and in all the car parks.

51. Officers recommend that a consultation/information exercise should be carried out at the same time (late 2020) with residents and users of the car park as well as other stakeholders such as the town councils, business networking groups and chambers of commerce.

Climate implications

52. South has agreed a target to work towards a carbon neutral council by 2025 and a carbon neutral district by 2030. The options above include ways to encourage people to invest in EVs by making parking less expensive by offering permits at a reduced price for EVs.

Other implications

53. The two car parks at Rye Farm and Hales Meadow are owned by the Vale Council but located in the district of South Oxfordshire and there is a legal deed in place which allows the Vale to operate the car parks within the administrative area of South. These two car parks therefore operate under a different car parking order to all the other car parks in South and any formal changes to the order will require Vale to consult with South.

Conclusion

54. If the proposals to align the offer of free parking in Henley are adopted the car park accounts will show a forecast deficit over the next five years and officers recommend changes to fees in line with the car parking policy in order to meet the costs of running the car parks. Officers have provided a number of ways for this to be achieved and request the cabinet to indicate which of the options should be implemented.

Background Papers

- None

Appendix 1 Car park pricing policy 2006

- a) Car park fees and charges shall be set so that over a five-year rolling period they at least meet the costs of car parks calculated in accordance with proper accounting practice. Costs will include charges for capital expenditure.
 - b) Pricing may be used to regulate and influence usage to support town centre vitality and viability. Therefore, short term and long term parking to be differentially priced and located to encourage workers to park on the edge of towns to free up town centre parking for shoppers and visitors.
 - c) Car park fees and charges to be benchmarked against
 - i. car parks provided in towns and villages in the district by other bodies
 - ii. on-street parking charges
 - iii. car parks in neighbouring authorities:
 - Cherwell DC
 - Aylesbury Vale DC
 - Wokingham DC
 - Wycombe DC
 - Vale of White Horse DC
 - d) Parking is provided free of charge for disabled badge holders
 - e) No fees and charges to apply on Sundays
 - f) Parking fees and charges to be reviewed annually
1. Season tickets and permits
- g) Season tickets are available for purchase in advance by residents, tourists and businesses for all long stay car parks but do not guarantee a place. They are available for one year, a quarter or one week at a discounted rate.
 - h) Permits are available for market traders which give discounted rates for all day parking in long stay car parks for one particular day of the week over a quarter or a year. They also do not guarantee a place.
 - i) Discounts will be determined each year when fees and charges are reviewed.

Appendix 2 South Oxfordshire District Council car park fees and charges 2019

Location/ Postcode/Costcode/Connect Code	Number of Bays	Disabled Bays	MotorCycle Bays	1 Hours	2 Hours	3 Hours	5 Hours	8 Hours	10 Hours	Max Stay	No Return	Operational		Allow Carry Over ?	
												Days	Times		
Didcot															
Edinburgh Drive - OX11 7LT CP99 9317 CP03 1416	104	6	Yes	Free	1.00	1.60	2.00	3.40		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 2	No	
Goring															
Wheel Orchard - RG8 9HB CP99 9317 CP18 1420	55	3	No	Free	0.80		2.00		3.40	23 Hrs	1 Hr	Mon - Fri Sat	8 - 6 8 - 2	Yes	
Henley															
kings Road - RG9 2DQ CP99 9317 CP05 1421	340	19	Yes	0.60	1.00	1.60				3 Hrs	2 hrs	Mon - Fri Sat	10 - 5 8 - 3	No	
Greys Road - RG9 2AA CP99 9317 CP04 1422	147	7	Yes	0.60	1.00	1.60				3 hrs	2 Hrs	Mon - Fri Sat	10 - 5 8 - 3	Yes	
Southfields - RG9 1BJ CP99 9317 CP20 1423	55	3	No				2.20	3.20		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 2	Yes	
Wallingford															
Cattlemarket - OX10 0HF CP99 9317 CP10 1424	142	9	Yes	Free	1.00		2.00	2.40		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 1	Yes	
Goldsmiths Lane - OX10 0DS CP99 9317 CP12 1425	132	6	No	Free	Free	1.60		3.40		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 12	No	
Thames Street - OX10 0BH CP99 9317 CP15 1426	27	2	Yes	Free	1.00		2.00	2.40		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 1	No	
Castle Street - OX10 8DL CP99 9317 CP09 1427	20	1	No					1.70		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 2	Yes	
St Georges - OX10 8JE CP99 9317 CP11 1428	18	1	No					1.70		23 Hrs	1 Hr	Mon - Fri Sat	9 - 5 9 - 2	Yes	
Riverside - OX10 0EB Low CP99 9317 CP13 1429	280	2	No	0.60					1.10	23 Hrs	1 Hr	Mon - Fri Sat	9 - 6 9 - 2	No	
Riverside High Season				0.60		1.10			2.40			As Above	As Above		
Riverside Out Of Season				Free	Free	Free	Free	Free	Free			Mon - Sun			

<u>Thame</u>																
Cattlemarket - OX9 3FD																
CP99 9317 CP06	1430	119	7	No	Free	1.00		2.00	2.40			23 Hrs	1 Hr	Mon - Fri	9 - 5	Yes
														sat	9 - 2	
Southern Road - OX9 2BX																
CP99 9317 CP08	1431	65	4	No	Free	1.00	1.60					3 Hrs	1 Hr	Mon - Fri	9 - 5	No
														Sat	9 - 2	

Wheatley Car park
 Benson Car Park
 Chinnor Car Park
 Culham Car Park

Church Road Wheatley
 Mill Stream Benson
 High Street Chinnor
 Culham Lock, Culham

OX33 1NB (Max 4 Hour Stay)
 OX10 6RL
 OX39 4SJ
 OX14 3BT

CURRENT PERMIT PRICES

Half price permits available to vehicles with less than 120g/km CO2 emissions.

Half Price permits available if you travel into the town for work, for the town you are applying for (proof required) .

CAR PARK	QUARTERLY (inc VAT)	QUARTERLY 1/2 price (inc VAT)	ANNUAL (inc VAT)	ANNUAL 1/2 price (inc VAT)	MARKET TRADER ANNUAL ONE DAY/WEEK (inc VAT)	MARKET TRADER QUARTERLY ONE DAY/WEEK (inc VAT)
Southfields, Henley	£158.00	£79.00	£543.00	£271.50	£91.00	£26.00
Thames Street, Wallingford	£117.00	£58.50	£403.00	£201.50	n/a	n/a
Cattlemarket, Wallingford	£117.00	£58.50	£403.00	£201.50	£67.00	£28.00
Goldsmiths Lane, Wallingford	£168.00	£84.00	£578.00	£289.00	n/a	n/a
St. Georges, Wallingford	£82.00	£41.00	£280.00	£140.00	n/a	n/a
Castle Street, Wallingford	£82.00	£41.00	£280.00	£140.00	n/a	n/a
Riverside, Wallingford (low season) (31st Mar to 30th June & 1st Sept to 31 Oct)	£42.00	£21.00	£146.00	£73.00	n/a	n/a
Riverside, Wallingford (high season) (1st July to 31 Aug)	£117.00	£58.50	£403.00	£201.50	n/a	n/a
Cattlemarket, Thame	£117.00	£58.50	£403.00	£201.50	£67.00	£20.00
Wheel Orchard, Goring	£168.00	£84.00	£578.00	£289.00	£96.00	£28.00

For vehicles with less than 120g/km CO2 emissions or people who travel into the town to work in the District's towns	Half price for all types of season tickets (proof required)
Riverside swimmers permit (for leisure centre card holders only)	No charge (max stay 1.5 hours)
Replacement permits	£12.00 (inc VAT)
Day rate for gazebos, trailers, market stalls (commercial businesses only, minimum one day rent). Express permission required prior to the event from Head of Service in consultation with the portfolio holder	£20.00 plus VAT per day per space
Skips: Subject to proof of Public Liability Insurance. Minimum of 2 bays per skip	£40.00 plus VAT per day for any part of a 24 hour period - payable in advance (see website for terms & conditions)
Annually: calculated as daily rate x 6 days x 52 less 45%	
Quarterly: calculated as daily rate x 6 days x 13 weeks less 36%	
Calculations have been rounded up to no decimal places	

Appendix 3 - Comparison of car park fees and charges, June 2019

Place	Average Charging periods	up to 1 hour	up to 2 hours	up to 3 hours	up to 4 hours	up to 5 hours	up to 6 hours	Up to 7 hours	up to 8 hours	up to 10 hours	up to 12 hours	ECN
South Oxfordshire District Council	9am to 5pm 8am to 6pm (in Henley on Saturdays)	Free or 60p	80p	1.60		2.0 to 2.30			1.80 to 3.40			Max £70
Train Station, Henley (APCOA on behalf of First Great Western) (discounts apply if pay by 'phone)	All day			1.30	1.80		2.90		4.60			Max £80
Dry Leas (Henley rugby club)	9am-5pm Mon to Friday										3.20	unknown
Mill Meadows (Henley Town Council) Mon-Fri Free after 7:00pm Sat and Sun and BHs		1.50 1.80	3.00 3.50		6.00 7.00	Over 4 hrs £8.00 9.00	Over 6hrs					Max £70
Wycombe DC (High Wycombe) Easton Street	7am – 8pm Mon - Sat	1.00	2.00	2.50	3.00	3.50	4.00	Over 6hr £9.00				Max £70
Wycombe DC (High Wycombe) Baker St	Car Park Closed											
Wycombe DC (Marlow) Riley Road	7am - 7pm Mon – Sat (£1.00 Sunday and Bank Holidays)	80p	1.60	2.50	3.00		4.00				6.50	Max £70
Woking Borough Council (Victoria Way, Brewery Road & Heathside Crescent)	6am - 7pm Mon – Sat (also charges Sunday at reduced rate)	1.40	2.80	4.20	5.60		6.50	10.00			£11 up to 24hr	Max £70
Wargrave, School Lane (short stay)	8am - 6pm Mon - Sat	50p	60p		2.00					4.00		Max £70
Wokingham town centre, Easthampstead Rd (long stay)	8am - 6pm Mon - Sat	70p	1.20	2.00	2.00		3.00			4.00		Max £70
West Berkshire Council (Newbury central library)	8am - 6pm Mon - Sat (*£2 after 6pm)	1.50	2.70	3.90	5.20		7.20		8.70		12.00	Max £70
Aylesbury Vale DC (Upper Hundreds Town centre – short stay)	8am - 6.30pm Mon – Sat Sun & B/H £1.50	1.00		2.00	3.50	5.00	Over 5 hrs £8.00					Max £70
Aylesbury Vale DC (Hampden House – inner long stay)	8am - 6.30pm Mon - Sat Sun & B/H £1.50					2.50					4.00 up to 24 hrs (£1 overnight)	Max £70

Place	Average Charging periods	up to 1 hour	up to 2 hours	up to 3 hours	up to 4 hours	up to 5 hours	up to 6 hours	Up to 7 hours	up to 8 hours	up to 10 hours	up to 12 hours	ECN
Aylesbury Vale DC (Friarscroft – outer long stay)	8am - 6.30pm Mon - Sat										3.00 up to 24 hrs (1.00 overnight)	Max £70
Banbury (Market Pl, ultra short stay)	8am - 6pm Mon –Sun	£1.20 (80p up to 30 mins)										Max £100.00
* Vale of White Horse DC (Portway, Wantage)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.30	3.30		4.30				5.30	Max £80
* Vale of White Horse DC (Gloucester St, Faringdon)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.00	2.40		2.60				2.80	Max £80
* Vale of White Horse DC (Cattlemarket, Abingdon)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.50	3.40		4.30				5.30	Max £80
West Oxfordshire DC (Marriotts Walk multi-storey, Witney)	8am - 6pm Mon -Sat	Free	Free	Free	Free	Free	Free	Free	Free	Free		Max £70
West Oxfordshire DC (Woodford Way)	8am - 6pm Mon -Sat	Free	Free	Free	Free	Free	Free	Free	Free	Free		Max £70
Cherwell DC (Claremont)	8am - 7pm Mon -Sun	60p	1.20 or Sunday £1 over 1hr	1.70								Max £100
Cherwell DC (Cattle Market)	8am - 7pm Mon -Sun	60p	1.20 or Sunday £1 over 1hr	1.70	2.20					2.50		Max £100
OCC (Redbridge Park & Ride)	5am - 6:30pm	free	1to 11 hr £2.20	11-24 hrs£4.00	24-48hrs £8.00	48-72hrs £12.00	28days £30.00					Max £100
OCC (Oxpens)	6am -5pm Mon-Sun 5pm-6am Mon-Sun £3.50	3.00	4.00	5.00	7.00	9.00	11.00	6-12 hrs 18.00			12-24 hrs25.00	Max £100
OCC (Worcester Street)	8am -8pm Mon-Fri 8am -8pm Sat-Sun 8pm-8am £4.00	4.00 4.50	6.00 7.30	9.00 10.00	11.50 12.50		18.00 20.00		28.00 30.00	35.00 35.00		Max £100

Bus charges

Benson to Wallingford
Shiplake to Henley
Steventon to Didcot

Single

£1.80
£2.80
£2.20

Return

£2.80
£4.00
£3.20