



WOKINGHAM BOROUGH COUNCIL

An Extraordinary Meeting of the **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN on **TUESDAY 25 OCTOBER 2022 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage
Chief Executive
Published on 17 October 2022

The role of Overview and Scrutiny is to provide independent “critical friend” challenge and to work with the Council’s Executive and other public service providers for the benefit of the public. The Committee considers submissions from a range of sources and reaches conclusions based on the weight of evidence – not on party political grounds.

Note: Non-Committee Members and members of the public are welcome to attend the meeting virtually, in line with the Council’s Constitution. If you wish to participate, either in person or virtually via Microsoft Teams, please contact Democratic Services. The meeting can also be viewed live using the following link: <https://youtu.be/tee9X7H1PrU>

This meeting may be filmed for inclusion on the Council’s website. Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council’s control.

Our Vision
<i>A great place to live, learn, work and grow and a great place to do business</i>
Enriching Lives
<ul style="list-style-type: none"> • Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background. • Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone. • Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of. • Support growth in our local economy and help to build business.
Providing Safe and Strong Communities
<ul style="list-style-type: none"> • Protect and safeguard our children, young and vulnerable people. • Offer quality care and support, at the right time, to reduce the need for long term care. • Nurture our communities: enabling them to thrive and families to flourish. • Ensure our Borough and communities remain safe for all.
Enjoying a Clean and Green Borough
<ul style="list-style-type: none"> • Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future. • Protect our Borough, keep it clean and enhance our green areas for people to enjoy. • Reduce our waste, promote re-use, increase recycling and improve biodiversity. • Connect our parks and open spaces with green cycleways.
Delivering the Right Homes in the Right Places
<ul style="list-style-type: none"> • Offer quality, affordable, sustainable homes fit for the future. • Ensure the right infrastructure is in place, early, to support and enable our Borough to grow. • Protect our unique places and preserve our natural environment. • Help with your housing needs and support people, where it is needed most, to live independently in their own homes.
Keeping the Borough Moving
<ul style="list-style-type: none"> • Maintain and improve our roads, footpaths and cycleways. • Tackle traffic congestion and minimise delays and disruptions. • Enable safe and sustainable travel around the Borough with good transport infrastructure. • Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.
Changing the Way We Work for You
<ul style="list-style-type: none"> • Be relentlessly customer focussed. • Work with our partners to provide efficient, effective, joined up services which are focussed around our customers. • Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough. • Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.
Be the Best We Can Be
<ul style="list-style-type: none"> • Be an organisation that values and invests in all our colleagues and is seen as an employer of choice. • Embed a culture that supports ambition, promotes empowerment and develops new ways of working. • Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business. • Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient. • Maximise opportunities to secure funding and investment for the Borough. • Establish a renewed vision for the Borough with clear aspirations.

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Councillors

Jim Frewin (Chairman)	Andrew Mickleburgh (Vice-Chairman)	David Cornish
Andy Croy	Peter Dennis	Graham Howe
Norman Jorgensen	Adrian Mather	Stuart Munro
Gregor Murray	Alison Swaddle	

Substitutes

Gary Cowan	Michael Firmager	Chris Johnson
Pauline Jorgensen	Morag Malvern	Charles Margetts
Alistair Neal	Beth Rowland	Rachelle Shepherd-DuBey
Wayne Smith	Bill Soane	

ITEM NO.	WARD	SUBJECT	PAGE NO.
45.		APOLOGIES To receive any apologies for absence.	
46.		DECLARATION OF INTEREST To receive any declarations of interest.	
47.		PUBLIC QUESTION TIME To answer any public questions on items contained within this Agenda. A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this Committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
48.		MEMBER QUESTION TIME To answer any Member questions on items contained within this Agenda.	
49.	None Specific	CALL-IN COVERING REPORT - OFF STREET CAR PARK CHARGES To consider a covering report on the Call-In and the procedure to be followed by the Committee.	5 - 26

50. None Specific

**OFFICER RESPONSE TO THE CALL-IN - OFF
STREET CAR PARK CHARGES**

27 - 30

To consider a report setting out the officer response to the Call-In relating to Off Street Car Park Charges.

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

CONTACT OFFICER

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Democratic & Electoral Services Specialist

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Civic Offices, Shute End, Wokingham, RG40 1BN

Agenda Item 49.

TITLE	Call-In of Executive Decision – Off Street Car Park Charges
FOR CONSIDERATION BY	Overview & Scrutiny Management Committee on 25 October 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

PURPOSE OF REPORT

The Call-In process exists to ensure that key decisions are taken in line with agreed principles set out in the Council's Constitution relating to, for example, openness, consultation and proportionality. The Call-In process provides public confidence in the Council's decision making process.

RECOMMENDATION

The Committee is asked:

- 1) to consider the Call-In request relating to the Executive decision on Off Street Car Park Charges and the officer response to the Call-In;
- 2) having considered the Call-In and relevant evidence, determine whether to confirm the Executive decision or refer the matter back to the Executive for further consideration, with recommendations as appropriate.

SUMMARY OF REPORT

In accordance with the Council's Constitution, five non-Executive Members of the Council have submitted a formal notice "calling-in" the Executive Decision relating to proposed changes to Off Street Car Park Charges.

The decision was taken at the Executive meeting on 29 September 2022.

The Executive decision was:

"That the Executive agreed to increase the parking charges as detailed in the amended report, (which included a schedule of revisions on page 11) circulated and published as a supplementary paper."

The report sets out details of the Council's Call-In procedure, the procedure to be followed at the meeting and the options available to the Committee following consideration of the evidence.

Background

At its meeting on 29 September 2022, the Executive considered a report on Off Street Car Parking Charges.

The report stated that the Council had not increased off street car parking charges since 2018 unlike many other local authorities. Although this had been generally welcomed, the current tariffs had not been subject to inflationary increases in line with the Council's other fees and charges.

The income collected for car parking was essential in helping to maintain the Borough's roads and footways to ensure that they are of high quality and safe for all users. If the fees and charges are not increased the Council's ability to continue to maintain the highway to current standards will be compromised significantly.

Current predictions for 2022/23 estimated a loss of income of between £0.6m and £0.8m and, although it was hoped that parking usage would increase over time, there was no guarantee as the new hybrid ways of working for many people did not appear to be showing any signs of reverting back to the pre-pandemic position.

This was a significant reduction in income and the proposals detailed within the reports was primarily to address the shortfall to ensure that the Council could sustain highway services which the residents of the Borough had benefitted from over the past few years.

The report stated that the current fees and charges for car parking in the Borough were some of the lowest regionally, if not nationally. Benchmarking information within Appendix 1 to the report listed comparable local authority data in greater detail.

It was noted that, even with the proposed increases, the Borough's parking charges would remain at the lower end of the scale compared with other local authorities.

The Executive report and supplementary papers are appended to this report. The Executive decision was:

"That the Executive agreed to increase the parking charges as detailed in the amended report, (which included a schedule of revisions on page 11) circulated and published as a supplementary paper."

Decision Making Principles

Section 1.4.2 of the Constitution states that all decisions of the Council will be made in accordance with the following principles:

- a) proportionality (i.e. the action must be proportionate to the desired outcome);
- b) due consultation and the taking of professional advice from Officers;
- c) human rights will be respected and considered at an early stage in the decision making process;
- d) a presumption in favour of openness;
- e) clarity of aims and desired outcomes; and

- f) when decisions are taken by the Executive, details of the options which were taken into account and the reasons for the decision will be recorded.

Call-In Details

In line with the Council's Constitution, the Executive Decision was called-in on 30 September 2022. The Call-In was submitted by Councillors Anne Chadwick, Michael Firmager, Abdul Loyes, Bill Soane and Shahid Younis.

The Call-In was submitted on the basis that the decision had contravened Section 1.4.2 b), d) and f) of the Council's Constitution. It also referred to a breach of the rules relating to the Executive Forward Programme, i.e. that a copy of the relevant Executive Forward Programme had not been circulated to all Members in accordance with the timeframe set out in the Constitution.

The detailed Call-In paper is appended to the report.

Officer Response to the Call-In

Officers have produced a report which addresses the points made in the Call-In paper. The officer response is set out at Agenda item 50.

Call-In Procedure

The procedure to be followed at the Overview and Scrutiny Call-In meeting is as follows:

- The Overview and Scrutiny Committee Management Committee Chair explains the purpose and structure of the meeting;
- One of the five non-Executive Members who called-in the decision outlines the reasons for the Call-In;
- Witnesses can be called as necessary (with the agreement of the Chair) and can make a short presentation to the Committee;
- Members of the Committee can ask questions of the non-Executive Member and any witnesses;
- The relevant Executive Member (supported by Officers) responds to the points made in the Call-In;
- Witnesses can be called as necessary (with the agreement of the Chair) and can make a short presentation to the Committee;
- Members of the Committee can ask questions of the Executive Member, Officers and any witnesses;
- The Executive Member sums up the response to the Call-In;
- One of the five non-Executive Members sums up the Call-In;
- The Committee considers the evidence submitted, draws its conclusions and decides whether to confirm the Executive decision or recommend that the Executive reconsiders the decision (with appropriate recommendations).

The Overview and Scrutiny Management Committee cannot overturn the decision/s subject to Call-In. If the Committee has concerns, it can refer the decision/s back to the Executive for further consideration with any recommendations the Committee has agreed. If the decision/s are referred back, the Executive should meet to carry out the reconsideration within 20 working days.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	N/A	N/A
Next Financial Year (Year 2)	0	N/A	N/A
Following Financial Year (Year 3)	0	N/A	N/A

Other Financial Information relevant to the Recommendation/Decision

The financial impact of the Executive decision is set out in the supporting reports.

Cross-Council Implications

Set out in the Executive reports

Public Sector Equality Duty

Considered as part of the Executive reports

Climate Emergency

Considered as part of the Executive reports

List of Background Papers

Reports submitted to the Executive on 29 September 2022

Contact Neil Carr	Service Democratic Services
Telephone 0118 974 6000	Email neil.carr@wokingham.gov.uk

TITLE	Off Street Car Park Charges
FOR CONSIDERATION BY	The Executive on Thursday, 29 September 2022
WARD	None Specific;
LEAD OFFICER	Director, Place and Growth - Steve Moore
LEAD MEMBER	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

<p>PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)</p>
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<p>To recommend to the executive proposed increases to the off-street, car parking charges.</p>

<p>RECOMMENDATION</p>

<p>That the Executive:</p>

<p>Agrees to the increases to the parking charges as detailed in Appendix 1</p>

BACKGROUND

The Council has not increased off street car parking charges since 2018, unlike many other Local Authorities and although this has primarily been welcomed, the current tariffs have not been subject to inflationary increases in line with the councils' other fees and charges.

The income collected for parking is essential for helping to maintain the Councils roads and footways to ensure they are of high quality and safe for all users. If the fees and charges are not increased, then the Councils ability to continue to maintain the highway to the current standards will be significantly compromised.

Current predictions for 22/23 estimate a loss of income of between £0.6m and £0.8m and although it is hoped that parking usage will increase over time, there is no guarantee as the 'new hybrid ways of working' for many people does not appear to be showing any signs of reverting back to a pre-pandemic position.

This is a significant drop in income and the proposal detailed within this report is primarily to address the shortfall to ensure we can sustain highway services that the residents of the Borough have benefited from over the last few years.

The current fees and charges for parking in the Borough are some of the lowest regionally if not nationally. Benchmarking information within appendix 1 lists comparable Local Authority data in greater detail.

It should be noted that even with the proposed increases, the Boroughs parking charges will remain at the lower end compared with other Local Authorities

Proposal

To increase the charges for off street parking for the first time in 4 years as detailed in appendix 1 of the report, to address the current shortfall in income that has resulted from the pandemic.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£50k) Costs of around £50k and estimated additional income of £100k	The cost is expected to be covered from the additional income generated	Revenue
Next Financial Year (Year 2)	(£600k)	N/A	Revenue
Following Financial Year (Year 3)	Year 2 income levels are forecast to be ongoing year on year		

Other Financial Information

The numbers included in the table above are best estimates based on current parking trends. However, parking behaviour changed as a result of the pandemic causing the level of income generated from car parking tickets to reduced significantly. If demand for car parking increases, then the level of income in future years will also increase.

It is however important to note that forecast income for 2022/23 is £600k to £800k below budget, therefore the forecast income figures shown in the table above will bring income level back close to pre-covid levels and more in line with budgets but will not generate additional income over and above current car parking income budgets.

Stakeholder Considerations and Consultation

Due consideration has been given to the need for those living, working and visiting the borough, those operating businesses and the need to support economic recovery in the borough's commercial centres as well as increased population, resident development and car ownership/use.

Public Sector Equality Duty

Due regard to the Public Sector Equality Duty has been taken and an equalities assessment is not required as no change to existing policy or procedures is involved. The report will assist in providing equality of charges across all car parks and exempt valid blue badge holders as disabled spaces will remain free.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

There has been no increase to borough parking charges since 2018. Increasing charges will encourage better use of the car parks.

Reasons for considering the report in Part 2

N/A

List of Background Papers

See Appendix 1 attached.

Contact Chris Easton, Andy Glencross

Telephone Tel: 0118 908 8305, Tel: 0118 974 6199

Service Place

Email chris.easton@wokingham.gov.uk,
andy.glencross@wokingham.gov.uk

Appendix 1

Proposals to increase parking charges.

Proposed Period of operation 24 hours Monday to Sunday (inclusive)	Current charges (8am-6pm Monday to Saturday inclusive)	Proposed Charges 6am to 10pm Monday to Sunday (inclusive) Evenings 10pm to 6am Monday to Sunday (inclusive) free vend
Up to 1 hour	80p	£1.30
Up to 2 hours	£1.20	£2.50
Up to 4 hours	£2.00	£4.50
Up to 6 hours	£3.00	£6.50
Over 6hrs	£4.00	£9.00
Extended day Market traders Cockpit Path car park only.	£4.00	£6.50
Evenings 10pm-6am	£0.00	Free vend ticket required to register vehicle in car park.
<p>This proposal is estimated to bring in an additional £591K based on post Covid levels of parking usage. Current parking usage levels are still below pre covid levels but expected to recover further in 2023/24.</p>		

Season tickets

Under the proposed charges above, season ticket fees will increase as shown in the below table.

Season ticket charges					
	1 Month	3 Months	6 Months	12 Months	Overnight 12 Months
Current	£82.23	£240.35	£450.34	£900.68	£292
Proposed	£168.50	£506.50	£1,013.00	£2,026.00	£Nil Free vend

Time scales for Implementation and costs

A minimum of 12 – 16 weeks to draft and advertise the proposed new parking order.

Design and order new signs for all car parks 12-16 weeks lead time £25- £30,000.

Configure Tariff files 6–8-week lead time £15,500.

Update RingGo configuration 6 weeks lead time Nil costs under new contract.

Advertise new Traffic Order 28 days subject to objections which could lead to IEMD or full council report £6,000 (legal, Traffic Management services and advertising costs).

It is estimated that the earliest implementation date would be Jan 2023

Benchmarking

The proposed increases and new tariffs have been benchmarked against other local authorities as detailed below. The data demonstrates that even with the increase in charges the Council would still retain some of the lowest charges for parking

Bench Marking					
Location	30 mins	1 hour	2 hours	All day	Overnight
Wokingham (existing charges)	£0.50	£0.80	£1.20	£4.00	Free
Bracknell Forest The Avenue MSCP	£1.60	£1.60	£2.70	£9.00	Open all day
Windsor & Maidenhead Alma Road Windsor	£1.70	£1.70	£3.40	£14.00	
Windsor & Maidenhead The Broadway Maidenhead	£0.70	£1.40	£2.40	£15.00	
Basingstoke Long Stay car parks	£2.20	£2.20	£2.20	£10.60	£2.20
Surrey Heath Main Square MSCP	£1.80	£1.80	£1.80	£7.00	£2.20
Reading Broad Street	£1.60	£1.60	£4.10	£14.20	£4.10
Waverley BC (Farnham Town)	£1.00	£1.00	£2.10	£14.00	
Andover (Test Valley)	N/A	N/A	£1.00	£5.90	
Reigate (Upper west Street)	N/A	£1.30	£2.20	* £6.20	* Up to 10 hours
Redhill (Gloucester Road)	N/A	£1.30	£2.50	* £5.50	* Up to 10 hours
Egham (Runnymede)	N/A	£1.30	£2.50	*£5.50	* Max stay 6 hours
Newbury (Kennet Centre)	N/A	£1.50	£2.70	£12.00	
Petersfield (East Hants)	N/A	£1.00	£1.40	£7.00	8am - 6pm

Appendix A

Godalming(Waverley)	N/A	£1.10	£2.20	*£20.00	* Up to 10 hours 8am to 6pm
Walton (Elmbridge)	N/A	£1.40	£2.80	*£9.50	*9 + hours 8am to 7pm
Fleet (Hampshire) Church Road	£0.20	N/A	£1.00	£7.00	20p 30 mins or £1.00 overnight
Wokingham (Proposed charges)	N/A	£1.30	£2.50	£9.00	10pm to 6am Free Vend (with ticket)

Additional benchmarking covering Overnight, Sundays and Bank Holidays is shown below:

Bench Marking Overnight, Sundays and Bank Holidays				
Location	Overnight	Sundays	B/Holidays	Comments
Wokingham	Free	Free	Free	Current
Andover	Free	Free	Free	
Reigate	N/A	£1.00	As Sundays	£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours
Redhill	N/A	£1.00	As Sundays	£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours
Egham	N/A	As Mon – Sat	As Mon – Sat	
Newbury	£2.00	As Mon – Sat	As Mon – Sat	
Petersfield	Free	As Mon – Sat	As Mon – Sat	10am to 4pm
Godalming	N/A	Free	As Mon – Sat	
Walton	Free	As Mon – Sat	Free	
fleet	£1.00	£1.00	£1.00	
Wokingham 10pm to 6am	Free vend	As Mon- Sun	As Mon – Sun	Proposed

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TITLE	Off Street Car Park Charges
FOR CONSIDERATION BY	The Executive on Thursday, 29 September 2022
WARD	Non-Specific;
LEAD OFFICER	Director, Place and Growth - Steve Moore
LEAD MEMBER	Executive Member for Active Travel, Transport and Highways - Paul Fishwick

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

To recommend to the executive proposed increases to the off-street, car parking charges.

RECOMMENDATION

That the Executive:

Agrees to the increases to the parking charges as detailed in Appendix 1

BACKGROUND

The Council has not increased off street car parking charges since 2018, unlike many other Local Authorities and although this has primarily been welcomed, the current tariffs have not been subject to inflationary increases in line with the councils' other fees and charges.

The income collected for parking is essential for helping to maintain the Councils roads and footways to ensure they are of high quality and safe for all users. If the fees and charges are not increased, then the Councils ability to continue to maintain the highway to the current standards will be significantly compromised.

Current predictions for 22/23 estimate a loss of income of between £0.6m and £0.8m and although it is hoped that parking usage will increase over time, there is no guarantee as the 'new hybrid ways of working' for many people does not appear to be showing any signs of reverting back to a pre-pandemic position.

This is a significant drop in income and the proposal detailed within this report is primarily to address the shortfall to ensure we can sustain highway services that the residents of the Borough have benefited from over the last few years.

The current fees and charges for parking in the Borough are some of the lowest locally and regionally. Benchmarking information within appendix 1 lists comparable Local Authority data in greater detail.

It should be noted that even with the proposed increases, the Boroughs parking charges will remain at the lower end compared with other Local Authorities current charges.

Proposal

To increase the charges for off street parking for the first time in over 4 years as detailed in appendix 1 of the report, to address the current shortfall in income that has resulted from the pandemic.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£50k) Costs of around £50k and estimated additional income of £90k	The cost is expected to be covered from the additional income generated	Revenue
Next Financial Year (Year 2)	(£540k)	N/A	Revenue
Following Financial Year (Year 3)	Year 2 income levels are forecast to be ongoing year on year		

Other Financial Information

The numbers included in the table above are best estimates based on current parking trends. However, parking behaviour changed as a result of the pandemic causing the level of income generated from car parking tickets to reduced significantly. If demand for car parking increases, then the level of income in future years will also increase.

It is however important to note that forecast income for 2022/23 is £600k to £800k below budget, therefore the forecast income figures shown in the table above will bring income level back close to pre-covid levels and more in line with budgets but will not generate additional income over and above current car parking income budgets.

Stakeholder Considerations and Consultation

Due consideration has been given to the need for those living, working and visiting the borough, those operating businesses and the need to support economic recovery in the borough's commercial centres as well as increased population, resident development and car ownership/use.

Public Sector Equality Duty

Due regard to the Public Sector Equality Duty has been taken and an equalities assessment is not required as no change to existing policy or procedures is involved. The report will assist in providing equality of charges across all car parks and exempt valid blue badge holders as disabled spaces will remain free.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

There has been no increase to borough parking charges since 2018. Increasing charges will discourage inappropriate journeys which would contribute to reduction in air pollution and encourage more use of public transport active travel, walking/cycling and promoting health and wellbeing.

Reasons for considering the report in Part 2
N/A

List of Background Papers
See Appendix 1 attached.

Contact Chris Easton, Andy Glencross	Service Place
Telephone Tel: 0118 908 8305, Tel: 0118 974 6199	Email chris.easton@wokingham.gov.uk, andy.glencross@wokingham.gov.uk

Appendix 1

Proposals to increase parking charges in Wokingham Town car parks

Proposed Period of operation 24 hours Monday to Sunday (inclusive)	Current charges (8am-6pm Monday to Saturday inclusive)	Proposed Charges 6am to 10pm Monday to Sunday (inclusive) Evening charges 6pm to 10pm 1 hour £1.00 over 1 hour £2.00. Overnight 10pm to 6am Monday to Sunday (inclusive) free vend ticket
Up to 1 hour	80p	£1.30
Up to 2 hours	£1.20	£2.50
Up to 4 hours	£2.00	£4.50
Up to 6 hours	£3.00	£6.50
Over 6hrs (6am to 10pm)	£4.00	£9.00
Extended day Market traders Cockpit Path car park only. Market traders permit also required.	£4.00 £0.00	£6.50 £35.00
Evening charge 6pm to 10pm	£0.00	Up to 1 hour £1.00 Over 1 hour £2.00
Overnight 10pm-6am	£0.00	Free vend ticket required to register vehicle in car park.
Overnight Residents Permits Carnival Hub New Residential Development only. 6pm	£0.00	3 months £75.00 6 Months £150.00 12 Months £300.00

to 8am. New zone(s) to be developed within the Town Centre as part of the Traffic Regulation Order.		
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Proposals to increase parking charges in car parks outside Wokingham Town

Proposed Period of operation 24 hours Monday to Sunday (inclusive)	Current charges (8am-6pm Monday to Saturday inclusive)	Proposed Charges 6am to 10pm Monday to Sunday (inclusive) Evening charges 6pm to 10pm 1 hour £1.00 over 1 hour £2.00. Overnight 10pm to 6am Monday to Sunday (inclusive) free vend ticket
Up to 30 minutes	50p*	60p*
Up to 1 hour	50p**/80p	£1.00
Up to 2 hours	60p***/£1.20	£2.00
Up to 4 hours	£1.50**/£2.00	£4.00
Up to 6 hours	£3.00	£6.00
Over 6hrs (6am to 10pm)	£4.00	£8.00
Extended day Market traders Headley Road car park only. Market traders permit also required.	£4.00 £0.00	£6.50 £35.00 Annual permit.
Evening charge 6pm to 10pm	£0.00	Up to 1 hour £1.00 Over 1 hour £2.00
Overnight 10pm-6am	£0.00	Free vend ticket required to register vehicle in car park.
Overnight Residents Permits 6pm to 8am. New zone(s) to be developed within Woodley Town Centre as part of the Off-Street Traffic Regulation Order.	£0.00	3 months £75.00 6 Months £150.00 12 Months £300.00

(* Headley Road Woodley only)

(**Polehampton Close Twyford, School Lane Wargrave)

(***Polehampton Close Twyford)

These proposals are estimated to bring in an additional £540K based on post Covid levels of parking usage. Current parking usage levels are still below pre covid levels but expected to recover further in 2023/24.

Season tickets

Under the proposed charges above, season ticket fees will increase as shown in the below table.

Season ticket charges					
	1 Month	3 Months	6 Months	12 Months	Overnight 12 Months Residential Permits.6pm to 8am
Current	£82.23	£240.35	£450.34	£900.68	£292*
Proposed (Wokingham Town)	£100.00	£300.00	£600.00	£1,200.00	£300
Proposed (Outside Wokingham Town)	£92.00	£275.00	£550.00	£1100.00	£275

(*Carnival Hub)

Woodley town centre has no on street limited waiting and therefore the 30 minute stay is retained at Headley Road car park.

Market Traders Permits Annual permits. Whilst these were trialled in Wokingham Town Centre and provided free of charge. With the introduction of additional Market trader permits we can no longer support providing these free of charge. We are required to recover the costs of administering the service of these permits which we have determined a fee of £35.00.

Time scales for Implementation and costs

A minimum of 12 – 16 weeks to draft and advertise the proposed new parking order.

Design and order new signs for all car parks 12-16 weeks lead time £25- £30,000.

Configure Tariff files 6–8-week lead time £15,500.

Update RingGo configuration 6 weeks lead time Nil costs under new contract.

Advertise new Traffic Order 28 days subject to objections which could lead to IEMD or full council report £6,000 (legal, Traffic Management services and advertising costs).

It is estimated that the earliest implementation date would be Jan 2023

Benchmarking

The proposed increases and new tariffs have been benchmarked against other local authorities as detailed below. The data demonstrates that even with the increase in charges the Council would still retain some of the lowest charges for parking

Bench Marking					
Location	30 mins	1 hour	2 hours	All day	Overnight

Appendix B

Wokingham (existing charges)	£0.50	£0.80	£1.20	£4.00	Free
Bracknell Forest The Avenue MSCP	£1.60	£1.60	£2.70	£9.00	Open all day
Windsor & Maidenhead Alma Road Windsor	£1.70	£1.70	£3.40	£14.00	
Windsor & Maidenhead. The Broadway Maidenhead	£0.70	£1.40	£2.40	£15.00	
Basingstoke Long Stay car parks	£2.20	£2.20	£2.20	£10.60	£2.20
Surrey Heath Main Square MSCP	£1.80	£1.80	£1.80	£7.00	£2.20
Reading Broad Street	£1.60	£1.60	£4.10	£14.20	£4.10
Waverley BC (Farnham Town)	£1.00	£1.00	£2.10	£14.00	
Andover (Test Valley)	N/A	N/A	£1.00	£5.90	
Reigate (Upper west Street)	N/A	£1.30	£2.20	* £6.20	* Up to 10 hours
Redhill (Gloucester Road	N/A	£1.30	£2.50	* £5.50	* Up to 10 hours
Egham (Runnymede)	N/A	£1.30	£2.50	*£5.50	* Max stay 6 hours
Newbury (Kennet Centre)	N/A	£1.50	£2.70	£12.00	
Petersfield (East Hants)	N/A	£1.00	£1.40	£7.00	8am - 6pm
Godalming (Waverley)	N/A	£1.10	£2.20	*£20.00	* Up to 10 hours 8am to 6pm
Walton (Elmbridge)	N/A	£1.40	£2.80	*£9.50	*9 + hours 8am to 7pm
Fleet (Hampshire) Church Road	£0.20	N/A	£1.00	£7.00	20p 30 mins or £1.00 overnight
Wokingham Town (Proposed charges)	N/A	£1.30	£2.50	£9.00	6pm to 10pm (£1/£2) 10pm to 6am Free Vend (with ticket)

Additional benchmarking covering Overnight, Sundays and Bank Holidays is shown below:

Bench Marking Overnight, Sundays and Bank Holidays				
Location	Overnight	Sundays	B/Holidays	Comments
Wokingham	Free	Free	Free	Current
Andover	Free	Free	Free	
Reigate	N/A	£1.00	As Sundays	£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours
Redhill	N/A	£1.00	As Sundays	£1.00 up to 2 hours £2.00 up to 4 hours £4.00 over 4 hours
Egham	N/A	As Mon – Sat	As Mon – Sat	
Newbury	£2.00	As Mon – Sat	As Mon – Sat	
Petersfield	Free	As Mon – Sat	As Mon – Sat	10am to 4pm
Godalming	N/A	Free	As Mon – Sat	
Walton	Free	As Mon – Sat	Free	

Appendix B

Fleet	£1.00	£1.00	£1.00	
Wokingham	Free vend	As Mon- Sun	As Mon – Sun	Proposed

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Schedule of Revisions to the Off Street Car Park Charges Report

Schedule of changes to report	Reason for change
Climate Emergency	Changed to include more details on Climate Change and the contribution to health and wellbeing and active travel.
Financial implications	Reduced amount of income from 100K to 90K year 1 and £600K to £540K year 2. Due to split in parking charges for Wokingham and other areas, revision of charges
Appendix 1	Proposed pricing: Split over two sections with variation in prices in Wokingham car parks and other car parks to reflect comments received.
	Proposed charges description updated to reflect changes to pricing structure
	Over 6 hours confirmed times this provides 6am to 10pm
	Extended day Market Traders to provide for costs involved in providing permits for discounted all day price.
	Evenings 10pm -6am reworded to show evenings charges apply from 6pm to 10pm and overnight from 10pm to 6am was free with a free vend ticket required.
	Proposed additional income reduced to £540K to reflect two tiers of charges as above
	Additional section to show pricing for car parks outside of Wokingham Town. Variation of charges to reflect concerns raised. To include a 30 minute fee retained in Headley Road car park.
Season ticket	Reduction in season ticket pricing to reflect concerns raised and 2 tier charging and include overnight parking permit and traders permit costs.
Benchmarking	Updated to include evening charges from 6pm to 10pm at £1/£2. 10pm to 6am would remain free vend

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CALL-IN

Off Street Car Park Charges

Agenda Item 39 Executive Meeting 29th September 2022

We the undersigned members of Wokingham Borough Council would like to call in the decision made by the Lib Dem / Labour coalition Executive to increase car park charges where they already exist and introduce new ones where they did not exist.

The grounds, ***based on Wokingham Borough Council's Constitution***, for calling in the Executive Decision are as follows. Comments on each point are in italics.

1.4.4 Key Decisions by the Executive

Key decisions shall be taken by the Executive in accordance with the budget and policy framework agreed by Council. They are defined as decisions which:

- b) are significant in terms of its effect on communities living or working in an area comprising two or more wards.

There are car parks in Wokingham, Woodley, Twyford, Wargrave, Earley so it is a Key Decision.

1.4.2 Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:

- b) due consultation

The report suggests additional income of £500K in a full year through these exorbitant increases and removal of free parking. This is extremely substantial and should trigger a consultation with residents, affected businesses and organisations. There is a precedent which occurred the last time evening and Sunday charges were proposed in 2016. A full resident consultation was carried out for a month and incorporated into the officer's report for a meeting of the Executive on 31st March 2016.

- d) a presumption of openness

There has been no warning about these proposals prior to the agenda being published for this meeting (see additional comments about the Forward Programme below).

- f) when decisions are taken by the Executive, details of the options which were taken into account and the reasons for the decision will be recorded.

Only one option was presented and no details of any other options considered has been presented in the report. There is no business case providing any details of what impact these changes will have on residents, affected businesses and organisations. What was the assumption on the "resistance" of residents to continue to use the car parks following such

dramatic increases. What is the estimate of footfall reduction causing a reduction in patronage of local shops and restaurants.

5.4.8 The Forward Programme

A Forward Programme of Executive Business, covering a period of at least four months, will be published at least 28 clear days before a Key Decision is made. The Forward Programme will be agreed by the Leader, or in his absence by the Deputy Leader, each month and a copy will be provided to all Members and published on the Council's website. The Forward Programme will meet the requirements of the 28 day "notice" as set out in the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

This rule is quite specific that a copy of the monthly updated Forward Program should be PROVIDED TO ALL MEMBERS and published on the Council's website.

I have written confirmation from 25 Councillors that they received a copy of the Forward Programme on the 28th July 2022. They then received NO copies of the Forward program between the 29th July and the 23rd September.

This agenda item, was first introduced in the Forward Programme published on the Council's website on the September update published on the 25th August.

Unfortunately, as explained above the September update was not copied to at least 25 councillors. The first time they saw it was on the 23rd September. This means the "28 clear days before a Key Decision is made" part of the rule has been breached and therefore the Decision made on the 29th September cannot be valid.

SIGNED 1)
PRINT NAME Anne Chadwick

2)
PRINT NAME BILL SOANE

3)
PRINT NAME SHAHID YOUNIS

4)
PRINT NAME MICHAEL FARMACON

5)
PRINT NAME ABDUL LOYES.

TITLE	Officer Response to Call-In re Off Street Car Park Charges
FOR CONSIDERATION BY	O&S Management Committee on 25 October 2022
WARD	None Specific
DIRECTOR	Steve Moore, Place and Growth

Reference No: Executive Decision 2022/09/29 - Item 39.

Subject: Off-Street Car Park Charges

Reason for Call-In

The five non-Executive Members allege that the decision has contravened the following sections of the Constitution:

- Section 1.4.4 b) key decisions by Executive;
- Section 1.4.2 b) due consultation
- Section 1.4.2 d) a presumption in favour of openness;
- Section 1.4.2 f) when decisions are taken by the Executive, details of the options which were taken into account and the reasons for the decision will be recorded;
- Rule 5.4.8 Member Notification of the Forward Programme;

Responses to alleged contravention of the Constitution

1.4.4 b) Key decisions by Executive

There are car parks in Wokingham, Woodley, Twyford, Wargrave, Earley so it is a Key Decision.

Response: It is acknowledged that this is a key decision and for that reason this is why it went to Executive for approval. This is also evidenced within the first section of the Off Street Car Park Charges report which states 'yes' under the question of 'key decision'. A two tier approach to car parking charges within Wokingham Town and to car parks outside of Wokingham Town, was also applied to the charging following feedback received.

1.4.2 b) due consultation

The report suggests additional income of £500k in a full year through these exorbitant increases and removal of free parking. This is extremely substantial and should trigger a consultation with residents, affected businesses and organisations. There is a precedent which occurred the last time evening and Sunday charges were proposed in 2016. A full resident consultation was

carried out for a month and incorporated into the officer's report for a meeting of the Executive on 31st March 2016.

Response: Fees and charges can be made by a variation order and linked to the Council's fees and charges review process. However, changes to restrictions and hours of operation are required to follow the TRO process.

The Off-Street Parking Traffic Regulation Order (TRO) process provides for the advertising of these changes to hours of operation and any other provisions of the parking order. The Executive approval allows officers to start this process. It will provide a period of 21 days public consultation to review and make comment or objections for consideration of these revised parking restrictions and variation of the charges that apply.

d) a presumption of openness

There has been no warning about these proposals prior to the agenda being published for this meeting (see additional comments about the Forward Programme below).

Response: There is no precedent set when consultation should take place prior to approval of these changes as it is a requirement to consult as part of the Traffic Regulation Order process and is therefore an open and transparent process. Objections to the proposals may require amendments to the proposals which could be approved by an IEMD approval process.

It should be noted that some people did respond to the item being on the agenda, and what they said was taken into account where possible, which is why the recommendation was changed. If more points come out during the TRO consultation, they too can be responded to if necessary.

f) when decisions are taken by the Executive, details of the options which were taken into account and the reasons for the decision will be recorded.

Only one option was presented and no details of any other options considered has been presented in the report. There is no business case providing any details of what impact these changes will have on residents, affected businesses and organisations. What was the assumption on the "resistance" of residents to continue to use the car parks following such dramatic increases. What is the estimate of footfall reduction causing a reduction in patronage of local shops and restaurants.

Response: Other options were considered which included some much higher charges, and also a do-nothing scenario, leaving a £600k to £800k funding gap in the off-street parking budget and a reduction in services. The Executive opted for an option close to the lower end of the funding gap and revised the proposals to take account of feedback received.

No assumptions or estimates have been made in footfall changes, with surrounding local authorities also planning to/have increase off street car parking charges

therefore what has been proposed would still retain some of the lowest charges for parking.

5.4.8 The Forward Programme

A Forward Programme of Executive Business, covering a period of at least four months, will be published at least 28 clear days before a Key Decision is made. The Forward Programme will be agreed by the Leader, or in his absence by the Deputy Lead each month and a copy will be provided to all Members and published on the Council's website. The Forward Programme will meet the requirements of the 28 day "notice" as set out in the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012.

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Response: Under section 6.3.29 (Call-In), the Constitution sets out the six reasons for non-Executive members calling-in a decision. These are the principles of decision making as set out in chapter 4.1 of the Constitution. Section 6.3.29 does not explicitly refer to the Executive Forward Plan.

With regards to section 5.4.8 (Executive Forward Plan), the key notification requirement is to meet the requirements of the 28 day "notice" as set out in the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012. For the Executive meeting of 29 September 2022, this requirement was met as notification was provided on 25 August 2022 and was transparently available to residents and members on the Council website from that date.

The substantive intention of section 5.4.8 is, by publishing the Forward Plan, residents of the borough will be able to find out the expected timing of key decision, who will take them, and also the consultation mechanisms available to them.

The signatories to the call-in highlight that the constitution also refers to a copy of the Forward Plan being provided to all Members. This is not a legal requirement. However, it has been the local practice that when the Forward Plan is published, an automated notification email goes to members. It has been asserted that not all members received notification in this case, contrary to the constitution. As soon as officers were alerted to this concern, steps were immediately taken with the software provider to address the issue. Officers are satisfied that the automated notification system works correctly and that this was an isolated incident which will not reoccur.