

<b>Report title</b>	<b>Parking Fees and Charges Review</b>
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<b>Department</b>	Parking Services
<b>Exempt?</b>	No
<b>Exemption type</b>	N/A
<b>Reasons for exemption</b>	N/A

**Purpose of report:**

**To resolve**

**Synopsis of report:**

**This report reviews the current charges in the Council’s car parks, including the charges for permit and contract parking.**

**Recommendation(s):**

- (i) Pay and display charges should be increased by 20 and 10 pence as per paragraph 4.5 for Town and Out of Town car parks to ensure car parks remain self-financing and properly maintained.**
- (ii) Permit prices should be increased as per paragraph 2.7 to offset the costs of increased maintenance and investment in the Council owned car parks**
- (iii) Sunday charging should be introduced as per paragraph 2.9 at a fixed price (£3) to bring Runnymede in line with other Surrey Authorities and offset the costs of increased maintenance and investment.**
- (iv) The free period for Homewood Park should be reduced from three hours to 90 minutes to ensure the income from the car park is able to cover the costs of maintenance**
- (v) Re-introduce parking charges at Pooley Green for the first 60 minutes bringing it back into line with other out of town car parks and to ensure the car park to remain viable**

**1. Context and background of report**

- 1.1 At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are reviewed in November each year for implementing any changes in April, along with the Council’s other Fees and Charges.
- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas, they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.

- 1.3 This report predominantly focuses on the current fees and charges for parking services including the pay and display car parks. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2.

Table 1 – Borough Pay and Display Car Parks

Car Park	No of Spaces
Off Street Car Parks:	
Waspe Farm, Station Road, Egham	119
Hummer Road, Egham	78
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
Memorial Gardens, Virginia Water	90
Bemonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	174
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Woodlands	102
Open Spaces Car Parks:	
Homewood Park	70
Runnymede Pleasure Grounds, Egham	352

#### Notes

- Figures in the above table include disabled bays and motorcycle bays.
  - The Council also manages the car park at Runnymede Pleasure Grounds. Fees and charges for this car park are set by the Community Services Committee acting in its role as Trustees on behalf of the Runnymede Pleasure Ground Trust. Responsibility for managing this car park was transferred to the Corporate Head of Customer, Digital & Collection Services in August 2022 to ensure all Council car parks were being managed efficiently.
  - Homewood car park is an Open Spaces car park and from April 2015 became chargeable with pay and display income going into the Parks and Open Spaces budget along with the costs of maintaining it. The operational management of this car park has also been transferred to Parking Services.
  - The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's operates the car park under a Management Agreement.
  - The car park at Church Road in Egham is managed by Waitrose who have full discretion to set charges under their lease agreement.
  - Tesco have taken back ownership of their 45 spaces from September 2022 in Hummer Road so this has reduced the number of parking spaces provided by the Council at that site.
  - British Legion Car park has been returned to the owners of the land and the permits have been transferred to Memorial Gardens
- 1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges, but some only offer short term parking within the scale of charges.
- 1.5 As well as the scale of parking charges, car parking income also comes from parking permits, contract parking permits and penalty charge notices. Parking permits in most car parks are currently £700 per annum or £250 per quarter. Residents living in close proximity to the car parks can purchase these at £300 per annum or £100 per quarter. Englefield Green and Pooley Green permits are £125 per annum or £50 per quarter. The parking permit charges for residents and non-residents have not been increased since 2019 and are due for review.

- 1.6 Contract parking bays are reserved bays in Beomonds Row and White Hart Row, Chertsey and are currently £750 per year and were last increased in January 2016. A reduced rate of £250 for residents of these areas was agreed by this Committee at its September 2018 meeting and again should now be reviewed.
- 1.7 Penalty Charge Notices (PCNs) issued for contraventions in the car parks are set at two levels depending on the contravention. The charges are designed to reflect the severity of the contravention where, for example, someone parking in a disabled person's bay when not entitled would be subject to a higher-level penalty. Someone whose ticket has expired would receive a lower level. Higher level penalties are £70 (reduced to £35 if paid within 14 days). Lower-level penalties are set at £50 (reduced to £25 if paid within 14 days). The scale of penalty charges is set nationally by the Department for Transport.
- 1.8 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

Table 2 – Comparison of Runnymede Parking charges with other Surrey and Neighbouring Councils

Parking	Town Centre (0 up to 6 hours)	Out of Town (0 up to All day)	Long Stay (0 up to All day)	Penalty Charges (reduced by 50% if paid within 14 days)	Out of hours call out charge for late stayer	Parking Permits
Runnymede	£1.30 to £5.50	£0.60 to £5.50	£1.30 to £7.00	£50.00 to £70.00		SCC
Elmbridge	£1.60 to £7.90	£1.00 to £4.50	£4.50 to £11.70	£50.00 to £70.00		£100.00 to £244.00
Epsom & Ewell	£2.00 per hour	£1.50 per hour	£7.00 to £15.00	£50.00 to £70.00		SCC
Guildford	£3.60 to £7.20	£0.00 to £1.50	£14.40	£50.00 to £70.00		SCC
MVDC	£1.10 to £6.60	£1.10 to £6.60	£11.00	£50.00 to £70.00		MV
Reigate & Banstead	£1.40 to £2.40	£0.00 to £3.00	£5.50	£50.00 to £70.00		SCC
Spelthorne	£1.30 to £7.00	£0.50 to £7.00	£12.20	£50.00 to £70.00		£100.00 to £715.00
Surrey Heath	£1.20 to £6.20	£1.00 to £3.00	£4.50 to £11.50	£50.00 to £70.00		SH
Tandridge	£1.20 to £6.50	£1.20 to £3.70	£1.20 to £6.50	£50.00 to £70.00		£290.00
Waverley	£1.60 to £4.40	£0.80 to £6.50	£1.10 to £22.00	£50.00 to £70.00	£54.50	SCC
Woking	£1.80 to £8.00	£0.00 to £12.00	£12.00 to £15.00	£50.00 to £70.00		£10.00 to £860.00
Bracknell Forest	£1.80 to £7.20	£0.00	£0.00 to £12.40			£25.00
Windsor/Maidenhead	£5.90 to £22.20	£1.30 to £8.90	£8.90 to £22.20			£50.00

- 1.9 Many have remained the same since the last report. This indicates that many councils, like Runnymede are trying to get customers back into their town centres by not increasing their parking charges. Should Runnymede decide to increase the parking fees, this could result in

customers choosing to go elsewhere which could further impact on parking income and footfall in our local high streets.

- 1.10 However, parking fees across both public car parks and parking permits have not been increased since January 2019 and whilst parking income has still not returned to pre-pandemic levels, many of the car parks require significant maintenance and updating to ensure they are fit for purpose. Substantial investment is required to replace the outdated pay and display machines as well as installing Automated Number Plate Recognition in four of the larger car parks to protect the Council's income. The Council has committed to spend approximately £400,000 on these two projects to improve the customer experience and therefore, needs to consider how parking income can finance these improvements without any recourse to the taxpayer.
- 1.11 Following the transfer of On-street Parking enforcement to Surrey CC in April 2023, there has been an increase in costs to the service by approximately £70,000 pa as the formerly shared costs of systems, vehicles etc now fall 100% to the Council. As such, the Council needs to consider whether offering discounts of over 50% for annual parking permits is sustainable in the current climate. In addition, many Surrey authorities charge for Sunday parking and research has shown that many of the town centre and commuter car parks are widely used on a Sunday and therefore the Council need to consider the benefits of introducing an increase in parking permits and Sunday charges will mitigate the reduction in income from the various impact of returning Hummer Road to Tesco's and the additional service costs incurred.
- 1.12 The Council is also considering the implications of offering free parking for parents of primary school children across the borough during term time from September 2024 to facilitate a safer 'school run' to alleviate congestion on roads and reduce air pollution around our schools. It is estimated that this could have a potential cost of approximately £70,000 pa in reduced parking income across the borough. This is subject to further analysis and a future report following the implementation of ANPR and new Pay and Display next year.

## 2. Report and, where applicable, options considered and recommended

- 2.1 Table 3 below shows the parking income the Council's car parks for the last four years which highlights both the gradual return of income following the Covid lockdowns, and that income is still well below pre-pandemic levels.

19/20	20/21	21/22	22/23	% change
£765,094	£220 931	£390 743	£447 389	14.5%

- 2.2 The effect of the pandemic and the current financial crisis is still having an impact on car park use across the board. There is a small increase from previous years, and it is anticipated with more concentrated enforcement, these figures will continue to rise.
- 2.3 Of the £447,389 received in 22/23, £265,655 was paid through RingGo which equates to 59% of all parking transactions. This has remained static for the past two years and is still a popular choice for customers even with the transactional charges applied by the company.
- 2.4 The Council will phase out cash payments over the 24/25 year with the implementation of the new pay and display and ANPR machines but will continue to provide a wide variety of choice for customers to pay their car parking. The cost of secure cash collection is approximately £10,000 per annum which will be used to offset the processing fees for contactless payments. Cash machines cannot easily be insured and have been targeted by criminals with the Council bearing the full loss of income and repair of the machines. Data from Runnymede Pleasure Grounds shows that less than 9% of payments are made by cash with 91% paid by contactless or RingGo.
- 2.5 Car park season tickets and permits are available in most of the Council's car parks. Permit sales have reduced significantly following the pandemic despite the high level of discount being offered;

- £128,542 in 19/20.
- £79,978 for 20/21
- £53,165 for 21/22
- £44,419 for 22/23

2.6 The renewal of parking permits for 22/23 is slightly down with a 9% decrease. £10,749 (24%) is received from contract parking which has not been increased since January 2019. The small reduction on 22/23-year income suggests that the requirement for parking permits has stabilised and that there is still a requirement to provide these. The table below shows the number of permits available against the number issued. Only 30% of available permits have been renewed for 22/23 year and currently there are no waiting lists for any car parks which means the amount of additional revenue the Council can collect is limited.

Table 4

2022/23							
CAR PARK	RESIDENTS	ISSUED	TOTAL	PERMITS ALLOWED	ON WAITING LIST	PERMIT COST	Total Income received in permits
HUMMER ROAD		23		45	0	Quarterly £300.00 Annual £700.00	£11,300.00
WASPE FARM		21		56	0	Quarterly £ Annual £700.00	£14,700.00
GOGMORE		0		18	0	Quarterly £ Annual £500.00	£0.00
BEOMONDS	2	11	2	13 RES/10 NON RES	0	Quarterly £100.00 Annual £300.00 R Annual £700.00 N-R	£1,300.00
CHERTSEY LIBRARY		9			0	Quarterly £250.00 Annual £700.00	£6,300.00
POOLEY GREEN		10			0	Quarterly £50.00 Annual £125.00	£1,175.00
ST JUDES		6		10	0	Annual £125.00	£750.00
VICTORIA STREET		19		15	0	Annual £125.00	£2,300.00
WOODLANDS CAR PARK		10		35	0	Annual £700.00	£7,000.00
MEMORIAL GARDENS		2		40	0	Annual £700.00	£1,400.00
BRITISH LEGION		4		10	0	Quarterly £250.00 Annual £700.00	£1,450.00
AVIATOR PARK		6		6	0	Annual £125.00	£750.00
<b>TOTALS</b>		<b>76</b>		<b>252</b>	<b>0</b>		<b>£48,425</b>

2.7 The Table below shows what impact inflation(at 4%) would have had on permit prices had they been increased year on year:

Permit	19/20	20/21	21/22	22/23	23/24	24/25	Proposed 24/25
Annual (T)	£700	£728	£757	£787	£818	£850	£775
Quarterly (T)	£300	£312	£324	£337	£350	£364	£330
Annual (T)	£500	£520	£540	£562	£584	£607	£575
Quarterly (T)	£250	£260	£270	£281	£292	£303	£275

Annual (OT)	£125	£130	£135	£140	£146	£151	£130
Annual Resident	£300	£312	£324	£337	£350	£364	£330
Quarterly Resident	£100	£104	£108	£112	£117	£121	£110
Contract Annual Non-Resident	£750	£780	£811	£843	£877	£912	£850
Contract Quarterly Non-resident	£225	£234	£243	£253	£263	£272	£250
Contract Annual Resident	£250	£260	£270	£281	£292	£303	£275
Contract Quarterly Resident	£75	£78	£81	£84	£87	£90	£85

2.8 It is proposed to increase parking permit charges for the 2024/25 year to a level that is comparable to the 22/23 charges had inflation been applied over the past three years. This will minimize the impact of large increases in a cost-of-living crisis whilst going some way towards funding the gap that inflation has created. This will lead to an increase in revenue whilst taking account of the proposed new Sunday charging regime. The potential increases are set out in the table below and assumes the same take up as 2023/24 year.

			23/24	24/25	Increased income	Available permits
<b>Season Ticket (Monday to Saturday)</b>						93
Covering Chertsey Library and	Non-resident	(per annum)	700	775	6975	
Wasp Farm car parks	Non-resident	(per quarter)	250	275	9300	
	Resident	(per annum)	300	330	3690	
	Resident	(per quarter)	100	110	3720	
<b>Car park permits (Monday to Saturday)</b>						130
Beomonds, -Hummer Road,	Non-resident	(per annum)	700	775	9750	
Memorial Gardens, Woodlands	Non-resident	(per quarter)	250	275	13000	
	Resident	(per annum)	300	330	3900	
	Resident	(per quarter)	100	110	5200	
<b>Car park permits (Monday to Saturday)</b>						18
Gogmore Farm		(per annum)	500	575	1350	
<b>Car park permits (Monday to Saturday)</b>						40
Victoria Street, St Jude's Road and Pooley Green		(per annum)	125	130	200	
		(per quarter)	50	60	1600	
<b>Contract car parking</b>						29
Chertsey (Beomonds Row, White Hart Row)	Non-resident	(per annum)	750	850	2900	
	Non-resident	(per quarter)	225	250	0	

	Resident	(per annum)	250	275	725	
	Resident	(per quarter)	75	85	N/A	
Contract Parking Key Deposit (Refundable on return of the key)			40	50		
				Total	£62,310	

2.9 The CEOs have undertaken a review of Sunday car parking at various car parks for a period of five weeks from 27 August 23 to 24 September 23 to monitor the usage of these car parks. Based on an assumption of approximately 300 visitors to Council owned car parks for 50 weeks (excluding Christmas and Easter) by charging a nominal fee of £3 (inc VAT), this could equate to a minimum of £45,000 additional income which could be invested back into the service to offset the increased maintenance and capital investment currently planned. Coopers Hill is currently a 'free car park' with no waiting restrictions. This car park is widely used at weekends, so it is recommended that charges are introduced for both Saturday and Sunday at that location whilst continuing to be free during the week to support those who visit the adjacent sports ground.

Table 7

Car Park	Spaces	27/08/2023	03/09/2023	10/09/2023	17/09/2023	24/09/2023
VICTORIA ST, E/GREEN	34	5	6	9	11	8
ST JUDES RD, E/GREEN	41	6	8	8	13	15
MEMORIAL GARDENS	94	13	23	18	54	12
WOODLANDS, CHERTSEY	102	11	10	17	13	4
HOMWOOD PARK	70	8	6	4	3	9
MURRAY ROAD	47	9	8	9	8	44
GOGMORE FARM	53	3	8	8	3	2
LIBRARY, CHERTSEY	168	49	52	67	65	68
BEOMONDS	55	33	34	24	27	28
POOLEY GREEN	34	3	26	2	5	2
WASPE FARM, EGHAM	118	22	65	18	19	22
HUMMER ROAD, EGHAM	78	72	39	63	65	63
*COOPERS HILL	55	37	32	62	30	60
<b>TOTALS</b>	<b>949</b>	<b>271</b>	<b>317</b>	<b>292</b>	<b>316</b>	<b>337</b>

2.10 As part of the Road Traffic Act 2008, the Council is required to consult with the public and SCC if there is an intention to change the level of off-street parking charges. The Borough is obliged to consider any responses received prior to implementing the changes.

2.11 When considering the level of car parking charges, members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough. An increase of tariff charges is likely to be based on demand, so if a car park is not in high demand, an increase in charges is likely to result in

a reduction in customers and consequently a drop in income despite charges being increased. Likewise, a car park in high demand is likely to remain in high demand so any increase in tariffs will generate additional income. The cost of updating all the carpark notices with the increases will also need to be considered as this will have to be offset against any income received. By increasing permits and introducing a nominal fee Sunday parking, will enable Runnymede to mitigate the increasing costs of the service to meet the budget expectations without recourse to the Council Taxpayer.

### 3. Policy framework implications

3.1 The Corporate Plan includes in its overarching strategies; Economic Development and Health & Wellbeing. Increasing car park fees by a nominal level will have a minimal impact on customers and with improved parking facilities will continue to support sustainable towns, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities. The small increase in parking permits and Sunday charges will enable the Council to continue to invest in public car parks and also offset any loss of income from the reduction in Hummer Road parking and proposed extension of school parking permits which support parents in providing a safe location to park during term times.

### 4 Resource implications/Value for Money (where applicable)

4.1 The Council started the financial year looking for savings, efficiencies, and net revenue reductions of £5.2m by the end of 2025/26 financial year.

4.2 Parking fees across both public car parks and parking permits have not been increased since January 2019. During that time inflation has risen by 21.7% meaning that the Council's direct costs to the Car parks have increased by £71,000 with no additional income to offset them. However, whilst the Council has been mindful of the impact of the pandemic and the cost-of-living crisis, it cannot freeze parking fees indefinitely as parking services must be self-financing with no recourse to the taxpayer.

4.3 The table below shows the current income target for each of the Council's car parks and income received up to the end of September 23. When adding back the lost income from the return of part of Hummer Road, the income is on a par with last year's outturn. A consequence of increased fees could encourage people to park on the highway effecting road safety and impact on free flow of traffic. However, with such small increases suggested, it is unlikely that this would have a dramatic impact on illegal and dangerous parking. Since the transfer of on-street enforcement to SCC, there is no qualitative data to substantiate this assumption either way.

4.4 The annual budget for 23/24 was estimated at £260k but the income is currently much nearer 22/23 levels which suggests working patterns have stabilised and these charges are acceptable to the public. The income will be closely monitored through the remainder of the year to see whether these estimates are accurate.

Carpark	22/23 Income £	Income as at end of Sept 23 £	Projected 23/24 Outturn £	24/25 budget estimate £
Gogmore farm	4,874	3,218	6,400	7,000
Chertsey library	71,422	33,934	72,000	73,500
Beomonds	9,484	4,544	9,500	9,800
Woodlands	75,948	44,660	75,000	96,800
Waspe farm	51,454	25,284	50,000	54,800
*Hummer Road	135,562	34,765	75,000	75,300
Pooley Green	820	568	1,000	1,200
Victoria Street	6,412	3,187	6,000	6,900
St Jude's Road	21,741	10,070	22,000	21,800
Memorial Gardens	68,043	30,750	70,000	66,600



**British Legion	1,621	1,178	1,000	0
Homewood Park	980	2,405	3,500	3,500
<b>Total</b>	<b>448,369</b>	<b>194,563</b>	<b>391,400</b>	<b>417,200</b>

\* The impact with regards to part of Hummer Road car park returning to Tesco has had a significant reduction in income at that location of approximately £60k pa which cannot easily be absorbed across the service.

4.5 The Table below shows what impact inflation at (4%) would have had on pay and display prices had they been increased year on year:

Time period	19/20	20/21	21/22	22/23	23/24	24/25	Proposed 24/25
<b>Town</b>							
Up to 1 hour	£1.30	£1.35	£1.40	£1.46	£1.51	£1.58	£1.50
1-2 hours	£2.50	£2.60	£2.70	£2.80	£2.92	£3.04	£2.70
2- 3 hours	£3.50	£3.64	£3.78	£3.93	£4.09	£4.26	£3.70
3-4 hours	£4.00	£4.16	£4.33	£4.50	£4.68	£4.87	£4.20
4-5 hours	£4.50	£4.68	£4.87	£5.06	£5.26	£5.47	£4.70
All day	£7.00	£7.28	£7.57	£7.87	£8.19	£8.52	£7.50
<b>Out of Town</b>							
Up to 1 hour	£0.60	£0.62	£0.65	£0.67	£0.70	£0.73	£0.70
1-2 hours	£1.20	£1.25	£1.30	£1.35	£1.40	£1.46	£1.30
2- 3 hours	£2.00	£2.08	£2.16	£2.25	£2.34	£2.43	£2.10
3-4 hours	£3.00	£3.12	£3.24	£3.37	£3.51	£3.65	£3.10
4-5 hours	£3.50	£3.64	£3.78	£3.94	£4.09	£4.25	£3.60
All day	£5.50	£5.72	£5.95	£6.19	£6.43	£6.69	£6.00

4.6 By increasing amounts by 20 and 10 pence respectively across all time frames, this offers better value for money and may encourage visitors to stay for longer periods in our car parks, thus supporting local businesses and the economy. The nominal increases are affordable and will continue to support residents with the current cost-of-living crisis. These increases will help minimising the gap created by inflation without negatively impacting on car park usage.

4.7 By increasing parking permits, introducing Sunday charging, and removing cash collections, this could bring in much needed income of approximately £69,000 pa to offset some of the challenges facing parking services including the formalising the parking concessions currently offered to various primary schools across the borough:

- Increased permit income £14,000
- Sunday charging £45,000
- Cost of cash collections £10,000

4.8 However, whilst the additional income proposed goes some way towards mitigating the anticipated reduction in income, it does not cover the significant investment planned for 2024/25 year nor the reductions already identified:

Reduction of Income at Hummer Road	£60,000
Increase costs to service following SCC transfer	£70,000
Primary school permit scheme	£70,000

Therefore, members do need to consider the benefit of a small increase in fees will have in relation to the cost of providing public car parks.

Table 10 shows the number of tickets paid for 22/23 year against and the potential increase in income a 10p across every car park or 20 pence increase in Town (T) and 10 pence for Out of Town (OT) increase would have on income levels:

Carpark	No of tickets	No of free periods	Projected Outturn 10p increase (A)	Projected Outturn 20p increase (T) 10p increase (OT)
Gogmore farm (OT)	1,547	0	155	155
Chertsey library (T)	14,890	0	1,489	2,978
Beomonds (T)	729	0	73	146
Woodlands	14,517	0	1452	2903
Wasp farm	4,514	0	451	903
*Hummer Road	67,813	0	6781	13,562
*Pooley Green	12,573	12,371	20	20
Victoria Street	1,856	0	186	186
St Jude's Road	5,578	0	558	558
Memorial Gardens	3,763	0	376	753
*Homewood Park	16,736	16,657	20	40
<b>Total</b>	<b>144,516</b>	<b>29 028</b>	<b>£11,561</b>	<b>£21,301</b>

- \* Homewood Park offers up to 3 hours free parking and then a flat charge of £2.50. The recommendation from open spaces is to increase this charge to £5.00. However as only 202 people paid at that location; the additional income would be £505 pa.
- \* From April 2017, the parking orders for Pooley Green were amended to offer free parking for the first hour and as such almost 98% of visitors to that car park do not pay anything towards the upkeep and maintenance of that car park. If the Council introduced a £0.60 charge that could raise a further £7,400 in income and bring it in line with other out of town charges and make this a much more viable car park to maintain.
- \* Hummer Road figures are based on 6 months of Tesco income so may not raise the total income estimated

- 4.9 A 20p increase in Town charges and 10 pence increase in Out-of-Town charges could result in a £21,000 of additional income. If the Council considers removing the 60-minute free charging at Pooley Green, this could raise a further £7,400. For Homewood Park, the Council could consider reducing the free period from 3 hours to 90 minutes which could also raise approximately £22,000 based on 50% of free visitors paying a charge of £2.70. However, costs of £7,500 would be required to replace all the signage across the various car parks due to the large number of amendments required.
- 4.10 The Council has frozen parking fees for 5 years to support residents and businesses through the pandemic and more recent cost-of-living crisis but now needs to consider how some relatively small increases and changes will help maintain and improve public car parks at a cost the Council can afford.
- 4.11 In summary, assuming all the proposals are adopted and as a result the Council loses 5% of its existing income through implementation of the proposed changes, the proposals are estimated to generate the following additional income:

	2024-25 £	Ongoing £
Increased permit income	14,000	14,000
Sunday charging	45,000	45,000
Cost of cash collections	10,000	10,000
10p/20p increase in fees	21,000	21,000
Pooley Green free parking removal	7,400	7,400
Homewood Park reduction in free period	22,000	22,000
Less: 5% drop in usage of all car parks	(19,400)	(19,400)
Less: Revised signage costs	(7,400)	-

<b>TOTAL Additional income</b>	<b>92,600</b>	<b>100,000</b>
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## **5. Legal implications**

- 5.1 Section 35 of the Road Traffic Regulation Act 1984 (the Act) allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008 (as amended)
- 5.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.

## **6. Equality implications**

- 6.1 Parking Services have previously conducted an Equality Impact Assessment. Part of that assessment looked at the provision of parking facilities for disabled persons. All Borough pay and display car parks contain dedicated and marked provision for disabled badge holders who are currently also able to use the car parks without charge or time restriction.

## **7. Environmental/Sustainability/Biodiversity implications**

- 7.1 The proposed hardware refresh of pay and display machines in the Council's Car parks supports the green agenda.

## **8. Other implications (where applicable)**

- 8.1 There are none.

## **9. Timetable for Implementation**

- 9.1 1 April 2024.

## **10. Conclusions**

- 10.1 Parking charges in the Borough need to be maintained at a level that ensures the operational costs of running the car parks are met whilst also encouraging people to use local facilities and businesses. A five-year freeze in charges whilst welcomed by the public has led to under investment and maintenance which now need to be addressed to ensure council owned car parks are fit for purpose.
- 10.2 Car park levels should be increased by 20 pence in Town car parks and 10 pence in Out of Town car parks as identified in paragraph 4.5 for the next year to ensure the Council can continue to maintain and improve council owned car parks within the Parking Services budget.
- 10.3 Permit levels should be increased as recommended in paragraph 2.7 to offset the increased costs of maintenance and investment in Council owned car parks.
- 10.4 Sunday charging should be introduced in Council owned car parks as identified in paragraph 2.9 (Table 5) to bring Runnymede into line with other Surrey authorities who charge over 7 days.

## **11. Background papers**

- 11.1. There are none.

## **12. Appendices**

- 12.1 There are none.