

## Report No.2

### Report to Meeting of Malmesbury Town Council 29<sup>th</sup> March 2016

#### Allocation of free parking days

##### 1. Purpose of the report

- 1.1. To invite the Town Council to consider the impact of Wiltshire Council's decision to devolve the administration of free parking days to town and parish councils and determine how the application for free days are to be determined.

##### 2. Background

- 2.1. At the meeting of the Town Council held on February 2016 it was resolved that the option of the Town Council receiving a number of free days and then being responsible for allocation to various other bodies would be the preferred method of operation. However, this was taken in the absence of any detailed information about how any scheme would operate.
- 2.2. An email has recently been received from the responsible officer at Wiltshire Council confirming that as from the 1<sup>st</sup> April 2016 the responsibility for allocation and administration would be passed to town and parish councils.
- 2.3. The allocation of spaces to each town has been determined by subtracting the disabled spaces and then multiplying the remaining total number of spaces in car parks by two.
- 2.4. In the case of Malmesbury this has been determined as 482 spaces and it would appear that spaces currently free of charge such as adjacent to the Bell Hotel and the Market Cross have not been included in the calculation. Enquiries have been made to determine if this number includes the parking areas on the High Street.

##### 3. Proposals

- 3.1. The Event Parking Policy issued by Wiltshire Council is attached as Appendix 1 to this report.
- 3.2. The policy would seem to indicate that even the spaces currently free of charge are to be included within the total allocation. This approach would mean that the spaces taken up by the market every week would be included and deducted from our total allocation.
- 3.3. The Blood Transfusion Service uses the Town Hall every month and parking bays are suspended in Cross Hayes to allow the transport and storage vehicles to be maintained close to the centre of operation. It is now understood that since raising the issue with Wiltshire Council an exemption for such vehicles is being written into the policy, details as yet unavailable.
- 3.4. Age Concern UK has recently indicated that they would wish to station an advice bus in the Cross Hayes for a few hours every two weeks for a period of six months.
- 3.5. Malmesbury Carnival has always arranged, with Wiltshire Council's consent, for the funfair to be located in Station Yard car park as a major part of the carnival. The number of spaces in Station Yard is 175 and the funfair operates for at least four chargeable days.
- 3.6. As an example, if none of the 482 days were allocated to the funfair then the cost to the carnival would be in the region of £14,000 at the rate of £20 per space per day. If all of the allocated days were used for the funfair then the cost to carnival would be £4,360 but no other application could be agreed.

- 3.7 Notification has now been received that the Carnival will continue to make application direct to Wiltshire Council with the advice that if they are dissatisfied with the charge to be levied they may approach the Town Council for use of free or subsidised days.
- 3.8 Consent is still required from Wiltshire Council before spaces may be allocated and the scheme requires an eight week period of notice to be given.
- 3.9 The Blood Transfusion Service is scheduled to use the Town Hall in April and no advice has been given about how the eight week period of notice could be given in this case and others of a similar nature. A request has been made for further detail about the historical allocation provided by Wiltshire Council in order that we may have an indication of expectation where we may be unaware of what has previously been requested.
- 3.10 The Town Council will need to determine how spaces are to be allocated, if it will be necessary to devise a policy and if the decision is to be delegated to either a panel of committee.
- 3.11 Whatever method is chosen members need to be aware that decisions will probably need to be made on a regular basis and outside of the routine committee cycle.

#### 4. Financial implications

- 4.1 There will be some, as yet undefined, financial implications falling upon the Town Council for the administration of the scheme now that the document has been supplied by Wiltshire Council outlining the actions to be taken.
- 4.2 If the Town Council resolves to assist some organisations by paying for additional space allocation this may be possible by using section 137 if applicable but no additional funding has been included within the approved budget for 2016/2017

#### 5. Recommendations

- 5.1 Members are requested to consider how allocations for free parking spaces are to be allocated by the Town Council.

Jeff Penfold  
Town Clerk  
20<sup>th</sup> March 2016.

## **Appendix 1**

### **Event Parking Policy**

#### **Background**

Wiltshire Council's Parking arrangements were reviewed in 2015, with a full public consultation undertaken, and after which a new Parking Policy was adopted. The review recognised the importance of local decision making and the empowerment of local communities to decide their own priorities.

The new Parking Policy made no comment for the future provision of event management parking arrangements, other than acknowledging the desire to allow local communities the option to fund local arrangements.

Historically the council had agreed to allow larger local communities (town councils) to nominate a limited number of events that would receive free parking arrangements. The concept being that this would be the total allocation of event parking support by Wiltshire Council for a given area. However, over time other event organisers approached Wiltshire Council direct and additional support days were awarded. This resulted in unfunded assistance (budget income shortfalls) and a duplication of the approved system, whereby local communities (town councils) approved the event support arrangements.

Following the adoption of the 2015 Parking Policy it is necessary to consider the future of event parking support, to ensure procedures and practices are acceptable and within the agreed arrangements.

In January 2016 Wiltshire Council consulted with the town councils involved in the current Event Parking scheme to identify their preferences for the future provision. Three proposals were suggested for comment:

1. Parish and town councils still receive a limited allocation and then is wholly responsible for any onward provision of free spaces to event organisers. Wiltshire Council would no longer offer any spaces directly to organisers, irrespective of the organisers or the event.
2. Wiltshire Council assesses all applications and awards the free parking arrangements directly to event organisers.
3. Another option suggested by yourselves.

The majority of feedback from town councils supported option 1, for the town councils to decide who and when event parking should be provided.

If option 1 was to be adopted, the allocation for Towns would be as follow, Spaces per year:

Amesbury	232
Bradford on Avon	482
Calne	154
Chippenham	1984
Corsham	462
Devizes	1686
Malmesbury including Cross Hayes	482
Marlborough Including the central High St	1192
Melksham	642
Royal Wootton Bassett	518
Trowbridge	1546
Warminster	812
Westbury	536

These figures are based on the total number of regular car parking spaces in car parks x2. Electric vehicle bays and disabled bays are excluded from any entitlement.

### **New Scheme**

The town councils will decide the events to be supported within the allocation awarded by Wiltshire Council. This would include applications from (but not be limited to):

Community Events - A community event is an event organised and delivered by a registered charity, not-for-profit organisation, community or voluntary group that directly benefits local residents and stakeholders.

Commercial Events - A commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event. It is not sufficient to claim an event organised around one business or a group of businesses is, in some way, of wider community or charity benefit.

The town councils will be responsible for:

- Completing the spreadsheet allocating parking capacity (see Appendix A).
- Consultation with Event Management.
- Consultation with the Safety Advisory Group, where required.
- Consultation with Councillors, residents and businesses where required.
- Traffic Management where required.
- Timescales for Planning an Event
- Application to use Council Land, where required.
- Application to use the Public Highway, where required.
- Considerations of public transports.
- Advertisements of event and parking arrangements
- General event management, including: Licensing, Street Trading, trading standards implications, waste management, adequate and accessible toilet facilities etc.

Town councils have the opportunity to fund additional parking arrangements. The additional parking arrangement charges are reviewed and updated annually (The 2016/ 17 charges are detailed in Appendix B).

All requests for event parking support are to be made through the town councils. Wiltshire Council has delegated the town councils with its event parking support resources and no further assistance is available from Wiltshire Council. Town Councils would be responsible for signage relevant to the parking area requested. Wiltshire Council will supply legal template for suspended parking signage.

## APPENDIX A

### REQUEST FOR EVENT PARKING

1. Requests from event organisers for event parking support are to be made to the relevant town council.
2. The town council is responsible for completing the 'Event Parking Spreadsheet' every time an event is approved by their council.
3. The Event Parking Spreadsheet is to be sent to Parking Services [parking@wiltshire.gov.uk](mailto:parking@wiltshire.gov.uk) following an update.
4. The Event Parking Spreadsheet is to be sent 8 weeks prior to any event.
5. Parking Services will confirm that the allocation has been booked by returning the Event Parking Spreadsheet with the approving officer's details. Only on return of the Event Parking Spreadsheet has the parking been allocated.

Example Devizes 1686 Spaces

Devizes 1686  
Spaces

Car Park	Date required	Event	Spaces required	Remaining Entitlement	Approving Officer
Central	31.1.2016	Funtime	20	1666	J. Pattison
couch Lane	23.2.2016	Sinkorswim	10	1656	J. Pattison

## **APPENDIX B**

### **USE OF COUNCIL CAR PARKS FOR EXTERNAL EVENTS**

Wiltshire Council is happy to assist with organised events where possible. Where those events involve closure or part closure of car parks or parking areas the appropriate fees must be paid.

#### Scale of fees

Bay suspensions - £20 per bay per day

Non chargeable parking bays £10 per bay per day

Full Closure of parking area – Determined by loss of income for the period required.

The charges cover the cost of administration, enforcement and any potential loss of income to Wiltshire Council.

For further information please contact [parking@wiltshire.gov.uk](mailto:parking@wiltshire.gov.uk)