

## Briefing Note – 13 August 2021

Updated 3.9.21 to include individual town permits and allow anyone to purchase Leisure Car Park permits (not just those who are Everyone Active Members).

### Introduction of Car Parking Charges

#### 1. Background:

At Full Council on 30 March 2021 it was agreed to implement Option 3 (level of charges) and Option C (hybrid method of payment) to achieve an income of **£282,080** which would allow a break even / self financing car park service.

**Option C** – a hybrid of Pay and Display Machines and Pay by Phone at all town centre and leisure and countryside locations. Plus a limited number of resident parking permits would be introduced at a charge of £75 per permit at the following locations:

- Aylestone Lane – 12 permits available
- Junction Road – 12 permits
- East Street -10 permits
- Station Street 6 permits
- Kirkdale Road – 20 permits

**Option 3** – level of charges:

Town Centre Car Parks (list attached at Appendix 3)	Countryside and Leisure Car Parks (ie Parklands, Brocks Hill & Wigston Swimming Pool)	Kirkdale Road car park (residential and rail users)
Short stay <ul style="list-style-type: none"><li>• Up to 2 hours £1</li><li>• Up to 4 hours £3</li></ul> Long stay – Over 4 hours £4 (available at Aylestone Lane, Paddock Street and Sandhurst Street only)	<ul style="list-style-type: none"><li>• Up to 4 hours £1</li><li>• Over 4 hours £2</li></ul>	Short stay <ul style="list-style-type: none"><li>• Up to 2 hours £1</li><li>• Up to 4 hours £3</li></ul> Long stay – Over 4 hours £4

It was agreed that charges should be implemented from 8:00am until 6:00pm Monday to Sunday inclusive.

#### 2. Public Consultation

The Draft Car Park Strategy went out for public consultation 17 May 2021 to 27 June 2021 (6 weeks).

380 emails and letters were received plus two petitions against the introduction of parking charges (one submitted via change.org and a paper petition). The combined total number of petition signatures was just under 6,000.

Out of the 380 response received:

- 191 stated they are residents of the borough
- 11 identified themselves as businesses in the Borough
- 8 religious organisations in the borough submitted responses
- 9 response were received from organisations/charities in the borough
- 161 did not specifically state whether they were residents or businesses in the Borough

As part of the consultation a letter was received from Leicestershire County Council which can be found at **Appendix 1**.

The main concerns raised were: (set out fully in **Appendix 2** and available on the council web site)

Main concerns raised	Mitigation via revised scheme (see below)
Detrimental impact on local businesses and shops	Pay and display will go ahead as planned but permits will be introduced which will significantly reduce the cost of parking to the individual throughout the Borough.
Against charging at Leisure sites (Parklands/Brocks Hill/Wigston Pool)	Pay and display will go ahead as planned but permits will be introduced which will significantly reduce the cost of parking to the individual throughout the Borough
Will shop elsewhere	The council is not able to compete with free car parks provided by shopping centres where the cost of car parks is absorbed by the shopping outlets. However, the proposed permit scheme (see below) will significantly reduce the cost for multiple visits and will compete well with charges at adjoining authorities.
Concerns about displacement	With permits being available to all at a reasonable cost it is intended that this will reduce the potential for displacement.  We will work with the County Council to introduce additional on street residential schemes in hot spot locations (see letter at <b>Appendix 1</b> )
20 minute quick shop bays – not long enough / not enough bays proposed	Increase to 30 minutes but no additional bays to be provided as this will take too many bays away from permit holders / pay and display (if you

	have a permit you should not park in a quick shop bay)
Charging will have detrimental impact on the elderly	Permits will reduce the cost and means coins for machines (fiddly for elderly) are not required. Blue badge scheme in operation.  Increasing the time limit on quick shop bays will also assist less mobile users who do not hold a permit.
Against charging on Sundays & bank holidays	Permits cover 7 days a week and therefore permit holders will not need to pay again on a Sunday. Non permit holders will be required to pay and display
Additional strain on household finances	Permits are available at a reduced cost over pay and display. Annual or 6 monthly permits will be available to help spread the cost without adding a premium to the 6 month price.
Impact on costs of taking children to school and safety of children if parents drop off roadside to avoid charges (notably Countesthorpe Road)	A specific term time / school hour permit will be introduced for this location (see below)
Impact on volunteers	Charities and community groups will be able to apply for permits to allow unpaid volunteers free parking at a particular time / day / vehicle – these will be paper permit issued and administered by the council.
Not enough resident permits allowed for.	The revised permit system will mean any permit holder can park in any location for the duration allowed in that car park as an alternative to pay and display. There will be no limit to the number of permit users parking in a particular location.

### 3. Charges and permit scheme:

Permits will be available to ANYONE wishing to park in the councils' car parks.

		<b>Resident of the Borough</b>	<b>Non resident</b>
<b>All car parks</b> (Allows use of any town centre or countryside & leisure car park (Parklands /	Annual (12 months) pass	£75.00	£150.00
	6 months pass	£37.50	£75.00

Brocks Hill/ Wigston Pool) – park anywhere, anytime according to the rules of the car park)	Without a pass	Pay and display	Pay and display
<b>All town centre car parks (list attached at Appendix 3)</b> (Allows use of all town centre car parks – park anywhere, anytime according to the rules of the car park)	Annual (12 months) pass	£50.00*	£100.00
	6 months	£25.00*	£50.00
	Without a pass	Pay and display	Pay and display
<b>Oadby Town Centre Car Parks only</b> (Allows use of Oadby town centre car parks only – park anywhere, anytime according to the rules of the car park)	Annual (12 months) pass	£25.00	£50.00
	6 months	£12.50	£25.00
	Without a pass	Pay and display	Pay and display
<b>Wigston and South Wigston Town Centre Car Parks only</b> (Allows use of Wigston and South Wigston town centre car parks only – park anywhere, anytime according to the rules of the car park)	Annual (12 months) pass	£25.00	£50.00
	6 months	£12.50	£25.00
	Without a pass	Pay and display	Pay and display
<b>Leisure Car Parks only</b> (allows parking at Parklands Leisure Centre / Brocks Hill / Wigston Pool ONLY without further charge)	Annual (12 months) pass	£25.00	£50.00
	6 months pass	£12.50	£25.00
	Without a pass	Pay and display	Pay and Display
<b>School Run Permit</b> (allows parking in Countesthorpe Road only, term time Monday to Friday before 9.30am and between 2.30pm and 4pm)	School run pass	£10	£10
	Without a pass	Pay and display	Pay and display
Kirkdale Road only (includes rail users)	Annual pass	Purchase an ‘any car park’ or ‘town centre car park’ pass.	Purchase an ‘any car park’ or ‘town centre car park’ pass.

	6 months	Purchase an 'any car park' or 'town centre car park' pass.	Purchase an 'any car park' or 'town centre car park' pass.
	Without a pass	Pay and display	Pay and display
Station Street	Annual pass	Purchase an 'any car park' or 'town centre car park' pass.	Purchase an 'any car park' or 'town centre car park' pass.
	6 months	Purchase an 'any car park' or 'town centre car park' pass.	Purchase an 'any car park' or 'town centre car park' pass.
	Without a pass	Not permitted**	Not permitted**

\*set at £50.00 to match LCC scheme – see **Appendix 1**

\*\*pay and display in this location will not be available.

A pass does not guarantee a parking space but means the driver can park without further payment up to the maximum length of stay available in that car park (as displayed on the sign board).

Registered charities and community groups will be able to apply for permits free of charge for their unpaid volunteers for specific car parks / specific days and times / specific vehicles.

Potential for 'Park and Ride' – residents of the Borough are less likely to use the council car parks as 'park and ride' locations (for example to the city centre) than non residents. There is the possibility that non residents might take advantage of the ability to purchase a non resident permit and use council car parks for this purpose but there will only be three long stay car parks (as at present) at Sandhurst Street, Aylestone Lane and Paddock Street. The most likely of these to be used is Paddock Street which has easy access to a bus route. It is proposed to monitor this possibility and, should it materialise and cause problems (ie lack of space for shoppers to park) options will be looked at to address the issue.

#### **4. How does the above affect decisions already agreed at Full Council?**

<b>Agreed at committee / contained in draft strategy</b>	<b>Recommended changes to strategy following consultation:</b>
The scheme will operate 7 days a week from 8am until 6pm. Parking outside of these hours in council car parks is free of charge in any location.	No change.
Pay and display charges will be set at Option 3 as above.	No change.
Resident permits at specific locations	Will be replaced by permits available to anyone for any car park as set out in the table below.
Resident permits will be £75	No change to the permit price but other options introduced as per the table below to include

	residents / non residents.
Season tickets	Replace with resident and non resident parking permits
20 minute short stay bays.	Increase to 30 minutes stay.
Electric vehicle charging bays – charges apply 8am to 6pm. Free to use from 6pm until 8am.	No change – payment by pay and display or via resident / non resident permit
Countesthorpe Road – was contained in the main scheme without any options to differ.	Introduce term time only Monday to Friday parking passes as set out in the table below
Station Street – was contained in the main scheme without options to differ.	Station Street Car Park to become permit only parking without a pay and display option. This should assist residents (although they will need to buy a permit). It will also allow employees of the bus depot to still use the car park so long as they have purchased a pass. Due to the potential for displacement parking discussions will be held with LCC over introduction of an on street resident parking scheme.
Blue Badge holders - free of charge for up to 3 hours so long as blue badge and time clock displayed. Charge applies if staying over 3 hours.	No change – over 3 hours can be by pay and display or permit
Short stay – maximum length of stay 3 hours Long stay – maximum length of stay - up to 12 hours	Short stay - maximum length of stay of 4 hours and will be 1 visit per day Long stay car parks will be for stays up to 12 hours and 'no return within 4 hours'.

## 5. Income:

Income of **£282,080** is required to break even. The administrative cost of each permit is just under £1 therefore the minimum number of permits needed to be sold per year would be

- 3,812 permits at £75.00
- 5,757 permits at £50.00
- 11,754 permits at £25.00

The reality is that the income would be achieved by a combination of different permits and cash income from pay and display.

For the committee report income was worked out at % occupancy of car park bays x turnover of each bay x 5 days a week x 48 weeks a year to take account of fluctuations. With a permit system

this formula does not work as easily as we do not know how many visits an individual makes to the car parks.

The 2011 census records car ownership in the borough as 17,695 – if 33% of these car owners purchased a £50.00 town centre permit then the income of around £291,967 could be achieved.

## 6. Communication:

The message is: If you use our car parks on a regular basis a parking permit will significantly reduce the cost of parking throughout the Borough and will offer the best value for money.

The more visits that are made the more cost effective the permit becomes. For example – a resident permit for all town centre car parks over a year (list of town centre car parks at **Appendix 3**):

Options:	Pay & Display	Equivalent cost per hour		Resident permit town centre car parks	Equivalent cost per visit	Equivalent cost per hour
1 visit a week (up to 2 hrs)	£1 per stay £52 a year	£0.50p		£50.00	£0.96p	£0.48p
1 visit a week (2 to 4 hrs)	£3 per stay £156 a year	£0.75p		£50.00	£0.96p	£0.24p
2 visits/week (up to 2 hrs)	£1 per stay £104 a year	£0.50p		£50.00	£0.48p	£0.24p
2 visits/ week (2 to 4 hrs)	£3 per stay £312 a year	£0.75p		£50.00	£0.48p	£0.12p
3 visits/week (up to 2 hrs)	£1 per stay £156 a year	£0.50p		£50.00	£0.32p	£0.16p
3 visits/week (2 to 4 hrs)	£3 per stay £468 a year	£0.75p		£50.00	£0.32p	£0.08p

A non-resident permit for all town centre car parks over a year:

Options:	Pay & Display	Equivalent cost per hour		Non Resident permit town centre car parks	Equivalent cost per visit	Equivalent cost per hour
1 visit a week (up to 2 hrs)	£1 per stay £52 a year	£0.50p		£100.00	£1.92p	£0.96p
1 visit a week (2 to 4 hrs)	£3 per stay £156 a year	£0.75p		£100.00	£1.92p	£0.48p
2 visits/week (up to 2 hrs)	£1 per stay £104 a year	£0.50p		£100.00	£0.96p	£0.48p
2 visits/ week (2 to 4 hrs)	£3 per stay £312 a year	£0.75p		£1000.00	£0.96p	£0.24p

3 visits/week (up to 2 hrs)	£1 per stay £156 a year	£0.50p		£100.00	£0.64p	£0.32p
3 visits/week (2 to 4 hrs)	£3 per stay £468 a year	£0.75p		£100.00	£0.64p	£0.16p

The cost of a resident permit for Parklands / Wigston Pool / Brocks Hill only for up to 4 hours stay over a year would be:

Options:	Pay & Display	Equivalent cost per hour		Resident permit Leisure sites	Equivalent cost per visit	Equivalent cost per hour
1 visit a week (up to 4 hrs)	£1 per stay £52 a year	£0.25p		£25.00	£0.48p	£0.12p
2 visits/week (up to 4 hrs)	£1 per stay £104 a year	£0.25p		£25.00	£0.24p	£0.06p
3 visits/week (up to 4 hrs)	£1 per stay £156 a year	£0.25p		£25.00	£0.16p	£0.04p

The cost of a non- resident permit for Parklands / Wigston Pool / Brocks Hill only for up to 4 hours stay over a year would be:

Options:	Pay & Display	Equivalent cost per hour		Resident permit Leisure sites	Equivalent cost per visit	Equivalent cost per hour
1 visit a week (up to 4 hrs)	£1 per stay £52 a year	£0.25p		£50.00	£0.96p	£0.24p
2 visits/week (up to 4 hrs)	£1 per stay £104 a year	£0.25p		£50.00	£0.48p	£0.12p
3 visits/week (up to 4 hrs)	£1 per stay £156 a year	£0.25p		£50.00	£0.32p	£0.08p

Advantages of a permit:

- No cash required
- Allows for ad hoc visits (like buying milk / bread etc)
- Not constrained by the length of parking paid for
- No pay & display ticket to lose (and no physical permit)
- Costs less the more it is used
- If car park prices were to increase during a year there is no impact for the duration remaining on the permit.
- It may encourage shoppers to use our town centres over other pay and display locations where they will need to find cash or where they would have to pay.

Disadvantages:

- Upfront cost
- Staff time to administer the volunteer / charity permits

Parking Permits will be digital and can be purchased online at any time of day - 24 hours a day. Applicants will not need to wait for a paper permit to arrive in the post as there is nothing to display in the vehicle and they can be used from the start date.



The purchaser can update vehicle registration numbers online at any time. This update is then immediately available to the enforcement officers' mobile devices, enabling them to prevent any infringement of the scheme's rules. Applicants must ensure that the registration of the vehicle they are using is updated correctly at the time of parking or a Penalty Charge Notice will be issued to the vehicle. The same pass can be used in an alternative vehicle (eg if a courtesy vehicle is being used) so long as the details have been updated via the MiPermit web site.

For paper permits, the permit should be clearly displayed in the windscreen of the vehicle at all times.

## **7. Note on town centre car parks:**

Currently there is a £3 charge for over 3 hour stays (allowed at Aylestone Lane, Paddock Street and Sandhurst Street Car Parks only) therefore the permit system presents a significant saving to anyone currently staying over 3 hours in any of our car parks. Income receipts show that (pre covid) only 357 (on average) people per month paid to park for over 3 hours.

**It may be advisable to discuss the proposals with LCC (particularly in relation to Kirkdale Road and Station Street) prior to making the above public.**

I have found one other local authority with a similar scheme: East Lindsey District Council

<https://www.e-lindsey.gov.uk/parkingpermits>

**Margaret Kind**  
**Corporate Assets Manager**

Dear Sir/Madam

### **Car Park Strategy Consultation – Oadby & Wigston**

Thank you for the opportunity to comment on Oadby and Wigston's car park strategy. Please find below Leicestershire County Councils comments.

Where charges are to be introduced and the likelihood of parking displacement (on to the highway) is to occur, the County Council expects the Borough Council to fund any mitigation measures on our highway network.

The introduction of charges is likely to have a direct impact on the level of traffic flow in the vicinity of the car parks (i.e. vehicles navigating the area searching for on-street parking). The County Council therefore expects the Borough Council to consider this when setting the charges.

- Understand how they are going to operate each car park
- The County Council has particular concerns regarding the impact of the charges on the local highway network in the vicinity of:
  - Kirkdale Road/Station Road and Blaby Road (South Wigston College). The residential areas of Kirkdale Road/Station Road do not have any on-street parking restrictions (exception of junction protection) due to the lack of residential off-street parking. Therefore, it is likely, that the introduction of parking charges will cause the displacement of vehicles on to the highway. There is Arriva Depot, South Wigston College and train station in the proximity and would result into residents' competing for parking space with the employees/users of said establishments.
    - We would consider a residents parking scheme at this location to mitigate the impact of the car parking charges an appropriate solution.
  - Canal Street / Countesthorpe Road area. This residential area does not have any on-street parking restrictions (exception of junction protection) due to the lack of residential off-street parking. Therefore, it is likely, that the introduction of parking charges will cause the displacement of vehicles on to the highway and would result into residents' competing for parking space with the employees/users of said establishments.
    - We would consider a residents parking scheme at this location to mitigate the impact of the car parking charges an appropriate solution.
  - East Street Car Park is close to Oadby town centre, an increase of parking charges is likely to increase displacement parking to the residential street of Brooksby Close.
    - We would consider a residents parking scheme at this location to mitigate the impact of the car parking charges an appropriate solution.
  - Burgess Street, Wigston is currently unrestricted outside of the residential properties due to the lack of residential off-street parking. Therefore, it is likely, that the increase of parking charges will cause the displacement of vehicles on to the highway and would result into residents' competing for parking space with the employees/users of the town centre.

- We would consider a residents parking scheme at this location to mitigate the impact of the car parking charges an appropriate solution.
- Brocks Hill Country Park on Washbrook Lane is not highway, however it is likely that the introduction of parking charges at this location will result in displacement parking on Washbrook Lane. The Borough council should consider the introduction of a waiting restriction to maintain access and in the interest in road safety.

The document mentions the Borough Council's vision to help increase and promote sustainable travel, by providing electric car parking facilities within the car parks. Whilst there is no mention of electric charging facilities, the County Council continues to support the idea and encourages the Borough Council to introduce such facilities.

Where resident parking permits are provided in the car parks, the County Council requests the Borough Council to carefully consider their charges, as to not bring the County Council in disrepute regarding our own on-street residents parking charges which are in place for number of years.

The comments provided by the County Council are based on the information made available in the car park strategy document. Crucial information related to proposed pricing structure and traffic surveys such as traffic flow data, parking occupancy surveys have not been provided. Therefore, the County Council is unable to assess thoroughly and the likely impact of car parking charges on local highway network.

The current staffing provision will not be sufficient within the current SLA agreement for on-street enforcement with the additional number car parks, frequency of visits and increased hours of operation, including Sundays. This should be assessed and agree with both County and Harborough District prior to any changes.

Kind Regards,

**Andy Hopkins**  
**Senior Engineer**  
Traffic & Signals  
Network Management – Development & Growth  
Environment & Transport  
Leicestershire County Council

## Draft Car Park Strategy – Initial summary of consultation responses

The consultation on the Draft Car Park Strategy ran for 6 weeks from 17 May 2021 to 27 June 2021.

Most responses dwelt on the introduction of parking charges. Very few responses mentioned other aspects of the strategy but where they did the response was overall positive (with the exception of charging for parking).

380 emails and letters were received plus two petitions against the introduction of parking charges (one submitted via change.org and a paper petition). The combined total number of petition signatures was just under 6,000.

Out of the 380 response received:

- 191 stated they are residents of the borough
- 11 identified themselves as businesses in the Borough
- 8 churches in the borough submitted responses
- 9 response were received from organisations/charities in the borough
- 161 did not specifically state whether they were residents or businesses in the Borough

**The chart below is a summary of the main points raised. The council is now looking at these issues in more detail before the final scheme is published.**

Main concern raised	Number of responses raising this concern	% of respondents	More detail
Respondents who stated the introduction of parking charges could have a detrimental impact on local businesses / local shops /viability of the town centres	284	74.7%	Concerns that businesses may fail because of reduced footfall and the town centres could become ghost towns. Concerns raised that multinationals with their own car parks may gain to the detriment of small businesses.
Respondents who stated they are against the introduction of parking charges at Parklands Leisure Centre / Brocks Hill / Wigston Pool	103	27.1%	A range of reasons were given including the cost of parking on top of Leisure Centre / Swimming Pool charges; affordability for parents taking children to gym and swimming classes; potential to impact health if people stop going to the gym or swimming pool.

Respondents who felt the timing of the consultation/introduction of parking charges is wrong given the impacts of the Covid-19 pandemic.	92	24.2%	
Respondents who stated they are likely to shop elsewhere if parking charges are introduced.	65	17.1%	Fosse Park was the most frequently mentioned alternative free parking location although some respondents acknowledged this would not help with visits to hairdressers / charity shops / banks etc Leicester city centre was the most frequently mentioned alternative for paid parking where respondents felt more services would be available to them for the amount they paid to park.
Respondents who felt that introducing parking charges is likely to cause displacement to street parking / parking in other areas by drivers trying to avoid charges.	63	16.6%	Locations were respondents raised current parking problems included: <ul style="list-style-type: none"> <li>• Station Street</li> <li>• Kirkdale Road</li> <li>• Junction Road</li> <li>• Burgess Street</li> <li>• Sandhurst Street</li> <li>• Beaumont Street</li> <li>• Healey Street / Timber Street / Countesthorpe Road Car park</li> <li>• Leicester Road, Oadby</li> <li>• Paddock Street</li> <li>• Cherry Street</li> </ul>
Respondents who stated 20 minutes is not long enough for quick shop bays or that not enough quick shop bays are proposed.	43	11.3%	Many respondents felt 20 minutes would not be long enough if they have to queue.
Respondents who raised concerns that charges may have a detrimental impact on the elderly	29	7.6%	Affordability was raised as a concern. Elderly people may not be able to walk far and therefore need to use a car to get to the town centres and leisure sites.
Respondents who stated they are against introducing charges on	17	4.5%	Respondents felt that the introduction of charges on a

Sundays and Bank Holidays			Sunday may have a detrimental impact on church attendance.
Respondents who specifically stated that the introduction of Parking charges will put an additional strain on household finances	13	3.4%	Some respondents raised concerns about the impact parking charges may have on finances if they need to make multiple visits to the town centres or leisure facilities.
Respondents who are against the principal of charging but did not give any specific reasons.	12	3.2%	
Respondents who stated that parking charges will have a detrimental financial impact on taking children to school by car or might impact on child safety.	7	1.8%	Countesthorpe Road Car Park was the most frequently mentioned. Some respondents raised concerns over children's safety if parents dropped children off on-street to avoid parking charges.

### APPENDIX 3

#### List of Car Parks:

**Town Centre Car Parks:** A 'town centre parking permit' will allow parking in ANY of the following locations:

Oadby:

- East Street Car Park
- Sandhurst Street Car Park
- Ellis Park Car Park

Wigston:

- Junction Road Car Park
- Spring Lane Car Park
- Frederick Street Car Park
- Aylestone Lane Car Park
- Paddock Street Car Park

South Wigston:

- Countesthorpe Road Car Park
- Station Street (will become any permit only – no pay & display availability)
- Kirkdale Road

**Countryside and Leisure Car Parks are:** A 'Countryside and Leisure parking permit' will allow parking in ANY of the following locations:

- Parklands Leisure Centre Car Park
- Brocks Hill Country Park Car Park
- Wigston Pool and Gym Car Park
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**An 'All Car Parks' permit will allow parking in ANY of the above car parks – both town centre and countryside and leisure locations.**