

**OVERVIEW AND SCRUTINY COMMITTEE
TASK AND FINISH GROUP SCOPING DOCUMENT**

Task and Finish Group Title:	Strategic Review of Car Parking
Membership of Working Group:	<ul style="list-style-type: none"> • Cllr Jim White – Portfolio Holder – Operations • Cllr Doug Dew • Cllr Gardener • Cllr Sanderson
Aim:	<p>To establish a clear Vision for the Parking Service that sets the broad view of how the Council is going to leave an impact on customers and the greater community through the operation of car parking</p> <p>This will include our mission:</p> <ul style="list-style-type: none"> • What do we do? • How do we do it? • Whom do we do it for? • What value are we bringing? <p>The Vision will be used to inform:</p> <ul style="list-style-type: none"> • An evidence based Parking Strategy • Are individual town strategies required? • Are individual village strategies required? • The development of future operational and management projects
Key Officer Contacts: <i>(Lead and support)</i>	Neil Sloper – Head of Operations George McDowell – Parking Services Manager
Scoping form completed by:	Neil Sloper – Head of Operations
Scrutiny requested by:	October 2016 Cabinet
Criteria for inclusion in work programme:	
Customer Feedback:	<ul style="list-style-type: none"> • This is a highly sensitive topic due to different and competing demands of customer groups. • Information gathering stage will ensure the approach is evidence based with engagement from different customer groups and stakeholders

<p>Council Priority:</p>	<p>Links to Council's Vision:</p> <p>Particularly working towards sustainable economic growth whilst providing value for money services</p> <p>Links to strategic priorities:</p> <ul style="list-style-type: none"> • A strong local economy • Working with our communities • Ensuring we are service led with a customer focus
<p>Importance to local people:</p>	<ul style="list-style-type: none"> • Car parking provision, availability and cost is of high interest to customers, businesses and visitors. • Residents, business and local representatives desire involvement and to feel that their requirements have be considered as part of any development or proposed change to this councils parking facilities. • The Council needs to demonstrate it has listened, captured, evaluated and based its approach on their views.
<p>Value for Money Concerns:</p>	<ul style="list-style-type: none"> • Car parking operates at a surplus, the financial basis for the operations of the service and the use of the surplus may be considered. • The investment in new technology to deliver the agreed strategy may be significant. • The Vision and strategy will be used to guide future reviews of fees & charges
<p>Contributes to tackling inequalities:</p>	<p>The strategy will be used to inform the appropriate provision of facilities & service for those with a registered disability or mobility/access issues.</p>
<p>Improving partnership working:</p>	<p>To enable members to consider how the Council may best provide and manage parking services to support its wider objectives, such that the facilities and their operation best meet the often conflicting needs of different stakeholders (the taxpayer, motorist, visitor, worker, commuter, businesses, residents)</p>
<p>Tackling underperformance in services:</p>	<p>N/A</p>
<p>Cross-cutting issue:</p>	<p>N/A</p>
<p>Summary of overall anticipated benefits and intended outcomes:</p>	<p><u>Outcomes:</u></p> <ul style="list-style-type: none"> • A clear vision for the Council's provision and operation of Car Parks.

	<ul style="list-style-type: none"> • A clear strategy for the provision and operation of car parking to achieve the Council's vision
Indicators of success:	Fully endorsed Parking Services Vision Fully endorsed Parking Services Strategy
Scope:	
In Scope: <i>(Define what the scope of the review will be)</i>	<p>To understand:</p> <ul style="list-style-type: none"> • The needs, requirements and priorities of customer groups and how they may conflict • Use and future requirements of car parking provision • The contribution of car parking facilities to the infrastructure of towns/villages • Principles of car park operation and pricing • The standard of the facility provided • Terms of provision of disabled parking • The occupancy/turnover of vehicles • If this councils car parking capacity could accommodate the current on-street parking issues • Consideration of the decriminalisation of on-street parking and its viability within the strategy
Excluded from Scope: <i>(Define the exclusions from the scope of the review)</i>	<ul style="list-style-type: none"> • A review of the current level of fees and charges • A review of the current equipment and technology used to operate car parks
Benefits:	<p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Clarity, focus and direction. • Drive and impetus to achieving set goals • A better understanding of the current facilities and if they will meet future needs • Agreement on the longer term future • Identifying the key steps needed to achieve the strategy
Council and Partner Involvement	
Who would need to be involved from the Council?	Portfolio Holder, Cabinet, O&S (Environment and Communities), Parking Service, Planning, Invite Councillors from each Town
Which of our partners, stakeholders and members of the community should we discuss this with?	Town Councils, St Neots Retail Club, St. Ives Town Initiative, Huntingdon BID, motorists, residents, shoppers, workers.

Review Resources	
Evidence: <i>(All to be gathered)</i>	<ul style="list-style-type: none"> • Customer feedback and user group analysis • A study of car park occupancy & the rate of turnover of users/spaces • Study of on-street parking issues • Future car parking requirements based on road construction and house building.
Witnesses: <i>(Who to see and when)</i>	Specialist consultants presenting occupancy and demand studies Representatives of key customer groups Representatives of specific Town issues
Site visits: <i>(Details of site visits and when they need to be held if appropriate)</i>	N/A
Consultation: <i>(Is there any consultation which needs to be undertaken to feed into the review?)</i> <i>(Consult with CMT on draft outcomes for any issues they may have)</i> <i>(Do findings need to be published for consultation before making final recommendations?)</i>	Public consultation, business consultation, Town Council consultation Findings of consultation will form evidence base for development of the final strategy
Expert Advice: <i>(Does the Task & Finish Group require expert advice and support due to the nature of the review? Note: if a cost is involved the senior officer will need to agree payment)</i>	Specialist consultants to undertake occupancy studies, origin and destination studies, capacity planning.
Timescales:	
Anticipated Review Start Date:	March 2017
Anticipated Reporting Date:	September 2017 – Vision December 2017 - Strategy
Frequency of Meetings:	May, July, October
Date to evaluate impact: <i>(A review in six to twelve months – dependent on outcomes – at this point deciding to either re-scrutinise this matter, with a different task and finish group, or sign it off as the indicators of success have been achieved)</i>	12 month review