



Meeting: **COUNCIL**
Date: **TUESDAY, 22 SEPTEMBER 2020**
Time: **6.00 PM**
Venue: **MICROSOFT TEAMS - REMOTE**
To: **Councillor D Mackay (Chairman), Councillor J Duggan (Vice-Chair), Councillor K Arthur, Councillor D Brook, Councillor D Buckle, Councillor J Cattanach, Councillor I Chilvers, Councillor J Chilvers, Councillor M Crane, Councillor S Duckett, Councillor K Ellis, Councillor K Franks, Councillor T Grogan, Councillor E Jordan, Councillor M Jordan, Councillor A Lee, Councillor C Lunn, Councillor J Mackman, Councillor J McCartney, Councillor M McCartney, Councillor R Musgrave, Councillor W Nichols, Councillor R Packham, Councillor C Pearson, Councillor N Reader, Councillor J Shaw-Wright, Councillor Shaw-Wright, Councillor R Sweeting, Councillor M Topping and Councillor P Welch**

Supplementary Agenda

18. **Call-In of Executive Decision Relating to the Review of Car Parking Tariffs (Pages 1 - 26)**

To consider the Call-In referral from the Scrutiny Committee on 17 September 2020.

Janet Waggott

Janet Waggott, Chief Executive

Enquiries relating to this agenda, please contact Palbinder Mann on pmann@selby.gov.uk or 01757 292207.

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Report Reference Number: C/20/7

To: Council
Date: 22 September 2020
Ward(s) Affected: All
Author: Palbinder Mann, Democratic Services Manager
Lead Officer: Alison Hartley, Solicitor to the Council
Lead Executive Councillor David Buckle, Lead Executive Member:
Member for Communities and Economic Development

Title: Call-In of Executive Decision Relating to the Review of Car Parking Tariffs (Covering Report)

Summary:

The Scrutiny Committee called in the decision made in respect of report E/20/9 – Review of Car Parking Tariffs 2020 which was made by the Executive at their meeting on 3 September 2020. They discussed the call in at their meeting on 17 September and resolved to refer the Call-In to Council for consideration.

Recommendations:

Council is asked to consider the Call-In referral from the Scrutiny Committee and agree one of the following options:

- **Not object to the decision made by the Executive which will mean the decision will become effective with immediate effect; or,**
- **Refer the decision back to the Executive with Council's views on the decision**

Reasons for recommendation

To ensure the Call-In procedure is followed as outlined in the Constitution.

1. Introduction and background

- 1.1 A Call-In request was received from Councillors Duckett, Franks, Nichols, Packham, Jennifer Shaw-Wright, Steve Shaw Wright and Welch. The request

asks the Scrutiny Committee to consider the decision made by the Executive at their meeting on 3 September 2020 in respect of report E/20/9 – Review of Car Park Tariffs 2020. The report considered by the Executive is attached at Appendix A and the draft minutes of the Executive are attached at Appendix B.

1.2 The Scrutiny Committee considered the Call In at their meeting on 17 September 2020 and resolved to refer the decision to Council. The draft minutes of the Scrutiny Committee are attached at Appendix C

2. The Report

2.1 The Constitution states that Call-In should only be used where Councillors have evidence which suggests that the decision-maker(s) did not take the decision in accordance with the principles set out in Article 13 of the Constitution.

2.2 The decision made in respect of the Review of Car Park Tariffs 2020 was called in on the following grounds:

- All the relevant matters have not been fully taken into account in reaching a decision (Article 13.1 (b)).

2.3 In referring the decision to Council, the Scrutiny Committee provided the following reasons:

- the Committee were not convinced of the fullness of the report or the meaning behind the description of the ‘fragile economy’ of Tadcaster;
- concerns around the split between Selby and Tadcaster;
- the lack of consultation with local communities in Selby, Tadcaster and Sherburn; and
- that the report does not mention clearly that cash payments will still be available.

2.4 If Council considers the matter and does not object to the decision that has been made, no further action will be necessary and the decision will become effective with immediate effect.

2.5 If Council does object to the decision, it has no provision to make changes in respect of an Executive decision unless it is contrary to the policy framework or contrary to or not wholly consistent with the budget.

2.6 If the Council does object and unless it considers the wording in paragraph 2.5 to be the case, it will refer the decision back to the Executive, together with the Council’s views on the decision. Following this, within 20 clear working days of receiving the views of the Council, the Executive shall decide whether to amend the decision or not before implementing it.

2.7 The rules of Call-In are outlined in Part four of the Constitution.

3. Implications

3.1 Legal Implications

3.1.1 Any legal issues are covered in the original report E/20/9 which was considered by the Executive.

3.2 Financial Implications

3.2.1 Any financial issues are covered in the original report E/20/9 which was considered by the Executive.

4. Conclusion

Council is asked to consider the Call-In referral from the Scrutiny Committee and decide what course of action is appropriate.

5. Background Documents

None

6. Appendices

Appendix A – Review of Car Parking Tariffs 2020 report.

Appendix B – Minute Extract from the Executive meeting on 3 September 2020.

Appendix C – Minute Extract from the Scrutiny Committee meeting on 17 September 2020

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APPENDIX A

Report Reference Number: E/20/9

To: Executive
Date: 3 September 2020
Status: Key Decision
Ward(s) Affected: Selby
Author: June Rothwell, Head of Operational Services and
Keith Cadman, Head of Contracts and
Commissioning
Lead Executive Member: Councillor David Buckle, Lead Executive Member for
Communities and Development
Lead Officer: Suzan Harrington, Director Corporate Services and
Commissioning

Title: Review of Car Parking Tariffs 2020

Summary:

On 2 November 2017 the Executive approved the Car Park Strategy (CPS) and a preferred tariff option (revised Option 2) for statutory consultation. Delegated authority was given to the Director of Corporate Services & Commissioning in consultation with the Solicitor to the Council and Executive Lead Member for Communities and Economic Development to finalise the terms of this decision following statutory consultation.

The CPS supports and underpins the ambitions of Selby District Council's Economic Development Framework and aligns to the Corporate Plan objectives. Significant consultation was undertaken alongside detailed information gathering to inform a review of car park tariffs using survey data and analysis of car park usage.

Following the decision to adopt the CPS, Traffic Regulation Orders (TROs) were drafted for statutory consultation and would have been issued in January 2018. However, at that time a request was received to delay issue of the TRO's pending negotiations regarding the future of the Central car park at Tadcaster, as the outcome of discussion could impact upon the validity of the draft CPS.

During the ongoing discussions, requests have been received seeking a review of the tariff scheme and to consider whether to treat Selby and Tadcaster separately for the purpose of future tariff schemes.

This report provides details of the options for potential car park tariffs. Each has differing implications and Members are asked when considering an appropriate tariff scheme, to balance the support for the local economy and financial impacts, with

the need to sustain income which is sufficient to cover the cost of providing and maintaining the car park service.

Recommendations:

- I. **The Executive considers the 4 options set out in this report and approves one of the following:**

Option 1 - discontinue the process to implement car park tariff which would have introduced charges for the car parks in Tadcaster and provided 1 hours free parking in Selby and 2 hours free parking at Tadcaster.

Option 2 – implement a new tariff scheme as approved by the Executive in 2017, this would introduce charges in all car parks at Tadcaster and provided 1 hour free period in Selby and 2 hour free period in Tadcaster.

Option 3 – introduce a new tariff scheme which will extend short stay car parking from 2 to 3 hours in Selby as set out in the report.

Option 4 – Introduce a new tariff scheme which will extend short stay parking from 2 to 3 hours in Selby and introduce a minimum £1 charge for up to 2 hours stay as set out in the report.

- II. **Should Option 4 be approved, the Executive recommend to Council that £16k be added to the capital programme in 2020/21 to cover the costs of implementing cashless payments, to be financed from the Asset Management Reserve.**

Reasons for recommendation:

1. Having regard to the ongoing discussions in relation to Tadcaster Central Car Park, to achieve at this time, the objective to use the Council's car parks as a platform to boost the local economies of the district by improving the customer experience, whilst supporting the Council's efficiency.
2. To address any shortfall in car park tariff income which may arise from a new tariff scheme.
3. To enable the Council to influence customer behaviour, attracting more users to under used car parks and town centre footfall.
4. To achieve the Council's corporate priority of delivering great value.

1. Introduction and background

1.1 The draft Car Park Strategy was approved by the Executive on 2 November 2017.

1.2 The draft Car Park Strategy sets out five priorities:

1. To meet customer needs with regard to car park provision;
 2. To establish a fair, sustainable and value for money tariff scheme that support the of local facilities by the customer;
 3. To provide well-maintained car park facilities which meet the needs of customers;
 4. To enforce car park charges effectively ensuring equity and consistency for customers; and
 5. To maximise use of car parks for the benefit of the local community and local businesses.
- 1.2 The CPS did not propose a new tariff scheme, rather an approach to setting of a new tariff scheme. The strategy provides a service framework and focuses on town centre vitality; supporting the Council's growth ambitions. The draft strategy proposed improvements in the appearance of car parks, reviewing the tariffs with an aim to support growth.
- 1.3 Selby District Council operates 14 managed car parks across the district, of these a charge is levied (tariff) for the 9 car parks in Selby Town. The Council currently provides 8 short stay car parks in Selby Town:
- Micklegate (52 spaces)
 - Church Hill (8 spaces)
 - Selby Park (32 spaces)
 - Market Cross (48 spaces)
 - Audus Street (51 spaces)
 - South Parade (54 spaces)
 - Portholme Crescent (146 spaces)
 - Selby Leisure Centre Car Park (130 spaces)
- Charges for short stay are: up to 1 hour - 50p, up to 2 hours - £1, over 2 hours - £5.40, traders pay - £14.30 per space per day.
- 1.4 The Council provides one long stay car park, Back Micklegate, having closed the Portholme Road long stay car park this year following the decision made by the Executive that it is surplus to requirements.
- 1.5 Car parks in Selby are open (and chargeable) from 8am-6pm Monday-Saturday. Sunday is free.
- 1.6 At Tadcaster the car parks provide a mix of long and short stay spaces and are provided at:
- Central area (154 spaces)
 - Britannia (90 spaces)

The Council does not make a charge to park in these car parks.

1.7 In Sherburn-in-Elmet the Council provides two car parks:

- Church View (29 spaces)
- Low Street (15 spaces)

The Council does not make a charge to park in these car parks.

1.8 All car parks offer free parking to any disabled drivers whilst displaying a valid disabled badge. Disabled drivers may park in a designated disabled bay or any other bay free of charge. Disabled drivers are also permitted to use the car parking space for longer than the designated short stay period.

1.9 We offer residents an opportunity to reduce their parking fees by buying a parking permit. The following are available:

Short Stay

- 3 months = £258
- 6 months = £515
- 12 months = £936

Long Stay

- 3 months = £130
- 6 months = £258
- 12 months = £468

1.10 Parking enforcement, including the issuing of Fixed Penalty Notices for Selby is operated by Harrogate Borough Council on behalf of the Council. This means Harrogate issues penalty charge notices and deal with all appeals on our behalf.

1.11 There are two different levels of penalty. Parking where waiting, stopping or loading are prohibited will constitute a higher-level contravention, with a charge of £70. Failure to comply with the requirements in designated parking areas will lead to a charge of £50. Both of these charges are discounted by 50% to £25 (£50 PCN) or £35 (£70 PCN) if the PCN is paid in the first 14 days.

1.12 New updated pay machines were installed in the car parks in 2018. These machines currently take cash payments and have the option to upgrade to take card and also contactless payments.

2. The Report

2.1 In 2017 a range of 6 tariff options were provided for Executive to consider. After consideration the Executive selected revised Option 2 (set out in the table below) as the preferred option for implementation.

Selby Long Stay	1 hour	£1.50
	2 hours	£1.50
	3 hours	£1.50
	All day	£3.00
Selby Short Stay	1 hour	Free
	2 hours	£1.00
	All day	£5.40
Tadcaster	1 hour	free
	2 hours	free
	3 hours	£1.00
	All day	£3.00

2.2 Option 2 was selected as it considered the fragile economy of Tadcaster and the views of the car parks' customers providing an additional free hour therefore supporting the short stay retail/leisure users and in turn high street shops. It was therefore considered the revised option 2 was better suited to helping the tariff achieve the Car Park Strategy's overriding objective "to use the Council's car parks as a platform to boost the local economies of the District by improving the customer experience".

2.3 The reasons for selecting option 2 were recorded in the minutes of Executive:

1. To achieve the objective to use the Council's car parks as a platform to boost the local economies of the district by improving the customer experience, whilst supporting the Council's efficiency.
2. To ensure that car park tariffs enable the Council to cover the cost of car park provision.
3. To enable the Council to influence customer behaviour, attracting more users to under used car parks and assisting town centre footfall.
4. To achieve the Council's corporate priority of delivering great value.
5. To facilitate a programme of improvements to the car parks.

Review of tariff options

2.4 The proposal to introduce charges at Tadcaster followed two surveys of car park usage. Both surveys found that the car parks were being extensively used by employees of local businesses who were parking all day in the car parks. This limited the number of spaces available for shoppers and visitors to Tadcaster. This was contrary to the objectives of the CPS set out above. In addition, the cost of providing and operating the Tadcaster car parks is being met by Council Taxpayers. The cost of provision is not being recovered from the users.

2.5 Since the decision of the Executive to consult upon the introduction of charges at Tadcaster, discussions regarding the long-term future of Tadcaster

Central car park have been taking place. The outcome of the discussions could impact fundamentally upon the tariff and therefore it is recommended that at this time the Executive discontinues the process to implement car park tariff, option 2, which would have introduced charges for the car parks in Tadcaster and provided 1 hours free parking in Selby and 2 hours free parking at Tadcaster.

- 2.6 The Executive is asked to consider options for the future tariff scheme.

Option 1 - Continue with the current scheme

- 2.7 The current scheme is:

Selby Long Stay	1 hour	£1.20
	2 hours	£1.20
	3 hours	£1.20
	All day	£3.00
	Traders pay for the day	£14.30 per space
Selby Short Stay	1 hour	50p
	2 hours	£1.00
	All day	£5.40
Tadcaster	1 hour	free
	2 hours	free
	3 hours	free
	All day	free

In 2017, the Executive did not support this option. It was felt that although this option would continue to support long stay parking in sustainable locations, it would not encourage the shift of customers in Tadcaster from using the car parks all day, and thus not address the issue of long stay parkers or encouraging turnover to support local economy.

- 2.8 If the Executive decide to continue with the current tariff scheme there would be no requirement to issue revised TRO's. This would reduce the risk of protracted legal processes to introduce a tariff scheme. It would enable discussions in relation to Central car park to continue and leave flexibility for the Council to reconsider any implications for a CPS once the outcome of those discussions are more certain.
- 2.9 The service and financial impact remains the same; the current level of income which achieves full cost recovery would be sustained. During 2019/20 there was an overall surplus of £122k which contributes to the long-term maintenance of the car parks of which there was capital spend of £198k.

Option 2 - Implement the charging scheme approved by the Executive on 2 November 2017

- 2.10 This tariff is set out in paragraph 2.1 of this report. This would provide two hours free in Tadcaster and charges of £1.00 for 3 hours and £3.00 for all day

parking. A one hour free period would be introduced in Selby Town car parks. The advantage of this option seeks to achieve the objectives of the CPS - that the Council would operate the service at full cost recovery; the use of the charge parks would change; discouraging all day parking by employees of local businesses and residents who are parking all day free of charge and releasing spaces for shoppers and visitors to the High Street.

- 2.11 However, the ongoing discussions in relation to a long-term option to develop Central car park for housing and provide alternative car parking elsewhere in Tadcaster has resulted in a pause to implementing Option 2.
- 2.12 Discussions with Sam Smiths Old Brewery, Tadcaster (SSOBT) indicate that SSOBT may want to provide replacement car parks on SSOBT land for free parking. This would require consideration of how provision of parking would be guaranteed in the long term and of the loss of potential income which would be generated from the Tadcaster car parks.
- 2.13 This option would require the Council to issue new TROs and could find the legal processes protracted. Discussions are continuing with SSOBT, and the outcome of discussions could impact upon the draft CPS proposed in Option 2.
- 2.14 This option would broadly break even in terms of income gained in Tadcaster and lost in Selby but should be noted there would be additional maintenance, cash collection and processing costs associated with ticket machines in Tadcaster.

Option 3 – Retain current charges and extend short stay from 2 hours to 3 hours

- 2.15 This option would retain the current tariff scheme and extend to short stay period from 2 hours to 3 hours. Charges would be as set out below:

Selby Long Stay	1 hour	£1.20
	2 hours	£1.20
	3 hours	£1.20
	All day	£3.00
Selby Short Stay	1 hour	50p
	2 hours	£1.00
	3 hours	£1.50
	All day	£5.40
Tadcaster	1 hour	free
	2 hours	free
	3 hours	free
	All day	free

- 2.16 This option would continue to support long stay parking in sustainable locations. It would allow shoppers and visitors to the town to stay for a longer period in the short stay car parks at a lower fee. The aim is to encourage visitors to stay longer in the town to support the high street. It would not

encourage the shift of customers in Tadcaster from using the car parks all day, and thus not address the issue of long stay parkers or encouraging turnover to support local economy.

- 2.17 If the Executive decide to revise the current tariff scheme there would be a requirement to issue revised TRO's. Given the marginal change in the tariff scheme there would be a low risk of a protracted legal process to introduce a tariff scheme. It would enable discussions in relation to Central car park to continue and leave flexibility for the Council to reconsider any implications for a CPS once the outcome of those discussions are more certain.
- 2.18 Further analysis of the usage is required, but income would largely be unaffected, potentially seeing greater use of Back Micklegate Car Park for Long Stay and paying £1.50 to stay for 3 hours rather than £5.40 for anything over the previous 2 hour limit in the short stay car parks. Assuming that occupancy levels remain the same, that 50% of the short stay car park users stayed a maximum of 3 hours rather than pay for all day and 50% of the customers stayed 3 hours instead of 2 for an extra 50p.

Option 4 – Introduce a new tariff scheme which will extend short stay parking from 2 to 3 hours in Selby and introduce a minimum £1 charge for up to 2 hours stay.

- 2.19 This option would amend the current tariff scheme to introduce a minimum charge of £1 for up to 2 hours and extend to short stay period from 2 hours to 3 hours. Charges would be as set out below:

Selby Long Stay	1 hour	£1.50
	2 hours	£1.50
	3 hours	£1.50
	All day	£3.00
Selby Short Stay	1 hour	£1.00
	2 hours	£1.00
	3 hours	£1.50
	All day	£5.40
Tadcaster	1 hour	free
	2 hours	free
	3 hours	free
	All day	free

- 2.20 This option would continue to support long stay parking in sustainable locations. It would allow shoppers and visitors to the town to stay for a longer period in the short stay car parks. Currently 144,855 1 hour tickets are sold in Selby car parks generating income of £72k (£60k net of VAT) at 50p per ticket. Introducing a minimum charge of £1.00 for up to 2 hours could potentially increase income by £72k (£60k excluding VAT) assuming customer usage remains unchanged. This option could contribute to meeting the cost of introducing card and contactless payments dependent upon the demand to pay by card.

- 2.21 The aim is to encourage visitors to stay longer in the town to support the high street. It would not encourage the shift of customers in Tadcaster from using the car parks all day, and thus not address the issue of long stay parkers or encouraging turnover to support local economy.

Introducing card payments

- 2.22 The current Pay & Display (P&D) units were installed in advance of the introduction of the new £1 coin in March 2017 to ensure compatibility and provide P&D hardware that could be upgraded to accommodate alternative payment systems to cash in the future.
- 2.23 The P&D machines can be upgraded on a 'plug and play' basis in so much as card readers, keyboards, contactless scanners etc can be purchased and simply plug into the existing P&D machines. This does require an engineer to attend site to commission the internal software.
- 2.24 The P&D company have advised the additional hardware to upgrade the machines for cashless payments is readily available with no supply chain issues due to Covid-19 restrictions. They have also advised there is a minimum 12-week delivery period from receipt of order subject to the level of demand. Upon receipt of hardware and any software changes required an engineer will also need scheduling to conduct the install and commissioning of the hardware and software which can take a further four weeks.
- 2.25 In addition to the hardware and software installs contracts will need to be entered into for the card payment processing. In simple terms each card transaction must be processed by the P&D machine software to send payment details to a payment processing company who then send details to a clearing bank for final payment processing from the customer's account. This is fully described in Appendix A. The cost to upgrade the machines will be £16,387.
- 2.26 Card payment processing does incur a 'transaction charge' for each card payment made which consists of three transaction charges for each card payment. The P&D company charge for initial processing, the payment processing company make a charge and the clearing banks make a charge. Transaction charges are based on volumes, the higher the volume of transactions the lower the charge. This makes it difficult to estimate the transaction cost that Selby would incur. However, indicatively the charge to Selby for each card payment are likely to be 14p for the P&D machine processing, 6p for the payment processing company and 1p for the clearing bank. Total transaction charge for a card payment is likely to be in the region of 21p per card payment. In addition, should a refund be required this too would incur similar transaction charges to credit the customer's account. Based on current transactions of approximately 400,000 per year, to go cashless would incur costs of £84k, 50% by card transaction £42k and 25% £21k per year.

- 2.27 Selby leisure centre is used pre-dominantly by users of the leisure facilities on site and there is an agreement in place whereby users of the facilities can claim back any car park fees on production of a valid pay and display ticket. IHL currently re-imburses users with the cash equivalent of the car park fee paid.
- 2.28 If cashless payments were introduced at Selby Leisure Centre Car Park IHL would not be able to refund parking fees of customers due to all IHL electronic systems being linked to IHL Banking provider. A card refund would have to be processed by Selby District Council creating additional work for Business Support and such a refund would incur the charges set out above. Card payment refunds have to be credited back to the card with no cash alternative due to anti money laundering rules.

3.0 Legal/Financial Controls and other Policy matters

Financial issues

- 3.1 Priority 6 of the strategy document is the objective to ensure full cost recovery of the car park service. In order to achieve this financial objective, sufficient annual revenue is required to pay for in year costs plus sufficient contributions towards the costs of the capital works programme. Any reduction in net revenues will impact on our ability to resource the works required to deliver an effective service. The Council has on average received £342k over the last 5 years income from car parks against average revenue costs of £160k leaving an annual contribution to long term capital costs of £182k per annum. This achieves full cost recovery and therefore covers the annual revenue costs for managing and maintaining the car parks, the capital costs over the useful life of the asset and the 'opportunity' cost of capital invested in this discretionary service. A financial appraisal applying the 'whole life costs' of the car parks shows that income generated is sufficient to meet the on-going revenue costs of the service and ongoing cyclical capital maintenance.
- 3.2 The charges for parking in Selby compare favourably with other towns. The tariff was last reviewed by Executive in June 2014 when tariffs were frozen. This means there has been no change to tariffs since they were set in December 2011, although costs have increased.
- 3.3 Introducing card payments will have a financial impact. The cost to upgrade the machine will be approximately £16k, which would be met from the Asset Management Reserve. The estimated cost, should all customers pay by card, is in the region of 21p per transaction. Approximately 400,000 payments are made per year which would result in a transaction cost of £84k if all transactions were paid by card.
- 3.4 Applying the principle of full cost recovery, Option 4 proposes that a minimum charge of £1 is introduced. The projected increased income of £60k (net of VAT) would help to offset the cost of introducing card payments assuming the same level of usage. While cash is still collected, there is a fixed cost for the collection contract, small savings would be achieved on lower volumes of

cash processing which is managed externally. It is not anticipated any internal savings could be achieved although there would internal efficiencies.

3.5 Introducing cashless payments along with Options 1-3 would not achieve full cost recovery.

Financial Impact of Car Park Tariff Options against 2020/21 Original Budget				
Year 1	Option 1	Option 2	Option 3	Option 4
	£(000's)	£(000's)	£(000's)	£(000's)
Income				
Selby	-355	-321	-355	-415
Tadcaster		-38		
Total Income	-355	-359	-355	-415
Expenditure				
Adaptation of Ticket Machines	16	16	16	16
Additional Servicing / Maintenance		6		
Card Processing Costs	76	84	76	76
Cash Collection Service Saving	-9	-11	-9	-9
NNDR	74	74	74	74
Utilities	24	24	24	24
Other Running Costs	29	29	29	29
Support Services	40	40	40	40
Total Expenditure	250	262	250	250
Net Contribution For Future Investment	-105	-97	-105	-165
Year 2	Option 1	Option 2	Option 3	Option 4
Income	£(000's)	£(000's)	£(000's)	£(000's)
Selby	-355	-321	-355	-415
Tadcaster		-38		
Total Income	-355	-359	-355	-415
Total Expenditure	237	249	237	237
Net Contribution For Future Investment	-118	-110	-118	-178
Year 3	Option 1	Option 2	Option 3	Option 4
Income	£(000's)	£(000's)	£(000's)	£(000's)
Selby	-355	-321	-355	-415
Tadcaster		-38		
Total Income	-355	-359	-355	-415
Total Expenditure	247	259	247	247
Net Contribution For Future Investment	-108	-100	-108	-168

3.6 The above table demonstrates the impact of the income options on the service and includes potential costs for implementing a cashless payment system and going forward includes inflation on utilities, NNDR and grounds maintenance. With the inclusion of cashless payments, Options 1-3 show a reduced contribution towards on-going maintenance and capital works –

revenue savings would be required to make up the shortfall which given the existing savings challenge is not recommended.

- 3.7 The card processing costs are anticipated to be the maximum incurred and assumes cash payments are withdrawn. It is also assumed that charges will reduce in Selby if the Leisure facilities are not included. Further work will also be required through a formal tender to establish final transaction costs.

Legal Issues

- 3.8 The Road Traffic Regulation Act 1984 gives the Council the power to provide off-street car parking places and to make charges in respect of their use (Sections 32 and 35 respectively). Statutory guidance recommends that changes should be proportionate and not be at unreasonable levels.
- 3.9 For the Council to include Tadcaster car parks within the charging and enforcement regime a new order would be required under Section 35. Any comprehensive changes such as this will require the consent of the County Council, consultation and publication of the proposed Order (for a minimum period of eight weeks). The Council must then consider any objections before making the order. The Council may hold a public inquiry to consider the matter. Realistically, the process is likely to take at least 3 months to complete. Simple changes to tariffs in existing car parks covered by an order can be made using a variation order which is a shorter process. Changes to designations and other enforcement and use provisions may require amendments to existing orders. These two types of changes can be undertaken alongside the making of the new order.

5. Conclusion

The draft CPS priorities support the objectives of the Council's draft Economic Development Strategy and Corporate Plan. The Council is investing in its car parks. Any new tariff needs to align to the CPS and at the same time consider impact on income to ensure a sustainable balance is reached and that the council delivers a parking offer which is efficient well maintained and provides value for money. A number of tariff options have been considered by the Executive, the impacts of which, both in terms of delivering the CPS objectives and income, vary. The Executive are asked to consider the four options set out in this report.

6. Background Documents

None.

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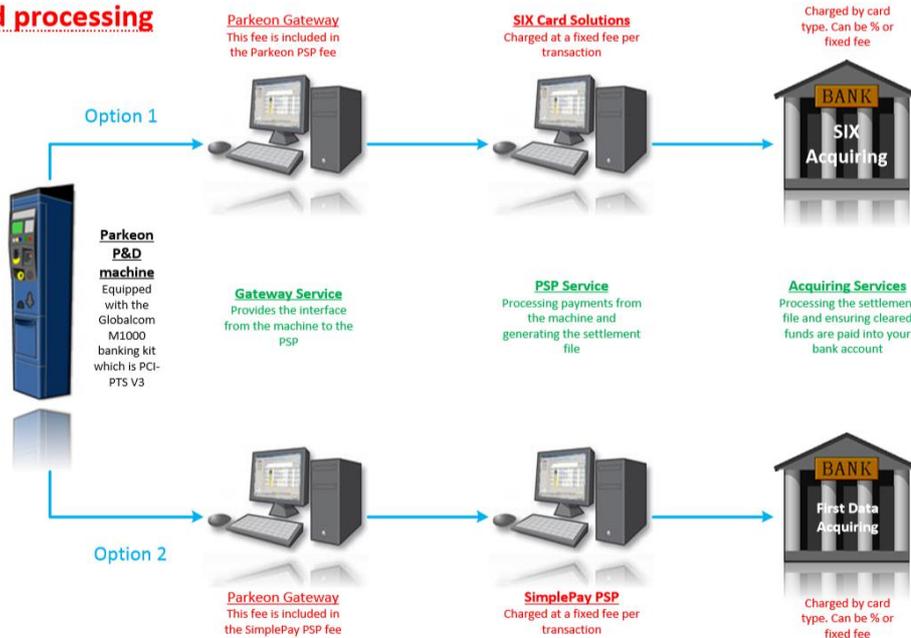
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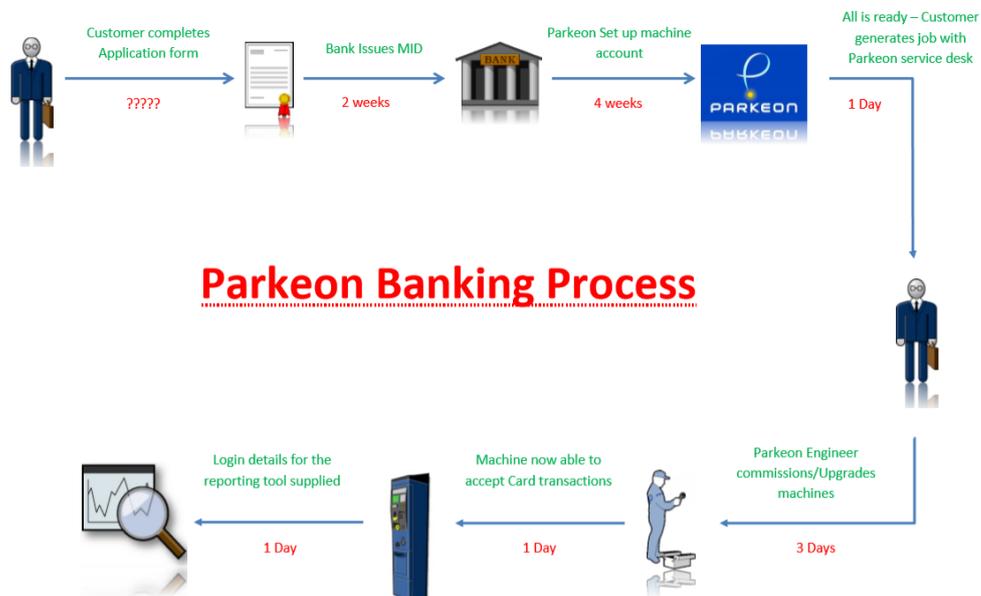


Parkeon Card Processing

Q & A

2 options for card processing





Banking Terminology

PSP – Payment Services Provider. Responsible for processing the ‘Live’ transactions and generating the end of day report, known as the settlement file.

Gateway – This is a server that changes the banking protocol to allow banking kit to communicate with alternative PSP’s

Acquiring Bank – Responsible for processing the settlement file and getting all the individual amounts from the end customer and then paying into your bank account.

MID – Merchant ID. This is a unique reference number generated by the acquiring bank in order to match the transactions and make sure they are paid into your bank account. You will need a different MID for each bank account you want money paid into.

PCI-DSS – Payment Card Industry Data Security Standard. This is the certification to show compliance to store and process card transactions. Parkeon are certified to Level 1

Bank Processing Q & A

Q How long does the set up take?

A It can take upto 3 weeks, after the application form has been completed, for either SIX or SimplePay to issue a MID and then a further 4 weeks for Parkeon to set up their part of the process

Q How soon will the funds clear into the account?

A Option 1: SIX pay the funds in weekly, 3 days after the end of the weeks trading.

Option 2 : SimplePay can be flexible on when payments are made.

Q How are the banking fees collected?

A Option 1 : SIX deduct the PSP and acquiring fees before paying the funds into your bank

Option 2 : SimplePay can be flexible and can deduct fees at source or invoice monthly

Q Is there a reporting tool for the card transactions?

A Both options : Parkeon provide a 'Live' reporting page within the MyParkfolio Web based reporting tool

Q Can we use our existing bank account?

A Yes. The funds, once cleared, can be paid into any bank account.

Q Can I use my existing acquiring company?

A Parkeon have had to undergo rigorous testing to be able to offer the 2 processing routes detailed in the diagram. Each set of tests can last a year and are very expensive and therefore Parkeon are not able to offer any alternative acquiring banks at the moment.

Q If my credit card usage goes above that quoted, will my transaction fee reduce?

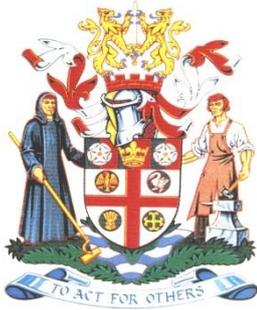
A The initial fees are fixed and based on your anticipated volume of transactions. Parkeon have pushed the 2 banking options into supplying very competitive rates. If your volume of transactions increases dramatically then you should contact your chosen solution provider.

Q If I apply for a new site, will the setup fee apply?

A Any setup fee, and future set up fee, will need to be discussed with SIX or SimplePay at the time of application. Parkeon have no say over the set up fee

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Selby District Council



Minute Extract

Executive

Venue:	Microsoft Teams - Remote
Date:	Thursday, 3 September 2020
Time:	2.00 pm
Present:	Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn and D Buckle
Also Present:	Councillor R Packham
Officers Present:	Janet Waggott – Chief Executive, Karen Iveson – Chief Finance Officer, Alison Hartley – Solicitor to the Council, Suzan Harrington – Director of Corporate Services and Commissioning, Stuart Robinson – Head of Business Development and Improvement, June Rothwell - Head of Operational Services, Julian Rudd – Head of Economic Development and Regeneration, Paula Craddock – Senior Planning Policy Officer, Victoria Foreman – Democratic Services Officer

NOTE: Only minute numbers 25 to 32 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 15 September 2020. Decisions not called in may be implemented from Wednesday 16 September 2020. Minute number 34 is not subject to call-in arrangements as the decision taken by the Executive was deemed to be urgent, as outlined in the Executive procedure rules. The decision was urgent as any delay caused by the call-in process would seriously prejudice the Council's or the public interest.

25 REVIEW OF CAR PARKING TARIFFS 2020

The Lead Executive Member for Communities and Development presented the first item which asked the Executive to consider the four options set out in the report and approve one of them.

The Executive Member explained that the report provided details of the options for potential car park tariffs. Each option had differing implications and Members were asked when considering an appropriate tariff scheme, to balance the support for the local economy and financial impacts, with the need to sustain income which was sufficient to cover the cost of providing and maintaining the car park service.

Officers confirmed that the decision to add £16k to the capital programme in 2020-21 was an executive function and would not require referral to full Council for approval, as it was not a change of policy.

It was accordingly proposed, seconded and agreed unanimously to approve Option 4 as set out in the report.

RESOLVED:

i. The Executive approved Option 4, to introduce a new tariff scheme which will extend short stay parking from 2 to 3 hours in Selby and introduce a minimum £1 charge for up to 2 hours stay as set out in the report.

ii. The Executive agreed to recommend to Council that £16k be added to the capital programme in 2020/21 to cover the costs of implementing cashless payments, to be financed from the Asset Management Reserve.

REASONS FOR DECISION:

- 1. Having regard to the ongoing discussions in relation to Tadcaster Central Car Park, to achieve at this time, the objective to use the Council's car parks as a platform to boost the local economies of the district by improving the customer experience, whilst supporting the Council's efficiency.*
- 2. To address any shortfall in car park tariff income which may arise from a new tariff scheme.*
- 3. To enable the Council to influence customer behaviour, attracting more users to under used car parks and town centre footfall.*
- 4. To achieve the Council's corporate priority of delivering great value.*



Minutes

Scrutiny Committee

Venue:	Microsoft Teams - Remote
Date:	Thursday, 17 September 2020
Time:	4.00 pm
Committee Members Present remotely via Teams:	Councillors Shaw-Wright (Chair), W Nichols (Vice-Chair), J McCartney, M Topping
Officers present remotely via Teams:	Karen Iveson – Chief Finance Officer, Suzan Harrington – Director of Corporate Services and Commissioning, Dave Caullfield – Director of Economic Regeneration and Place, June Rothwell – Head of Operational Services, Palbinder Mann – Democratic Services Manager and Victoria Foreman – Democratic Services Officer
Others present remotely via Teams:	Councillor R Musgrave – Deputy Leader, Councillor C Lunn - Lead Executive Member for Finance and Resources, Councillor D Buckle - Lead Executive Member for Communities and Development, Councillor R Packham and Councillor P Welch

Councillor Neil Reader was present for part of the meeting but was unable to take part fully due to technical issues with his device audio.

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Lee and R Sweeting.

11 DISCLOSURES OF INTEREST

There were no disclosures of interest.

12 CALL IN OF EXECUTIVE DECISION RELATING TO THE REVIEW OF CAR PARKING TARIFFS

The Committee received the report of the Democratic Services Manager which asked the Committee to consider the Call In of the decision made in respect of report E/20/9 – Review of Car Parking Tariffs 2020 by the Executive at their meeting on 3 September 2020.

Also present at the meeting were three Executive Members; the Deputy Leader, Councillor R Musgrave, Councillor C Lunn, Lead Executive Member for Finance and Resources and Councillor D Buckle, Lead Executive Member for Communities and Development.

The Chair of the Committee explained in more detail the reasons for the call-in. Those Members that had called the matter in felt that the decision did not meet the Council's priority of delivering great value, and were also concerned around the lack of consultation with local groups and organisations such as parish councils, Community Engagement Forums and the Selby STEP. Members were also of the opinion that there was no evidence or explanation relating to the description of Tadcaster's 'fragile economy'.

The Scrutiny Committee were asked to recommend one of the following options:

- Refer the decision back to the Executive for reconsideration.
- Agree with the decision made by the Executive and take no further action.
- Refer the decision to Council.

In response to queries from the Committee, the Deputy Leader and Executive Member for Communities and Development explained that the same charges had been in place for nine years, and that the proposed changes were needed to improve the shopping experience for people and ensure more cashless payments could be made, as more people no longer carried cash with them on a regular basis.

The Executive Members felt that the report presented to them on 3 September 2020 was comprehensive and well considered, and that the approach to car parking across the District (by differing the approach from place to place, i.e. Selby and Tadcaster) was necessary in the absence of a single parking strategy for the whole area.

The Deputy Leader explained that discussions were underway between the Council and a major landowner about regeneration, which could result in opportunities and investment for the town. Tadcaster's central area contained significant history and heritage which could be bettered measurably. The Deputy Leader suggested that the best way to support the local economy in Tadcaster was to support the regeneration of the town through investment.

Scrutiny Committee Members expressed the importance of retaining the

ability to pay with cash in car parks and warned against increasing parking charges which could potentially stop people coming into town to shop and use services. They also reflected on the ongoing problem with the central car park in Tadcaster which was usually full of the cars of commuters to Leeds and workers in the town, subsequently not leaving many spaces for shoppers or visitors during the day.

The Lead Executive Member for Communities and Development explained that people would still be able to pay using both cash and card, and that car park tariffs were remaining the same apart from the introduction of a £1 tariff for one hour in Selby short stay car parks.

The Scrutiny Committee also mentioned the issues in Selby with parking on residential roads, which put pressure on local people and was often inconvenient. The Executive Members agreed that all day parking on the street, particularly near people's homes, was not acceptable.

The Chair of the Committee summed up the debate and reminded Members of the three options before them; referral back to the Executive, no further action or referral to Council.

It was proposed that the Committee agree with the decision of the Executive and take no further action, but this motion was not seconded and therefore fell.

The Committee felt that further consideration was required on the matter before them, and as such it was then proposed and seconded that the matter be referred to Council for a decision. A vote was taken on the proposal and was carried.

RESOLVED:

That the decision be referred to Council, for the following reasons:

- **the Scrutiny Committee were not convinced of the fullness of the report or the meaning behind the description of the 'fragile economy' of Tadcaster;**
- **concerns around the split between Selby and Tadcaster;**
- **the lack of consultation with local communities in Selby, Tadcaster and Sherburn; and**
- **that the report does not mention clearly that cash payments will still be available.**

The meeting closed at 4.32 pm.

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