

## TONBRIDGE & MALLING BOROUGH COUNCIL

### CABINET

03 October 2023

#### Supplementary Report of the Director of Street Scene, Environment & Technical Services, the Director Finance & Transformation, and the Cabinet Member for Transformation and Infrastructure

#### Part 1- Public

#### Matters for Recommendation to Cabinet-Key Decision

### 1 CAR PARKING PROPOSALS

#### Summary

This report highlights a number of proposed changes to the Council's car parking service that were considered by Members of the Communities Environment Scrutiny Select Committee (CESSC) on 21<sup>st</sup> September 2023. Cabinet is asked to consider the comments made by the Committee and agree the proposals to be taken forward to formal public consultation. The outcome of the consultations will be reported back to future meetings of Cabinet.

#### 1.1 Background

1.1.1 At the recent meeting of the CESSC Members were invited to consider a number of proposed changes to the car parking service and make recommendations to this meeting of Cabinet. The proposals have the intention to balance the management of the car parks, meet the needs of all users, optimise the availability of parking, maximise income subject to market conditions and provide consistency across the assets in a fair commercial and efficient manner.

#### 1.2 Proposals

1.2.1 The proposals are shown below in summary with full details included in the aforementioned CESSC papers-

- extension of charges to evenings up to 8pm, Sundays and Bank Holidays;
- removal of the street parking machines in Avebury Avenue Tonbridge (west of Holford road) and the area be changed to parking permit only to add capacity to the D1 parking area and that the issue of Business On-Street Parking Permits in the D1 area be revised to a maximum of 3 per business to allow more residential parking opportunities;

- introduce parking charges to Martin Square Larkfield and Bailey Bridge car parks in Aylesford;
- introduce charges to on street parking bays in West Malling High Street and Swan Street;
- introduce parking charges to the existing Gateway visitor parking bays in Tonbridge Castle grounds; and
- bring forward forthcoming capital plan reviews to improve Bailey Bridge East car park, the introduction of ANPR systems at selected car parks, extension of Upper Castle field and a general scheme to enable all the proposals to be implemented.

The proposed charges for the proposals summarised above are attached at **Annex 1**.

### **1.3 Recommendations from CESSC**

Attached at Annex 2 is the Referral sheet from the CESSC meeting on 21<sup>st</sup> September which includes the recommendations made by to Cabinet by the Committee.

### **1.4 Public Consultation**

- 1.4.1 The timing of the consultation process are dependent on the specific proposals, the need for design work and whether proposals relate to on-street or off-street car parking charges.
- 1.4.2 For the off-street charges proposed for Aylesford, Martin Square and Castle Grounds car parks, together with the extension of charges to weekends, bank holidays and evenings the consultation will hopefully take place later this calendar year.
- 1.4.3 For the on-street charges proposed for West Malling High Street, Swan Street and Avebury Avenue Tonbridge, the consultations will take place either later this calendar or early the New Year, alongside consultation on the existing car parking charges. The existing car parking charges will be reported to the next meeting of the CESSC.

### **1.5 Legal Implications**

- 1.5.1 The powers allowing the Borough Council to carry out parking management activity are contained in the Road Traffic Regulation Act 1984, supplemented by formal agreement with Kent County Council as the Local Highway Authority, in respect of its powers under the Traffic Management Act 2004. In particular, section 122 of the Road Traffic Regulation 1984 Act imposes a general duty on local authorities exercising functions under the Act to secure the expeditious,

convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of safe and adequate parking facilities on and off the highway.

- 1.5.2 Changes to parking charges should be made via an Amendment Order to the Council's on and off-street parking Traffic Regulation Orders, using the procedures set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

## **1.6 Financial and Value for Money Considerations**

- 1.6.1 The financial implications of the suggested proposals were included in the relevant sub-sections of the report to the CESSC on 21<sup>st</sup> September. It is essential that given the context of the MTFs that the Council seeks to ensure that the assets are managed in the most economically advantageous way, costs are recovered and income is optimised.
- 1.6.2 The estimated additional income is modelled on predicted future parking patterns and demand in line with current usage. There is always an immediate perception that new charges will impact negatively on usage levels and impact local businesses. This has not been the experience at Haysden Country Park and West Malling when the Council previously introduced new charges.

## **1.7 Risk Assessment**

- 1.7.1 There is a risk that the Councils aim of providing a balanced approach to the management of its car parks detailed at sub section 1.1.1 will not be met if the above proposals are not implemented.

## **1.8 Equality Impact Assessment**

- 1.8.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act.
- 1.8.2 Any members of the public with mobility issues that meet the established criteria are able to apply to Kent County Council for disabled parking Blue Badges that would exempt them from parking time restrictions and charges.
- 1.8.3 In relation to more senior members of the community who may be less able to access online services. The proposals retain coin payments, though over time, the demographics of those less able to access online services will change.

## **1.9 Policy Considerations**

- 1.9.1 Asset Management, Communications, Customer Contact

## **1.10 Recommendations**

1.10.1 Cabinet is invited to consider the recommendations made by Members of the CESSC at its meeting on 21<sup>st</sup> September 2023 and agree the list of proposals to be taken forward for formal public consultation.

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Background papers:

contact: Robert Styles

22/9/23 CESSC “Car Parking Proposals”

22/9/23 CESSC Minutes

**CAR PARKING PROPOSALS**  
**PROPOSED CHARGES**

1. Larkfield/Martin Square

<b>Martin Square</b>	
<b>Period</b>	<b>Proposed Charge</b>
30 minutes	£0.60
1 hour	£1.20
2 hours	£2.00
3 hours	£2.90
4 hours	£3.80
All day (23 hours)	£5.80
Season ticket (monthly)	£29.00
Season ticket (annually)	£290.00

2. Aylesford/Bailey Bridge

<b>Aylesford/Bailey Bridge</b>	
<b>Period</b>	<b>Proposed Charge</b>
30 minutes	£0.60
1 hour	£1.20
2 hours	£2.00
3 hours	£2.90
4 hours	£3.80
All day (23 hours)	£5.80

Season ticket (monthly)	£29.00
Season ticket (annually)	£290.00

3. West Malling (On-street)

<b>West Malling (On-Street)</b>	
<b>Period</b>	<b>Proposed Charge</b>
30 minutes	£0.60
1 hour	£1.20
2 hours	£2.00
3 hours	£2.90
4 hours	£3.80

4. Tonbridge Castle Grounds

<b>Tonbridge Castle Grounds</b>	
<b>Period – Hours</b>	<b>Proposed Charge</b>
30 minutes	£0.80
1 hour	£1.60
2 hours	£3.20
3 hours	£4.80
4 hours	£6.40
Additional hours	£3.20

## CAR PARKING PROPOSALS

### Item CE 23/35 referred from Communities and Environment Scrutiny Select Committee of 21 September 2023

Consideration was given to a number of proposed changes to the Borough Council's car parking service. The aim was to balance the management of the car parks to meet the needs of all users, optimise the availability of parking, maximise income subject to market conditions and provide consistency across the borough in a fair commercial and efficient manner. It was also intended to resolve some existing parking issues reported to the Borough Council in specific areas.

In addition, it was proposed that formal public consultation on the proposed changes be undertaken and the outcomes reported to a future meeting of Cabinet.

The significant annual costs associated with the operation of the parking service were outlined. It was noted that these had increased on average by 10% over the last 2 years. A number of proposals were detailed in the report and included the extension of car parking charging periods to Sundays, evenings and Bank Holidays, introduction of new charges in Aylesford, Larkfield and West Malling, changes to charging in Avebury Avenue, Tonbridge, extension of charging at Tonbridge Castle and the introduction of Automatic Number Plate Recognition (ANPR) at trial locations. Proposed charges were set out in Annex 1.

Particular reference was made to the potential extension of Upper Castle Field in Tonbridge to provide additional parking to support the use of a well-used car park, which was often at full occupancy.

The financial implications of the suggested proposals were detailed in the report, which emphasised that income generation was essential given the context of the Medium Term Financial Strategy, and that the Borough Council sought to ensure that its assets were managed in the most efficient way and costs were recovered and optimised.

Members were advised that proposals in respect of Rocfort Road car park in Snodland would follow once a parking review had been completed to consider a number of complex issues in the town.

Whilst there was overall support of the proposals outlined to be consulted upon, there was some concern expressed at the lack of evidence provided to support the introduction of charging in Martin Square and West Malling High Street and Swan Street and the potential impacts on local businesses in those areas. The Leader of the Council agreed to meet with any local organisations including the local Chambers of Commerce and traders organisations.

Local Members supported the removal of the on-street parking machines in Avebury Avenue, Tonbridge and the move to permit parking only but Councillor Hines proposed, seconded by Councillor Crisp, that permits should be limited to 3 per business in this area. This proposal was supported by the Committee.

**RECOMMENDED\***: That

- (1) the proposals below be taken forward to public consultation and the outcomes reported to future meetings of the Cabinet:
  - a) parking charges be extended to include Sundays, evenings up to 8pm and Bank Holidays;
  - b) the on-street parking machines in Avebury Avenue, Tonbridge (west of Holford Street) be removed, the area changed to parking permit only to add capacity to the D1 parking area and that the issue of Business On-Street Parking Permits in the D1 area be revised to a maximum of 3 per business to allow more residential parking opportunities;
  - c) parking charges be introduced at Martin Square, Larkfield (as set out in Annex 1);
  - d) parking charges be introduced at both Bailey Bridge car parks in Aylesford (as set out in Annex 1);
  - e) parking charges be introduced to on street parking bays in West Malling High Street and Swan Street (as set out in Annex 1);
  - f) parking charges be introduced to the existing Gateway Visitor parking bays in Tonbridge Castle Grounds (as set out in Annex 1);
- (2) a project to improve the Bailey Bridge East car park be brought forward in the forthcoming Capital Plan Review;
- (3) a scheme to introduce ANPR systems at selected car parks on a trial basis be brought forward in the forthcoming Capital Plan Review;
- (4) a scheme to enable these proposals to be implemented including CCTV, parking machines and signage be brought forward in the forthcoming Capital Plan Review; and
- (5) a scheme to extend the existing Upper Castle Field car park to provide additional parking be brought forward in the forthcoming Capital Plan Review.

**\*Recommended to Cabinet**



## **GROUNDS MAINTENANCE CONTRACT**

### **Item CE 23/36 referred from Communities and Environment Scrutiny Select Committee of 21 September 2023**

The report of the Director of Street Scene, Leisure and Technical Services advised on the retender of the Borough Council's Ground Maintenance Contract for Public Open Spaces and sought comments and recommendations in regard to the procurement process and timeframe, length of contract, standards and level of service and the proposed evaluation of tenders and award of contract.

Attention was drawn to the proposed levels of service and potential savings presented to Members at the previous meeting of the Committee (attached at Annex 1). No requests for further alterations had been received. However, proposals for the removal of flower beds had been rejected and Officers would work with the incoming successful contractor to increase the use of perennials in the future design of flower bed displays.

An outline tender timescale had been developed in accordance with the Borough Council's Contract Procedure Rules and took into account programmed meetings of this Committee, Cabinet and Council. Details of the timescale were set out in Annex 2.

With regard to external procurement the Kent Commercial Services framework provided the opportunity to seek tenders from a list of contractors which had already undergone thorough financial and quality appraisals. The use of this framework met the authority's procurement rules and there was no additional cost.

Consideration was given to the type of contract to be awarded, the length of contract and the proposed criteria for tender assessment (outlined at Annex 3).

Particular reference was made to the use of pesticides and Members welcomed the proposal that contractors offer alternative costed methods through the tender process for consideration.

#### **RECOMMENDED\*:** That

- (1) Kent Commercial Services Framework be used for external procurement;
- (2) the length of the contract be five years plus five years;
- (3) the Contract be awarded based on the most economically advantageous tender and be evaluated on 50% price and 50% quality;
- (4) the proposed levels of service and potential savings (as set out in Annex 1) be noted, and incorporated in the contract documentation;

- (5) the quality assessment criteria be agreed (as set out in Annex 3); and
- (6) a lease of the Maintenance Buildings be granted to the successful contractor as per the terms detailed in the report.

**\*Recommended to Cabinet**