

REPORT TO FORMARTINE AREA COMMITTEE – 15 MAY 2018 PARKING MANAGEMENT IN FORMARTINE

1 Recommendations

The Committee is recommended to:

- 1.1 Consider and discuss options to amend tariffs and operation of off street car parks to achieve a balanced Transportation Car Parking Revenue budget;
- 1.2 Consider and discuss changes to Off Street Parking Orders; and
- 1.3 Provide feedback to Parking Management Member Officer Working Group and Infrastructure Services Committee.

2 Background / Discussion

- 2.1 Infrastructure Services Committee, on 25 January 2018, agreed that Officers should undertake the necessary procedures to consult on new tariffs within the current Pay and Display car parks in Aberdeenshire (Item 12) (Minutes) (**Appendix 3**)
- 2.2 At the same meeting members agreed to put in place a Member Officer Working Group to look at Parking Management.
- 2.3 The Parking Management Member Officer Working Group (PMMOWG) first met on 03 April 2018. Terms of reference for the group were discussed at this meeting, including details of Members and Officers involved, and a copy of this is available in **Appendix 4**.
- 2.4 The current tariffs were introduced on 2 December 2014 and therefore have now been in place for over three years. The key reason for the introduction of the current set of tariffs (outlined in **Appendix 5**) was to encourage economic activity in our town centres at a time when the economy was struggling in general. In the period since December 2014 there has been an increase in the use of our car parks. In the period January 2014 – December 2014, therefore mostly prior to the introduction of the free tariffs, there were approximately 600k transactions in our car parks. Post free tariffs (Jan 2017 to Dec 2017) this has risen to approximately 1.3 million transactions which equates to a 217% uplift. Of the 1.3 million transactions approximately 80% are free.
- 2.5 As can be seen from table 2.1 whilst the introduction of the free tariffs have resulted in an increase in use, it has also had a significant impact on revenue. Before the revised tariffs, income from car parking charges was £100k to £200k greater than all of the expenditure on car parks. That situation changed to one where the position was reversed. The current projected budget position for 2017/18 is forecasting a deficit of approximately £140k.

However, it is also anticipated that in future years the current budget allocation for repairs and maintenance will not be sufficient to ensure a

satisfactory standard of maintenance within car parks. Costs in this area are expected to increase by £10 - £20k per annum. The reduction in Ellon is 22%. Further breakdown of Formartine specific income is available in **Appendix 6**

Table 2.1.
Breakdown of Income (by town) pre and post tariff change

	Total Jan 2014 - Dec 2014	Total Jan 2017 - Dec 2017	Drop in Income £	Drop in Income %
Banchory	£42,000	£31,500	£10,500	25%
Banff	£27,000	£15,500	£11,500	43%
Ellon	£63,000	£49,000	£14,000	22%
Fraserburgh	£31,500	£19,000	£12,500	40%
Huntly	£17,500	£15,500	£2,000	11%
Inverurie	£173,500	£158,500	£15,000	9%
Peterhead	£145,000	£68,000	£77,000	53%
Stonehaven	£58,000	£47,500	£10,500	18%
Total	£557,500	£404,500	£153,000	27%

* Note – these figures are inclusive of VAT

- 2.6 The Revenue budget approved by Aberdeenshire Council in February 2018 set the budget for Car Parks at zero i.e. total expenditure should match total income. Whilst efficiencies are always being sought in expenditure, the vast majority of the costs are fixed (diagrammatic overview shown in **Appendix 7**) and so to balance the budget there needs to be significant changes in the income.
- 2.7 With the introduction of Area Based Traffic Orders to replace the previous Aberdeenshire wide order there is obviously a key role for Area Committee to consider what the best solution for their local towns is. However the governance for the budget lies with Infrastructure Services Committee (ISC), who have set the requirement that car parking should not be subsidised and must return to a cost neutral position.
- 2.8 When the consultation was undertaken the last time that car parking tariffs were looked at a series of options were presented and discussed with each town with a report going to each Area Committee with proposals relevant to the towns with Pay and Display in their area. A proposed timeline for the Consultation on revised tariffs is provided in **Appendix 8**. The timescale for implementation is tight as the process is time consuming.
- 2.9 There is a perception that car parking is free to provide and in order to gain public support, or at least an understanding, of any changes to parking tariffs, it is acknowledged that the costs associated with the provision of parking need to be explained, along with other associated merits of parking not being free (further detail is available to members in Appendix 4 of the ISC Report of the 25 January 2018).

2.10 The options for consideration include

1) The removal of free periods

Whilst popular with businesses and car park users because the free transactions form the greatest percentage of overall usage it would be the easiest way to address the current deficit. Table 2.2 below shows an example

Table 2.2.
Free period to small charge – increased income

Proposed Charge per Transaction	Estimated Annual Increase (inc. VAT)	Estimated Annual Increase in Income (excl. VAT)
£0.10	£106,000	£88,000
£0.20	£212,000	£176,000
£0.30	£317,000	£264,000
£0.40	£423,000	£352,000
£0.50	£529,000	£440,000
£0.60	£635,000	£529,000

These figures do not take into account a behavioural change and a drop in transaction numbers due to the removal of free periods.

2) The standardisation of free periods

Free periods in towns across Aberdeenshire vary from no free period in Huntly to 30, 45 or 60 minutes (details of applicable free periods outlined in **Appendix 5**).

Standardising these, for example, 30 minutes (and most likely bringing Huntly into line, thereby losing some income there) would bring in some additional income overall. It is very difficult to calculate this but it is likely to be in the region of £100k (excluding VAT) without considering any behavioural changes.

No changes to current free periods within the Formartine area would be required to accommodate this, other areas would be brought in line with Ellon, if different.

This fits with the Corporate Charging Policy which states 'There should be uniformity of fees and charges across Aberdeenshire for similar services where appropriate'.

3) The increasing of existing charging levels

This proposal would retain free periods either in a modified form suggested in para 2.10 (2) above and also increasing the charging tariffs but given that only 20% of all transactions include payment then the

increases would be significant. To break even (£150 - 160k) to meet the current annual deficit and required additional annual sum described in 2.5 would require

0-2 hrs currently at £1.20 --- **suggested tariff £1.50**

Up to 3 hours currently at £2.00 --- **suggested tariff £2.50 or £3**

Up to 10 hours currently at £5.00 --- **suggested tariff £10 (if previous is £2.50) or £7.50 (if previous is £3).**

This should theoretically provide an additional income (to the £100k from the standardisation in 2.10 (2) of £138/145k (excluding VAT) but there will be behaviour change and it would be more prudent to estimate on a lower figure.

4) **Extending charges in some form into more car parks in Aberdeenshire**

Consideration could be given to:

- 1) Introducing Pay and Display into other settlements in Aberdeenshire
- 2) Introducing Pay and Display into other car parks within settlements which already have Pay and Display

Opportunities for either of the above options are fairly limited, although suggestions for any of the car parks in Formartine would be welcomed. Suggestions could include Station Road (West) where complaints are received about long stay parking, lack of turnover and abuse by local businesses.

Estimated additional income that could be generated if all spaces at Station Road (West), Ellon are made 'Paid' (at current rates) will be £409 per space per annum for a total of £19,600 (excluding VAT).

There would be costs associated with purchasing and installing new machines (approximately £5k per machine to purchase; plus £5k installation costs).

A small number of machines are currently available, these would need some upgrades done to make them fully functioning, but costs would be significantly lower for any sites where these could be used.

5) **The review of hours of charging which vary across towns**

At present, following the previous review free parking was introduced in all car parks in Fraserburgh every Saturday after 10 am. In addition all car parks are free every day in Peterhead after 3pm. Some income could be achieved by realigning the charging hours in these settlements with the other large settlements in Aberdeenshire.

The discussion will be informed by town specific information on how the current tariffs have impacted on transactions numbers and income levels but all discussions will need to take account of how to address the current deficit position.

In the Formartine area, the standardisation of hours of charging would mean some other areas coming into line with the same charging periods as Ellon (Mon – Fri 8am to 6pm).

This fits with the Corporate Charging Policy which states ‘There should be uniformity of fees and charges across Aberdeenshire for similar services where appropriate’.

- 2.11 Changing the parking tariffs in Off Street Car Parks will require a change to the Off Street Parking Orders, and therefore a Statutory and Public Consultation Period will be required. It therefore makes sense to review the full orders whilst undertaking this process.
- 2.12 In addition to the parking tariffs, there are a number of other fees and charges which are currently included within the Off Street Parking Orders. These are for Excess Charge Notices, Residents Permits and Traders Permits. Consideration could be given to changing the costs and criteria for these, an example being a higher Excess Charge for misuse of a disabled bay. The MOWG has also identified some other areas where permit systems or charges should be considered or introduced, such as commuter permits, use of car parks for events, business permits for staff parking.
- 2.13 There are a number of issues which have arisen since the last review of the Orders and therefore some revisions are necessary to ensure the Orders are more robust.
- 2.14 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 The Committee is able to consider [and take a decision on] this item in terms of Section B 1.2 and B11.3. B1.2 allows an Area Committee to consider, comment on and make recommendations to any other appropriate Committee (ISC) on any matter or policy which impacts their Area. B11.3 allows an Area Committee to determine the making of permanent or experimental orders for the regulation of traffic.

4 Implications and Risk

- 4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 1** and only positive impacts have been identified as follows: Proposal to implement a higher Excess Charge if use of a disabled space is made without a valid Blue Badge on display should increase availability of spaces to Blue Badge holders and ensure an advancement of equality of opportunity with regards to accessing town centres.
- 4.2 There are no staffing implications. Consultation on new tariffs forms part of the core workload of the Parking Officer.

There will be financial implications however the decision on tariffs lies with Infrastructure Services Committee which they would take whilst considering the overall budget position. As identified in 2.10 there are behavioural changes which make estimating any impacts on financial implications, as a result of changes to parking tariffs, difficult to predict.

4.3 The following Risks have been identified as relevant to this matter on a Corporate Level ([Corporate Risk Register](#)):

<u>Risk Name</u>	<u>Explanation/Mitigation</u>
ACORP001 Budget Pressures	<p>Risk that if tariffs are not updated to increase overall income that the income stream will continue to fall short of expenditure and this will put ongoing pressure on other areas of the Council's budget.</p> <p><i>There are no mitigating measures against this, other than to revise the tariffs to increase income so costs are met.</i></p>
ACORP006 Reputation Management (including social media)	<p>There is a reputational risk that negative publicity will be encountered should tariffs be increased, new charges applied and/or free periods removed.</p> <p><i>Mitigating measures to this include that surveys have already been undertaken to obtain public and town centre business views on parking factors that matter to drivers; a Member Officer Working Group has been set up to allow for input and discussion between Officers and Members; Dialogue with all affected parties, facilitated by Corporate Communications, be developed to help educate on the costs associated with the provision of car parks as shown in Appendix 3.</i></p>

The following Risks have been identified as relevant to this matter on a Strategic Level ([Directorate Risk Register](#)):

ISSR002 Regeneration & ISSR008 Economic Development	<p>Research shows that good parking management can impact on Town Centres and regeneration of communities, however, it is one of many factors which influences the vitality and viability of Town Centres. Any increase in parking charges or reduction or removal of free periods could make our town centre less attractive to visit with the resultant possible downturn in economic vitality. Conversely, free parking can have a negative impact on a town as space turnover is reduced and facilities cannot be maintained.</p> <p><i>There are no reasonable mitigating measures against this risk.</i></p>
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4.4 A Town Centre Impact Assessment has been undertaken (**Appendix 2**) on the recommendations and the following issues have been raised:

- An change in parking tariffs could impact negatively on town centre footfalls, if such a change were to raise charges

Stephen Archer
Director of Infrastructure Services

Report prepared by Lorna Hogg, Parking Officer
Date 11 April 2018

APPENDIX 1

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Transportation
Title of the activity etc.	Parking Management in Formartine
Aims of the activity	<ul style="list-style-type: none"> • Consider and discuss options to amend tariffs and operation of off street car parks to achieve a balanced Transportation Car Parking Revenue budget; • Consider and discuss changes to Off Street Parking Orders; • Provide feedback to Parking Management Member Officer Working Group and Infrastructure Services Committee.
Author(s) & Title(s)	Lorna Hogg, Parking Officer

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	On and Off Street Parking Surveys information from 2012/13 Parking Survey results; Town Centre Health Checks; Data from Cashless Parking Service; Data from Pay and Display Machines.
Internal consultation with staff and other services affected.	There has been discussion to date with Colleagues in Economic Development and the Transport Strategy Team regarding accessibility of Town Centres. There has also been a meeting with the Parking Management Member Officer Working Group.
External consultation (partner organisations, community groups, and councils).	Consultation surveys to public and businesses; Community Council, BID and Business Association feedback.

External data (census, available statistics).	Data from Understanding Scotlands Places has been used – this data combines a typology of Scottish towns and an assessment of inter-relationships to find towns from across Scotland which share socio-demographic characteristics and score similarly on an independence to dependence scale. External research and reports.
Other (general information as appropriate).	

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	N/A
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Stage 4: Measures to fill the evidence gaps.

What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting “yes” in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger			YES	
Age – Older			YES	
Disability	YES			
Race – (includes Gypsy Travellers)			YES	
Religion or Belief			YES	
Gender – male/female			YES	
Pregnancy and maternity			YES	

Sexual orientation – (includes Lesbian/ Gay/Bisexual)			YES	
Gender reassignment – (includes Transgender)			YES	
Marriage and Civil Partnership			YES	

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Proposal to implement a higher Excess Charge if use of a disabled space is made without a valid Blue Badge on display. This should increase availability of spaces to Blue Badge holders.	

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Yes, survey on parking, was circulated as widely as possible.
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	N/A – no negative impacts	

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	N/A

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
<p>Proposal to implement a higher Excess Charge if use of a disabled space is made without a valid Blue Badge on display. This should increase availability of spaces to Blue Badge holders and ensure an advancement of equality of opportunity with regards to accessing town centres.</p>

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	N/A

Stage 12: What is the outcome of the Assessment?									
Please complete the appropriate box/boxes	<table border="1"> <tr> <td>1</td> <td>No negative impacts have been identified –please explain.</td> </tr> <tr> <td colspan="2">No negative impacts have been identified.</td> </tr> <tr> <td colspan="2">Consulting on tariffs changes neither favours or discriminates on any of the people with protected characteristics.</td> </tr> <tr> <td colspan="2">Changes to off street parking may have a positive impact on disabled due to increased availability of disabled parking.</td> </tr> </table>	1	No negative impacts have been identified –please explain.	No negative impacts have been identified.		Consulting on tariffs changes neither favours or discriminates on any of the people with protected characteristics.		Changes to off street parking may have a positive impact on disabled due to increased availability of disabled parking.	
	1	No negative impacts have been identified –please explain.							
	No negative impacts have been identified.								
	Consulting on tariffs changes neither favours or discriminates on any of the people with protected characteristics.								
	Changes to off street parking may have a positive impact on disabled due to increased availability of disabled parking.								
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.							
N/A									
3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen								
N/A									

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

N/A negative impacts have not been identified.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure Services – Transportation – Strategy		
	2) Title of Policy/Activity	Parking Management in Formartine		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Lorna Hogg Position: Parking Officer Date: 25/04/2018 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Martin Hall Date: 25/04/2018		
	5) Authorisation by Director or Head of Service	Name: Ewan Wallace Position: Head of Transportation Date: 25 April 2018	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date: 25/04/2018
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date: 27/04/2018
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	



APPENDIX 2

TOWN CENTRE FIRST IMPACT ASSESSMENT (TCFIA)

Aberdeenshire Council recognises that town centres have an important role to play in the sustainable development of local economies.

The Town Centre First Impact Assessment (TCFIA) allows officers in all services to identify the detrimental and beneficial effects that decisions we take may have on our town centres. It will allow officers to consider any implications that council decisions may have on Aberdeenshire's key town centres. Examples of this include changes to: the provision of civic and community facilities, employment land, retail, residential buildings, cultural assets, transportation, leisure and tourism.

A Town Centre Ambassador has been nominated within your service, you can locate your Town Centre First Ambassador through the Town Centre First Principle Arcadia pages.

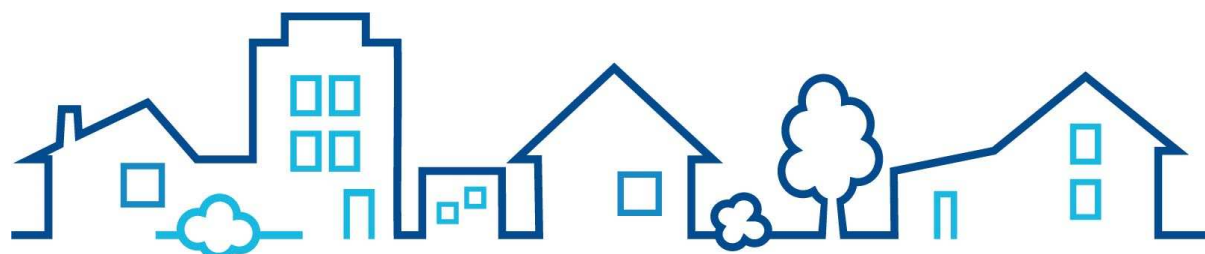
Project Information	
Title of Committee Paper	Parking Management in Formartine
Service	Transportation
Department	Strategy
Author	Lorna Hogg
Have you consulted your Town Centre First Ambassador?	N/A

- 1) Could your Project Paper cause an impact in one (or more) of the identified town centres? – Peterhead, Fraserburgh, Inverurie, Westhill, Stonehaven, Ellon, Portlethen, Banchory, Turriff, Huntly, Banff, Macduff.

Yes – an impact could be caused in Ellon.

- 2) If approved would your project cause an impact (either positive or negative) with regards to the footfall of any of these town centres?

It is possible that footfall of the town centres could be affected by a change in parking tariffs, however, previous work reported to Infrastructure Services Committee explored research and issues around free parking, levels of charging, the need for charging and links between parking and town centre vibrancy.





3) Please describe the aims of the committee paper?

Consider and discuss options to amend tariffs and operation of off street car parks to achieve a balanced Transportation Car Parking Revenue budget;

Consider and discuss changes to Off Street Parking Orders;

Provide feedback to Parking Management Member Officer Working Group and Infrastructure Services Committee.

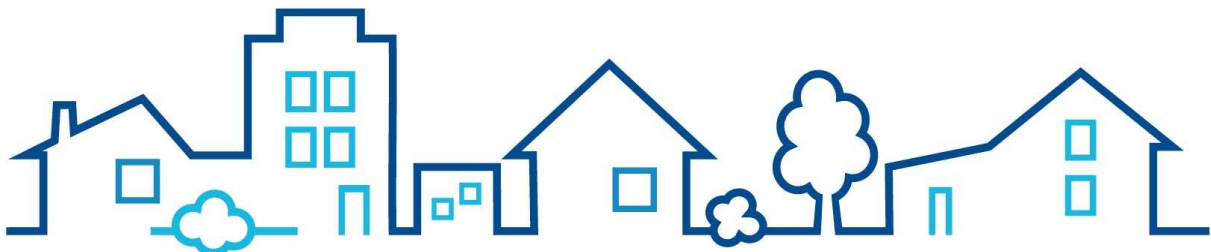
4) What are the positive and negative impacts?

Impact	Describe the positive impact?	Describe the negative impact?
Please detail any potential positive and negative impact the project may have on Aberdeenshire's Key Town Centres.		1) Increase in parking tariffs could impact negatively on footfall

5) What mitigating steps will be taken to reduce or remove negative impacts? If none see Q6

Mitigating Steps	Timescale
1) Communication explaining why parking tariffs need to increase; along with visible or well communicated benefits from increased tariffs may mitigate the negative impact.	Ongoing

6) Set out the justification that the activity can and should go ahead despite the negative impact.

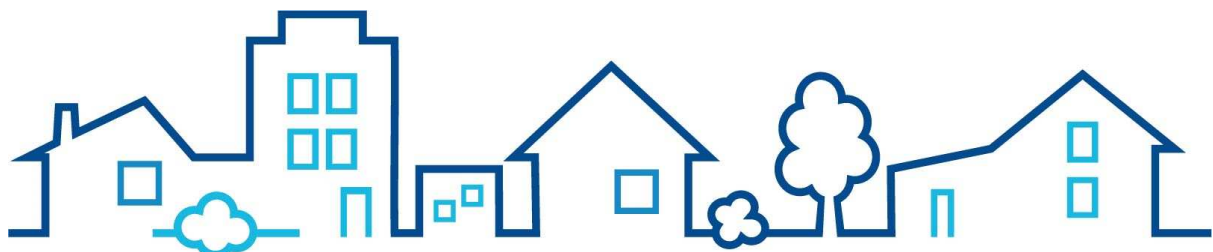




A budget deficit is currently experienced and therefore to continue to maintain and manage our car parks and increased income is required. The negative impact on footfall may occur although, often this is more perceived than actual.

Question 7: Sign off and Authorisation

<p>3) Author: I have completed the TCIA impact assessment for this policy/ activity.</p>	<p>Name: Lorna Hogg Position: Parking Officer Date: 25 April 2018 Signature:</p>
<p>4) Consultation with Service Manager</p>	<p>Name: Martin Hall Position: Strategy Manager Date: 25 April 2018</p>
<p>5) Authorisation by Director or Head of Service</p>	<p>Name: Ewan Wallace Position: Head of Transportation Date: 25 April 2018</p>
<p>6) Have you consulted with your Town Centre First Ambassador?</p>	<p>Discussed throughout feasibility work with Audrey Michie.</p>
<p>7) TCFIA author sends a copy of the finalised form to: tcfia@aberdeenshire.gov.uk</p>	<p>Date Sent: 27 April 2018</p>



APPENDIX 3

ABERDEENSHIRE COUNCIL

(Extract)

INFRASTRUCTURE SERVICES COMMITTEE

WOODHILL HOUSE, ABERDEEN, 25 JANUARY, 2018

12. MANAGEMENT OF CAR PARKING IN ABERDEENSHIRE

With reference to the Minute of Meeting of Aberdeenshire Council of 17 March, 2017, (Item 6), there had been circulated a report dated 4 January, 2018 by the Director of Infrastructure Services, seeking Members' consideration of proposals for the management of car parking in Aberdeenshire.

After discussion, the Committee **agreed:-**

- (1) not to proceed with Decriminalised Parking Enforcement at present,
- (2) that cash and cashless payment options be retained for parking charges, with the telephone option publicised more extensively;
- (3) that officers to undertake the necessary procedures to consult on new tariffs within the current Pay and Display car parks in Aberdeenshire;
- (4) that a Member Officer Working Group, membership to be advised by the Chair and Opposition spokesperson being three administration, three opposition councillors, ideally with a geographical spread, be established to provide guidance on taking forward the proposals to manage car parking in Aberdeenshire; and
- (5) that Area Committees be consulted in the development of the car parking management scheme.

Appendix 4

Aberdeenshire Council Member Officer Working Group Management of Parking in Aberdeenshire

Terms of Reference

Purpose:

Infrastructure Services Committee agreed at a meeting of 25 Jan 2018 that as per the set budget that the costs of providing and operating Off Street Car Parks should be fully recovered. At present car parks expenditure exceeds income and therefore the core purpose of this Member Officer Working Group (MOWG) is to consider and recommend solutions that allow the provision of Off Street Car Parking on a full cost recovery basis.

Timing:

The MOWG is due to convene from March 2018 in order to prepare for any changes to tariffs in Off Street Car Parks to be in place for financial year 2019/20.

Membership:

The Member Officer Working Group will be chaired by Councillor Argyle. The membership of the group as confirmed by the Administration and Opposition Spokesperson is as follows;

Councillors Argyle (ISC), Roy (B&BAC), Ewenson (GAC), Mollison (K&MAC), Aitchison (ISC), Petrie (MAC), Ingram (BAC) and Forsyth (FAC).

The Officers on the group will be Janelle Clark (Area Manager Representative), Ewan Wallace (Head of Service – Transportation), Martin Hall (Strategy Manager – Transportation), Lorna Hogg (Parking Officer), Martin Ingram (Senior Solicitor – Advice and Governance), Alison Alexander (Accountant, Finance).

The following have also agreed to be called upon as required:

Gordon Lyon (Marketing and Communications Officer, Customer Communication & Improvement)

Expectations of the Working Group

1. Meetings of the group will be arranged as required throughout the term of the project but particularly, at key decision-making stages.
2. Whilst the Working Group will not be a decision-making body (this will remain with Area Committees and Infrastructure Services Committee) the group will:
 - Monitor the progress of the project against the agreed project plan
 - Receive regular reports and provide any comments and/feedback on these reports
 - Provide feedback and comments throughout the project.

- Where possible agree on a recommended approach to be taken back to the Policy and Area Committees

It is expected that Members will:

- Act as the 'voice for the constituents' within Aberdeenshire to ensure that community views can be taken into account where required;
- Give advice and suggestions on ways in which the community can be engaged with to ensure that the community are thoroughly informed and involved in the project;
- Consider the Strategic, Policy and Budgetary aspects of the options presented to them;
- Acts as 'champions' for the successful delivery of the project within their respective parties by ensuring that the progress of the project is regularly reported back to all party Members.

Key activities of the MOWG

The group will work towards the achievements of the following activities:

1. Providing a tariff structure proposal which should achieve full cost recovery
2. Consider and suggest other changes to fees and charges relating to Off Street Parking Orders
3. Consider other potential amendments to Off Street Parking Orders and the management of Off Street Parking.
4. Ensure issues considered and recommended approaches are well communicated internally and externally
5. Review the On Street Parking situation within Aberdeenshire, although any decision on proceeding with Decriminalised Parking Enforcement (DPE) through the current process, would need to be referred back to ISC.

Anticipated outcomes

To have revised Off Street Parking Orders in place for 2019/20 financial year, with associated tariff structure, which will provide full cost recovery of car parks provision.

Key references

To assist the members in fulfilling their roles on the group, the following are some of the key references to assist:

- [Infrastructure Services Report – Item 12 – 25 Jan 2018](#)
- [Off Street Parking Orders \(2014\)](#)
- [Road Traffic Regulation Act 1984](#)
- [Corporate Charging Framework](#)

Proposed MOWG members

Core members:

Cllr P J Argyle	ISC Chair
Cllr David Aitchison	ISC Vice Chair

Cllr Michael Roy	Banff & Buchan Area Committee
Cllr Marion Ewenson	Garioch Area Committee
Cllr Ian Mollison	Kincardine & Mearns Area Committee
Cllr Gwyneth Petrie	Marr Area Committee
Cllr Jim Ingram	Buchan Area Committee
Cllr Alastair Forsyth	Formartine Area Committee
Janelle Clark	Area Manager, Marr
Ewan Wallace	Head of Service, Transportation
Martin Hall	Strategy Manager, Transportation
Lorna Hogg	Parking Officer, Transportation
Martin Ingram	Senior Solicitor – Advice and Governance
Alison Alexander	Accountant, Finance

As required:

Gordon Lyon	Marketing and Communications Officer
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APPENDIX 5

**Charging regime across Aberdeenshire; Formartine car parks tariffs & times;
Formartine car parks, numbers of spaces & income per space.**

Charging Regime in Car Parks

Previous Regime in all of the towns below		0 – 1 hours £0.60
		1 – 2 hours £1.20
		2 – 3 hours £2.00
		3 – 10 hours £5.00
Since 2 December 2014		
Banchory	Free period for 45 mins	
	0 – 2 hours	£1.20
	2 – 3 hours	£2.00
	3 – 10 hours	£5.00
Banff	Free period for 60 mins	
	0 – 2 hours	£1.20
	2 – 3 hours	£2.00
	3 – 10 hours	£5.00
	No charge on St Marys Saturdays	
Ellon	Free period for 30 mins	
	0 – 2 hours	£1.20
	2 – 3 hours	£2.00
	3 – 10 hours	£5.00
Fraserburgh	Free period for 60 mins	
	0 – 2 hours	£1.20
	2 – 3 hours	£2.00
	3 – 10 hours	£5.00
	All car parks free after 10 am Saturday	
Huntly	0 – 1 hour	£0.60
	1 – 2 hours	£1.20
	2 – 3 hours	£2.00
	3 – 10 hours	£5.00
Inverurie	Free period for 30 mins	
	1 – 2 hours	£1.20

	2 – 3 hours £2.00
	3 – 10 hours £5.00
Peterhead	Free period for 60 mins
	1 – 2 hours £1.20
	2 – 3 hours £2.00
	3 – 10 hours £5.00
	All car parks free after 3pm every day
Stonehaven	Free period for 30 mins
	0 – 2 hours £1.20
	2 – 3 hours £2.00
	3 – 10 hours £5.00
Turriff	Charges removed
	2 hour limited waiting period

OFF STREET CAR PARKS – FORMARTINE AREA

A. Car Parks with Parking Charges/Restrictions

Location	Vehicle Classes*	Free Parking Period (No Return within 2 hours)	Parking Period	Parking Charge	Chargeable Hours
Ellon Square (East), Ellon	1, 2	30 minutes	0-2 hours 2-3 hours 3-10 hours	£1.20 £2.00 £5.00	8am to 6pm Mon to Sat
Ellon Square (West), Ellon	1, 2	30 minutes	0-2 hours 2-3 hours 3-10 hours	£1.20 £2.00 £5.00	8am to 6pm Mon to Sat
Market Street, Ellon	1, 2	30 minutes	0-2 hours 2-3 hours 3-10 hours	£1.20 £2.00 £5.00	8am to 6pm Mon to Sat
Schoolhill, Ellon	1, 2	30 minutes	0-2 hours 2-3 hours 3-10 hours	£1.20 £2.00 £5.00	8am to 6pm Mon to Sat
Station Road (East), Ellon	1, 2	30 minutes	0-2 hours 2-3 hours 3-10 hours	£1.20 £2.00 £5.00	8am to 6pm Mon to Sat
High Street, Turriff	1,2	2 hours	N/A	N/A	8am to 6pm Mon to Sat

B. Car Parks without Parking Charges

Location	Vehicle Classes*
Collieston Car Park, Collieston	1, 2, 4
Golf Road, Ellon	1, 2
Station Road (West), Ellon	1, 2
Methlick Car Park, Methlick	1, 2
Ythan Bridge (South), Newburgh	1, 2
Baker Street, Oldmeldrum	1, 2, 4
Commercial Road, Oldmeldrum	1, 2
Aberdeen Road, Pitmedden	1, 2
Tarves Road, Pitmedden	1, 2
Rothienorman Car Park, Rothienorman	1, 2, 4
The Square, Tarves	1, 2
Bowling Green, Turriff	1, 2
Castle Street, Turriff	1, 2
Crown Street, Turriff	1, 2
The Square (all 4 Quadrants), Turriff	1, 2
The Wynd, Turriff	1, 2

* Vehicle Classes: 1 – Passenger Vehicle; 2 – Light Goods Vehicle; 3 – Heavy Goods Vehicle; 4 – Buses/Coaches

Town	Car park	Free Spaces	Paid Spaces
Ellon	Golf Road (East)	40	
Ellon	Market Street		40
Ellon	Schoolhill		24
Ellon	Station Road (East)		29
Ellon	Station Road (West)	48	
Ellon	The Square (West)		14
Ellon	The Square (East)		9
Turriff	Bowling Green Car Park	18	
Turriff	Castle Street	7	
Turriff	Crown Street	32	
Turriff	High Street (North)	40	
Turriff	High Street (South)	20	
Turriff	The Square	28	

Turriff	Wynd	45
Collieston	Collieston Car Park	50
Methlick	Methlick Car Park	20
Newburgh	Ythan Bridge (South)	25
Oldmeldrum	Baker Street	42
Oldmeldrum	Commercial Road	15
Oldmeldrum	Cowgate	4
Oldmeldrum	The Square	12
Pitmedden	Pitmedden South	10
Pitmedden	Pitmedden North	25
Rothienorman	Rothienorman Car Park	85
Tarves	The Square	18
		584
		116

Sum of Value of transactions	Tariff			Grand Total
	£1.20	£2.00	£5.00	
Town				
Ellon	£28,586	£13,696	£5,180	£47,462
Grand Total	£28,586	£13,696	£5,180	£47,462

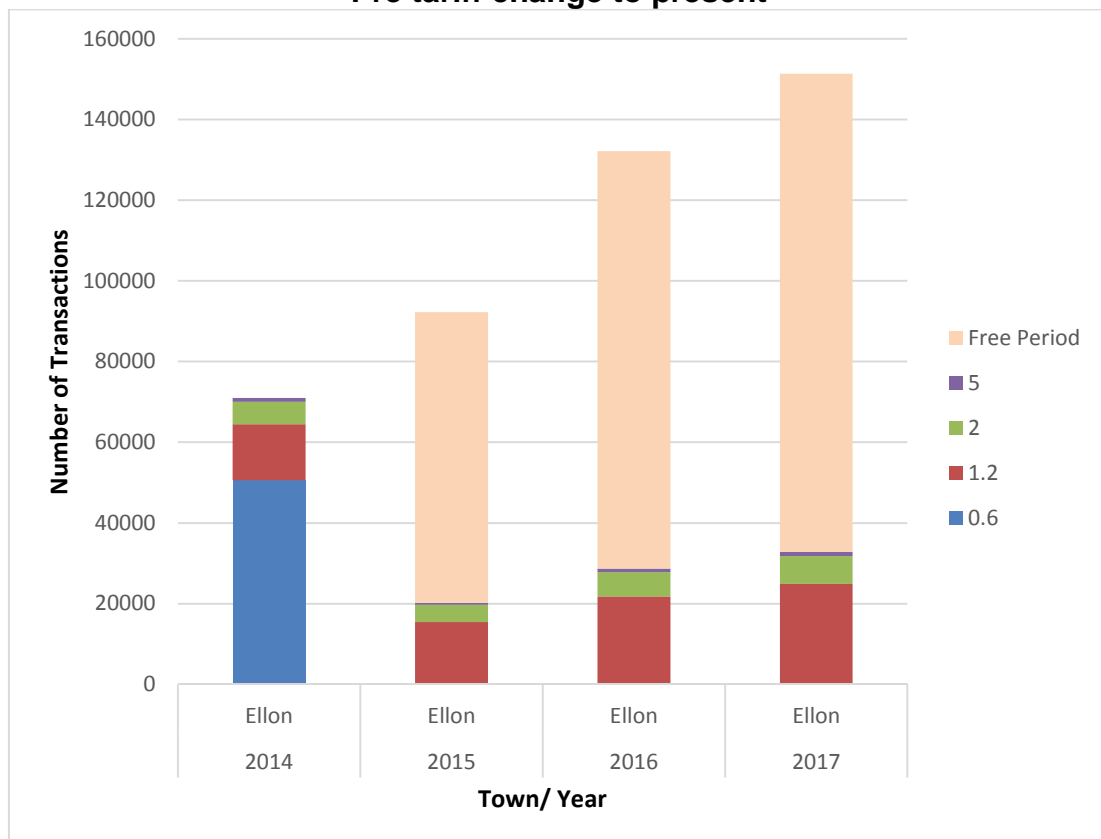
Annual Income per space in Formartine = £409 (£47,500/ 116 spaces).

APPENDIX 6
Formartine specific - Breakdown of Income by tariff band; Transaction numbers & income each year pre tariff change to present

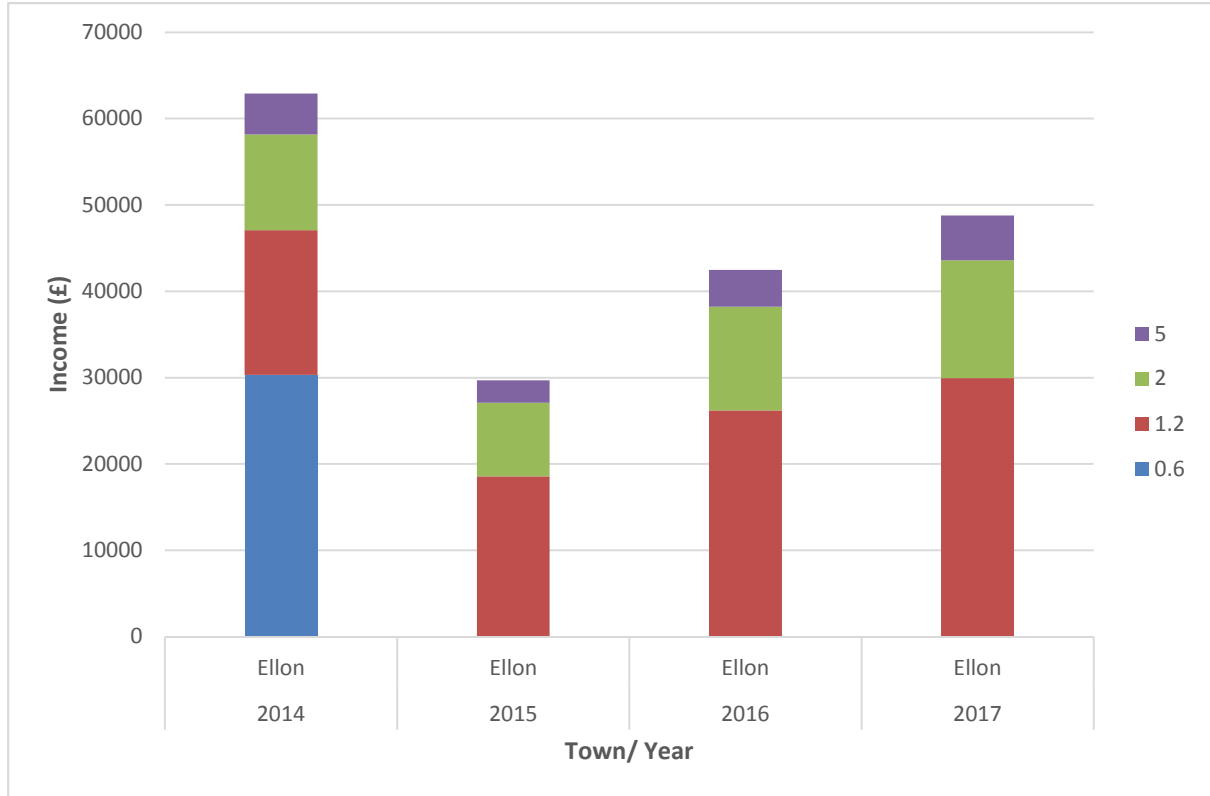
Income per town 2017/18, by tariff band



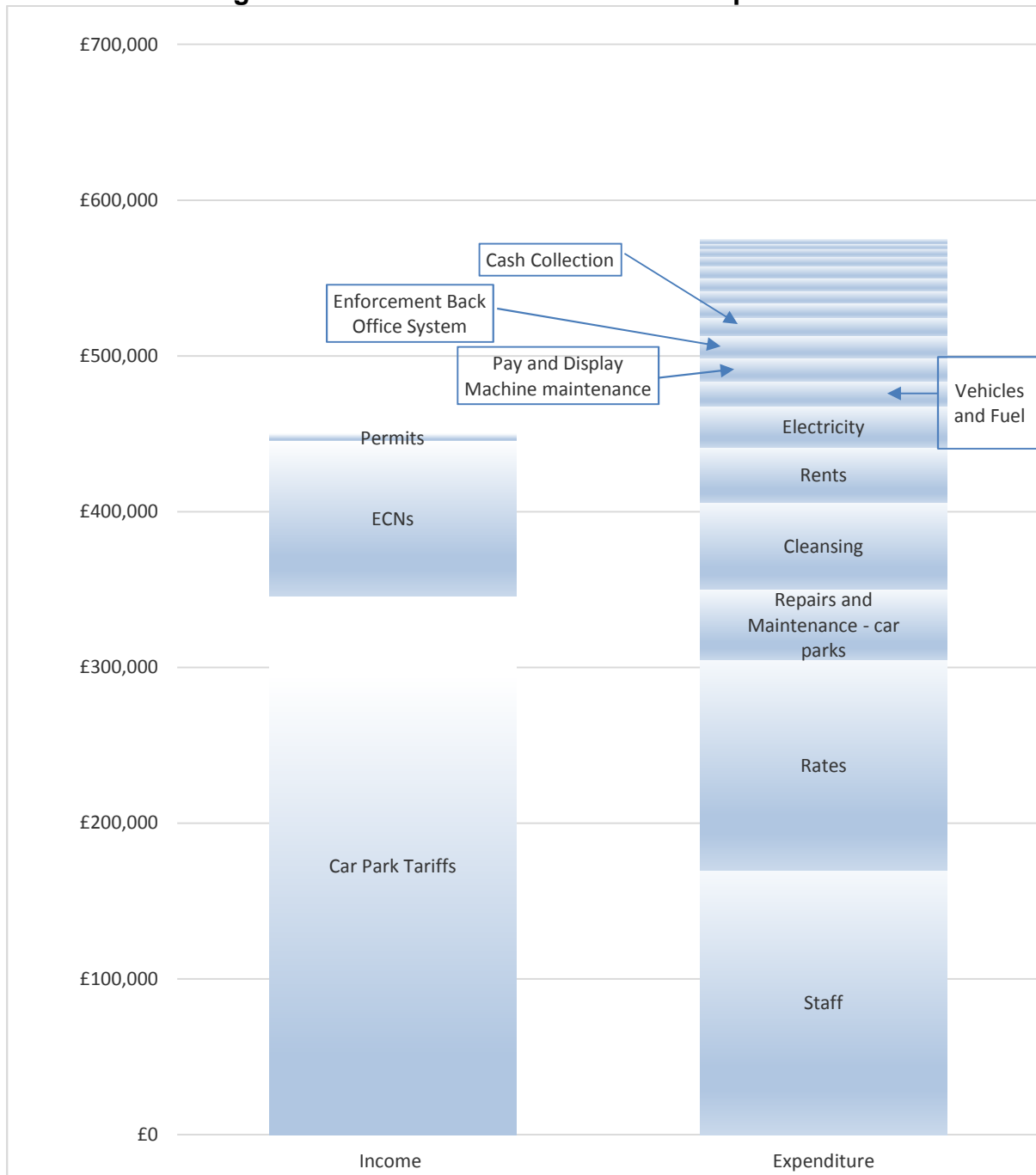
Formartine – Transaction numbers
Pre tariff change to present



Formartine – Income Pre tariff change to present



APPENDIX 7 Diagrammatic overview of Income and Expenditure



Appendix 8

03-Apr-18	Parking Management Member Officer Working Group (PMMOWG) - Meeting 1	
01-May-18	Banff and Buchan	Reports to Area Committees seeking views
08-May-18	Buchan	
15-May-18	Formartine	
22-May-18	Marr	
29-May-18	Garioch	
05-Jun-18	Kincardine and Mearns	
07-Jun-18	Parking Management Member Officer Working Group (PMMOWG) - Meeting 2 (Post Area Committees/Pre Summer Recess)	
12-Sept-18	Parking Management Member Officer Working Group (PMMOWG) - Meeting 3 (Pre 4th Oct ISC)	
04-Oct-18	ISC Report reporting on views from Area Committees	
12 Oct 2018 – 21 Dec 2018	Statutory and Public Consultation (10 weeks allowed)	
16-Jan-19	Parking Management Member Officer Working Group (PMMOWG) - Meeting 4 (Post Statutory & Public Consultation Periods/pre Area Committees)	
22-Jan-19	Formartine	Reports to Area Committees for approval of revised Off Street Parking Orders
29-Jan-19	Banff and Buchan	
05-Feb-19	Buchan & Garioch	
12-Feb-19	Kincardine and Mearns	
19-Feb-19	Marr	
27-Mar-19	Parking Management Member Officer Working Group (PMMOWG) - Meeting 5 (Post Area Committee finalisation/Pre new tariff implementation)	
01-Apr-19	New tariffs introduced	