

Guildhall Gainsborough
Lincolnshire DN21 2NA

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AGENDA

This meeting will be webcast live and the video archive published on our website

Prosperous Communities Committee
Tuesday, 19th July, 2022 at 6.30 pm
Council Chamber - The Guildhall

Members:

- Councillor Owen Bierley (Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Mrs Tracey Coulson (Vice-Chairman)
- Councillor Stephen Bunney
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Jane Ellis
- Councillor Steve England
- Councillor Mrs Jessie Milne
- Councillor Jaime Oliver
- Councillor Roger Patterson
- Councillor Mrs Lesley Rollings
- Councillor Jim Snee
- Councillor Trevor Young

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (TO FOLLOW)
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 7 June 2022
4. **Matters Arising Schedule** (PAGES 3 - 4)
Setting out current position of previously agreed actions as at 11 July 2022

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

5. **Members' Declarations of Interest**

Members may make any declarations at this point but may also make them at any time during the course of the meeting.

6. **Public Reports**

- | | | |
|------|--|-------------------|
| i) | Selective Licensing - Timeline and Action Plan | (PAGES 5 - 22) |
| ii) | Parking Strategy | (PAGES 23 - 86) |
| iii) | Managing Flood Risk in West Lindsey | (PAGES 87 - 106) |
| iv) | Further Education Taskforce | (PAGES 107 - 117) |
| v) | Workplan | (PAGES 118 - 119) |

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 11 July 2022

Prosperous Communities Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Green	enforcement Training for Parish Councils	<p>Extract from mins 22/10/19</p> <p>in the past Officers from within the enforcement team had provided training to local residents in order that they could be certified to issue fixed penalties. The number of tickets issued by such persons however was very limited because although they had received training catching the culprit in the act still remained a challenge. This was something Officers were prepared to take away and see if further training could be offered as it had been previously and if there was desire and need in the community</p>	<p>Following the end of pandemic restrictions and the recent appointment of a new licensing & community safety officer role, officers are now able to prepare delivery of enforcement training for parish councils.</p> <p>Officers will communicate with Parish Councils to gauge level of interest for the training and organise any sessions accordingly during Q1 and Q2 2022/23.</p>	31/05/22	Grant White
Green	information pack for parish councils re reporting issues	<p>Extract from mins of mtg 22/10/19</p> <p>Officers undertook to prepare a guidance and information pack for Parish Councils covering some of the top issues affecting a number of parishes, explaining how to report certain issues and the options available to them. This was welcomed.</p>	<p>A new webpage listing support for Parish Councils was created during the initial work to establish a Parish Charter: www.west-lindsey.gov.uk/parishsupport.</p> <p>Limited promotions of the page took place during the pandemic. A new council website is currently being developed and this page will be refreshed once launched.</p> <p>Further promotion of this dedicated webpage will take place with all Parish Councils. This is expected to take place during Q1 2022/23.</p>	31/05/22	Grant White
Green	parish charter publicity and promotion and yearly impact review	<p>approval to commence the publicity and promotion of the charter as per section 4 of the parish charter report.</p> <p>Also need to put in yearly review report as per section of the report</p>	<p>Limited promotion of the Parish Charter took place during the pandemic. Officers have recommended a review of the charter should take place earlier than scheduled to ensure it still meets it's aims and objectives following any changes in circumstances as a result of the pandemic.</p> <p>An action to review the Parish Charter and present</p>	30/09/22	Grant White

			recommended changes will now be added to the Forward Plan for Prosperous Communities Committee. This work will be scheduled to take place during Q2 2022/23.		
Green	CCTV Case studies for Members Newsletter	<p>extract from mins of mtg 14/7/2020</p> <p>Members felt it imperative that there was better reporting of outcomes directly resulting from CCTV intervention or information in order to improve public confidence. Officers undertook to publish some case studies in a future edition of the Members Bulletin</p>	<p>Promotion of the Parish Charter will take place following any changes approved by Committee.</p> <p>An annual report on CCTV for 2021 has been produced and currently having the case studies finalised for publication. This report will be published online for Members and public to view in early Q1 2022/23.</p>	30/04/22	Grant White



**Prosperous Communities
Committee**

19th July 2022

Subject: Selective Licensing - Timeline and Action Plan

Report by:	Director of Change Management, ICT & Regulatory Services
Contact Officer:	Andy Gray Housing and Enforcement Manager andy.gray@west-lindsey.gov.uk
Purpose / Summary:	To seek approval for the Selective Licensing Working Group terms of reference and set out proposals for the future direction of work.

RECOMMENDATION(S):

Committee are asked to:

- a) Approve the terms of reference for the Selective Licensing Working Group as set out in appendix 1.
- b) Approve the proposed timescales put forward by the Selective Licensing Working Group to deliver a workshop to all Councillors during September/October 2022 to inform the Prosperous Communities Report due in November 2022, as set out in section 3.
- c) Approve the proposed approach to consider first, theme 1 "Overall Approach to the Private Rented Sector" and for this to form the basis of the workshops to be held in September/October 2022.
- d) Approve that £7,550 is released from budget remaining for Selective Licensing to carry out the initial Lower Super Output Area designation analysis.

IMPLICATIONS

Legal:

None.

Financial: FIN/47/23/SSc

The resources required to deliver the agreed action up until November 2022 are accommodated within existing revenue budgets.

The required £7,550 budget to carry out the initial work to consider LSOA designations for selective licensing is available within the remaining budget.

Staffing:

None.

Equality and Diversity including Human Rights:

None.

Data Protection Implications:

None.

Climate Related Risks and Opportunities:

None.

Section 17 Crime and Disorder Considerations:

None.

Health Implications:

None.

Title and Location of any Background Papers used in the preparation of this report:

Motion 2 approved at Full Council on 7th March 2022: <https://democracy.west-lindsey.gov.uk/mqAi.aspx?ID=17427>

Minutes from Prosperous Communities Committee on 3rd May 2022 : <https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=2901&Ver=4>

Risk Assessment:

Financial: any future approach or proposals will be required to contain detail on any specific financial implications. These will be set out subject to the direction given in relation to any future preferred options.

Overall Strategy: The West Lindsey District Council Housing Strategy Refresh 2022 – 2024 set out challenges and opportunities across three themes, one of which is “Improving Homes and Transforming Places”. Any future approach will need to be in line with this previously approved strategy.

Government White Paper “A Fairer Private Rented Sector” (June 2022): <https://www.gov.uk/government/publications/a-fairer-private-rented-sector> The impact of these proposals will need to be further understood over the coming 12 to 24 months in regards to any future approach.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes☐**No**☐**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes☐**No**☐

1. Introduction

1.1. At Prosperous Communities Committee (PCC) on the 3rd of May 2022 it was resolved that;

- a) the outcome of the consultation period at the time of the halt of the Selective Licensing consultation on 7 March 2022, and the associated report, be noted; and
- b) the questions set out in section 3.4 of the report, relating to the Full Council motion passed on 7 March 2022, be considered and clarity and direction be provided for Officers to enable them to take the next steps in line with the motion; and
- c) a progress report be brought back to Prosperous Communities Committee on 19 July 2022; and
- d) the Committee agrees to establishing a working group of Members to support Officers in developing the way forward; the members of the working group to include Cllrs Young, Bunney, Regis and Howitt-Cowan if wished, to be chaired by Cllr Coulson, with any changes to be agreed with the Assistant Director Change Management & Regulatory Services and Chairman of the Prosperous Communities Committee.

1.2. This report seeks to deal with recommendations c and d from PCC on 3rd of May 2022.

2. Terms of Reference

2.1. The proposed terms of reference for the Selective Licensing Working Group are shown in appendix 1. The terms of reference were discussed and put into final draft form following the initial meeting of the working group on 27th May 2022.

3. Proposed Timescales

3.1. The minutes from the first working group meeting on the 27th of May 2022 are shown in appendix 2.

3.2. At this meeting the working group considered a paper containing proposed timescales for a programme of work. These timescales are reflected in the terms of reference in relation to the length of time that the working group will initially be mandated (if approved) to be in place for.

3.3. The timescales proposed that during September and October 2022 a workshop will be delivered, open to all Councillors regarding the Private Rented Sector (PRS) and the overall approach taken within it by the Council. This will include information on;

- The current evidence available on the PRS and the challenges faced within it.

- Examples of other initiatives in the PRS such as accreditation and rogue landlord schemes and to include information on the outcomes they seek to achieve.
- Information on how the Council's existing tools work and the resources available within the work area.
- The potential for different approaches in the urban and rural areas of the district.
- The overall strategic approach being taken to ensure it aligns with the corporate position.

3.4. This workshop will also directly seek a clear steer from Councillors regarding any approaches that they wish to be explored further, which will form the basis of the work that officers progress.

3.5. Following on from the workshop a report will be scheduled for PCC on the 1st of November 2022 which will provide an overview of the feedback from the workshops and set out proposals for the future direction in regards to the approach within the PRS.

3.6. This timeline will set out the direction that the work in relation to the PRS will take and be determined by the feedback from the workshop and preferred approaches identified Councillors. The overall timeline will be dependant on the preferred approach or approaches and the future action plans may vary depending on this.

4. Development of Approach

4.1. In order to determine the most appropriate way to approach future work, all of the concerns raised via the Council Motion process and subsequent meetings with the Working Group were collated. These are shown in appendix 3, which was the working paper used within the first working group meeting on the 27th May 2022.

4.2. This working paper collates the concerns raised and groups them into four themes;

- a) Overall Approach to PRS;
- b) Approach to Selective Licensing;
- c) Specifics of Selective Licensing;
- d) Consultation and Engagement.

4.3. It is proposed by the working group that theme a) should be considered first as it will provide the overarching position in relation to the PRS. Whilst selective licensing may be a future consideration, the initial approach is aimed at ensuring that there is a clear understanding of all the options that may be available to the Council to enable direction to be provided.

4.4. Any details discussions on selective licensing will still occur, but it is not proposed to enter into any of these detailed discussions until further exploration has been made in regards to the overall approach to the sector. The workshops will discuss all options including selective licensing and the previous concerns raised in regards to selective licensing proposals have been documented as part of this process.

5. Engagement of Working Group

5.1. The working group also sought to set out the occasions on which it would be engaged in the development of the proposed work up until November 2022. It is proposed that this engagement occurs at the following points:

- Discussion to create the draft terms of reference for the working group
- Provision of comments prior to report being finalised for PCC in July 2022.
- Informing the development of the workshops for all Councillors.
- Attending the workshops for all Councillors
- Informing the development of the report to be presented to PCC in November 2022 relating to “Overall approach to the PRS”
- Provision of comments prior to report being finalised for PCC in November 2022.

6. Lower Super Output Area (LSOA) Designation for Selective Licensing

6.1. Whilst the above approach will not look specifically at selective licensing, there is an opportunity to immediately deal with one of the main queries relating to the original designations, which will help to inform any future approach. Using the current evidence base, the Council is able to commission work to help to understand whether a designation done by LSOAs would have an impact on the geography of any future designations.

6.2. LSOAs do not all follow the same boundaries as wards (which were used for the original proposals) and are based on population, therefore may provide a different basis for making any future designations.

6.3. It is proposed that this work is completed during Summer 2022 so that it is able to inform the evidence that can be used at the proposed workshops. It will also provide a direct answer to the query as to whether designating by LSOAs will impact on the scale and geography of the scheme.

6.4. This work can be completed by utilising £7,550 of the remaining £42k budget agreed for selective licensing designations and will be carried out by the same organisation that completed the original evidence based to enable it to be consistent and comparable.

END

Selective Licensing Working Group

DRAFT Terms of Reference to be Approved by Prosperous Communities Committee

1 Background

A motion at Full Council on the 7th of March 2022 was approved and subsequently brought to a halt the Council's consultation on its Private Rented Sector (PRS) Selective Licensing Scheme proposals.

The four Councillors who proposed the motion met with officers on Wednesday 27th April 2022 to discuss their concerns and provide feedback on the key issues that were raised in regards to the Motion to Full Council.

A report at Prosperous Communities Committee on the 3rd of May 2022 sought to propose a way forward in regards to considering the most appropriate approach in regards to Selective Licensing in the future. The recommendations agreed were as follows:

- a) The outcome of the consultation period at the time of the halt of the Selective Licensing consultation on 7 March 2022, and the associated report, be noted; and
- b) The questions set out in section 3.4 of the report, relating to the Full Council motion passed on 7 March 2022, be considered and clarity and direction be provided for officers to enable them to take the next steps in line with the motion; and
- c) a progress report be brought back to Prosperous Communities Committee on 19 July 2022; and
- d) the committee agrees to establishing a working group of Members to support officers in developing the way forward; the members of the working group to include Cllrs Young, Bunney, Regis and Howitt-Cowan if wished, to be chaired by Cllr Coulson, with changes to be agreed with the Assistant Director - Change Management & Regulatory Services and Chairman of the Prosperous Communities Committee.

2 Purpose of the Working Group

The purpose of the working group is to directly address recommendations c) and d) agreed at Prosperous Communities Committee on the 3rd of May 2022. This will be done by:

- a) Establishing the working group of members.
- b) Developing an action plan that respond to the concerns raised.
- c) Delivering a proposed work plan to the meeting of Prosperous Communities Committee in July 2022.

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The Selective Licensing Working Group shall comprise 5 Members including one of the serving Vice-Chairman of the Prosperous Communities Committee
- 3.2 The additional 4 Members of this group are those as appointed by Prosperous Communities Committee at its meeting on the 3rd of May 2022.
- 3.3 Membership will be cross party and include those members who had wards designated within the proposals for Selective Licensing.
- 3.4 The Chairman of the Working Group shall be the Vice-Chairman of the Prosperous Communities Committee.
- 3.5 For continuity purposes the Membership of the Group shall remain in Place until the meeting of the Prosperous Communities Committee in November 2022. Subject to any action plan being developed and approved, the remit and scope of the working group will be reviewed at this point.
- 3.7 Other elected Members may attend the Selective Licensing Working Group, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 3 Members. One of these Members will be the Chair.
- 4.2 The Selective Licensing Working Group shall determine its own meeting frequency dependent upon need
- 4.3 Meetings will be called with at least 7 days' notice.

5 Reporting Lines, Accountability and Milestones

- 5.1 The Selective Licensing Working Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The Selective Licensing Working Group has no direct decision-making powers and will make recommendations to the Prosperous Communities Committee.
- 5.3 The Selective Licensing Working Group will report to the Prosperous Communities Committee at its meetings in July 2022 and November 2022.

6 Resources

- 6.1 The Selective Licensing Working Group does not have a supporting budget.
- 6.2 If Budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers from the following Teams will support the Selective Licensing Working Group and provide advice, information, guidance and logistical support: -

Assistant Director for Change Management and Regulatory Services
Housing and Environmental Enforcement Manager
Housing Standards and Enforcement Officer
- 6.3 Administrative support will be provided by Housing and Environmental Services. Agendas will be set for each meeting and notes from each meeting will be retained.

7 Review

- 7.1 Following approval these Terms of Reference will be reviewed as minimum every two years if the Selective Licensing Working Group is still operating.

Date Document Approved:

Selective Licensing Working Group Approval: 27th May 2022

Prosperous Communities Committee Approval

Selective Licensing Work Group – Action Plan for proposal to Prosperous Communities Committee

Notes of meeting: 27th May 2022

Present:

Cllr Coulson (Chair)
Cllr Young

In Attendance:

Nova Roberts (Assistant Director for Change Management and Regulatory Services,
Andy Gray (Housing and Environmental Enforcement Manager)

Apologies:

Cllr Howitt Cowan
Cllr Bunney
Cllr Regis

1. Context

The context of the meeting was provided by Andy Gray and the meeting was then led by Cllr Coulson as Chair.

2. Agreement of Terms of Reference

The proposed terms of reference were agreed by Councillors present. A discussion was undertaken in regards to the quorum required for any decision, which was agreed as two working group members, plus the elected Chair.

At the initial working group meeting there were only two Councillors present, one of which was the Chair. Both Councillors present felt it necessary for the meeting to proceed.

Action: Terms of Reference agreed and to be proposed to PCC in July 2022.

3. Consideration of report relating to proposed action plans

A working paper was sent to members of the group in advance of the meeting titled "SL Working Group Paper 27.5.22". The working paper sought feedback on a number of proposed actions

Working group Action 1: *The working group were asked to provide feedback on the proposed timescales*

The working group agreed with the proposed timescales set out in Table 1 in the paper.

The “Renters Reform Bill” was discussed, specifically the proposals for a landlord registration portal and a new “Decent Homes Standard”. Members informed that these proposals are at an early stage and will be duly considered within any future proposals. Officers confirmed that they are engaging with representative bodies to influence and inform any proposals.

Information on this proposed bill can be found here [What’s the latest on the Renters’ Reform Bill? | Leaders](#)

Working Group Action 2: *The working group were asked to provide feedback on the proposal for a broader workshop for all Councillors on the PRS in West Lindsey.*

Councillors agreed that a broader workshop on the PRS was needed to ensure that the wider views of Councillors from all areas could be incorporated. It was proposed that the following elements be considered within this:

- Recognition of different challenge in different wards (rural vs urban)
- Provision of evidence to aid understanding from a rural perspective. Potentially different sessions for rural and urban Councillors.
- Workshop to also include subjects such as; current evidence; what we know about the sector; what the overall strategy is; views on additional regulation; examples of available approaches; case studies.

It was proposed that face to face and online workshops be undertaken.

Action:

- *Planning of workshop to involve working group members (recommendation for committee)*
- *Workshop to be arranged for September 2022 (recommendation for committee)*

Working Group Action 3: *The working group were asked confirm if they agree with how the concerns raised have been grouped into the four themes.*

Councillors agreed that the four themes were appropriate

Working Group Action 4: *The working group are asked to approve that theme 1 is explored first to provide the framework and basis for any future proposals in relation to the PRS.*

Councillors agreed that Theme 1 “Overall approach in the PRS” will need to be explored prior to any further discussions about themes 2, 3 and 4.

Working Group Action 5: *Within table 2, in relation to theme 1, the working group are asked to put their views forward on how the specific concerns may be best addressed and/or explored further.*

Councillors agreed with the proposed content given for guidance. Additional points were added and are listed below:

- Examples of other initiatives in the PRS such as accreditation and rogue landlord schemes should be explored, to include information on the outcomes they seek to achieve.
- Examples need to be provided on how our existing tools work.
- Keen to consider the difference between urban and rural approaches.
- Need to ensure that the overall strategic approach is aligned if looking to deliver a broader partnership.

4. Any Other Business

The future engagement of the working group was discussed. It was proposed that the group are engaged in the following activities prior to the final paper to Prosperous Communities Committee (PCC) in November 2022

- Provision of comments prior to report being finalised for PCC in July 2022.
- Informing the development of and approving the scope and content of the workshops for all Councillors.
- Attending the workshops for all Councillors
- Informing the development of the report to be presented to PCC in November 2022 relating to "Overall approach to the PRS"
- Provision of comments prior to report being finalised for PCC in November 2022.

Action:

- *Working group members to provide comments on report prior to it being finalised for PCC in July 2022.*
- *Proposals for engaging working group between July and November 2022 to be recommended to PCC in July 2022.*

END

Selective Licensing Work Group – Action Plan for proposal to Prosperous Communities Committee

1. Context

Based on the feedback given by the four Councillors who put forward the motion and the subsequent discussion at Prosperous Communities Committee there are believed to be four 4 distinct themes that have emerged;

Theme 1: Overall approach to the Private Rented Sector

Theme 2: Approach to selective licensing

Theme 3: Specifics of selective licensing

Theme 4: Consultation and engagement

The specific areas for exploration within each theme are identified in table 2 in appendix 1.

2. Action plan timescales and milestones

Table 1 sets out the proposed timescales and milestones to be presented to Prosperous Communities Committee. The key dates are as follows:

- 19th July 2022 – submit proposed action plan for approval
- 1st November 2022 – seek approval for overall approach to the PRS

Table 1: Timescales	
PCC Date	Objective
19 th July 2022	Committee: Agree overall approach and timeline <ul style="list-style-type: none">- Draft Action plan- Draft Progress report <i>Committee Decision: to seek approval for proposed timeline and broader engagement with all Councillors on Theme 1.</i>
13 th September 2022	No item – run initial workshops on evidence and overall approach to the PRS
1 st November 2022	Committee: Feedback on workshops and overall approach to sector <i>Committee Decision: Relating to overall approach to the PRS in the future.</i>
6 th December 2022	No scheduled item: timeline to be determined based on decision at November 2022 committee.
31 st January 2023	No scheduled item: timeline to be determined based on decision at November 2022 committee.
21 st March 2023	No scheduled item: timeline to be determined based on decision at November 2022 committee.
25 th April 2023	No scheduled item: timeline to be determined based on decision at November 2022 committee.

Any work beyond November 2022 will be determined subject to any decision made by Prosperous Communities Committee at its meeting in November 2022.

Working Group Action 1:

The working group are asked to provide feedback on the proposed timescales.

Working Group Action 2:

The working group are asked to provide feedback on the proposal for a broader workshop for all Councillors on the PRS in West Lindsey.

3. Approach to developing an action plan

Given the theming of the subjects raised shown in table 2 (appendix 1) there is a clear need to undertake work with Members to identify and establish what the preferred approach should be when looking to address issues identified within the PRS. Whilst the remit of this working group has come about due to the selective licensing proposals, the issues raised within the table suggest that there is a broader piece of work to engage members on as a whole in relation to the PRS.

Working Group Action 3:

The working group are asked confirm if they agree with how the concerns raised have been grouped into the four themes.

Working Group Action 4:

The working group are asked to approve that theme 1 is explored first to provide the framework and basis for any future proposals in relation to the PRS.

Working Group Action 5:

Within table 2, in relation to theme 1, the working group are asked to put their views forward on how the specific concern may be best addressed and/or explored further.

4. Future engagement of working group

The working group terms of reference seek to ensure that it is engaged at key stages of the process. On that basis, it is proposed that prior to its submission to Prosperous Communities Committee, the final version of this report is sent to working group members for comment.

Subject to approval at committee, it is then proposed to convene a meeting of the working group to develop the proposed approach to further engagement with Councillors.

END

Appendix 1

Table 2: Identified themes

Theme 1	
Overall Approach in Private Rented Sector	
	Comments from working group on approach to dealing with this issue. (prompts given)
Suggestion that we need to go back to basics in regards to our approach in dealing with the PRS and the whole rental sector	<i>How do we do this?</i>
Belief that the Council has existing tools to address the issues without the need for the approach proposed.	<i>Do Members need more information on these tools and their limitations?</i>
Concern that the evidence does not reflect the actual situation in regards to property conditions	<i>What evidence would be more suitable? What evidence is informing this view?</i>
View that the issues seeking to be addressed relate to the more built up urban areas.	<i>What evidence supports this view?</i>
Believe a broader partnership approach is required as there is a belief that the scheme needed to do more to address broader community issues and concerns such as crime, ASB and community development.	<i>Is this a PRS issue or a general issue?</i>
Suggested that Councillors have greater clarity on the objectives that are trying to be achieved to assess what is possible.	<i>Is this in relation to the PRS as whole (i.e. what are the Council's aims for the sector)</i>
Fundamental review of all tools available to us to be explored.	<i>Is this all tools relating to the PRS and standards within it?</i>
Theme 2	
Approach to Selective Licensing	
Consensus that a radical re think of the overall proposals are needed.	
A belief that a more holistic approach is needed where Selective Licencing is one of a package of actions being taken in areas where improvements in asb/crime are also being sought.	
Concerns that the scheme wasn't "fair" for good landlords	
Concerns that this legislation wasn't appropriate to use in West Lindsey and the mix of rural and urban	

Belief that the previous scheme has not delivered good outcomes for the community.	
Not all completely against selective licensing, but believe radical re-think of how it is delivered, in particular limiting the size of the designation, is needed	
Would like to look at what alternatives could be used.	
Concern that “incidental” landlords will be subjected to the scheme (i.e. those owning a property for a short period or a small number of properties)	
Belief that a Ward based approach creates unfairness and is too broad a geographic area	
Request to look at whether a Lower Super Output Area (LSOA) data approach would improve the targeting of the scheme.	
Request to look at whether more specific smaller areas could be included based on evidence.	
Concern that the outcomes that the scheme seeks to deliver were not appropriate for the areas or reflective of the views of the stakeholders in the areas in which the scheme would be delivered.	
Suggested that options should include impact assessments of the scheme for core groups such as landlords and tenants.	
Theme 3	
Specifics of Selective Licensing	
Fee was too high and should not be applicable to all landlords	
Concern that fees for both the licence and property improvements would be passed on to tenants	
Theme 4	

Consultation and Engagement	
View that a number of face to face consultations with key stakeholders of tenants and landlords should form a part of any future pre-consultation engagement and subsequent consultation process.	
Concern that the consultation was not asking the right questions and therefore will not provide the right answers.	
Suggestion that more in depth, workshop style engagement is needed to enable a greater understanding of the housing sector, any data provided and the challenges the District is facing.	



**Prosperous Communities
Committee**

Tuesday 19th July 2022

Subject: Parking Strategy 2022

Report by:	Director Corporate Services
Contact Officer:	David Kirkup david.kirkup@west-lindsey.gov.uk
Purpose / Summary:	To present the draft Parking Strategy and Action Plan for approval.

RECOMMENDATION(S):

1. That the draft Parking Strategy and Action Plan are approved.
2. That members of Prosperous Communities Committee delegate operational oversight and delivery of the action plan to the Director of Planning, Regeneration and Communities.
3. That car parking tariffs and free parking periods are considered as part of fees and charges during the next budget setting process.
4. Members approve that a joint working approach with neighbouring authorities to the roll-out of electric vehicle charge points will be adopted by officers, with oversight by the Land, Property & Growth board.
5. That the Strategy is refreshed within 3 years.

IMPLICATIONS

Legal:

No legal implications arising from this report.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/VAC/41/23/SJB

Any financial requirements arising from work on the Action Plan will be subject to separate business case development and approval.

Any financial implications regarding car parking tariffs are considered as part of the 2023 / 2024 budget setting process.

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

The delivery of the Action Plan will be undertaken from within existing staff resources. Where specialist advice is required, this will be sought from industry specialists such as Parking Matters who developed this strategy with officers.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

The policy does not propose any measures which would introduce inequality of treatment to anyone.

Data Protection Implications :

There are no changes which would have any data protection implications. There is already a data protection impact assessment in place for the service.

Climate Related Risks and Opportunities :

The roll-out of electric vehicle charge points will be matched to demand, as part of a joint approach with neighbouring authorities. Increased use of public transport is desirable from a climate related aspect. Bus operators have requested that car parking charges are increased to encourage this particular modal shift and this will be considered through a future review of fees and charges.

Section 17 Crime and Disorder Considerations :

Ongoing review and improvements to CCTV provision around Car Parks will improve feeling of safety in town centres.

Health Implications:

Well managed, safe and affordable car parking supports the health and well being of our residents and visitors by enabling access to town centre facilities, employment and leisure opportunities.

Title and Location of any Background Papers used in the preparation of this report:

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

Not applicable to this report.

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes☐**No****x****Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes**x****No**☐

Executive Summary

The Council commissioned Parking Matters to provide an updated review of Council owned and managed car parking provision across Gainsborough and Market Rasen.

The review concluded that:

- The WLDC controlled parking estate is generally well managed, with healthy usage levels
- There is no requirement to invest in additional provision and there is good availability of spaces across the Town Centres of Gainsborough and Market Rasen
- Service quality should be assessed by developing a set of Key Performance Indicators
- Tariffs are low compared to other areas and further work is needed to assess the impact and benefit of the current tariffs
- There is an opportunity to simplify and reduce administration costs by moving to a cash less payment system
- Wider issues such as residents parking and parking should have further consideration working with partners such as the County Council.

There are a number of actions for further development that have been worked up into an Action Plan and it is suggested that this will be delivered with oversight from the Director of Planning, Regeneration and Communities via reporting of progress to the Land Property and Growth Board.

Where these actions require investment a business case will be developed for further discussion. It is suggested that car parking tariffs are considered through the annual fees and charges budget setting process.

The Car Parking Strategy will be reviewed in three years time taking into account ongoing regeneration and growth across the towns of Gainsborough and Market Rasen.

1. Introduction

- 1.1 The council operates a total of 10 pay and display car parks across Gainsborough and Market Rasen. In support of this service it recently commissioned an updated Parking Strategy. This was originally due to be carried out in 2020, five years since a Parking Strategy was first developed in the District. However, it was postponed due to the coronavirus pandemic.
- 1.2 The Parking Strategy update was prepared by specialist consultants Parking Matters Ltd and the full draft strategy is attached at Appendix 1. The WLDC branded revised draft strategy for approval is attached at Appendix 3.
- 1.3 The Parking Strategy sets out the updated baseline levels of provision, considers condition of the assets, how they are operated, usage levels and capacity, value for money, tariffs and benchmarking, electric vehicle charging provisions together with wider strategic consideration of key matters including residents permits, coach parking, motor home parking and the role of Gainsborough Market Place.

2. Key Findings

- 2.1 A review of the current baseline provision has shown:
 - Accessible parking provision is adequate throughout all car parks. Provision of accessible parking spaces is maintained at the recommended level of 6% of overall parking spaces.
 - Spare capacity in car parks is broadly in line with demand. This was established by surveys of the car parks that found that generally capacity peaked around 60%, with the 80% generally accepted recommended maximum being approached in the busier car parks.
 - Free parking periods and tariffs have been benchmarked against neighbouring authorities and this shows that there could be a case for reintroducing shorter stay tariffs in car parks across the District.
 - A joint approach with neighbouring authorities should be considered to support the roll out of Electric Vehicle Charging. across the District Electric vehicle charge points to be rolled out as part of joint approach with neighbouring authorities.
- 2.2 The assessment and review provided by Parking Matters has concluded that:
 - The WLDC controlled parking estate is generally well managed, with healthy usage levels

- There is no requirement to invest in additional provision and there is good availability of spaces across the Town Centres of Gainsborough and Market Rasen
- Service quality should be assessed by developing a set of Key Performance Indicators
- Tariffs are low compared to other areas and further work is needed to assess the impact and benefit of the current tariffs
- There is an opportunity to simplify and reduce administration costs by moving to a cash less payment system
- Wider issues such as residents parking and parking should have further consideration working with partners such as the County Council.

3. Further action

3.1 In addition to the overall conclusion the strategy sets out a suite of recommendations aimed at improving the service which have been set out in the draft Action Plan at Appendix 2. The recommended actions cover the following themes:

- Condition, Signage and Wayfinding
- Payment Methods and Tariffs
- Security
- Enforcement
- Electric vehicle charging

3.2 Work has commenced on researching the information needed to inform progress with these actions. It is suggested that monitoring of progress on delivery of the Action Plan be carried out by the Land, Property & Growth board under delegated authority of this committee, with update reports on progress fed back to the chairman at a frequency of every 6 months

4. Future review of the Parking Strategy

4.1 Previously the Parking Strategy has been reviewed at 5 yearly intervals, but given the major changes proposed for both towns it is suggested that the next review is carried out within 3 years.



West Lindsey District Council

Parking Strategy 2022 Update

Prepared by



March 2022

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1. Introduction and Baseline

West Lindsey District Council ('the Council' or WLDC) have commissioned Parking Matters Ltd (PML) to update the current Parking Strategy in light of changes to retail and customer behaviour in the two towns of Gainsborough and Market Rasen since then.

The last full Parking Strategy was written in 2015, the plan being to renew it after 5 years. The decision was taken to delay the 2020 strategy due to COVID19 as the adverse effects of the pandemic upon footfall and car park usage would have blighted the data that needs to be collected to support the strategy. As the impact of policies around the pandemic abated in 2021, it was an appropriate time to re-visit the strategy.

This update considers the current situation and progress the against previous and seeks to address some specific questions provided by the Council.

1.1 Baseline

Following the closure of the Beaumont Street Multi-Storey Car Park in Gainsborough in 2015, the council have acquired use of the Riverside Car Park, on the western edge of the Town Centre for longer term overflow parking.

The current public, council operated Car Parks in Gainsborough and Market Rasen are outlined in the table below:

Name	Town	Spaces	Blue B.	EVCPs	Status
Bridge Street	Gainsborough	101	7	0	Long Stay
Roseway	Gainsborough	76	3	2	Short Stay
Ship Court	Gainsborough	52	6	0	Long Stay
Lord Street	Gainsborough	50	3	0	Long Stay
Whitton Gardens	Gainsborough	12	1	0	Long Stay
North Street	Gainsborough	81	3	0	Long Stay
Riverside	Gainsborough	123	4	0	Long Stay
Marshall's Yard (+)	Gainsborough	351	26*	2	Short Stay
Lidl (+)	Gainsborough	138	6*	0	Short Stay
Leased from TESCO (+)	Gainsborough	400	0	0	Council Staff
Festival Hall	Market Rasen	72	5	0	Long Stay
John Street	Market Rasen	99	8	0	Long Stay
Kilnwell Road	Market Rasen	23	2	0	Long Stay

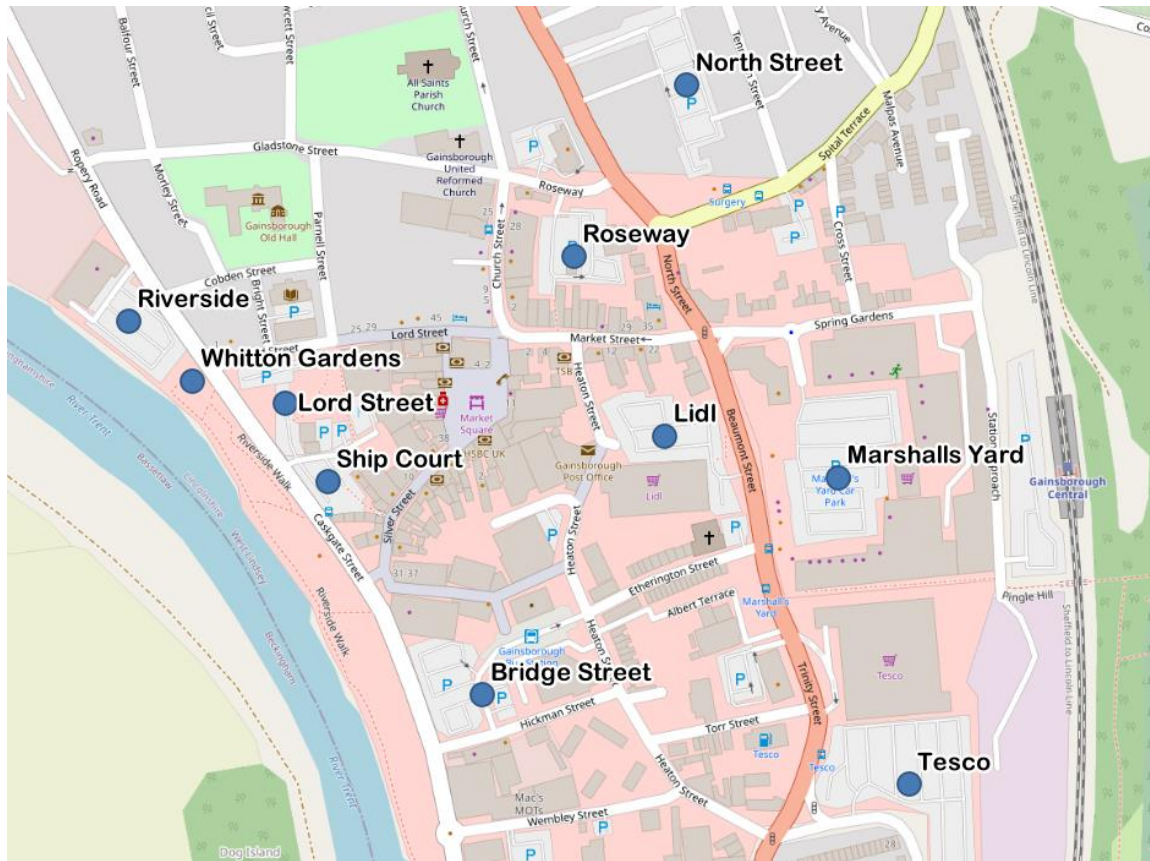
+ = not council controlled / * = estimated from aerial photography.

In total available Council controlled publicly available P&D supply sums to around:

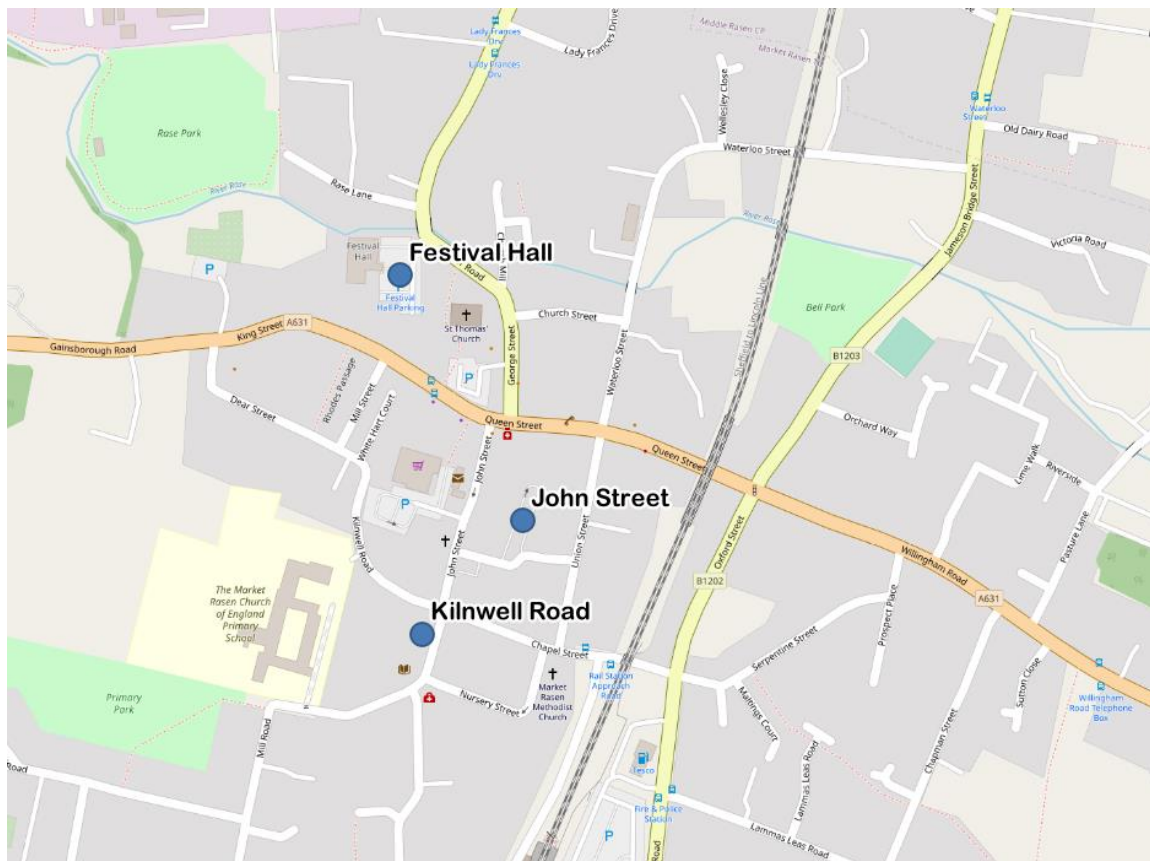
- 486 spaces in Gainsborough;
- 194 spaces Market Rasen.

The council previously leased 50 spaces from Tesco supermarket for staff to ease the burden on public car parks.

1. Gainsborough Car Parks in scope



2. Market Rasen Car Parks in scope



1.2 General Condition and Progress since 2017

The most significant upgrade to the estate has been the purchase of new Metric Pay & Display machines in Council car parks. These new machines allow payment by coins and require the input of registration numbers via a touch pad. Registration number input allows for better management information and more efficient enforcement. Cashless payment is also available via payment by mobile using the RingGo app. On-site signage has also been upgraded.

Poor legibility and information can lead to cars circulating to find spaces in town centres exacerbating congestion and air quality issues and generally providing a poor initial impression of the town. Onward destination information is also important to help customers quickly find their way once they have arrived through the provision of legible wayfinding information. This will frame the town in a positive manner providing a good first impression. For example, key routes between car parks and town centre can be improved both with physical improvements and digital information to improve the customer experience. Digital apps (such as Parkopedia, Google Maps and Waze) will also help with wayfinding, and it is therefore essential that open source data is available to at least confirm the location of car parks and the number of spaces.

The condition of the estate whilst predominantly clean and satisfactory is variable ranging from very good at Roseway to requiring some attention on the temporary concrete parking area at the Bridge Street car park. The table below highlights the main comments arising from our inspections.

	Comment
Directional signage to car parks	<ul style="list-style-type: none"> Signage and wayfinding could be improved upon with a lack of highway 'P' signs directing visitors to the car park entrances. Car park names lack meaning for casual visitors. For example, Market Street Shoppers would be more informative than Roseway and Market Place Shoppers an improvement on Ship Court.
Wayfinding and information from car parks	<ul style="list-style-type: none"> There is no sense of destination when walking out of most car parks, although there are maps on some car parks (Ship Court). Maps on all car parks would help together with signposts directing pedestrians to key landmarks.
Lining and bay marking	<ul style="list-style-type: none"> Generally good with the exception of the extension to the Bridge Street car park where line markings are extremely worn and Whitton Gardens where the accessible bay lining is also worn.
Pay and Display Machines	<ul style="list-style-type: none"> Whilst the new machines are an improved, consideration should be given to accepting contactless payment to extend the range of payment options (see Section 4 for further recommendations)
Accessible Parking Bays	<ul style="list-style-type: none"> There are bays available on all car parks with vacant bays available throughout our visit suggesting that there is adequate provision.
Security	<ul style="list-style-type: none"> With the exception of the Roseway car park, all surface car parks in Gainsborough and The Festival Hall and John Street car parks in Market Rasen are covered by monitored CCTV cameras.

There are 2 Electric Vehicle Charging Points (EVCPs) available in Gainsborough Roseway car park and the Market Rasen Leisure Centre. There was generally at least one of these bays available throughout the day during our visits.

Figure 4 – Worn baylining at Bridge Street



Figure 3 – Example of wayfinding information at Ship Court



2. Operations

In 2019/20 and prior to the impact of Covid-19 pandemic total income derived from the Council's car parks was c£252k, with this income used to fund the costs of operating the service. Any surplus is used towards funding for parking and environment improvement objectives, as allowed under legislation.

Revenue reduced significantly in 2021/21 to c£97k due to the impact of the pandemic lockdowns to the extent that revenue was forecast to be insufficient to fund operating costs, resulting in a forecast deficit.

The parking function is managed by the Property & Assets team, enforcement is contracted to NSL Ltd and notice processing is carried out by the Nottinghamshire Parking Partnership (NPP) under an agreement. Management of the service / supply agreements for ticket machines, ticket stocks, cash collection, pay by phone service and EV charging is by the P&A team, sales and admin of the permit function is in-house jointly across the relevant services.

WLDC is responsible for the efficient management of its off street car park compliance management and the car parks are managed by the Council exercising its powers under the Road Traffic Regulation Act 1984 and under the Traffic Management Act 2004 as amended.

As a result of managing compliance of these powers, in the financial year 2019 - 2020 1,250 Penalty Charge Notices (PCNs) were issued with an income of £27,280.

Benchmarking information was provided by the Council in respect of the following key performance indicators. We have provided average figures derived from other authorities to compare performance. Where information is available, with the exception of the percentage of PCN's challenged or cancelled, the service is operating at or better than the benchmark averages. Further investigation should be carried out into why so many PCNs are challenged or cancelled and appropriate improvements or training carried out to help reduce these.

PCN Statistical Benchmarks	West Lindsey (2019/20)	Average
Discount recovery rates	60.17%	62%
Overall recovery rates	73.47%	73%
Compliance Levels	Not available	85% - 90%
Cancelled CEO error	0.08%	0.5%
CEO productivity	Not available	0.8
Cancellation (not including write off) %	22.43%	16%
% of PCNs challenged	31.16%	24%
% Appeal to adjudicator	0.24%	0.24%
% Appeal cases lost	33%	56%
EA Recovery Rates *	39.65%	Over 30%

Carrying out periodic compliance surveys is a cost efficient method of tracking where there may be compliance issues to help target Civil Enforcement Officer (CEO) deployment to where it is needed most.

Another useful benchmark that is not currently being monitored is productivity. The average CEO productivity per hour gives an indication of how effective current CEO deployment is. For example, productivity can be higher than average if there are an insufficient number of deployed hours, or lower if patrols are too often, poorly focussed or due to CEOs patrolling a wider than average geographical area increasing unproductive travelling time.

In order to ensure continuous service improvement, it is essential that these KPIs are continually monitored and managed both in respect of both the parking enforcement and notice processing contract.

2.1 Value for money

It is extremely difficult to benchmark the WLDC financial budget against other authorities, as each authority reports their financials differently i.e., re-charging policies, contract requirements and separation of service costs. Furthermore, the number of authorities that publish their parking accounts separately to their corporate accounts is limited. The hourly charges paid under the NSL contract do however appear to be very reasonable, particularly as it includes equipment, uniforms, supervisor, etc.

In our opinion, due to the size and nature of the operation, continuing with the agreement with NPP is the best way forward for WLDC. If the Council were to bring the operation in-house there would be little resilience within the service and the initial costs would be high.

The management of permits is currently carried out in-house and outsourcing this service could be considered. Most Councils however like to retain permit functions in-house via their customer portals to retain control over the interaction with residents. In any event any savings would be minimal given the relatively small number of transactions, particularly as the majority of costs relating to physical permits is the cost of printing and postage. The subject of digital permits is dealt with later in Section 4.

2.2 Baseline Summary

Having regard to baseline surveys and information supplied we would recommend the following: -

Theme	Operations Recommendations
Site conditions	<ul style="list-style-type: none"> Repair worn bay-marking, improve wayfinding and highway signage where required.
Payment options	<ul style="list-style-type: none"> Incorporate contactless payment functionality when machines are next upgraded,
Usage data	<ul style="list-style-type: none"> Monitor car park usage against town centre footfall data to ensure that policy is SMART, in particular with regard to change in tariff.
Service Delivery	<ul style="list-style-type: none"> Monitor service level agreements and ensure that KPIs are met. When contracts are renewed, concentrate KPIs on quality and efficiency. We would also recommend the number of deployed hours required is reviewed to ensure that it is at the appropriate level. Introduce compliance surveys to assist with understanding compliance levels in the car parks which will help ascertain if the deployed hours are appropriate.

3. Tariffs and Provision

Beyond the anecdotal, there is very little published evidence which links changes in car park charges to changes in town centre footfall. Most research generally concludes that visitors feel the general availability of spaces to be more important than cost in their overall decision about visiting.

High streets and town centres are changing nationally and need to change from retail centres to places where people want to live, work and enjoy. Parking has a role to play in this but is just one of a number of factors determining high street vitality and the value of the space and strength of the destination are bigger factors in customer choice of destination than charges. Whilst unreasonably high charges would obviously put visitors off, there is little evidence of this happening in the real world as parking operators of all types generally seek to find the optimum price.

Evidence, although limited, suggests that if anything town centres benefit from reductions in traffic and that local customers walking or using public transport often spend more than car drivers in any case.

More information on the link between charges and town centre vitality is included in [Appendix A](#).

3.1 Car Park Usage - Survey Data

The surveys went well without significant technical issues and no major external issues reported. Notes on the off-street survey results:

- As a rule of thumb, a car park is considered full when it reaches 80% to account for circulation and turnover traffic;
- Percentages are used to illustrate utilisation as this gives a good overview of the usage patterns;
- Sites can exceed 100% because of many short stays within the hour count period; i.e. the site may not have been 100% full at any point, but the number of entrances / exits exceeded the capacity;
- The Market Rasen counts were based upon ANPR counts with manual checking where sites are complicated (for example John Street);
- The Gainsborough counts were manual beat counts to give a general overview of the capacity throughout the day.

Car Park Usage surveys were carried out on Council Car Parks in early December 2021. The timings of the surveys were fortunate as COVID-19 restrictions had been largely lifted in England by this time and they avoided the Christmas peak. The results are summarised overleaf.

3.2 Gainsborough Survey Data

Gainsborough survey data was collected over the same period using manual counts.

5. Gainsborough Occupation Survey results – Tuesday

	Roseway	Riverside	Whitton Gardens	Lord Street	Ship Court	Bridge Street	North Street	Marshall's Yard	Tesco	Lidl	WLDC Car Parks	Gainsborough Total
TUE												
08:00	33%	46%	0%	0%	4%	7%	10%	19%	12%	12%	20%	17%
09:00	50%	50%	0%	58%	54%	30%	36%	26%	25%	29%	43%	32%
10:00	55%	52%	0%	70%	67%	53%	43%	56%	38%	46%	53%	49%
11:00	59%	55%	33%	100%	88%	59%	41%	87%	50%	43%	62%	63%
12:00	70%	56%	25%	20%	73%	47%	38%	77%	43%	59%	51%	56%
13:00	58%	51%	17%	40%	56%	45%	37%	79%	38%	41%	47%	52%
14:00	61%	50%	17%	40%	44%	41%	36%	73%	36%	36%	45%	49%
15:00	62%	49%	25%	42%	23%	37%	35%	69%	38%	40%	42%	47%
16:00	66%	52%	0%	38%	23%	30%	33%	57%	35%	28%	41%	42%
17:00	43%	50%	0%	8%	8%	20%	30%	32%	35%	22%	30%	31%
18:00	36%	49%	0%	4%	6%	14%	20%	30%	25%	20%	25%	26%
19:00	32%	49%	0%	0%	0%	9%	10%	26%	24%	12%	20%	22%
20:00	45%	46%	0%	0%	0%	4%	7%	17%	13%	9%	20%	16%

6. Gainsborough Occupancy Survey Results – Saturday

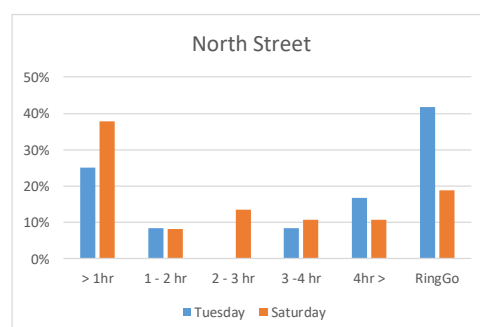
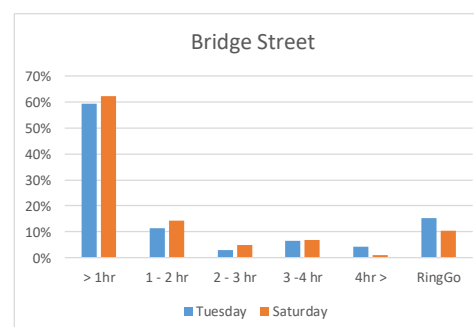
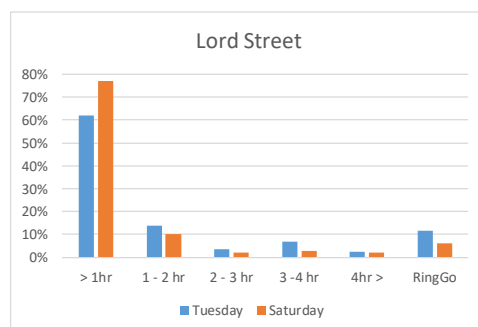
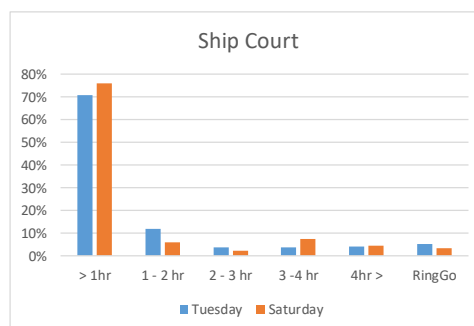
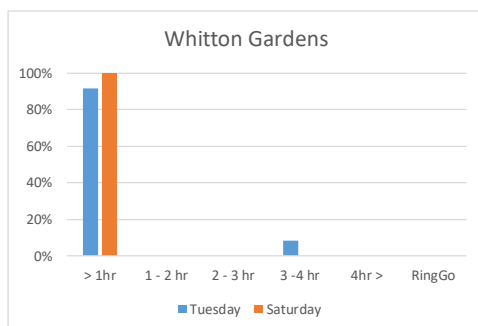
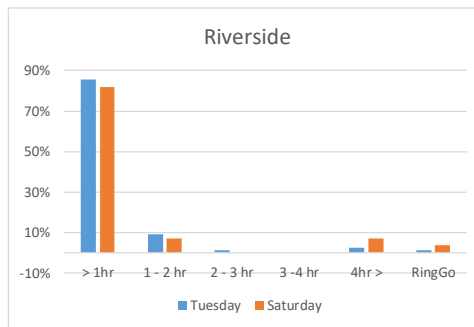
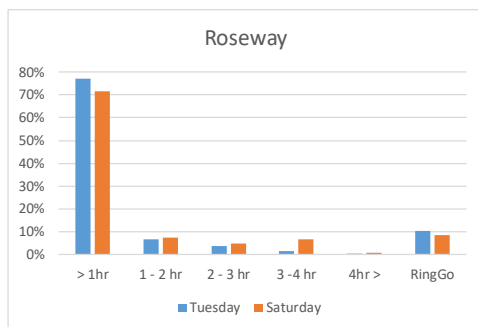
	Roseway	Riverside	Whitton Gardens	Lord Street	Ship Court	Bridge Street	North Street	Marshall's Yard	Tesco	Lidl	WLDC Car Parks	Gainsborough Total
SAT												
08:00	21%	46%	0%	0%	0%	3%	7%	20%	18%	12%	16%	17%
09:00	47%	49%	0%	58%	62%	23%	9%	27%	31%	39%	38%	33%
10:00	61%	51%	0%	70%	71%	42%	10%	63%	48%	53%	47%	52%
11:00	74%	55%	17%	100%	85%	55%	9%	94%	65%	67%	57%	70%
12:00	74%	55%	25%	24%	65%	46%	9%	90%	65%	77%	46%	65%
13:00	58%	51%	8%	38%	52%	42%	9%	89%	58%	69%	41%	61%
14:00	47%	47%	0%	40%	38%	30%	9%	84%	55%	59%	35%	55%
15:00	41%	49%	0%	42%	19%	25%	6%	79%	51%	55%	31%	51%
16:00	34%	49%	0%	34%	17%	18%	7%	63%	45%	31%	28%	42%
17:00	29%	48%	0%	12%	10%	9%	6%	33%	43%	26%	21%	31%
18:00	29%	47%	0%	0%	10%	4%	7%	29%	28%	25%	19%	25%
19:00	25%	45%	0%	-2%	0%	2%	7%	25%	48%	12%	16%	27%
20:00	21%	45%	0%	0%	0%	0%	7%	17%	11%	8%	15%	14%

Payment transaction data was also analysed for the same days in order to help understand length of stay patterns including the proportion that pay by phone rather than the pay and display machines.

7 - Payment Distribution

The table below summarise the characteristics of each car park.

	Roseway			Riverside			Whitton Gardens			Lord Street			Ship Court			Bridge Street			North Street		
	TUES	SAT		TUES	SAT		TUES	SAT		TUES	SAT		TUES	SAT		TUES	SAT		TUES	SAT	
> 1hr	77%	72%		86%	82%		92%	100%		62%	77%		71%	76%		59%	62%		25%	38%	
1 - 2 hr	7%	7%		9%	7%		0%	0%		14%	10%		12%	6%		12%	14%		8%	8%	
2 - 3 hr	4%	5%		1%	0%		0%	0%		3%	2%		4%	2%		3%	5%		0%	14%	
3 - 4 hr	2%	7%		0%	0%		8%	0%		7%	3%		4%	8%		7%	7%		8%	11%	
4hr >	0%	1%		3%	7%		0%	0%		2%	2%		4%	4%		4%	1%		17%	11%	
RingGo	10%	9%		1%	4%		0%	0%		11%	6%		5%	3%		15%	10%		42%	19%	



Site	Gainsborough
Roseway	<ul style="list-style-type: none"> Reasonably busy and close to the 80% threshold on Tuesdays and still well used on Saturday Visitors to the Travelodge account for the majority of longer stays.
Riverside,	<ul style="list-style-type: none"> Riverside is about half full for much of the day, this pattern suggests use related to the nearby retail store, particularly as the vast majority of transactions are for 1 hour or less.
Whitton Gardens	<ul style="list-style-type: none"> Whitton Gardens is generally very quiet on both weekdays and Saturday with users predominantly parking for less than one hour.
North Street	<ul style="list-style-type: none"> Reasonably full on Tuesday with utilisation patterns suggesting a majority of commuter use. This is supported by the Saturday being quieter
Bridge Street	<ul style="list-style-type: none"> Reasonable busy both days with predominantly short stay usage given the car park is adjacent to Sports Direct, Argos and other retail uses.
Lord Street and Ship Court	<ul style="list-style-type: none"> Reasonably busy on both dates especially in the mid-morning which suggests use primarily by retail users
Marshalls Yard, Lidl and Tesco	<ul style="list-style-type: none"> Marshalls Yard is busy, especially on Saturdays reflecting the variety of comparative shopping Tesco was only just above half full on Saturday morning, with Lidl fuller, reflecting in smaller size

With the exception of North Street on a weekday, the largest proportion of visitors to the Council operated car parks stay within the 1 hour free period.

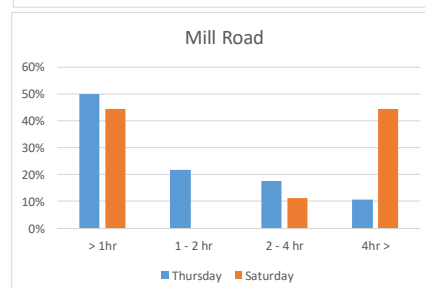
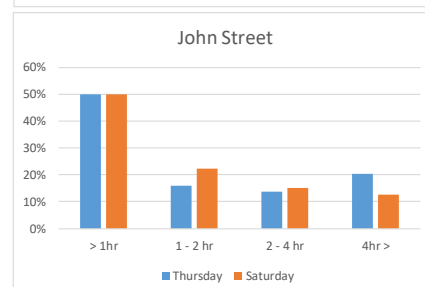
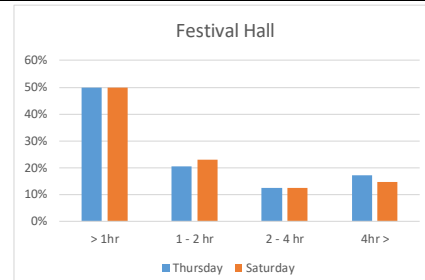
3.3 Market Rasen Survey Data

For Market Rasen, a survey company was commissioned through PML to provide ANPR length of stay surveys. These give entrance and exits times for vehicles and so length of stay through accumulation. This level of detail was justified as the free two-hour period is being investigated. However, for Gainsborough, the requirements are more around total levels and capacity of parking and so more economical beat surveys were carried out. The results are summarised overleaf.

8. Market Rasen Occupancy Survey Results

	FESTIVAL HALL		JOHN STREET		MILL ROAD		MARKET RASEN	
	THURS	SAT	THURS	SAT	THURS	SAT	THURS	SAT
Capacity	72	72	99	99	23	23	194	194
START	13%	10%	26%	20%	22%	13%	21%	15%
08:15	13%	10%	27%	23%	22%	13%	21%	17%
08:30	22%	10%	27%	25%	30%	13%	26%	18%
08:45	31%	11%	38%	25%	65%	13%	39%	19%
09:00	40%	11%	52%	33%	57%	13%	48%	23%
09:15	39%	11%	53%	37%	57%	13%	48%	25%
09:30	44%	15%	56%	36%	65%	13%	53%	26%
09:45	47%	17%	56%	47%	65%	13%	54%	32%
10:00	65%	19%	63%	45%	70%	13%	64%	32%
10:15	68%	19%	72%	46%	100%	13%	74%	32%
10:30	71%	22%	73%	48%	87%	13%	74%	35%
10:45	67%	19%	72%	55%	78%	13%	71%	37%
11:00	67%	19%	72%	66%	74%	17%	70%	43%
11:15	72%	22%	73%	58%	43%	9%	69%	39%
11:30	71%	24%	75%	60%	35%	9%	69%	40%
11:45	68%	21%	71%	56%	43%	9%	66%	37%
12:00	56%	21%	67%	58%	57%	9%	61%	38%
12:15	57%	24%	65%	55%	48%	9%	60%	38%
12:30	56%	31%	64%	65%	43%	13%	58%	46%
12:45	60%	29%	61%	64%	26%	13%	56%	45%
13:00	56%	32%	66%	60%	26%	17%	57%	44%
13:15	54%	29%	69%	63%	43%	17%	60%	45%
13:30	56%	32%	68%	61%	52%	13%	61%	44%
13:45	63%	36%	72%	59%	57%	13%	66%	45%
14:00	67%	35%	70%	54%	57%	13%	67%	42%
14:15	68%	33%	74%	45%	52%	13%	69%	37%
14:30	65%	29%	70%	44%	65%	13%	68%	35%
14:45	65%	38%	70%	41%	70%	13%	68%	37%
15:00	58%	38%	67%	36%	87%	13%	66%	34%
15:15	51%	40%	65%	32%	109%	13%	65%	33%
15:30	46%	44%	61%	27%	91%	13%	59%	32%
15:45	47%	43%	56%	24%	87%	13%	56%	30%
16:00	44%	40%	48%	18%	78%	13%	51%	26%
16:15	43%	31%	51%	17%	83%	13%	52%	22%
16:30	40%	29%	49%	17%	57%	13%	47%	21%
16:45	38%	29%	45%	18%	61%	13%	44%	22%
17:00	42%	31%	48%	19%	52%	13%	46%	23%
17:15	39%	32%	47%	18%	39%	13%	43%	23%
17:30	43%	29%	43%	16%	35%	13%	42%	21%
17:45	36%	29%	42%	17%	39%	13%	40%	21%
18:00	38%	28%	45%	19%	39%	13%	42%	22%
18:15	40%	33%	45%	16%	39%	13%	43%	22%
18:30	39%	35%	44%	16%	35%	13%	41%	23%
18:45	39%	35%	44%	19%	35%	13%	41%	24%
19:00	40%	38%	41%	16%	35%	13%	40%	24%
19:15	40%	38%	44%	19%	35%	13%	42%	25%
19:30	39%	40%	48%	21%	35%	17%	43%	28%
19:45	38%	40%	43%	21%	35%	17%	40%	28%
20:00	39%	40%	43%	21%	39%	17%	41%	28%
END	39%	40%	43%	21%	39%	17%	41%	28%

	FESTIVAL HALL		JOHN STREET		MILL ROAD	
	THURS	SAT	THURS	SAT	THURS	SAT
> 1hr	50%	50%	50%	50%	50%	44%
1 - 2 hr	20%	23%	16%	22%	22%	0%
2 - 4 hr	12%	12%	14%	15%	18%	11%
4hr >	17%	15%	20%	13%	11%	44%



Site	Market Rasen
Festival Hall	<ul style="list-style-type: none"> • Busy and close to the 80% threshold on Thursdays but quiet on Saturdays • Remains half full in the evenings as a result of evening activity in Festival Hall itself • About 50% of stays exceed an hour
John Street	<ul style="list-style-type: none"> • Busy and close to the 80% threshold on Thursdays and in the middle of the day on Saturdays • About 50% of stays exceed an hour • Usage patterns seem to reflect retail usage in our experience
Mill Road	<ul style="list-style-type: none"> • Very full in the morning and afternoon, with utilisation reducing over lunchtime • The site is close to the Library and Health Clinic which most likely explains this usage pattern.
Market Rasen	<ul style="list-style-type: none"> • Car Parks are at least half full for most of the peak on Thursdays, but with the exception of John Street, quiet on Saturdays.

3.4 Tariff Benchmarking

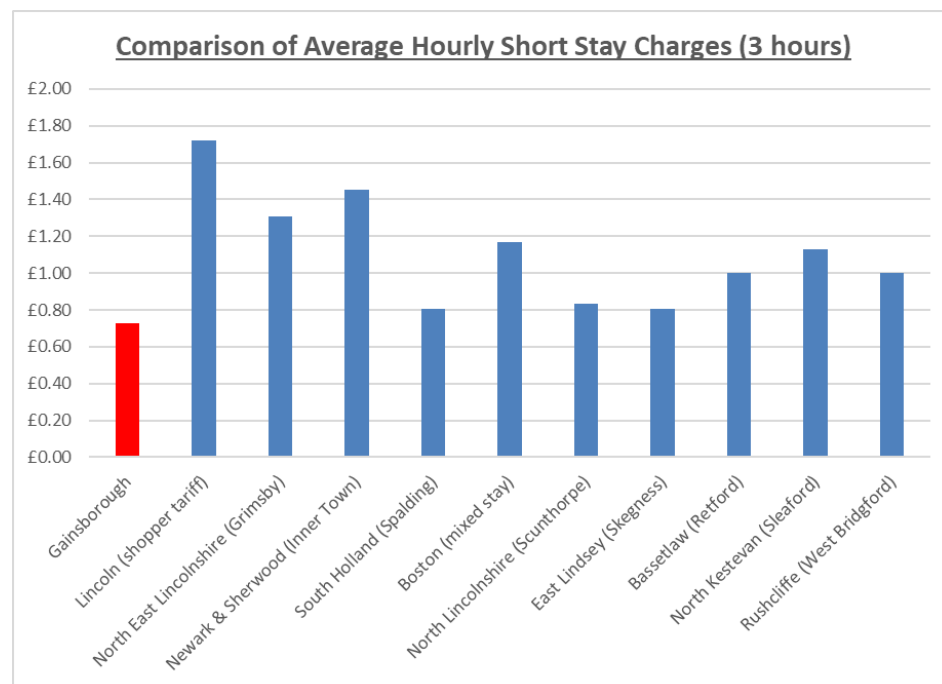
How tariffs are set depends very much on the objectives of the operator. A retail park or shopping centre is likely to set tariffs to encourage medium dwell times but discourage the 'wrong' sort of parking (e.g., commuters), either through maximum stay limits or through pricing. A private operator is likely to simply set tariffs to maximise income. Local Authorities have a much more difficult job and have to balance a whole range of policy objectives, as well as political influences.

Charging Rates are currently as follows:

Time	Gainsborough	Gainsborough – Roseway	Market Rasen
0 - 1 hrs	Free	Free	Free
1 - 2 hrs	£1.10	£1.40	Free
2 - 3 hrs	£1.60	£2.00	£0.80
3 - 4 hrs	£2.00	£2.50	£1.00
4 - 6 hrs	£3.30	-	£1.70
6+ hrs	£3.90		£2.00

To consider how the current tariffs in West Lindsey car parks compare to settlements with broadly similar characteristics (size, region etc.) similar are appropriate we have updated the benchmarking exercise carried out in 2017. For the purposes of this we've picked the Gainsborough rate as it applies to most spaces.

SHORT STAY TARIFFS				
Location	1 Hr	2 Hrs	3 Hrs	4 Hrs
Gainsborough	free	£1.10	£1.60	£2.00
Lincoln (shopper tariff)	£1.80	£3.40	£5.00	£6.40
North East Lincolnshire (Grimsby)	£1.50	£2.50	£3.50	£3.50
Newark & Sherwood (Inner Town)	£1.45	£2.90	£4.35	£5.80
South Holland (Spalding)	£1.00	£1.50	£2.00	£2.50
Boston (mixed stay)	£1.50	£2.00	£3.00	£4.00
North Lincolnshire (Scunthorpe)	free	free	£2.50	£2.50
East Lindsey (Skegness)	£1.00	£1.50	£2.00	£3.00
Bassetlaw (Retford)	£1.00	£2.00	£3.00	£4.00
North Kesteven (Sleaford)	£1.30	£2.10	£3.10	N/A
Rushcliffe (West Bridgford)	£1.00	£2.00	£3.00	N/A



LONG STAY TARIFFS

LONG STAY TARIFFS				
Location	24 Hrs	Season ticket price (per annum)	Equivalent 5 Day Daily Rate	Discount v Daily Rate
Gainsborough (5 Day Direct Debit)	£3.90	£420.00	£1.75	55%
Lincoln	£8.50	£1,261.00	£5.25	38%
North East Lincolnshire (Grimsby)	£5.00	£663.00	£2.76	45%
Newark & Sherwood	£5.95	£765.00	£3.19	46%
South Holland	£3.00	£460.00	£1.92	36%
Boston	£4.00	£450.00	£1.88	53%
North Lincolnshire (Scunthorpe)	£3.50	£367.00	£1.53	56%
East Lindsey	£7.00	£250.00	£1.04	85%
Bassetlaw	£4.00	£643.00	£2.68	33%
North Kesteven	£3.10	Not available		
Rushcliffe (West Bridgford)	N/A	N/A		

Considering the Gainsborough tariffs against comparators:

- Most other authorities in the region tend to charge for the first hour;
- Gainsborough's average 3hr tariff is by far the lowest of the comparisons, and so Market Rasen's are even lower;
- This carries over into 'all-day' tariffs with and the season ticket (permit) price, although the discount rate (% discount on day-rate) is broadly comparable.

In summary the tables show that Gainsborough's short stay tariff levels generally compare as lower than many of the districts with comparable retail offers. Long stay tariffs are also cheaper than most, with season ticket prices particularly cheap.

COVID-19 is likely to have an impact on demand for season tickets - workers are likely to continue to work from home, at least for a couple of days per week. Permit products will therefore need to be flexible to adjust to these changing habits as the cost effectiveness of businesses and employees purchasing season tickets that are priced for Monday to Friday use will be impacted.

Suggested new products could include:

Product	Pricing
3 day season ticket – to be paid in advance for a minimum of 4 weeks. This would allow a maximum of 12 day visits to a car park per 28 day period to be utilised flexibly.	25% discount on usual daily rate and payment administered by pay by phone service.
3 day part time season ticket – to be paid in advance for a minimum of 4 weeks. This would allow up to 5 hours use for a maximum of 12 days in a 28 day period. This would be suitable for part-time employees.	25% discount on 4-6 hour rate.

3.5 Free parking Periods

In the context of the research summarised in Section 3, the survey results, and the tariff benchmarking, there would appear to be a case for re-introducing shorter-stay tariffs in car parks. This applies to both Gainsborough and Market Rasen in order better manage them and support their primary users and the wider town centre. But ultimately this would need to be a political decision.

From information provided by the Council, we understand that the number of users parking on the Council car parks during the free periods increased considerably following the introduction of free parking. This may have been due to increased footfall due to the free parking offer however, research would suggest that this could also be explained (at least in part) by a mix of displacement from free on-street bays, free store car parks (such as Tesco or Lidl) or from car parks such as Marshall's Yard where a charge applies, or simply visitors who may have stayed for 2 hours leaving early to avoid charges. It is impossible to be absolutely certain either way as retail footfall data has not been gathered and monitored since free parking was introduced. A customer survey of existing car park users as to whether their choice of car park or length of stay changed following the introduction of free parking would provide further background to help inform future policy decisions around re-introducing charges. The impact of any changes should also be measured to ensure that the impact can be reasonably measured.

In Market Rasen, John Street presents the strongest case for re-introducing charging at a reasonable tariff for 2 hour stays. This would still support retail and other businesses in the Town Centre by encouraging more space availability at peak times on this busy car park.

At Mill Road and Festival Hall, the justification would be to safeguard spaces for shorter stay visitors to the library and clinic. Whilst from a parking business perspective no free period could generate the highest income levels, as a local authority, WLDC may wish to provide a free hour to help clinic and library users.

Festival Hall is busy during the weekday, and around 50% of parking is over two hours, as with Mill Road charging after a 1 hour free period would encourage churn and improve parking availability.

Theme	Tariff Recommendations
Gainsborough	<ul style="list-style-type: none"> Gainsborough is unusual in allowing a free hour of parking and although a political decision would be needed, from a technical standpoint, there does not appear to be a clear case against dropping the 1 hour free period Tariffs should be increased to better match similar towns and places
Market Rasen	<ul style="list-style-type: none"> Festival Hall and Mill Road appear to be specifically linked to nearby uses and so a free period may remain appropriate. John Street presents a stronger case for no free period to support availability and promote churn.
Permits	<ul style="list-style-type: none"> Offer flexible products to adapt to new working patterns post Covid-19

An alternative to re-introducing charges for all visitors would be to offer discount schemes that help encourage visits to the town centre. For example, in Southend, the Southend Pass enables visitors to take advantage of unlimited bursts of 3 hours parking for £8.50 per month. The payments and the use of the pass are administered by the payment by phone provider with users checking in via the app each time they visit the car park.

Alternatively, Chesterfield Council offers free parking in specific car parks between 10 a.m. and 3 p.m. to residents of the town only rather than to all visitors. This is administered via a parking disc issued with the annual council tax bill.

3.6 Current Provision of car parks

In Gainsborough, there is some surplus supply at times during the day, but the morning weekday peak still reaches ~60% of capacity. The only site where there might be a clear case for disposal is Whitton Gardens, although options for an alternative use, such as development, seem limited given the sites size and location adjoining the river. North Street has surplus capacity for much of the day, but this should be retained until the impact of ending the lease agreement for spaces in the Tesco car park are clear.

In Market Rasen, current supply appears to be reasonably balanced with demand. There does not appear to be a case for a major investment such as a new site in the town centre. At the same time, all three car parks provide a service to nearby uses and the town centre generally without a clear case for removal. Peaks could be further managed through tariffs.

There is no obvious argument for relinquishing control of the car parks or passing them to a third party. The council is concerned not simply with income but with the management of the town centres; including supporting the retail and services within them, encouraging visitors and to support its residents in accessing retail and services in what is a rural district where private vehicles will remain the most practical travel choice for most for the foreseeable future.

By retaining the car parks currently under their control, the district has some influence over travel policy and the urban environment. Also key, they provide an income which can be used for environmental improvements under the Act.

Theme	Tariff Recommendations
Overall Provision	<ul style="list-style-type: none"> The surveys suggests although there is spare capacity for much of the day, provision is broadly in line with demand across Gainsborough and Market Rasen town centres with peaks at around ~60%.
Specific sites	<ul style="list-style-type: none"> There is no clear case for either disposal of existing sites nor major investment in new sites or increasing capacity.

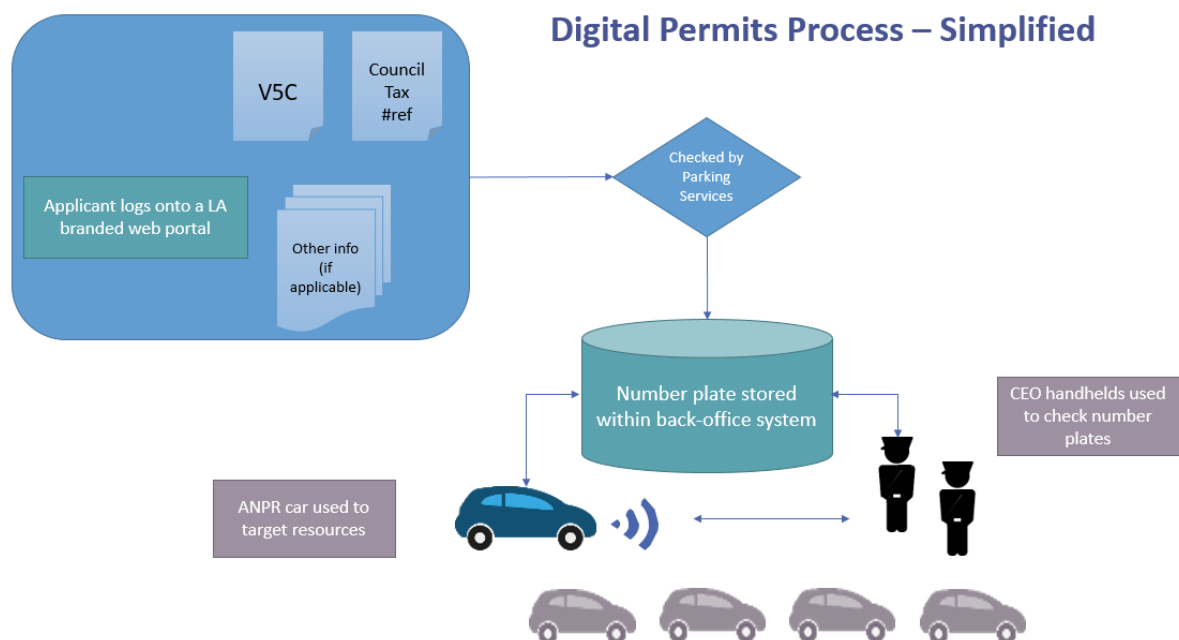
4. Cashless Parking and Payment Options

Technological innovation, is changing the way people work, spend their leisure time, travel and shop. These forces will transform car ownership and car usage. 'Cashless' parking, through digitisation, is part of the response to this change, especially as automated and shared mobility comes to the market.

The benefits of digitisation of parking services are now well understood and customers now expect services to be easy to access online and through mobile and web enabled devices; rich data provides information for more agile and quicker response times and; digitisation allows for the more efficient and delivery of services, often with financial benefits for both customer and operator.

The advantages of digital permitting for parking include surprisingly large savings in specialist stationary, such as scratch cards, better deployment of CEO resources and better options for customers (for example extending parking without having to return to their vehicles). WLDC already has pay-by-phone and this could be extended to allow paperless permits and visitor tickets.

At the most basic level, an example of digital permits operates as below:

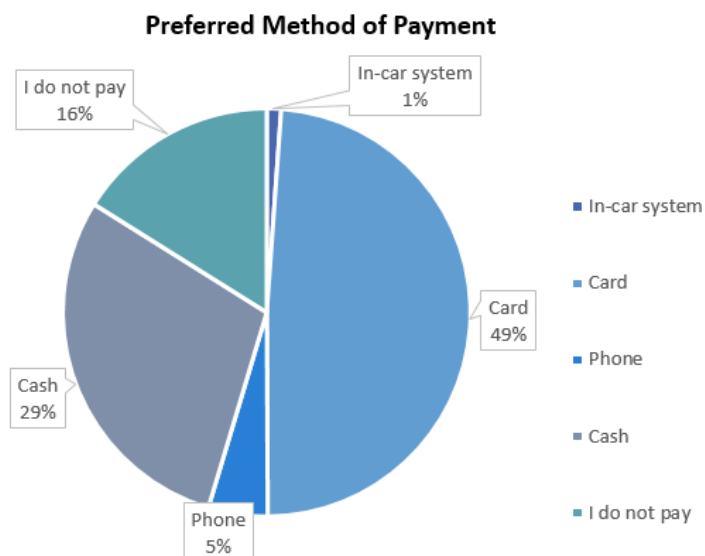


The case for digitisation of permits for Local Authorities (LAs) can be summarised within four broad categories:

1. Customer Expectation and Service	2. Future Proofing
<ul style="list-style-type: none"> Customers expect to be able to manage products online themselves 24/7. Digitisation allows for online self-service, and quicker (even automated) response times. 	<ul style="list-style-type: none"> Increasingly choices are data driven. People use apps and online services to decide where and when they travel. If West Lindsey's parking is 'invisible' to third party systems, it risks being ignored.
3. Better data and information	4. More efficient service
<ul style="list-style-type: none"> Managing Parking is about traffic management and the duties of LAs in the TMA 2004 and compliance rates give knowledge of problems and where they are letting you know how well you are performing. Digitisation effectively manages compliance monitoring automatically. More and better focussed CEO patrols though richer data. 	<ul style="list-style-type: none"> At the practical level digitisation removes the need for printing, posting, filing, laminating etc. reducing costs and freeing up staff time to focus on customers. Digitisation brings flexibility, for example easily enabling LAs to respond to customer needs or make changes quickly to the regime (e.g., allowing concessions).

The way that the public expects to pay for parking is also changing. In most instances parking is a relatively small spend and, prior to the Covid-19 outbreak, cash remained the most common method of payment. However, the use of contactless payment in society has been growing quickly, spurred on by banks looking to optimise operational efficiencies and growing customer confidence in and familiarity with this technology. This, and the increasing popularity of apps such as Apple Pay, Android Pay, PayPal, etc. mean that drivers increasingly expect cashless solutions to pay for their parking. Covid-19 social distancing rules will almost certainly speed up this trend due to the risk of spreading the virus through the use of cash. For the operator cashless payment enhances operational efficiency, provides valuable data opportunities, and removes the potential for theft.

9. Survey carried out by PML in the North West Midlands (2020 n=770).



Creating convenient alternatives to cash is an essential pre-requisite for any parking operator that aims to reduce or remove cash payment. For the customer, the need to carry change for cash payments can be increasingly inconvenient. Where coins are accepted car park operators need to securely collect and process the income at a cost to the operation. There is also the risk of break-ins to payment machines with a potential loss of income. Reducing the number of coins collected will decrease the cost of processing this income and reduce the potential for theft. However, while reducing the number of parking payment machines could lead to revenue savings on maintenance, saving on the collection and processing costs will only be achieved if the actual proportion of coins coming through the system is reduced.

Despite new payment choices previous research prior to Covid showed that many customers remain keen to use cash. At a national level, the most common parking payment method is still using cash to pay and display and research from 2016 suggests that nationally, the general public would not support a wholesale shift to cashless parking. However, it is clear that contactless cards are changing the way customers pay for other products and services and it may be time to use this as a way of removing cash from parking. Customers expect to be able to pay for services as seamlessly as possible, using new technologies where appropriate, and want a quick and effortless service.

Item	Payment Option Recommendations
Payment by Mobile	Expand payment by mobile to include permits.
Other method of payment	Avoid paper-based systems such as very expensive 'scratchcard' parking
Cashless	Move towards cashless payments, but with a cash option in the larger car parks.
Ticket Machine Replacement	When the existing payment machines are renewed switch to ticketless machines (with licence plate keypads) and incorporate contactless payment to help reduce cash payments further. This will allow the number of machines to be reduced over time.
EV Charging	Work with partner local authorities to prepare a strategy for a practical, cost effective and reasoned roll out.

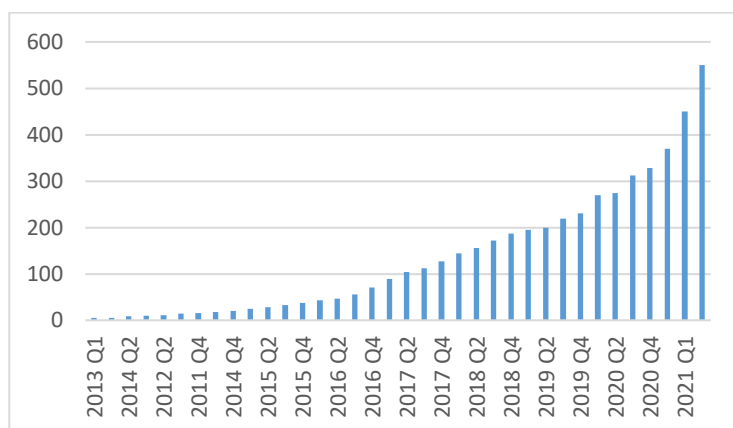
5. Wider Strategy

5.1 Electric Vehicle Charging

Although numbers of Ultra Low Emission Vehicles¹ are rising in the district (see graph below), the total number was only 550 in 2021 Q3 out of around 53,000 vehicles in total² or about 1.04%.

As there are so few electric cars on the road, and with the technological improvements to come, it is impossible at this stage to predict the likely demand for charging in specific parking situations. In addition, there is very little data on how and where EV users will want to charge their vehicles, for example local shoppers may only want to charge their EVs at home and would not use a town centre car park as a charging point. Whilst the London Mayor's office demands that 20% of all new spaces in a development should have charging points, there is unlikely to be a demand for this level of charging in WLDC car parks for many years.

10. Total ULEVs in West Lindsey



At present there are electric vehicle charging points in Gainsborough Roseway car park and Market Rasen Leisure Centre. Both locations have two points and the cost to charge is 30 pence per kilowatt hour. There are also spaces in Market Rasen Leisure Centre car park which are only for visitors using the centre's facilities.

5.2 Charging types

There are currently 3 broad types of charging station currently in use:

- **Rapid** are the fastest type, able to charge an EV to 80% in 20-40 minutes depending on battery capacity and starting state of charge. These are mostly installed in motorway service areas or similar facilities.
- **Fast** chargers are the most common in car parks and are available in two power capabilities (7kW and 22kW). These are able to charge a compatible EV in 3-5 hours, or in 1-2 hours if both vehicle and charger are compatible with the higher power.
- **Slow** charging units are rated at 3kW. Charging times vary on unit speed and vehicle.
- As the technology develops other charger types will appear.

5.3 Power requirements

Whilst a small number of slow chargers will not affect most car park power supplies, larger numbers of slow chargers or fast/rapid chargers may require the car park supply to be upgraded, often at a

¹ Defined as vehicles emitting less than 75g of CO₂ p/km and in practice as present these are nearly all plug-in vehicles (<https://www.nextgreencar.com/emissions/low-emission-cars/>).

² <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01>

significant cost. Limitations in the power distribution network may preclude large number of higher power chargers.

5.4 Electric Vehicle Charging Recommendations

The lack of usage data, together with the continuing development of charging technology, suggests that modest investment in car park charging stations is the best course of action but that the underlying capacity of the electricity supply should be established.

Further investigation is required into the best types to install. When specifying a charging unit, it will be important to identify how it will be used; in a car park used for short term parking it may be important to install higher power fast chargers in order to enable a customer to obtain a useful charge, whereas in commuter car parks, a larger number of slow chargers may be more useful as they are cheaper and will be connected to one vehicle all day or for residents use overnight.

WLDC should consider a separate EV charging strategy and work with other authorities to produce this. The number of charging points should be under review and increase the number available when required up to the limit of the available supply.

Item	EVCP Recommendations
Strategy	Work with the county and neighbouring districts to develop a EVCP strategy and system which minimises ongoing capital commitment through joint procurement and revenue costs through shared resources in jointly developing the strategy.
Roll-out	Employ a measured roll-out, that keeps pace with demand
Residents' Charging	Options for expanding overnight EV charging infrastructure for those residents without off-street parking should be consistently reviewed according to demand. Payment should be managed through paperless ticketing systems.

5.5 Residents' Parking Schemes

No Residents' Parking Schemes (RPS) are in place in the District at present. In two tier authority set-ups responsibility for on-street restrictions usually sits with the County Council as the Traffic Authority. Under the county and district council "Civil Parking Enforcement agreement of 2012", WLDC were given the responsibility for the implementation and administration of on-street RPSs although enforcement and fines income would remain with the county council.

Residents' Parking Schemes can be costly and time consuming to implement, requiring Traffic Regulation Order's (TROs) in order to be enforceable. TROs can take months to implement and are subject to strict processes which can be challenged if not followed correctly³.

The County Councils' policy is that RPS may be justified where kerbside parking is 85% of capacity during the day, and the majority of residents want the scheme and the associated costs, and that the location should be part of a large urban area. Further criteria are stated on the Lincolnshire County Council website⁴.

WLDC current stance is that it has no plans to implement RPZs due to the cost and potential displacement effect on parking of such schemes. Whilst occupancy surveys were beyond the scope of this commission, visits suggest that parking places on residential streets around the town centre was full during the day. However, it is important to consider the nature of this parking. In our experience of

³ <https://researchbriefings.files.parliament.uk/documents/SN06013/SN06013.pdf>

⁴ <https://www.lincolnshire.gov.uk/council-councillors/residents-parking-policy/2>

advising on RPS schemes, it may be that demand is from residents and their visitors rather than commuters.

Considering Etherington Street as an example, the street is comprised of dense terraced housing, but is too narrow to accommodate a row of parking on each side. If car ownership levels are close to the county level of 84% of households⁵, then with space for only 13 vehicles with 24 houses demand is exceeded from residents.

The District should keep a file of requests for residents parking interventions and if there is a case for investigation, beat surveys can be carried out to try and ascertain whether this demand would be managed with RPS. Other solutions could include offering purchased permits for residents to use off-street car parks. It is simply unaffordable and impractical for councils to micromanage their residents parking needs, especially if the issues are highly localised.

Given that the county has the function as Traffic Authority under the Traffic Management Act and specialisation in on-street parking and TROs, which a district council cannot be expected to have, the Traffic Authority is usually the appropriate place for this function. Lincolnshire County Council's Policy Overview for residents⁶ parking suggests a fully considered policy with a clear process is in place so any requests for RPS and consideration of them would be managed more efficiently and easily by the county.

Item	Payment System Recommendations
Policy	Any roll out of residents parking schemes needs to be based upon strong evidence.
Roll-out	The responsibility for on-street residents parking schemes general sits better in Highways Authorities, in this case the County Council.

5.6 Gainsborough Market Place

There are strong views that parking should be provided in the Market Place, this is considered below.

Reducing the visual, noise, and severance impact of traffic is a good urban design principle which was established as long ago as the 1963 Buchanan Report and consistently re-iterated. Living Streets provide specific information on the benefits of traffic removal and provision of pleasant pedestrian environments on retail vitality⁷. Locally, the Gainsborough Town Centre Heritage Masterplan⁸ recognises the benefits of the Market Place as a traffic-free space which is used for open-air markets and seasonal events. In recent years this included a temporary 'beach'. These uses would be complicated by a return of parking.

From a practical standpoint, the high quality natural stone setts surface currently present appears to be subject to damage, and parking will exacerbate this. The pressure exerted by power steering when manoeuvring is significant and causes damage to road surfaces over consistent use. Replacing the current surface might be required, most economically with a standard tarmac surface which will further reduce the heritage value of the space.

Regardless, there is capacity in the town centre car parks so there would appear to be no parking demand rationale.

⁵ ONS Census data

⁶ <https://www.lincolnshire.gov.uk/council-councillors/residents-parking-policy>

⁷ <https://www.livingstreets.org.uk/media/3890/pedestrian-pound-2018.pdf>

⁸ https://www.west-lindsey.gov.uk/_resources/assets/attachment/full/0/87470.pdf

Item	Gainsborough Market Place
Policy	The Gainsborough Town Centre Heritage Masterplan recognises the importance of the Market Place to the attractiveness and heritage of the town. Urban design principles would suggest that town centres benefit from car free environments and parking should not be re-introduced
Roll-out	The stone-setts are likely to require replacement or frequent maintenance if they experience regular vehicle use.

Given the current Town Centre Heritage Masterplan and the likely financial implications due to the highlighted maintenance issues, re-introducing parking in Market Place is not advised.

5.7 Motorhome Parking

There are low cost options used across Europe and in the Scottish Highlands to encourage camping car tourism which include unstaffed sites and / or chemical toilet disposal either plumbed into main sewers or using septic tanks. Even with this these low-cost options, there will be ongoing revenue costs and each site would need to be subject to feasibility on its own merits (financial, engineering, policy).

Figure 11: Low cost option for toilet disposal which drains into municipal sewers



There are a number of council car parks across England that allow overnight parking. In Devon; Bideford, Appledore, and Westward Ho! Torridge District Council allows motorhomes to stay in their car parks from 6 PM to 9 AM for £5 per night. The standard rate across the country, if water is provided seems to be around £10 per day/night⁹ although this goes up if electric hooks ups and water are provided.

In Gainsborough if the daily rate of £4 is added £10 per 24/hr period seems reasonable. Although this goes up with electrical hook-ups and water. Given the requirement for a quiet site, Whitton Gardens seems the logical choice in Gainsborough. A business case would be required though, as additional costs

⁹ <https://www.ukmotorhomes.net/uk-stopovers/motorhome-stopover-listing#England>

would be incurred with additional enforcement resources outside existing contracted hours and the capital costs of setting up the facility. Planning consent and changes to the Off Street Parking Places order would also be required.

Item	Motor Home Parking
Site	Whitton Gardens presents a logical site for overnight parking. Without toilet disposal a rate of ~£10 seems reasonable.
Feasibility	If chemical toilet disposal and or electrical hook-ups are provided, feasibility should be undertaken to consider the business case.

5.8 Coach Parking

Whilst their value to towns and cities is well documented ¹⁰, Coach Parking is a difficult issue across the country for towns and areas with tourist attractions. The issue is twofold; 1: locating safe and convenient drop-off and pick-up areas for passengers, and 2: finding a site capable of handling coaches as very large vehicles and of a low enough value to justify their use as such.

Additionally, coach operators and drivers have an influence over destination and so systems need to be set up to make booking and parking easy and attractive for coach drivers and operators. To encourage coach drivers, some places such as York, offer meal vouchers.

There is an existing limited waiting bus un/loading bay on Gladstone Street. This bay allows 10 mins max stay, no return within 1 hour. Gladstone Street appears to be a standard road width and so West Lindsey could ask the County Council to investigate with to see if more bays could be provided for coach loading/unloading.

For longer term coach parking, it is usually difficult to justify using town centre car parks as each coach will use up the space of several cars. In Bath and Cheltenham for example, the councils direct coaches to Park and Ride sites on the edge of town. In York, St Georges field, a plot undevelopable due to flooding is used. The Riverside car park might provide a solution for longer-stay parking as the junction heads are wide and there is spare capacity. This would need to be subject to traffic engineering feasibility including:

- Plotting swept paths to test the alignment of the entrance and exits and;
- What changes might be required to the car park layout to accommodate the coaches.

Item	Coach Parking
Shorter stay parking	Work with the county to investigate increasing the supply of bays on Gladstone Street.
Longer stay parking	Riverside may provide a longer-term solution, but engineering feasibility is required to confirm suitability.

6. Overall Conclusions

The WLDC controlled Car Parking estate is generally well managed, with healthy usage levels which suggest no divestment and good availability of spaces across the town centres. Ensuring that appropriate KPIs are set and regularly monitored will improve the quality of the service moving forwards.

Tariffs are low compared to other places and there is no evidence that the free periods are providing a benefit to footfall levels in the town centres.

The district should move towards cashless payments and paperless tickets and avoid expensive and complicated systems such as scratch cards.

The district should work with the county to agree a new policy position on residents' parking schemes and explore providing on-street short stay coach parking facilities.

¹⁰ https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/guidance_coach_prospectus.pdf

Appendix A – The link between pricing and town centres

Car park charges are often perceived, particularly amongst businesses, as being a key determinant for changes in footfall levels in town centres. Over three-quarters of the business owners/workers interviewed for the Welsh Government research suggested that car parking options have an impact on the number of people coming into the town centre and therefore on their custom¹¹.

Beyond the anecdotal, there is very little published evidence which links changes in car park charges to changes in town centre footfall. Most research generally concludes that visitors feel the general availability of spaces to be more important than cost in their overall decision about visiting¹².

Re-Think! outlines research into the impact of the number of spaces and the cost of parking for the first two hours on the prosperity of town centres. A two-hour duration was chosen to separate shopping trips from commuter trips. The study did not consider any other factors relating to car parking that could have an impact on the performance of town centres, such as location of parking and the quality of the space.

The Re-Think! report found that whilst there is a link between the quantity of parking and footfall, this suggested that the level of provision in town centres is generally where it should be rather than that increasing available parking would increase footfall. It also concluded that the relationship between the cost of parking and footfall is less clear. Business owners believe that as cost increases, footfall decreases, but as shown below, the towns/cities, with the highest footfall generally have higher than average parking charges.

Figure 12: Source, Springboard Research Ltd and Parking Data & Research International



Whilst towns with lower footfall generally charge less for parking this does not suggest that raising parking charges will increase or decrease footfall but implies that the cost of parking in the town centre is a lower priority when deciding on a destination than other factors. This is further evidenced when comparing the quality of the offer with footfall; simply, as the quality of the offer improves footfall increases.

The study does appear to find a link between a reduction in footfall in towns that charge more than the national average for the quality of their offer, however there are so many other variables, including the

¹¹ <http://www.senedd.assembly.wales/>. Impact of Parking Charges on Town Centres, 2015

¹² Atkins. The effect of Parking Policy in England: Stage 1 Final Report

priorities of authorities in setting their charging regime, that it is difficult to draw any conclusions from this aspect of the research.

In-depth research at the Department of Urban Transport Economics, Erasmus University of Rotterdam shows no statistical correlation between footfall and parking charges:

“Visitors to town centres suggested that car park charges do impact behaviour, but the general availability of spaces is felt to be more important than cost in their overall decision about visiting. Traffic flow and parking signage have as much, if not greater, an effect on their decision to visit the town centre, how long they spend there, and how much money they spend.”- Association of Town & City Management

This view is further supported by a 2012 London Council’s Report in the relevance of parking to the success of urban centres¹³. Whilst London specific, the report supports the view that whilst research is scant, most of the evidence suggests the link between pricing and vitality of high streets generally correlated towards higher value destinations having higher tariffs and that if anything, traffic levels are frequently cited by shoppers as detrimental to the experience of town centre shopping.

The relationship between parking and local economies is complex, as provided by research conducted for the Renaissance Market Towns Programme. The report concluded that:

“People are drawn to towns, or away from them by other factors, such as place of work and the quality of the shopping facilities and public spaces. Therefore, a town with good shopping facilities and some parking problems will continue to attract shoppers, despite the poor parking, whilst a town with ample, good parking but a limited shopping facilities will not attract shoppers” - Renaissance Market Towns Programme, 2007

Other than in private car parks (e.g., NCP), Councils control the availability, duration and cost of car parking. In two-tier systems, Districts generally have more control over off-street parking than any other aspect of transport policy and management¹⁴.

Crucially Councils are rarely in control of the charging rates set at out-of-town developments. These are often free, and shopping centres are often designed to make shopping as easy as possible for people travelling by car. These discrepancies between in-town and out-of-town retail offerings are often blamed, particularly by the business community, for decreasing footfall and revenue in town centres. Whilst the District does not have any significant out-of-town retail, it exists in nearby Horsham and Crawley.

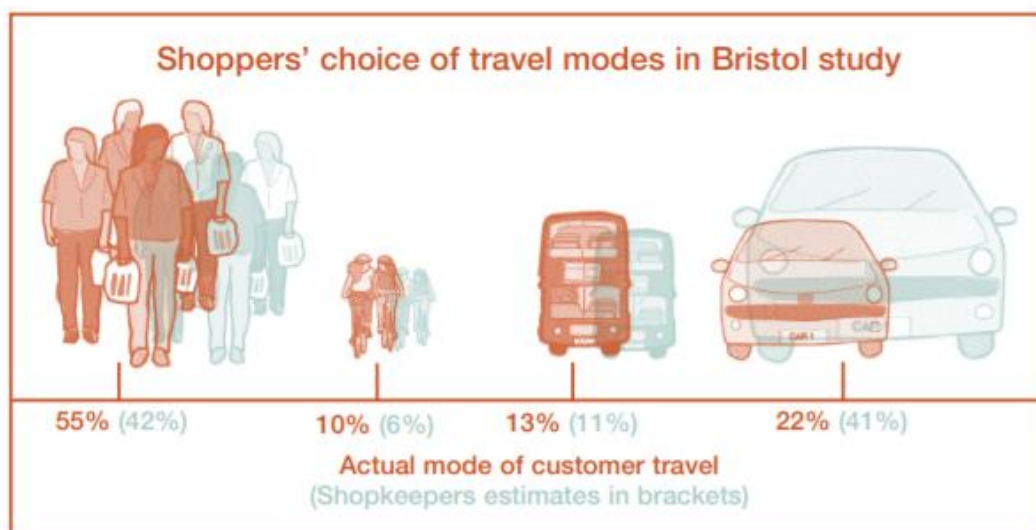
Re-Think! discusses the need to look at the ‘value’ of a space as opposed to simply the ‘cost’. Drivers expect to pay more in the centre of a town than in an out of town location with the diverse range of services and cultural attractions available in town centres as opposed to purely shopping and eating offer in most retail parks.

To summarise, there is a general consensus that parking is just one of many factors in city and town centre vitality and there is little evidence to suggest that parking charges alone are a significant factor in destination choice.

¹³ London Councils. November 2012. Relevance of Parking to the Success of Urban Centres
<http://www.londoncouncils.gov.uk/services/parking-services/parking-and-traffic/parking-information-professionals/review-relevance>

¹⁴ Springboard. 2013. Re-Think! Parking on the High Street report.
http://www.britishparking.co.uk/write/Documents/Re-thinking_Car_Parking.pdf

Research by the British Parking Association identified and ranked the top 10 factors that dictate a driver's choice of car park¹⁵. Unsurprisingly, their overriding concern is 'location', in other words, proximity of the car park to the amenity or location which represents the very purpose of their trip. Their preference is a car park close to their destination where they can drive in and easily find a space that comfortably accommodates their vehicle. Charging helps to achieve efficient use and turnover this if done appropriately



¹⁵ In-Town Parking: What Works? Innovative Practices in Parking Provision – ATCM 2014

Parking Strategy Action Plan

Outcome	Actions	Lead	Timescale	Governance
Condition, Signage and Wayfinding				
1. Ensure live data is accessible to confirm location and number of car parking spaces available	1.1 Review capability of Ringo as primary provider	Car Parking Officer	September 2022	LP+G
	1.2 Carry out a social media refreshed promotion of RingGo to promote the app and the map at the same time 1.3 Ensure car parks are clearly listed on Google maps 1.4 Check capability of 'Maybe' town centres app	Economic Growth Team Leader	September 2022	
2. Improved visibility and availability of highways 'P' directional signs	2.1 Identify specific areas that could be improved 2.2 Revisit issue with LCC Highways	Car Parking Officer	September 2022	LP+G Issue to be raised at Gainsborough Transport Strategy Board (highlighting Market Rasen too if necessary)
3. Improved wayfinding to and from car parks	3.1 Delivery Gainsborough Levelling Up Wayfinding project	Levelling Up Project Officer	December 2022	Levelling Up Programme Board
	3.1 Develop wayfinding / signage strategy with Market Rasen Town Council	Car Parking Officer	March 2023	LP+G
4. Improve look and feel of car parks with ongoing maintenance	4.1 Repair worn bay markings (Bridge Street and Whitton's Gardens)	Car Parking Officer	August 2022	LP+G

Outcome	Actions	Lead	Timescale	Governance
Payment Methods and Tariffs				
1. Increase range of payment options to customers by adding contactless payment options at P&D machines	1.1 Establish cost of adding hardware to machines and ongoing costs arising from card charges and operation of the card readers.	Car Parking Officer	September 2022	LP+G
2. Flexible season ticket options to accommodate part time working.	2.1 Research feasibility with potential suppliers 2.2 Establish costs of each provider 2.3 Review financial implications of discounted season tickets	Car Parking Officer	September 2022	LP+G
3. Free parking offer meets current needs of local economy and visitors, whilst remaining affordable to the council	3.1 Review provision of free parking in both towns as part of fees & charges 3.2 Review tariffs in both towns, and appropriateness of a hybrid offer of free and paid parking in Market Rasen, as part of fees and charges	LUF Contract Manager	June – Sep 2022	LP+G

Outcome	Actions	Lead	Timescale	Governance
Security				
1. All car parks to be monitored by CCTV	1.1 Work with Communities Manager to improve coverage at Mill Road car park	Car Parking Officer	December 2023	LP+G
Enforcement				
1. Effective management of enforcement contract to optimise service delivery and appropriate resource levels are deployed	1.1 Use of KPIs to monitor contract performance 1.2 Review number of deployed hours at point of contract renewal	Car Parking Officer LUF Contract Manager	Ongoing from August 2022 Jan 2026	LP+G
Electric vehicle charging				
1. Appropriate measures to implement EV charging in the District	1.1 Work with partner authorities to develop and EV charge point approach which achieves economies of scale 1.2 Employ a measured roll-out of charge points that keeps pace with demand 1.3 Review the demand for overnight EV charging	Car Parking Officer LUF Contract Manager LUF Contract Manager	April 2023 Ongoing Annually from May 2023	LP+G LP+G LP+G

Parking Strategy Update

2022



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Introduction

West Lindsey District Council ('the Council' or WLDC) have commissioned Parking Matters Ltd (PML) to update the current Parking Strategy in light of changes to retail and customer behaviour in the two towns of Gainsborough and Market Rasen since 2015.

The last full Parking Strategy was written in 2015, the plan being to renew it after 5 years. The decision was taken to delay the 2020 strategy due to Covid-19 as the adverse effects of the pandemic upon footfall and car park usage would have blighted the data that needs to be collected to support the strategy. As the impact of policies around the pandemic abated in 2021, it was an appropriate time to re-visit the strategy.

This update considers the current situation and progress against previous and seeks to address some specific questions provided by the Council.

Baseline:

Following the closure of the Beaumont Street Multi-Storey Car Park in Gainsborough in 2015, the council have acquired use of the Riverside Car Park, on the western edge of the Town Centre for longer term overflow parking.

The current public and council operated Car Parks in Market Rasen and Gainsborough are outlined in the tables below:

Market Rasen	Spaces	Blue B.	EVCP's
Festival Hall (Long Stay)	72	5	0
John Street (Long Stay)	99	8	0
Mill Road (Long Stay)	23	2	0

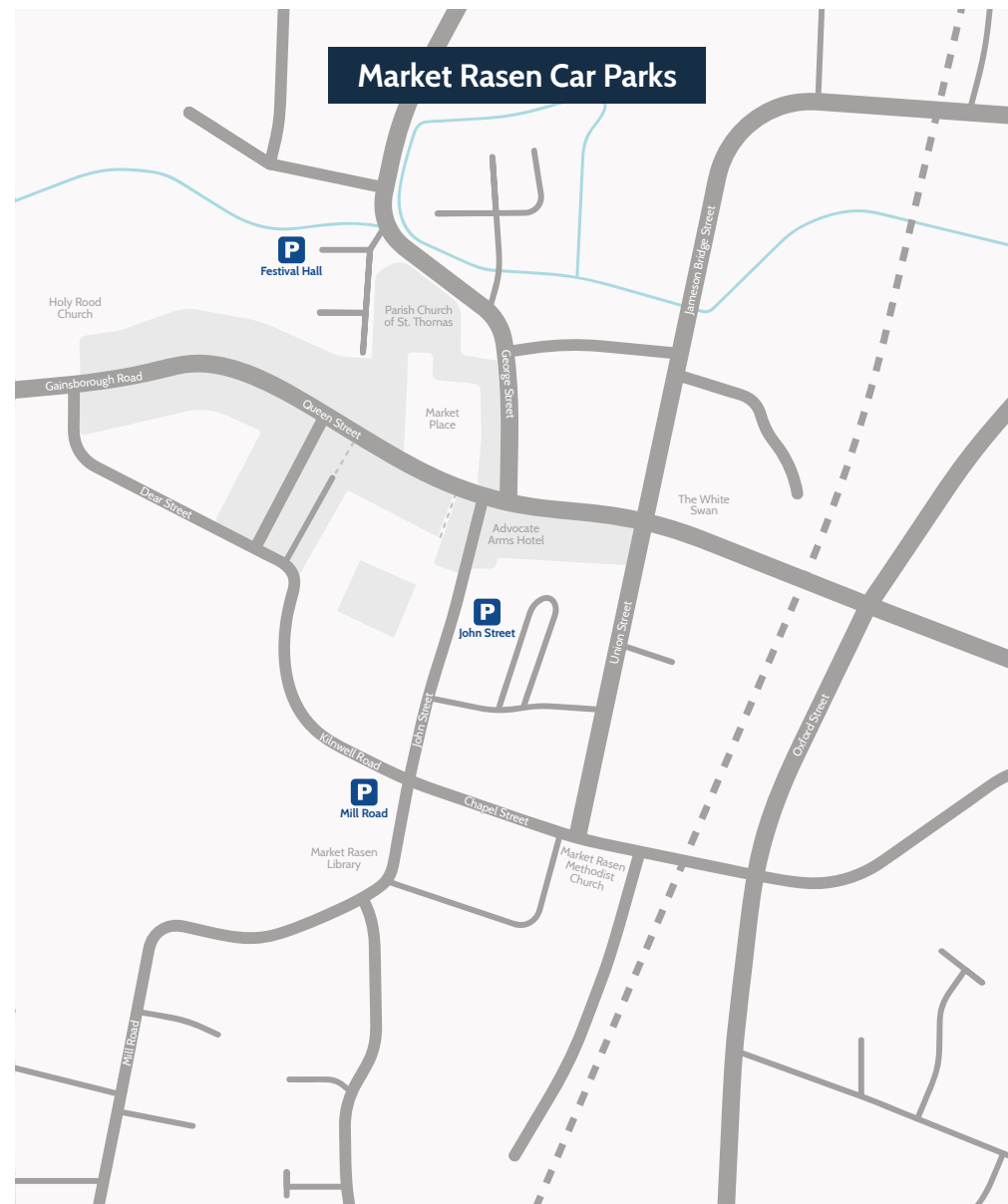
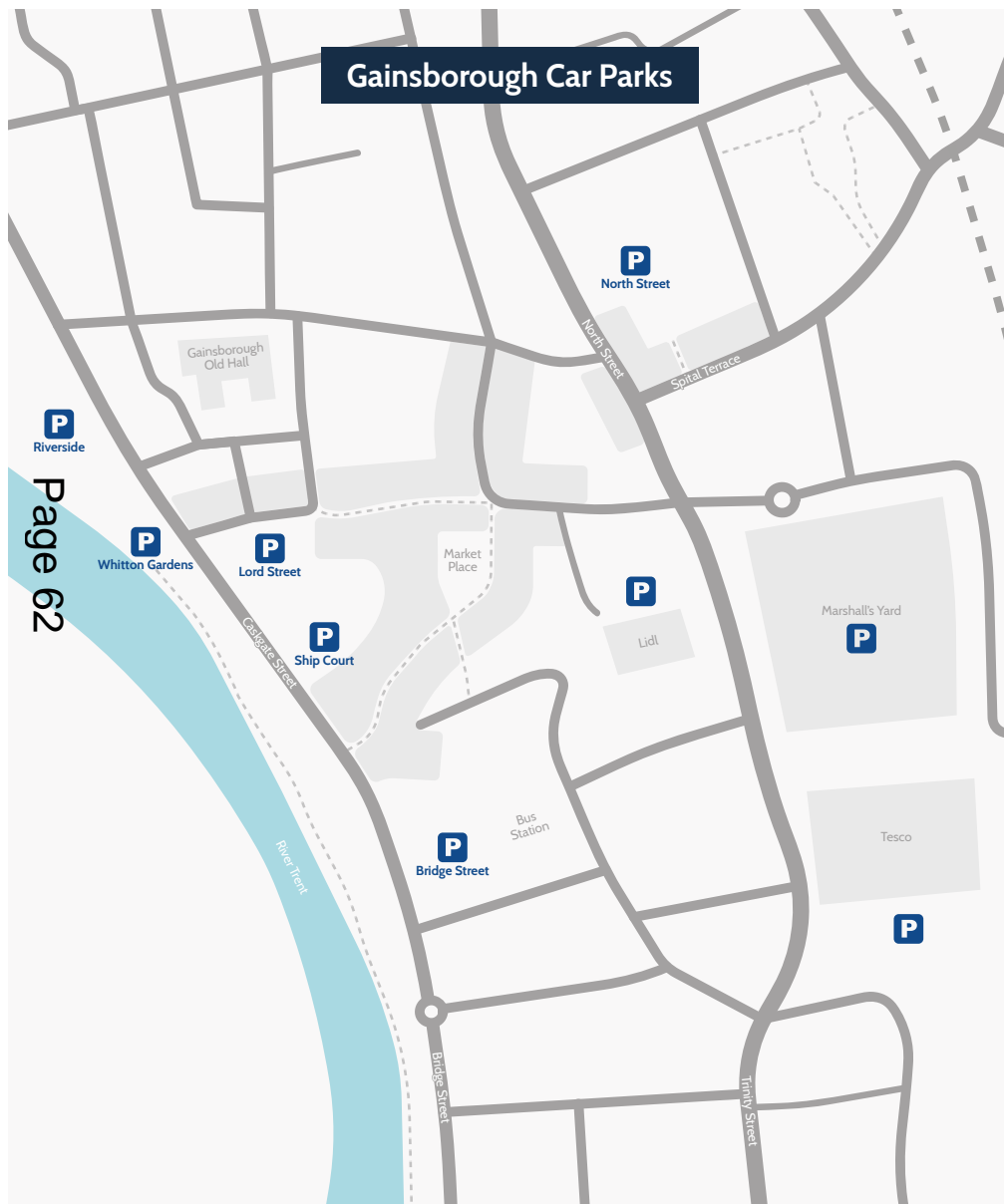
Gainsborough	Spaces	Blue B.	EVCP's
Bridge Street (Long Stay)	101	7	0
Roseway (Short Stay)	76	3	2
Ship Court (Long Stay)	52	6	0
Lord Street (Long Stay)	50	3	0
Whitton Gardens (Long Stay)	12	1	0
North Street (Long Stay)	81	3	0
Riverside (Long Stay)	123	4	0
Marshall's Yard (Short Stay) *	351	26 **	2
Lidl (Short Stay) *	138	6 **	0
Tesco (Council Staff) *	400	0	0

** not council controlled / ** estimated from aerial photography*

In total available Council controlled publicly available P&D supply sums to around:

- 486 spaces in Gainsborough
- 194 spaces Market Rasen

The council previously leased 50 spaces from Tesco supermarket for staff to ease the burden on public car parks.



General Condition and Progress since 2017:

The most significant upgrade to the estate has been the purchase of new Metric Pay & Display machines in Council car parks. These new machines allow payment by coins and require the input of registration numbers via a touch pad. Registration number input allows for better management information and more efficient enforcement. Cashless payment is also available via payment by mobile using the RingGo app. On-site signage has also been upgraded.

Poor legibility and information can lead to cars circulating to find spaces in town centres exacerbating congestion and air quality issues and generally providing a poor initial impression of the town. Onward destination information is also important to help customers quickly find their way once they have arrived through the provision of legible wayfinding information.

This will frame the town in a positive manner providing a good first impression. For example, key routes between car parks and town centre can be improved both with physical improvements and digital information to improve the customer experience. Digital apps (such as Parkopedia, Google Maps and Waze) will also help with wayfinding, and it is therefore essential that open source data is available to at least confirm the location of car parks and the number of spaces.

The condition of the estate whilst predominantly clean and satisfactory is variable ranging from very good at Roseway to requiring some attention on the temporary concrete parking area at the Bridge Street car park. The following table highlights the main comments arising from our inspections.

Point of Interest	Comments
Directional signage to car parks	Signage and wayfinding could be improved upon with a lack of highway 'P' signs directing visitors to the entrances. Car park names lack meaning for casual visitors. For example, Market Street Shoppers would be more informative than Roseway and Market Place Shoppers an improvement on Ship Court.
Wayfinding and information from car parks	There is no sense of destination when walking out of most car parks, although there are maps on some car parks (Ship Court). Maps on all car parks would help together with signposts directing pedestrians to key landmarks.
Lining and bay marking	Generally good with the exception of the extension to the Bridge Street car park where line markings are extremely worn and Whitton Gardens where the accessible bay lining is also worn.
Pay and Display Machines	Whilst the new machines are an improved, consideration should be given to accepting contactless payment to extend the range of payment options.
Accessible Parking Bays	There are bays available on all car parks with vacant bays available throughout our visit suggesting that there is adequate provision.
Security	With the exception of the Roseway car park, all surface car parks in Gainsborough and The Festival Hall and John Street car parks in Market Rasen are covered by monitored CCTV cameras.

In 2019/20 and prior to the impact of Covid-19 pandemic total income derived from the Council's car parks was £252,000, with this income used to fund the costs of operating the service. Any surplus is used towards funding for parking and environment improvement objectives, as allowed under legislation.

Revenue reduced significantly in 2021/21 to £97,000 due to the impact of the pandemic lockdowns to the extent that revenue was forecast to be insufficient to fund operating costs, resulting in a forecast deficit.

The parking function is managed by the Property & Assets team, enforcement is contracted to NSL Ltd and notice processing is carried out by the Nottinghamshire Parking Partnership (NPP) under an agreement. Management of the service/supply agreements for ticket machines, ticket stocks, cash collection, pay by phone service and EV charging is by the P&A team, sales and admin of the permit function is in-house jointly across the relevant services.

WDC is responsible for the efficient management of its off street car park compliance management and the car parks are managed by the Council exercising its powers under the Road Traffic Regulation Act 1984 and under the Traffic Management Act 2004 as amended.

As a result of managing compliance of these powers, in the financial year 2019-2020, 1,250 Penalty Charge Notices (PCNs) were issued with an income of £27,280.

Benchmarking information was provided by the Council in respect of the following key performance indicators. We have provided average figures derived from other authorities to compare performance. Where information is available, with the exception of the percentage of PCN's challenged or cancelled, the service is operating at or better than the benchmark averages. Further investigation should be carried out into why so many PCNs are challenged or cancelled and appropriate improvements or training carried out to help reduce these.

PCN Statistical Benchmarks	West Lindsey (2019/20)	Average
Discount recovery rates	60.17%	62%
Overall recovery rates	73.47%	73%
Compliance Levels	Not available	85%-90%
Cancelled CEO error	0.08%	0.5%
CEO productivity	Not available	0.8
Cancellation Percentage (not including write off)	22.43%	16%
Percentage of PCNs challenged	31.16%	24%
Percentage of appeals to adjudicator	0.24%	0.24%
Percentage of appeal cases lost	33%	56%
EA Recovery Rates *	39.65%	Over 30%

Carrying out periodic compliance surveys is a cost efficient method of tracking where there may be compliance issues to help target Civil Enforcement Officer (CEO) deployment to where it is needed most.

Another useful benchmark that is not currently being monitored is productivity. The average CEO productivity per hour gives an indication of how effective current CEO deployment is. For example, productivity can be higher than average if there are an insufficient number of deployed hours, or lower if patrols are too often, poorly focussed or due to CEOs patrolling a wider than average geographical area increasing unproductive travelling time. In order to ensure continuous service improvement, is essential that these KPIs are continually monitored and managed both in respect of both the parking enforcement and notice processing contract.

Value for money:

It is extremely difficult to benchmark the WLDC financial budget against other authorities, as each authority report their financials differently i.e., re-charging policies, contract requirements and separation of service costs. Furthermore, the number of authorities that publish their parking accounts separately to their corporate accounts are limited. The hourly charges paid under the NSL contract do however appears to be very reasonable, particularly as it includes equipment, uniforms, supervisor, etc.

In our opinion, due to the size and nature of the operation, continuing with the agreement with NPP is the best way forward for WLDC. If the Council were to bring the operation in-house there would be little resilience within the service and the initial costs would be high.

The management of permits is currently carried out in house and outsourcing this service could be considered. Most Councils however like to retain permit functions in-house via their customer portals to retain control over the interaction with residents. In any event any savings would be minimal given the relatively small number of transactions, particular as the majority of costs relating to physical permits is the cost of printing and postage. The subject of digital permits is dealt with later in Section 4.

Baseline Summary:

Having regard to baseline surveys and information supplied we would recommend the following:

Theme	Operations Recommendations
Site conditions	Repair worn bay-marking, improve wayfinding and highway signage where required.
Payment options	Incorporate contactless payment functionality when machines are next upgraded.
Usage data	Monitor car park usage against town centre footfall data to ensure that policy is SMART, in particular with regard to change in tariff.
Service Delivery	Monitor service level agreements and ensure that KPIs are met. When contracts are renewed, concentrate KPIS on quality and efficiency. We would also recommend the number of deployed hours required is reviewed to ensure that it is at the appropriate level. Introduce compliance surveys to assist with understanding compliance levels in the car parks which will help ascertain if the deployed hours are appropriate.

Beyond the anecdotal, there is very little published evidence which links changes in car park charges to changes in town centre footfall. Most research generally concludes that visitors feel the general availability of spaces to be more important than cost in their overall decision about visiting.

High streets and town centres are changing nationally and need to change from retail centres to places where people want to live, work and enjoy. Parking has a role to play in this but is just one of a number of factors determining high street vitality and the value of the space and strength of the destination are bigger factors in customer choice of destination than charges. Whilst unreasonably high charges would obviously put visitors off, there is little evidence of this happening in the real world as parking operators of all types generally seek to find the optimum price.

Evidence, although limited, suggests that if anything town centres benefit from reductions in traffic and that local customers walking or using public transport often spend more than car drivers in any case.



Car Park Usage - Survey Data:

The surveys went well without significant technical issues and no major external issues reported. Notes on the off-street survey results:

- As a rule of thumb, a car park is considered full when it reaches 80% to account for circulation and turnover traffic.
- Percentages are used to illustrate utilisation as this gives a good a good overview of the usage patterns.
- Sites can exceed 100% because of many short stays within the hour count period; i.e. the site may not have been 100% full at any point, but the number of entrances/exits exceeded the capacity.
- The Market Rasen counts were based upon ANPR counts with manual checking where sites are complicated (for example John Street).
- The Gainsborough counts were manual beat counts to give a general overview of the capacity throughout the day.

Car Park Usage surveys were carried out on Council Car Parks in early December 2021. The timings of the surveys were fortunate as Covid-19 restrictions had been largely lifted in England by this time and they avoided the Christmas peak.

The results are summarised in the following tables:

Gainsborough Occupation Survey Results (Tuesday's):

	Roseway	Riverside	Whiton Gardens	Lord Street	Ship Court	Bridge Street	North Street	Marshall's Yard	Tesco	Lidl	WLDC Car Parks	Total
8am	33%	46%	0%	0%	4%	7%	10%	19%	12%	12%	20%	17%
9am	50%	50%	0%	58%	54%	30%	36%	26%	25%	29%	43%	32%
10am	55%	52%	0%	70%	67%	53%	43%	56%	38%	46%	53%	49%
11am	59%	55%	33%	100%	88%	59%	41%	87%	50%	43%	62%	63%
12pm	70%	56%	25%	20%	73%	47%	38%	77%	43%	59%	51%	56%
1pm	58%	51%	17%	40%	56%	45%	37%	79%	38%	41%	47%	52%
2pm	61%	50%	17%	40%	44%	41%	36%	73%	36%	36%	45%	49%
3pm	62%	49%	25%	42%	23%	37%	35%	69%	38%	40%	42%	47%
4pm	66%	52%	0%	38%	23%	30%	33%	57%	35%	28%	41%	42%
5pm	43%	50%	0%	8%	8%	20%	30%	32%	35%	22%	30%	31%
6pm	36%	49%	0%	4%	6%	14%	20%	30%	25%	20%	25%	26%
7pm	32%	49%	0%	0%	0%	9%	10%	26%	24%	12%	20%	22%
8pm	45%	46%	0%	0%	0%	4%	7%	17%	13%	9%	20%	16%

Gainsborough survey data was collected over the same period using manual counts. Payment transaction data was also analysed for the same days in order to help understand length of stay patterns including the proportion that pay by phone rather than the pay and display machines.

Gainsborough Occupation Survey Results (Saturday's):

	Roseway	Riverside	Whiton Gardens	Lord Street	Ship Court	Bridge Street	North Street	Marshall's Yard	Tesco	Lidl	WLDC Car Parks	Total
8am	21%	46%	0%	0%	0%	3%	7%	20%	18%	12%	16%	17%
9am	47%	49%	0%	58%	62%	23%	9%	27%	31%	39%	38%	33%
10am	61%	51%	0%	70%	71%	42%	10%	63%	48%	53%	47%	52%
11am	74%	55%	17%	100%	85%	55%	9%	94%	65%	67%	57%	70%
12pm	74%	55%	25%	24%	65%	46%	9%	90%	65%	77%	46%	65%
1pm	58%	51%	8%	38%	52%	42%	9%	89%	58%	69%	41%	61%
2pm	47%	47%	0%	40%	38%	30%	9%	84%	55%	59%	35%	55%
3pm	41%	49%	0%	42%	19%	25%	6%	79%	51%	55%	31%	51%
4pm	34%	49%	0%	34%	17%	18%	7%	63%	45%	31%	28%	42%
5pm	29%	48%	0%	12%	10%	9%	6%	33%	43%	26%	21%	31%
6pm	29%	47%	0%	0%	10%	4%	7%	29%	28%	25%	19%	25%
7pm	25%	45%	0%	0%	0%	2%	7%	25%	48%	12%	16%	27%
8pm	21%	45%	0%	0%	0%	0%	7%	17%	11%	8%	15%	14%

Gainsborough survey data was collected over the same period using manual counts. Payment transaction data was also analysed for the same days in order to help understand length of stay patterns including the proportion that pay by phone rather than the pay and display machines.

Payment Distribution at Gainsborough Car Parks:

	Roseway		Riverside		Whitton Gardens		Lord Street		Ship Court		Bridge Street		North Street	
	Tue	Sat	Tue	Sat	Tue	Sat	Tue	Sat	Tue	Sat	Tue	Sat	Tue	Sat
> 1 hour	77%	72%	86%	82%	92%	100%	62%	77%	71%	76%	59%	62%	25%	38%
1-2 hours	7%	7%	9%	7%	0%	0%	14%	10%	12%	6%	12%	14%	8%	8%
2-3 hours	4%	5%	1%	0%	0%	0%	3%	2%	4%	2%	3%	5%	0%	14%
3-4 hours	2%	7%	0%	0%	8%	0%	7%	3%	4%	8%	7%	7%	8%	11%
4 hours >	0%	1%	3%	7%	0%	0%	2%	2%	4%	4%	4%	1%	17%	11%
RingGo	10%	9%	1%	4%	0%	0%	11%	6%	5%	3%	15%	10%	42%	19%

Roseway Car Park is reasonably busy and close to the 80% threshold on Tuesdays and still well used on Saturday. Visitors to the Travelodge account for the majority of longer stays.

Riverside Car Park is about half full for much of the day, this pattern suggests use related to the nearby retail store, particularly as the vast majority of transactions are for 1 hour or less.

Whitton Gardens Car Park is generally very quiet on both weekdays and Saturday, with users predominantly parking for less than one hour.

North Street Car Park is reasonably full on Tuesday with utilisation patterns suggesting a majority of commuter use. This is supported by the Saturday being quieter.

Bridge Street Car Park is reasonably busy both days with predominantly short stay usage given the car park is adjacent to Sports Direct, Argos and other retail uses.

Lord Street and Ship Court Car Parks are reasonably busy on both dates especially in the mid-morning which suggests use primarily by retail users.

Marshalls Yard Car Park is busy, especially on Saturdays reflecting the variety of comparative shopping. Tesco Car Park was only just above half full on Saturday morning, with Lidl fuller, reflecting in smaller size.

With the exception of North Street on a weekday, the largest proportion of visitors to the Council operated car parks stay within the 1 hour free period.

For Market Rasen, a survey company was commissioned through PML to provide ANPR length of stay surveys. These give entrance and exits times for vehicles and so length of stay through accumulation. This level of detail was justified as the free two-hour period is being investigated. However, for Gainsborough, the requirements are more around total levels and capacity of parking and so more economical beat surveys were carried out. The results are summarised overleaf.

	Festival Hall		John Street		Mill Road	
	Thu	Sat	Thu	Sat	Thu	Sat
> 1 hour	50%	50%	50%	50%	50%	44%
1-2 hours	20%	23%	16%	22%	22%	0%
2-4 hours	12%	12%	14%	15%	18%	11%
4 hours >	17%	15%	20%	13%	11%	44%

Market Rasen Car Parks are at least half full for most of the peak on Thursdays, but with the exception of John Street, quiet on Saturdays.

Festival Hall Car Park is busy and close to 80% threshold on Thursdays but quiet on Saturdays. It remains half full in the evenings as a result of evening activity in Festival Hall itself, and about 50% of stays exceed an hour.

John Street Car Park is busy and close to the 80% threshold on Thursdays and in the middle of the day on Saturdays. About 50% of stays exceed an hour and usage patterns seem to reflect retail usage in our experience.

Mill Road Car Park is very full in the morning and afternoon, with utilisation reducing over lunchtime. The site is close to the Library and Health Clinic which most likely explains this usage pattern.

Tariff Benchmarking:

How tariffs are set depends very much on the objectives of the operator. A retail park or shopping centre is likely to set tariffs to encourage medium dwell times but discourage the 'wrong' sort of parking (e.g., commuters), either through maximum stay limits or through pricing. A private operator is likely to simply set tariffs to maximise income. Local Authorities have a much more difficult job and have to balance a whole range of policy objectives, as well as political influences.

Charging rates in Gainsborough are currently as follows:

- 0-1 hours - Free
- 1-2 hours - £1.10 (£1.40 at Roseway)
- 2-3 hours - £1.60 (£2.00 at Roseway)
- 3-4 hours - £2.00 (£2.50 at Roseway)
- 4-6 hours - £3.30 (no option at Roseway)
- 6+ hours - £3.90 (no option at Roseway)

Charging rates in Market Rasen are currently as follows:

- 0-2 hours - Free
- 2-3 hours - £0.80
- 3-4 hours - £1.00
- 4-6 hours - £1.70
- 6+ hours - £2.00

To consider how the current tariffs in West Lindsey car parks compare to settlements with broadly similar characteristics (size, region etc.) similar are appropriate we have updated the benchmarking exercise carried out in 2017. For the purposes of this we've picked the Gainsborough rate as it applies to most spaces.

Short Stay Tariffs	1hr	2hrs	3hrs	4hrs
Lincoln (Shopper Tariff)	£1.80	£3.40	£5.00	£6.40
North East Lincs (Grimsby)	£1.50	£2.50	£3.50	£3.50
Newark & Sherwood	£1.45	£2.90	£4.35	£5.80
South Holland (Spalding)	£1.00	£1.50	£2.00	£2.50
Boston (Mixed Stay)	£1.50	£2.00	£3.00	£4.00
North Lincs (Scunthorpe)	Free	Free	£2.50	£2.50
East Lindsey (Skegness)	£1.00	£1.50	£2.00	£3.00
Bassetlaw (Retford)	£1.00	£1.50	£2.00	£3.00
North Kesteven (Sleaford)	£1.30	£2.10	£3.10	N/A
Rushcliffe (West Bridgford)	£1.00	£2.00	£3.00	N/A
Gainsborough	Free	£1.10	£1.60	£2.00

In summary, Gainsborough's short stay tariff levels are generally lower than many of the districts with comparable retail offers. Long stay tariffs are also cheaper than most, with season ticket prices being particularly cheap.

Most other authorities in the region tend to charge for the first hour, with Gainsborough's average 3 hour tariff being by far the lowest of the comparisons, with Market Rasen's being even lower. This carries over into 'all-day' tariffs and season ticket (permit) prices, although the discount rate (% discount on day-rate) is broadly comparable.

Covid-19 is likely to have an impact on demand for season tickets, with workers being likely to continue to work from home, for at least for a

Long Stay Tariffs	24hrs	Season Ticket	Daily Rate	Dis-count
Lincoln	£8.50	£1,261.00	£5.25	38%
North East Lincs (Grimsby)	£5.00	£663.83	£2.77	45%
Newark & Sherwood	£5.95	£765.00	£3.19	46%
South Holland	£3.00	£460.00	£1.92	36%
Boston	£4.00	£450.00	£1.88	53%
North Lincs (Scunthorpe)	£3.50	£367.70	£1.53	56%
East Lindsey	£7.00	£250.00	£1.04	85%
Bassetlaw	£4.00	£643.00	£2.68	33%
North Kesteven	£3.10	N/A	N/A	N/A
Rushcliffe (West Bridgford)	N/A	N/A	N/A	N/A
Gainsborough	£3.90	£528.00	£2.20	44%

couple of days per week. Permits will therefore need to be flexible to adjust to these changing habits as the cost effectiveness of businesses and employees purchasing season tickets that are priced for Monday to Friday use will be impacted.

Suggested new products could include a 3 day season ticket to be paid in advance for a minimum of 4 weeks, which will be a 25% discount on the usual daily rate and would allow a maximum of 12 day visits to a car park per 28 day period. Alternatively, a 3 day part-time season ticket, which will work out at a 25% discount on the 4-6 hour rate, will allow up to 5 hours use for a maximum of 12 days in a 28 day period. This would be suitable for part-time employees.

Free Parking Periods:

In the context of the research summarised in Section 3, the survey results, and the tariff benchmarking, there would appear to be a case for re-introducing shorter-stay tariffs in car parks. This applies to both Gainsborough and Market Rasen in order better manage them and support their primary users and the wider town centre. But ultimately this would need to be a political decision.

From information provided by the Council, we understand that the number of users parking on the Council car parks during the free periods increased considerably following the introduction of free parking. This may have been due to increased footfall due to the free parking offer however, research would suggest that this could also be explained (at least in part) by a mix of displacement from free on-street bays, free store car parks (such as Tesco or Lidl) or from car parks such as Marshall's Yard where a charge applies, or simply visitors who may have stayed for 2 hours leaving early to avoid charges.

It is impossible to be absolutely certain either way as retail footfall data has not been gathered and monitored since free parking was introduced. A customer survey of existing car park users as to whether their choice of car park or length of stay changed following the introduction of free parking would provide further background to help inform future policy decisions around re-introducing charges. The impact of any changes should also be measured to ensure that the impact can be reasonably measured.

In Market Rasen, John Street presents the strongest case for re-introducing charging at a reasonable tariff for 2 hour stays. This would still support retail and other businesses in the Town Centre by encouraging more space availability at peak times on this busy car park.

At Mill Road and Festival Hall, the justification would be to safeguard spaces for shorter stay visitors to the library and clinic. Whilst from a parking business perspective no free period could generate the highest income levels, as a local authority, WLDC may wish to provide a free hour to help clinic and library users.

Festival Hall is busy during the weekday, and around 50% of parking is over two hours, as with Mill Road charging after a 1 hour free period would encourage churn and improve parking availability.

Gainsborough is unusual in allowing a free hour of parking and although a political decision would be needed, from a technical standpoint, there does not appear to be a clear case against dropping the 1 hour free period. Tariffs should be increased to better match similar towns and places.

Festival Hall and Mill Road in Market Rasen appear to be specifically linked to nearby uses and so a free period may remain appropriate. John Street presents a stronger case for no free period to support availability and promote churn.

Permits offer flexible products to adapt to new working patterns post Covid-19.

An alternative to re-introducing charges for all visitors would be to offer discount schemes that help encourage visits to the town centre. For example, in Southend, the Southend Pass enables visitors to take advantage of unlimited bursts of 3 hours parking for £8.50 per month. The payments and the use of the pass are administered by the payment by phone provider with users checking in via the app each time they visit the car park.

Alternatively, Chesterfield Council offers free parking in specific car parks between 10am and 3pm to residents of the town only rather than to all visitors. This is administered via a parking disc issued with the annual council tax bill.

Current Provision of Car Parks:

In Gainsborough, there is some surplus supply at times during the day, but the morning weekday peak still reaches 60% of capacity. The only site where there might be a clear case for disposal is Whitton Gardens, although options for an alternative use, such as development, seem limited given the sites size and location adjoining the river. North Street has surplus capacity for much of the day, but this should be retained until the impact of ending the lease agreement for spaces in the Tesco car park are clear.

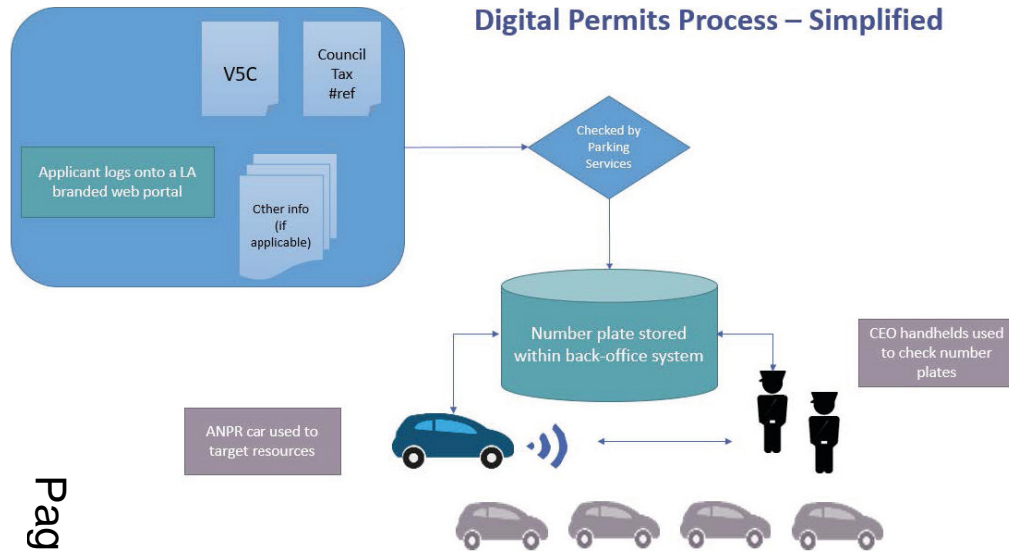
In Market Rasen, current supply appears to be reasonably balanced with demand. There does not appear to be a case for a major investment such as a new site in the town centre. At the same time, all three car parks provide a service to nearby uses and the town centre generally without a clear case for removal. Peaks could be further managed through tariffs. There is no obvious argument for relinquishing control of the car parks or passing them to a third party. The council is concerned not simply with income but with the management of the town centres; including supporting the retail and services within them, encouraging visitors and to support its residents in accessing retail and services in what is a rural district where private vehicles will remain the most practical travel choice for most for the foreseeable future.

By retaining the car parks currently under their control, the district has some influence over travel policy and the urban environment. Also key, they provide an income which can be used for environmental improvements under the Act.

For overall provision, the surveys suggests although there is spare capacity for much of the day, provision is broadly in line with demand across Gainsborough and Market Rasen town centres with peaks at around 60%.

For specific sites, there is no clear case for either disposal of existing sites nor major investment in new sites or increasing capacity.





Technological innovation is changing the way people work, spend their leisure time, travel and shop, and will transform car ownership and car usage. 'Cashless' parking, through digitisation, is part of the response to this change, especially as automated and shared mobility comes to the market.

The benefits of digitisation of parking services are now well understood and customers now expect services to be easy to access online and through mobile and web enabled devices; rich data provides information for more agile and quicker response times and; digitisation allows for the more efficient delivery of services, often with financial benefits for both customer and operator.

The advantages of digital permitting for parking include surprisingly large savings in specialist stationary, such as scratch cards, better deployment of CEO resources and better options for customers (for example extending parking without having to return to their vehicles). WLDC already has pay-by-phone and this could be extended to allow paperless permits and visitor tickets.

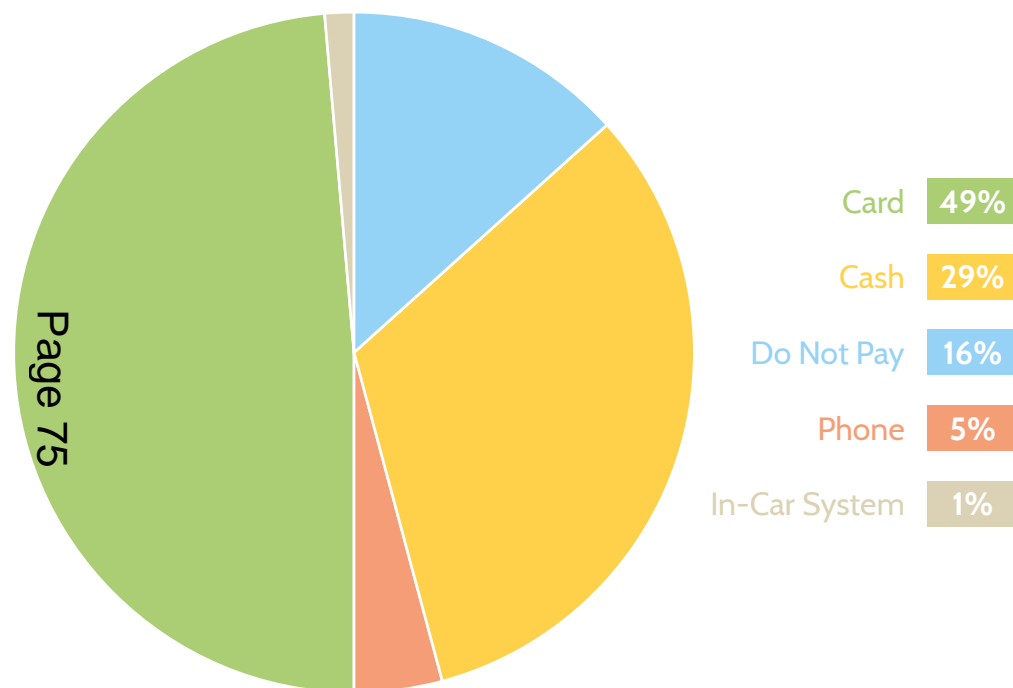
The case for digitisation of permits for Local Authorities (LAs) can be summarised within four broad categories:

1. **Customer Expectation and Service** - Customers expect to be able to manage products online themselves 24/7. Digitisation allows for online self-service, and quicker (even automated) response times.
2. **Future Proofing** - Increasingly choices are data driven. People use apps and online services to decide where/when they travel. If West Lindsey's parking is 'invisible' to third party systems, it risks being ignored.
3. **Better Data and Information** - Managing Parking is about traffic management and the duties of LAs in the TMA 2004 and compliance rates give knowledge of problems and where they are letting you know how well you are performing. Digitisation effectively manages compliance monitoring automatically. More and better focussed CEO patrols though richer data.
4. **More Efficient Service** - At the practical level digitisation removes the need for printing, posting, filing, laminating etc. reducing costs and freeing up staff time to focus on customers. Digitisation brings flexibility, for example easily enabling LAs to respond to customer needs or make changes quickly to the regime (e.g., allowing concessions).

The way that the public expects to pay for parking is also changing. In most instances parking is a relatively small spend and, prior to the Covid-19 outbreak, cash remained the most common method of payment. However, the use of contactless payment in society has been growing quickly, spurred on by banks looking to optimise operational efficiencies and growing customer confidence in and familiarity with this technology. This, and the increasing popularity of apps such as Apple Pay, Android Pay, PayPal, etc. mean that drivers increasingly expect cashless solutions to pay for their parking. Covid-19 social distancing rules will almost certainly speed up this trend due to the risk of spreading the virus through the use of cash. For the operator cashless payment enhances operational efficiency, provides valuable data opportunities, and removes the potential for theft.

Preferred Methods of Payment:

The information gathered in this survey was carried out by PML in the North West Midlands (2020).



Creating convenient alternatives to cash is an essential pre-requisite for any parking operator that aims to reduce or remove cash payment. For the customer, the need to carry change for cash payments can be increasingly inconvenient. Where coins are accepted car park operators need to securely collect and process the income at a cost to the operation. There is also the risk of break-ins to payment machines with a potential loss of income. Reducing the number of coins collected will decrease the cost of

processing this income and reduce the potential for theft. However, while reducing the number of parking payment machines could lead to revenue savings on maintenance, saving on the collection and processing costs will only be achieved if the actual proportion of coins coming through the system is reduced.

Despite new payment choices previous research prior to Covid showed that many customers remain keen to use cash. At a national level, the most common parking payment method is still using cash to pay and display and research from 2016 suggests that nationally, the general public would not support a wholesale shift to cashless parking. However, it is clear that contactless cards are changing the way customers pay for other products and services and it may be time to use this as a way of removing cash from parking. Customers expect to be able to pay for services as seamlessly as possible, using new technologies where appropriate, and want a quick and effortless service.

Payment Option Recommendations include:

- Payment by Mobile - Expand payment by mobile to include permits.
- Other Methods of Payment - Avoid paper-based systems such as very expensive 'scratchcard' parking Cashless and move towards cashless payments, but with a cash option in the larger car parks.
- Ticket Machine Replacement - When the existing payment machines are renewed, switch to ticketless machines (with licence plate keypads) and incorporate contactless payment to help reduce cash payments further. This will allow the number of machines to be reduced over time.
- EV Charging - Work with partner local authorities to prepare a strategy for a practical, cost effective and reasoned roll out.

Electric Vehicle Charging:

Although numbers of Ultra Low Emission Vehicles are rising in the district (see graph below), the total number was only 550 in 2021 Q3 out of around 53,000 vehicles in total or about 1.04%.

As there are so few electric cars on the road, and with the technological improvements to come, it is impossible at this stage to predict the likely demand for charging in specific parking situations. In addition, there is very little data on how and where EV users will want to charge their vehicles, for example local shoppers may only want to charge their EVs at home and would not use a town centre car park as a charging point. Whilst the London Mayor's office demands that 20% of all new spaces in a development should have charging points, there is unlikely to be a demand for this level of charging in WLDC car parks for many years.



At present there are electric vehicle charging points in Gainsborough Roseway car park and Market Rasen Leisure Centre. Both locations have two points and the cost to charge is 30 pence per kilowatt hour. There are also spaces in Market Rasen Leisure Centre car park which are only for visitors using the centre's facilities.

Charging Types:

There are currently 3 broad types of charging station currently in use:

- Rapid are the fastest type, able to charge an EV to 80% in 20-40 minutes depending on battery capacity and starting state of charge. These are mostly installed in motorway service areas or similar facilities.
- Fast chargers are the most common in car parks and are available in two power capabilities (7kW and 22kW). These are able to charge a compatible EV in 3-5 hours, or in 1-2 hours if both vehicle and charger are compatible with the higher power.
- Slow charging units are rated at 3kW. Charging times vary on unit speed and vehicle.
- As the technology develops other charger types will appear. Power requirements

Whilst a small number of slow chargers will not affect most car park power supplies, larger numbers of slow chargers or fast/rapid chargers may require the car park supply to be upgraded, often at a significant cost. Limitations in the power distribution network may preclude large number of higher power chargers.

Electric Vehicle Charging Recommendations:

The lack of usage data, together with the continuing development of charging technology, suggests that modest investment in car park charging stations is the best course of action but that the underlying capacity of the electricity supply should be established.

Further investigation is required into the best types to install. When specifying a charging unit, it will be important to identify how it will be used; in a car park used for short term parking it may be important to install higher power fast chargers in order to enable a customer to obtain a useful charge, whereas in commuter car parks, a larger number of slow chargers may be more useful as they are cheaper and will be connected to one vehicle all day or for residents use overnight.

WDC should consider a separate EV charging strategy and work with other authorities to produce this. The number of charging points should be under review and increase the number available when required up to the limit of the available supply.

We will need to work with the county and neighbouring districts to develop a EVCP strategy and system which minimises ongoing capital commitment through joint procurement and revenue costs through shared resources in jointly developing the strategy.

We need to ensure that we employ a measured roll-out, that keeps pace with demand. Options for expanding overnight EV charging infrastructure for those residents without off-street parking should be consistently reviewed according to demand. Payment should be managed through paperless ticketing systems.



Residents' Parking Schemes:

No Residents' Parking Schemes (RPS) are in place in the District at present. In two tier authority set-ups responsibility for on-street restrictions usually sits with the County Council as the Traffic Authority. Under the county and district council "Civil Parking Enforcement agreement of 2012", WLDC were given the responsibility for the implementation and administration of on-street RPSs although enforcement and fines income would remain with the county council.

Residents' Parking Schemes can be costly and time consuming to implement, requiring Traffic Regulation Order's (TROs) in order to be enforceable. TROs can take months to implement and are subject to strict processes which can be challenged if not followed correctly.

The County Councils' policy is that RPS may be justified where kerbside parking is 85% of capacity during the day, and the majority of residents want the scheme and the associated costs, and that the location should be part of a large urban area. Further criteria are stated on the Lincolnshire County Council website.

WLDC current stance is that it has no plans to implement RPZs due to the cost and potential displacement effect on parking of such schemes. Whilst occupancy surveys were beyond the scope of this commission, visits suggest that parking places on residential streets around the town centre was full during the day. However, it is important to consider the nature of this parking. In our experience of advising on RPS schemes, it may be that demand is from residents and their visitors rather than commuters.

Considering Etherington Street as an example, the street is comprised of dense terraced housing, but is too narrow to accommodate a row of parking on each side. If car ownership levels are close to the county level of 84% of households, then with space for only 13 vehicles with 24 houses demand is exceeded from residents.

The District should keep a file of requests for residents parking interventions and if there is a case for investigation, beat surveys can be

carried out to try and ascertain whether this demand would be managed with RPS. Other solutions could include offering purchased permits for residents to use off-street car parks. It is simply unaffordable and impractical for councils to micromanage their residents parking needs, especially if the issues are highly localised.

Given that the county has the function as Traffic Authority under the Traffic Management Act and specialisation in on-street parking and TROs, which a district council cannot be expected to have, the Traffic Authority is usually the appropriate place for this function. Lincolnshire County Council's Policy Overview for residents parking suggests a fully considered policy with a clear process is in place so any requests for RPS and consideration of them would be managed more efficiently and easily by the county.

Any roll out of residents parking schemes needs to be based upon strong evidence. The responsibility for on-street residents parking schemes general sits better in Highways Authorities, in this case Lincolnshire County Council.



Gainsborough Market Place:

There are strong views that parking should be provided in the Market Place, this is considered below.

Reducing the visual, noise, and severance impact of traffic is a good urban design principle which was established as long ago as the 1963 Buchanan Report and consistently re-iterated. Living Streets provide specific information on the benefits of traffic removal and provision of pleasant pedestrian environments on retail vitality.

Locally, the Gainsborough Town Centre Heritage Masterplan recognises the benefits of the Market Place as a traffic-free space which is used for open-air markets and seasonal events. In recent years this included a temporary 'beach'. These uses would be complicated by a return of parking.

From a practical standpoint, the high quality natural stone setts surface currently present appears to be subject to damage, and parking will exacerbate this. The pressure exerted by power steering when manoeuvring is significant and causes damage to road surfaces over consistent use. Replacing the current surface might be required, most economically with a standard tarmac surface which will further reduce the heritage value of the space.

Regardless, there is capacity in the town centre car parks so there would appear to be no parking demand rationale.

The Gainsborough Town Centre Heritage Masterplan recognises the importance of the Market Place to the attractiveness and heritage of the town. Urban design principles would suggest that town centres benefit from car free environments and parking should not be re-introduced. The stone-setts are likely to require replacement or frequent maintenance if they experience regular vehicle use.

Given the current Town Centre Heritage Masterplan and the likely financial implications due to the highlighted maintenance issues, re-introducing parking in Market Place is not advised.



Motorhome Parking:

There are low cost options used across Europe and in the Scottish Highlands to encourage camping car tourism which include unstaffed sites and/or chemical toilet disposal either plumbed into main sewers or using septic tanks. Even with this these low-cost options, there will be ongoing revenue costs and each site would need to be subject to feasibility on its own merits (financial, engineering, policy).

There are a number of council car parks across England that allow overnight parking. In Devon; Bideford, Appledore, and Westward Ho! Torridge District Council allows motorhomes to stay in their car parks from 6pm to 9am for £5 per night. The standard rate across the country, if water is provided seems to be around £10 per day/night although this goes up if electric hooks ups and water are provided.

In Gainsborough if the daily rate of £4 is added £10 per 24hr period seems reasonable. Although this goes up with electrical hook-ups and water. Given the requirement for a quiet site, Whitton Gardens seems the logical choice in Gainsborough. A business case would be required though, as additional costs would be incurred with additional enforcement resources outside existing contracted hours and the capital costs of setting up the facility. Planning consent and changes to the Off Street Parking Places order would also be required.

Whitton Gardens presents a logical site for overnight parking. Without toilet disposal a rate of £10 seems reasonable. If chemical toilet disposal and or electrical hook-ups are provided, feasibility should be undertaken to consider the business case.



Coach Parking:

Whilst their value to towns and cities is well documented¹⁰, Coach Parking is a difficult issue across the country for towns and areas with tourist attractions. The issue is twofold;

1. Locating safe and convenient drop-off and pick-up areas for passengers, and;
2. Finding a site capable of handling coaches as very large vehicles and of a low enough value to justify their use as such.

Additionally, coach operators and drivers have an influence over destination and so systems need to be set up to make booking and parking easy and attractive for coach drivers and operators. To encourage coach drivers, some places such as York, offer meal vouchers.

There is an existing limited waiting bus un/loading bay on Gladstone Street. This bay allows 10 mins max stay, no return within 1 hour. Gladstone Street appears to be a standard road width and so West Lindsey could ask the County Council to investigate with to see if more bays could be provided for coach loading/unloading.

For longer term coach parking, it is usually difficult to justify using town centre car parks as each coach will use up the space of several cars. In Bath and Cheltenham for example, the councils direct coaches to Park and Ride sites on the edge of town. In York, St Georges field, a plot undevelopable due to flooding is used.

The Riverside car park might provide a solution for longer-stay parking as the junction heads are wide and there is spare capacity. This would need to be subject to traffic engineering feasibility, including plotting swept paths to test the alignment of the entrance and exits, and what changes might be required to the car park layout to accommodate the coaches.



Overall Conclusions:

The WLDC controlled Car Parking estate is generally well managed, with healthy usage levels which suggest no divestment and good availability of spaces across the town centres. Ensuring that appropriate KPIs are set and regularly monitored will improve the quality of the service moving forwards.

Tariffs are low compared to other places and there is no evidence that the free periods are providing a benefit to footfall levels in the town centres. The district should move towards cashless payments and paperless tickets and avoid expensive and complicated systems such as scratch cards.

The district should work with the county to agree a new policy position on residents' parking schemes and explore providing on-street short stay coach parking facilities.

Appendix A: The link between Pricing and Town Centres

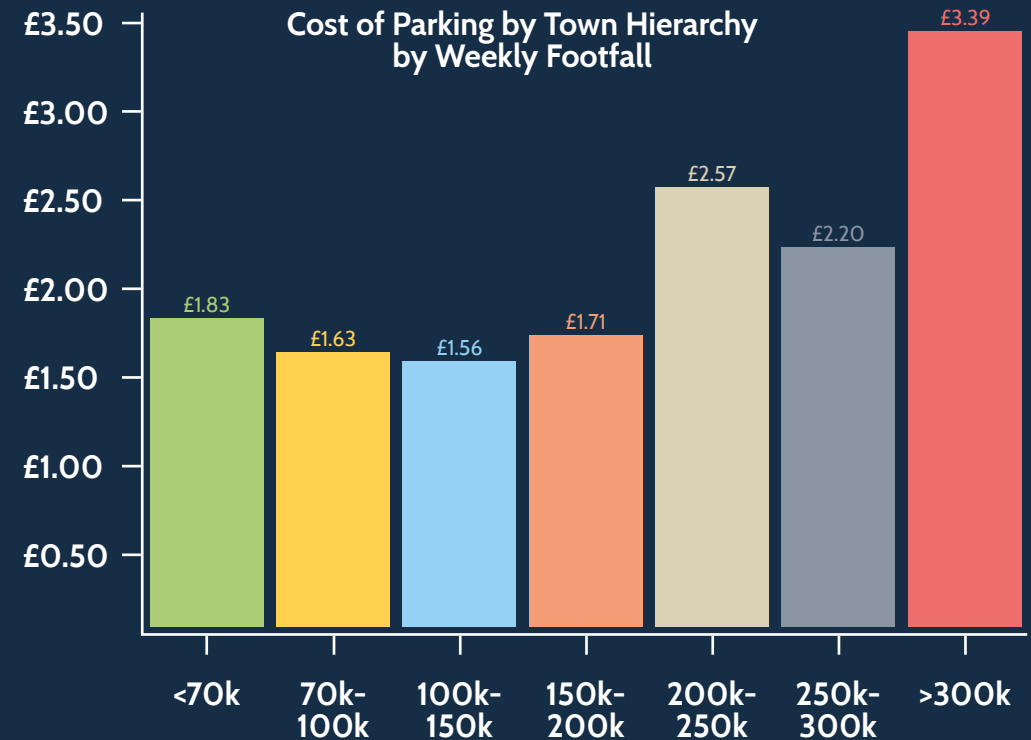
Car park charges are often perceived, particularly amongst businesses, as being a key determinant for changes in footfall levels in town centres. Over three-quarters of the business owners/workers interviewed for the Welsh Government research suggested that car parking options have an impact on the number of people coming into the town centre and therefore on their custom.

Beyond the anecdotal, there is very little published evidence which links changes in car park charges to changes in town centre footfall. Most research generally concludes that visitors feel the general availability of spaces to be more important than cost in their overall decision about visiting.

Re-Think! outlines research into the impact of the number of spaces and the cost of parking for the first two hours on the prosperity of town centres. A two-hour duration was chosen to separate shopping trips from commuter trips. The study did not consider any other factors relating to car parking that could have an impact on the performance of town centres, such as location of parking and the quality of the space.

The Re-Think! report found that whilst there is a link between the quantity of parking and footfall, this suggested that the level of provision in town centres is generally where it should be rather than that increasing available parking would increase footfall.

It also concluded that the relationship between the cost of parking and footfall is less clear. Business owners believe that as cost increases, footfall decreases, but as shown below, the towns/cities, with the highest footfall generally have higher than average parking charges.



Whilst towns with lower footfall generally charge less for parking this does not suggest that raising parking charges will increase or decrease footfall but implies that the cost of parking in the town centre is a lower priority when deciding on a destination than other factors. This is further evidenced when comparing the quality of the offer with footfall; simply, as the quality of the offer improves footfall increases.

The study does appear to find a link between a reduction in footfall in towns that charge more than the national average for the quality of their offer, however there are so many other variables, including the priorities of authorities in setting their charging regime, that it is difficult to draw any conclusions from this aspect of the research.

In-depth research at the Department of Urban Transport Economics, Erasmus University of Rotterdam shows no statistical correlation between footfall and parking charges:

“Visitors to town centres suggested that car park charges do impact behaviour, but the general availability of spaces is felt to be more important than cost in their overall decision about visiting. Traffic flow and parking signage have as much, if not greater, an effect on their decision to visit the town centre, how long they spend there, and how much money they spend.”

Association of Town & City Management

This view is further supported by a 2012 London Council's Report in the relevance of parking to the success of urban centres. Whilst London specific, the report supports the view that whilst research is scant, most of the evidence suggests the link between pricing and vitality of high streets generally correlated towards higher value destinations having higher tariffs and that if anything, traffic levels are frequently cited by shoppers as detrimental to the experience of town centre shopping.

The relationship between parking and local economies is complex, as provided by research conducted for the Renaissance Market Towns Programme. The report concluded that:

“People are drawn to towns, or away from them by other factors, such as place of work and the quality of the shopping facilities and public spaces. Therefore, a town with good shopping facilities and some parking problems will continue to attract shoppers, despite the poor parking, whilst a town with ample, good parking but a limited shopping facilities will not attract shoppers.”

Renaissance Market Towns Programme, 2007

Other than in private car parks (e.g., NCP), Councils control the availability, duration and cost of car parking. In two-tier systems, Districts generally have more control over off-street parking than any other aspect of transport policy and management.

Crucially Councils are rarely in control of the charging rates set at out-of-town developments. These are often free, and shopping centres are often designed to make shopping as easy as possible for people travelling by car. These discrepancies between in-town and out-of-town retail offerings are often blamed, particularly by the business community, for decreasing footfall and revenue in town centres. Whilst the District does not have any significant out-of-town retail, it exists in nearby Horsham and Crawley.

Re-Think! discusses the need to look at the ‘value’ of a space as opposed to simply the ‘cost’. Drivers expect to pay more in the centre of a town than in an out of town location with the diverse range of services and cultural attractions available in town centres as opposed to purely shopping and eating offer in most retail parks.

To summarise, there is a general consensus that parking is just one of many factors in city and town centre vitality and there is little evidence to suggest that parking charges alone are a significant factor in destination choice.

Research by the British Parking Association identified and ranked the top 10 factors that dictate a driver's choice of car park. Unsurprisingly, their overriding concern is ‘location’, in other words, proximity of the car park to the amenity or location which represents the very purpose of their trip. Their preference is a car park close to their destination where they can drive in and easily find a space that comfortably accommodates their vehicle. Charging helps to achieve efficient use and turnover this if done appropriately.

Condition, Signage and Wayfinding

Outcome	Actions	Lead	Timescale	Governance
Ensure live data is accessible to confirm location and number of car parking spaces available.	Review capability of Ringo as primary provider. Carry out a social media refreshed promotion of RingGo to promote the app and the map at the same time. Ensure car parks are clearly listed on Google maps. Check capability of 'Maybe' town centres app.	Car Parking Officer, Economic Growth Team Leader	September 2022	LP+G
Improved visibility and availability of highways 'P' directional signs.	Identify specific areas that could be improved. Revisit issue with LCC Highways.	Car Parking Officer	September 2022	LP+G - Issue to be raised at Gainsborough Transport Strategy Board (highlighting Market Rasen if necessary).
Improved wayfinding to and from car parks.	Delivery Gainsborough Levelling Up Wayfinding project. Develop wayfinding/signage strategy with Market Rasen Town Council.	Levelling-up Project Officer, Car Parking Officer	December 2022, March 2023	Levelling-up Programme Board, LP+G
Improve look and feel of car parks with ongoing maintenance.	Repair worn bay markings (Bridge Street and Whitton's Gardens).	Car Parking Officer	August 2022	LP+G

Payment Methods and Tariffs

Outcome	Actions	Lead	Timescale	Governance
Increase range of payment options to customers by adding contactless payment options at P&D machines.	Establish cost of adding hardware to machines and ongoing costs arising from card charges and operation of the card readers.	Car Parking Officer	September 2022	LP+G

Flexible season ticket options to accommodate part time working.	Research feasibility with potential suppliers. Establish costs of each provider. Review financial implications of discounted season tickets.	Car Parking Officer	September 2022	LP+G
Free parking offer meets current needs of local economy and visitors, whilst remaining affordable to the council.	Review provision of free parking in both towns as part of budget setting. Review tariffs in both towns, and appropriateness of a hybrid offer of free and paid parking in Market Rasen, as part of fees and charges.	Levelling-up Contract Manager	Date TBC	LP+G

Security, Enforcement and Electric Vehicle Charging

Outcome	Actions	Lead	Timescale	Governance
All car parks to be monitored by CCTV.	Work with Communities Manager to improve coverage at Mill Road car park.	Car Parking Officer	December 2023	LP+G
Effective management of enforcement contract to optimise service delivery and appropriate resource levels are deployed.	Use of KPIs to monitor contract performance. Review number of deployed hours at point of contract renewal.	Car Parking Officer, Levelling-up Contract Manager	Ongoing from August 2023, Date TBC	LP+G
Appropriate measures to implement EV charging in the District.	Work with partner authorities to develop an EV charge point approach which achieves economies of scale. Employ a measured roll-out of charge points that keeps pace with demand. Review the demand for overnight EV charging.	Car Parking Officer, Levelling-up Contract Manager	April 2023, Ongoing, Annually from May 2023	LP+G

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**Prosperous Communities
Committee**

Tuesday 19 July 2022

Subject: Managing Flood Risk and Drainage Issues in West Lindsey

Report by:	Director of Commercial and Operational Services
Contact Officer:	Ady Selby Director of Commercial and Operational Services ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To approve the establishment of an Officer Flooding and Drainage Working Party, also a Member Flooding and Drainage Working Group. To approve Terms of Reference for both forums.

RECOMMENDATION(S):

- 1. That Members approve the establishment of an Officer Flooding and Drainage Working Party**
- 2. That Members approve the establishment of a Member Flood and Drainage Working Group, the membership of which to be delegated to the Director of Commercial and Operational Services in consultation with the Chair of Prosperous Communities and the Chair of Overview and Scrutiny Committees.**
- 3. Oversight of the work of the Member Flooding and Drainage Working Group and Officer Flooding and Drainage Working Party to be delegated to Overview and Scrutiny Committee. Prosperous Communities Committee will remain the parent Committee and will be responsible for any decisions recommended by Overview and Scrutiny Committee, approval of changes to Terms of Reference and membership of the Member Working Group.**
- 4. That Members approve Terms of Reference for both forums.**

Legal: The report acknowledges the Council is fulfilling its statutory duties. However, the actions identified should enable improvement in the identification and discharging of these duties, in collaboration with partners.

Financial : FIN/54/23/SSc

No financial implication arising from this report

Staffing : None from this report

Equality and Diversity including Human Rights : The impacts of the Flood Groups are likely to be positive. All residents in flood risk prone areas, including the vulnerable, will benefit from improved knowledge about flood risk, efforts to involve communities in the process of identifying flood risk solutions and closer working between services and communities. The Groups will help to ensure that those with protected characteristics are more fully considered during flood risk management.

Data Protection Implications : All data used in this area will be treated using the Council's established Data Protection Policy and procedures.

Climate Related Risks and Opportunities: It is well documented that future climate changes will increase flood risk in future years. Making preparations now, to pro-actively and strategically work with internal and external partners will better prepare the District for future events.

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: There is strong evidence that stress levels and mental health are impacted by flooding issues and the perception of flooding issues. Ongoing work with partners to resolve flooding issues and risk could have a positive impact on resident's mental wellbeing

Title and Location of any Background Papers used in the preparation of this report :

<https://www.lincolnshire.gov.uk/downloads/file/2365/joint-lincolnshire-flood-risk-and-water-management-partnership-framework-draft-strategy-2019-2050-pdf>

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=386&MId=2871&Ver=4>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080740/FCERM-Strategy-Roadmap-to-2026-FINAL.pdf

Risk Assessment :
Failure to co-ordinate work in this area, both internally and with external partners, could result in increased impact from future flooding events. There is also a risk to the Council's reputation if it fails to demonstrate a pro-active approach in this work area.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

Executive Summary

At its meeting on 22 February 2022, Overview and Scrutiny Committee considered a report regarding the current and future flood risks in the District. Some of the detail of the original committee report is replicated in the body of this paper for contextual purposes. In summary, the Committee RESOLVED that;

- a) the establishment of an Officer Flood and Drainage Working Party and also a Members Flooding and Drainage Working Group be recommended to the Prosperous Communities Committee; and
- b) the composition of the Member Flood and Drainage Working Group be agreed by the Chairs of the Overview and Scrutiny and Prosperous Communities Committees, subject to the approval of such a group by the Prosperous Communities Committee; and
- c) the Overview and Scrutiny Committee receive a twice-yearly report from the Officer Flood and Drainage Working Party regarding flood events, current flood risk and ongoing work in this area, subject to the approval by the Prosperous Communities Committee.

1 Introduction

- 1.1 National statistics indicate one in six properties in England are at risk of flooding from rivers, sea and surface water, with many others susceptible to various sources of flooding. This number is only set to increase due to climate change, increasing the need and urgency for Councils and other Flood Management Authorities to put in place proportionate arrangements to deal with the increasing demand.
- 1.2 This report will set out current work being undertaken and propose a more formal method of providing officers and Members with adequate oversight of the current and future risk.

This new method will bring together the current work, both operational and strategic, into one formal area. A new Officer Flood and Drainage Working Party will be formed and report to Management Team, similar to other working group arrangements. Feeding into the working party will be a strategic Member Working Group, comprising of Members who represent the authority on external flood-related bodies. Reassurance in this area will be provided to the wider Member cohort through a twice-yearly report to the Overview and Scrutiny Committee. That said, Prosperous Communities Committee will be the parent Committee and make policy decisions, approve changes to Terms of Reference and Member Working Group membership changes.

The report outlines how officer and Member attendance at external forums will not only ensure the Council fulfils its legislative duty, but also achieve a flow of consistent and credible information onwards to the Flood Working Party.

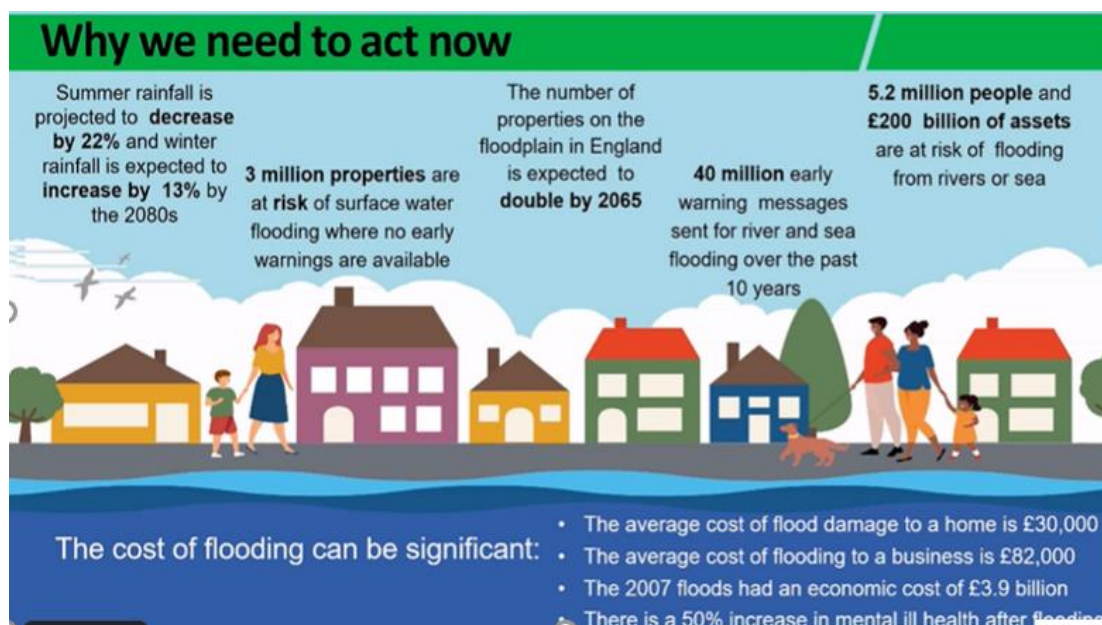
The report also acknowledges the need to communicate the Council's strategies and preparedness to our residents in order to support them to adequately protect their properties.

It should be noted that the Flood Party is not a reactive body; existing arrangements for minor and major flooding incidents, alongside other partners via the Lincolnshire Resilience Forum, are deemed adequate.

If approved, the recommendations will help further prepare and protect our residents against the short and long term risks from surface water and fluvial flooding.

2 **Background**

- 2.1 Incidents of flooding have increased in recent years in West Lindsey, this is due to numerous environmental and physical factors. The most recent example of this was in November 2019, when over seventy properties suffered internal flooding and there was a major breach of Barlings Eau, a tributary of the River Witham.
- 2.2 It is also well documented that the risk of future flooding is increasing and unlikely to go away. The infographic below is based on nationally generated predictions and demonstrates why organisations need to be better prepared in future times for flooding events.



- 2.3 The Council, alongside other public bodies, has responsibilities in legislation as a Risk Management Authority to develop, maintain, apply and monitor a Local Flood Risk Management Strategy (see link above), which must be consistent with the Environment Agency's National Flood and Coastal Erosion Risk Management Strategy.

2.4 The Risk Management Authorities are:

- Lincolnshire County Council, as the Lead Local Flood Authority (LLFA)
- The Environment Agency
- The fourteen Internal Drainage Boards operating in Lincolnshire
- The seven District Councils in Lincolnshire
- The two water and sewerage companies operating in Lincolnshire

2.5 Whilst the Council fulfils its legislative responsibilities, there is a lack of cohesion with the prevention of, and response to, flooding.

2.6 Internally, officers in Strategic Planning, Development Management, Enforcement and Operational Services all have responsibilities regarding flooding. However, there is little co-ordination of this work apart from recording on the Council's work programming database, Flare.

2.7 Externally, both Officers and Members attend various Boards to deal with flooding issues, both strategically and as a response.

2.8 Given the increased focus on flooding, it is proportionate to propose a refreshed, more synergised approach to the work area.

3 **Current Internal Approach**

3.1 Strategic Planning

Humber 2100+ Partnership

The Humber 2100+ Partnership is made up of twelve local authorities from around the Humber and the Environment Agency, with support from other groups such as the Local Enterprise Partnerships, the Internal Drainage Boards and Natural England. Together the partnership are working to develop a new Humber Flood Risk Management Strategy which will set the direction for managing tidal flood risk arising from the River Humber for the next 100 years supporting the sustainable development of a prosperous Humber. Both the River Trent and the River Ancholme are affected by the risk of tidal flooding from the Humber.

The Humber 2100+ partnership has an established governance structure which includes an officer working group, a programme board and an elected Member board. WLDC have representation across this structure.

The current work of the Humber 2100+ partnership is focused on development of the evidence base and agreement of the governance structure.

Central Lincolnshire Local Plan (CLLP)

National Planning Policy Framework (NPPF) (updated February 2019) places a duty on local authorities to develop, maintain and regularly update a Local Plan. The Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) has responsibility for developing, implementing and monitoring a Local Plan that covers West Lindsey, City of Lincoln and North Kesteven. Lincolnshire County Council are a partner on the CLJSPC.

WLDC are represented on the CLJSPC by three elected Members and the committee is supported by a strategic and officer group.

In accordance with the NPPF and supporting technical guidance, the Local Plan seeks to ensure that development does not place itself or others at increased risk of flooding. In allocating sites for development within the Local Plan, a Strategic Flood Risk Assessment level 1 and level 2 must be undertaken to inform the process.

The current CLLP through Policy LP14 sets out Central Lincolnshire's approach to managing flood risk from development proposals. Whilst the CLLP is under review, the draft replacement Plan proposes to incorporate policies for Flood Risk and Water Resources (policy S20 of the June 2021 Consultation Draft of the Central Lincolnshire Local Plan).

3.2 Development Management

Planning for climate change, including taking "full account of flood risk and coastal change" is a requirement of the planning system. The approach, set out in national policy is that "Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere."

A sequential test is engaged, with the aim to steer new developments to areas with the lowest risk of flooding from any source. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding. If it is not possible for development to be located in areas with a lower risk of flooding (taking into account wider sustainable development objectives), the exception test may have to be applied. The need for the exception test will depend on the potential vulnerability of the site and of the development proposed.

When determining any planning applications, local planning authorities should ensure that flood risk is not increased elsewhere. Where appropriate, applications should be supported by a site-specific flood-risk assessment. Development should only be allowed in areas at risk of flooding where, in the light of this assessment (and the sequential and exception tests, as applicable) it can be demonstrated that:

- a) within the site, the most vulnerable development is located in areas of lowest flood risk, unless there are overriding reasons to prefer a different location;
- b) the development is appropriately flood resistant and resilient such that, in the event of a flood, it could be quickly brought back into use without significant refurbishment;
- c) it incorporates sustainable drainage systems, unless there is clear evidence that this would be inappropriate;
- d) any residual risk can be safely managed; and
- e) safe access and escape routes are included where appropriate, as part of an agreed emergency plan.

3.3 Enforcement

The Council have various roles in relation to the enforcement of flooding related matters. Where a development has had specific conditions placed upon it through the planning process that have not been delivered, the Council may consider enforcement action to address these matters. Any decision to address a specific issue would be done in line with the Council's current policy relating to planning enforcement.

Alongside this, in relation to drainage, the Council's role is to ensure that the people who are legally responsible for remedying a defective drainage system take the appropriate action within a reasonable time period which in turn ensures the protection of public health. This is outlined in the Council's Environmental Protection Policy.

Local Authorities are given powers to address public health problems arising from blocked or otherwise defective private drains and private sewers. These powers extend to problems arising from cesspools and septic tanks. The principal powers that local authorities have to address drainage problems are:

- The power to require the unblocking of private drains or sewers.
- The Public Health Act 1961 Section 17(3).
- The Local Government (Miscellaneous Provisions) Act (LG (MP)) 1976 Section 35.
- The power to require the repair of private drains or sewers
- The Public Health Act 1961 Section 17 • The Building Act (BA) 1984 Section 59

There are no enforcement powers that the Council have available to retrospectively deal with a flood event, other than if they fall into the two areas above.

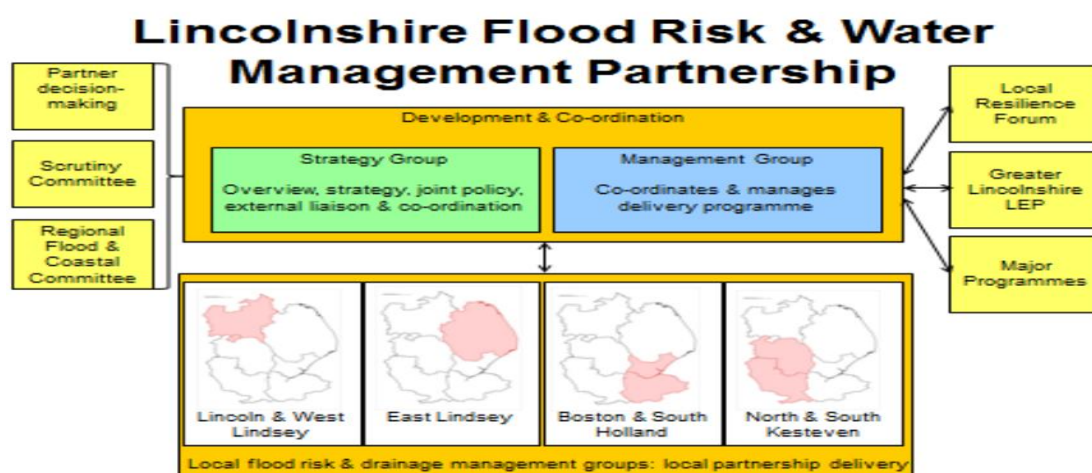
3.4 Operational Services

Operational Services have traditionally provided an out of hours response to flooding incidents by delivering sandbags. There has been much debate in recent years around which body is responsible for delivering sandbags to residents, LCC are currently seeking to get sign off from District Councils to a revised approach for low level incidents, led by their Highways function with support from Districts when required. Larger incidents are dealt with via a mature Lincolnshire Resilience Forum response.

4 Current External Approach

- 4.1 Figure 1 below describes the key governance functions of the Lincolnshire Flood Risk and Water Management Partnership. It accompanies the Joint Lincolnshire Flood Risk and Drainage Management Strategy, and describes the mechanisms that the Partnership will use to develop and coordinate the objectives and actions defined in the Strategy. This includes how individual partner organisations will engage with the partnership, and how decision-making, accountability and delivery will be ensured.
- 4.2 This partnership provides co-ordinated management and delivery of flood risk and drainage functions of all relevant organisations across Lincolnshire. It also co-ordinates and manages the vital contribution that is made to promoting sustainable growth through the Greater Lincolnshire LEP, and the development of long-term strategic solutions to water resource provision. The partnership seeks to undertake its role in a way that is tailored to the geographical, social, economic and environmental characteristics of Lincolnshire, within the broader framework of national policy and regional growth and environmental opportunities. Its purpose is to ensure that local communities, businesses and infrastructure are better protected from flood risk, that improved resilience towards flood risk is built into all aspects of planning and service provision in the future, and that effective management of these risks supports the county's aspirations for future growth.

Figure 1 Lincolnshire Flood Risk and Water Management Partnership



- 4.3 Currently, there is officer representation on the Lincoln and West Lindsey Flood Risk and Drainage Board and the Lincolnshire Flood Risk and Water Management Group, these forums meet quarterly.
- 4.4 Officers are also part of the Lincolnshire Resilience Forum and the Greater Lincolnshire Local Enterprise Partnership.
- 4.5 There is Member representation on various Internal Drainage Boards and on the Strategy Group and Scrutiny Committee portrayed at Figure 1 above. The Strategy Group is jointly made up of senior officers and elected Members, with district authorities having two executive councillors and two senior officers on behalf of all seven. This is currently comprised of representation from Boston Borough and East Lindsey. The Scrutiny Committee is LCC's Flood and Water Management Scrutiny Committee, which meets quarterly and consists of voting members from Lincolnshire County Council and the seven district councils. Cllr Bunney sits on this Committee as County Councillor in the West Lindsey area and Cllr Fleetwood is the WLDC representative.

5 Other Work

- 5.1 As flooding issues have become increasingly prevalent, officers have been undertaking other work in order to ensure residents' concerns are addressed.
- 5.2 This has involved taking an 'influencing' stance, where there is a role for the statutory bodies to work together to find solutions to specific issues. There are numerous examples of this, including at locations in Scothern and Langworth, where the Council have brought together key stakeholders including elected Members, to attend site meetings and discuss solutions together. These meetings are attended by appropriate bodies depending on the specific issue, but can include the Environment Agency, Internal Drainage Boards, Severn Trent, Anglian Water and Lincolnshire County Council as the Lead Local Flood Authority. Meetings also include relevant officers from internal departments including Development Management, Enforcement and Building Control. The Council has facilitated these meetings and outcomes have been generally positive.
- 5.3 In a similar vein, officers have attended ad-hoc forums within the District to ensure they retain a strategic overview of all activity pertaining to flood risk. One prominent example of this has been the flooding sub-group of the Parish Council at Scotter. The River Eau has increasingly flooded in recent years and numerous properties within the area have been repeatedly internally flooded. The sub-group is seeking ways to minimise this risk in future, considering both upstream and downstream solutions.
- 5.4 Following the flooding incident in November 2019, MHCLG (as it was then) nominated district councils to distribute Community Recovery Grants (CRG), these were worth £500 per household and available to any property which had suffered internal flooding to help with immediate recovery. The Council distributed CRG's to the value of £13,500 across 27 households. The Council has also nominated to distribute Property

Flood Resilience (PFR) scheme funding, these were grants of up to £5,000 per property which could be used to protect properties against future flooding, for example by installing flood barriers, non-return valves, etc. In total, the Council distributed £69,858.65 of PFR funding towards total resilience works valued at over £97,000.00.

- 5.5 There are a number of properties which have either been internally flooded or have had near misses which either don't qualify for a Section 19 flood investigations undertaken by the LLFA, or the investigation doesn't find an easy solution to the risk of flooding. The Council keeps a list of these properties and meets on a six-weekly basis with the LLFA, with a view to making progress on the issues.
- 5.6 Flood risk is an important part of the Council's Carbon Management Policy.

6 Current Reality

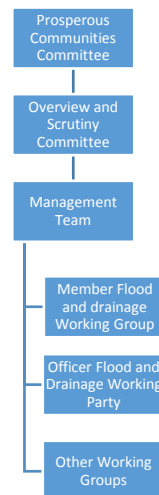
- 6.1 The regime outlined above does ensure that each Risk Management Authority is undertaking their statutory duties. Progress has been made in recent months and years to bring work together and embrace a more collaborative approach to flood risk management.
- 6.2 The analysis above demonstrates just how much work is going on by officers dealing with flood risk, this has increased significantly in recent times and is unlikely to reduce.
- 6.3 Whilst this work is admirable and helps protect our residents, there are elements of this work happening in isolation. It is important for all internal partners to have a clear understanding of what each other is doing and where it is being reported.
- 6.4 There is also a need for closer links to Members who may sit on Internal Drainage Boards or other strategic forums, who have no formal way of filtering information through the organisation.
- 6.5 Finally, there is benefit to supplying regular and consistent information to residents through a range of platforms.

7 Proposal

- 7.1 It is proposed that the Director of Commercial and Operational Services leads for the authority on flood risk management, this would be proportionate with the postholder's portfolio including Emergency Planning.
- 7.2 As such, that Director or a deputy will represent the authority at the Lincoln and West Lindsey Flood Risk and Drainage Board and the Lincolnshire Flood Risk and Water Management Group. Other officers will also be enabled to attend should there be business which concerns their work area.

- 7.3 A new officer-led 'Flood and Drainage Working Party' will be formed which will gain oversight of all work undertaken in this area. The Group would slot in alongside the other working parties and report to Management Team as demonstrated in Figure 2 below.

Figure 2 Proposed Flood Group Structure and Reporting



- 7.4 The Officer Flood and Drainage Working Party would be chaired by the Director for Commercial and Operational Services. Membership would be representatives from Development Management, Enforcement, Operational Services, Strategic Planning, Communications and the Planning and Strategy Officer for Climate and Environment.
- 7.5 An important part of the work area is to ensure Members feed into the flow of information and also receive reassurance that the Council is fulfilling its legislative and ethical duty to protect its residents.
- 7.6 To this end, the Chair of the Flood and Drainage Working Group will engage with the Members who sit in formal external flood related forums and the Member with responsibility for Climate and the Environment, via a Member Working Group Flooding and Drainage.
- 7.7 Both the Officer Working Party and Member Working Group would have formal Terms of Reference, these can be found at Appendix 1 and 2 respectively.
- 7.8 In addition, the Officer Working Party will provide Overview and Scrutiny Committee with a twice-yearly report on work undertaken and current flood risk status.
- 7.9 It is important to note that whilst Overview and Scrutiny Committee will provide oversight of the work of these groups, it is not a decision-making body. Any policy decisions and changes to the Terms of Reference or Member Working Group would need to be forwarded to the parent body, Prosperous Communities Committee.

Flooding and Drainage Officer Working Party

Document owner	Ady Selby
Approved by	Prosperous Communities Committee
Approval date	
Review date	July 2023

Terms of Reference

These Terms of Reference will remain draft until approved by Prosperous Communities Committee

Background

National statistics indicate one in six properties in England are at risk of flooding from rivers, sea and surface water, with many others susceptible to various sources of flooding. This number is only set to increase due to climate change, increasing the need and urgency for Councils and other Flood Risk Management bodies to put in place proportionate arrangements to deal with the increasing demand.

Much work takes place in various areas of the Council, however there is no corporate oversight or synergy to this work. The introduction of this Officer Working Party, alongside a Member Working Group, will bring together work undertaken in this area and ensure it is reported through to Overview and Scrutiny Committee. This Committee may choose to make policy recommendations and/or changes to the Terms of Reference or Member Working Group to the parent body, Prosperous Communities Committee.

What is the Flood and Drainage Party trying to achieve?

This new Officer Flood and Drainage Party will be formed which will co-ordinate and gain oversight of all work undertaken in the following areas;

- Lincolnshire Flood Risk and Water Management Partnership Strategy Group, sub-groups and Internal Drainage Boards
- Central Lincolnshire Local Plan.
- Humber 2100 Strategy.
- Enforcement work.
- Operational work.
- Climate and Sustainability work.

Gaining this oversight will enable the party to;

- Inform relevant stakeholders
- Help protect and prepare residents for future flood events

- Influence other Risk Management Authorities
- Report to Overview and scrutiny Committee.

Group Members, Roles and Responsibilities

The Working Party will be made up of officers working in the relevant service areas, the roles and responsibilities of each officer are laid out in Table 1 below;

Table 1 Group Membership, Roles and Responsibilities

Name	Role	Responsibility
Ady Selby	Chair	Overview, engagement with Member Working Group, link with Management Team and Overview and Scrutiny Committee
Andy Gray	Vice Chair and Enforcement Lead	Deputise for Chair, delivery of data and comments from Enforcement Team
Steve Leary	Link to Environment and Sustainability Strategy	Advise Group on environmental impact of issues and proposals
Russell Clarkson	Development Management Lead	Delivery of data and comments from Development Management Team
Simon Smoothey	Operational Services Rep	Delivery of data and comments from the Operational Services Team
Rachael Hughes	Humber 2100+ Strategy Rep	Actions and input from Humber 2100 Group
Sally Grindrod Smith	CLLP Rep	Actions and input from Central Lincolnshire Local Plan
Julie Heath	Communications	Formulation and distribution of appropriate comms messages
Corporate PA Team	Secretariat	Minutes and Agendas, meeting planning

Attendees are able to send substitutes if deemed appropriate/delegated responsibility is granted.

Meetings

Meetings will be three monthly and after the Flood and Drainage Member Working Group. An agenda will be used with standard items specified below, this can be amended at the discretion of the Chair;

- Review and approve minutes and review actions from previous meetings
- Terms of Reference review (annual)
- Update from Flood Member Working Group
- Update from meetings with Lead Local Flood Authority
- Enforcement issues
- Development Management issues
- Operational issues
- Central Lincolnshire Local Plan update
- Humber 2100 update
- Environment Plan update
- AOB

Meetings will be called with at least 30 days' notice. Meetings will be quorate with a minimum of three officers in attendance.

Reporting Lines and Accountability

The Working Party will have no decision-making powers, any formal decisions would have to be made by the appropriate policy Committee.

The Working Party reports to Overview and Scrutiny Committee via Management Team and should prepare twice yearly reports regarding oversight of the work of the Working Party. Any policy recommendations or changes to the Terms of Reference will be managed by the parent body, Prosperous Communities Committee.

Governance

As demonstrated in Table 2 below, The Officer Flooding and Drainage Working Party will be fed information not only from it’s own membership, but also from the Member Working Group. The Chair of the Officer Working Party will deliver a report highlighting work undertaken by the Party to Overview and Scrutiny Committee (via Management Team) on a biannual basis.

Table 2 Governance Structure



Dependencies

- Member Flooding and Drainage Working Group
- Management Team
- Overview and Scrutiny Committee – Key decisions will often be required to report up to relevant committees, for committee decision or general updates/provision of information
- Sustainability, Climate Change and Environment Strategy
- Policy Committees

Financial Implications

The Officer Flood and Drainage Party has no responsibility for budgets. Any work which would potentially impact on the financial resources of the organisation would have to be considered by Corporate Policy and Resources Committee, via Management Team

TOR Review

Following approval these Terms Of Reference will be reviewed as minimum every year if the Officer Working Party is still operating.

Member Working Group – Flooding and Drainage

Document owner	Ady Selby
Approved by	Prosperous Communities Committee
Approval date	
Review date	May 2023

Terms of Reference

These Terms of Reference will remain draft until approved by Prosperous Communities Committee as the Parent Committee.

Background

National statistics indicate one in six properties in England are at risk of flooding from rivers, sea and surface water, with many others susceptible to various sources of flooding. This number is only set to increase due to climate change, increasing the need and urgency for Councils and other Flood Risk Management bodies to put in place proportionate arrangements to deal with the increasing demand.

Much work takes place in various areas of the Council, however there is no corporate oversight or synergy to this work. The introduction of this Member Working Group, alongside an Officer Working Party, will bring together work undertaken in this area and ensure it is reported through to Overview and Scrutiny Committee. This Committee may choose to make policy recommendations and/or changes to the Terms of Reference or Member Working Group to the parent body, Prosperous Communities Committee.

What is the Working Group trying to achieve?

The Working Group will help inform flood and drainage work in operational and strategic areas through the following means;

- Ensuring information from forums including Lincolnshire Flood Risk and Water Management Partnership Strategy Group and Internal Drainage Boards is reported back to the Working Party in order to fully inform the work area.
- Review and comment on updates from work on the Central Lincolnshire Local Plan.
- Review and comment on updates from work on the Humber 2100 Strategy.
- Receive and comment on updates on current enforcement work.
- Receive and comment on updates on operational work.
- Receive and comment on updates on climate and sustainability work.
- Approve twice yearly reports for Overview and Scrutiny Committee.

The outputs will help to;

- Inform relevant stakeholders
- Help protect and prepare residents for future flood events
- Influence other Risk Management Authorities

Membership of the Group, Chairmanship and Appointments

The Member Working Group shall comprise **XXX** Members, including the serving Chair of Overview and Scrutiny Committee who will be the Chair of the Working Party.

The remaining Members of the Group shall be appointed by Prosperous Communities Committee, but do not need to serve on that committee

Membership will comprise of Members who have a specific role either on a Flood and Water Management Group or Internal Drainage Board, as a minimum this will include the West Lindsey representative on Lincolnshire Flood Risk and Water Management Group and any Lincolnshire County Council Members who are also serving West Lindsey Councillors.

For continuity purposes the Membership of the Group will be re-constituted annually through Annual Council.

Other elected Members may attend the Working Party, but their level of contribution will be at the discretion of the Chairman. It would be normal practice for elected members who have identified a particular risk relating to flooding or drainage in their constituency to attend the meetings.

From an Officer perspective, the Chair (Director of Commercial and Operational Services) and Vice Chair (Housing and Environmental Enforcement Team Manager) of the Officer Working Party will be core members of the Member Working Group.

Visiting Members will be allowed subject to them raising flooding and drainage issues in their ward, they can address the Working Group at the Chair's discretion.

The Secretariat will be provided by the Corporate PA Team.

Attendees are able to send substitutes if deemed appropriate/delegated responsibility is granted

Meetings

Meetings will be three monthly and before the Officer Working Party. A standard agenda will be used, but isn't exhaustive:

- Review and approve minutes and review actions from previous meetings
- Terms of Reference review (annual)
- Update from Officer Working Group
- Update from meetings with Lead Local Flood Authority
- Enforcement issues
- Development Management issues
- Operational issues
- Central Lincolnshire Local Plan update
- Humber 2100 update
- Environment Plan update
- AOB

Meetings will be called with at least 30 days' notice. Meetings will be quorate with a minimum of three Members in attendance.

Reporting Lines, Accountability and Milestones

The Member Working Group Flooding and Drainage is directly responsible to the Overview and Scrutiny Committee via the Officer Working Party.

The Member Working Group has no direct decision-making powers and will make recommendations to the Overview and Scrutiny Committee who may, at their discretion, forward decisions to the parent body, Prosperous Communities Committee.

The Member Working Group will report to the Overview and Scrutiny Committee twice each year via the Officer Working Party in order to give oversight of the work undertaken.

Any policy decisions will need forwarding to the appropriate policy Committee.

Resources

The Member Working Group does not have a supporting budget. If budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.

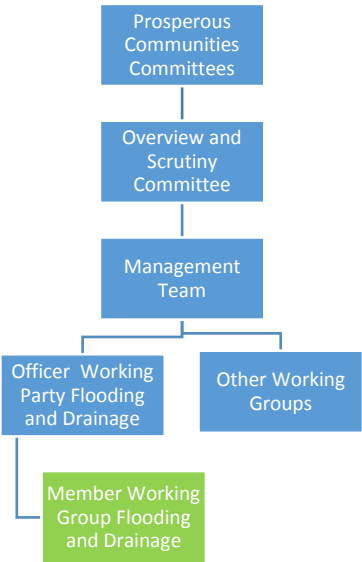
The Chair and Vice Chair of the Officer Working Party will support the Member Working Group and provide advice, information, guidance and logistical support.

Administrative support will be provided by the Corporate PA Team. Agendas will be set for each meeting and notes from each meeting will be retained.

Governance

As demonstrated in Table 1 below, Member Working Group will be part of the flow of information through to Overview and Scrutiny Committee. The Chair of the Officer Flood Working Party will deliver a report highlighting work undertaken by the Group to Overview and Scrutiny Committee (via Management Team) on a biannual basis.

Table 1 Governance Structure



TOR Review

Following approval these Terms Of Reference will be reviewed as minimum every year if the Member Working Group is still operating.



Prosperous Communities

Tuesday, 19 July 2022

Subject: Further Education Taskforce

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Amanda Bouttell Senior Project and Growth Officer amanda.bouttell@west-lindsey.gov.uk
Purpose / Summary:	To propose the creation of a Further Education Taskforce to bring together key stakeholders across the District to consider further education provision within the context of the wider education and skills agenda.

RECOMMENDATION(S):

1. That Prosperous Communities Committee resolve to establish a Further Education Taskforce for West Lindsey.
2. That Prosperous Communities Committee receive a quarterly update from the Further Education Taskforce.

IMPLICATIONS

Legal:

The taskforce will operate as a working group with terms of reference. No legal body or agreement is required for this purpose. Should the taskforce require legal advice this shall be procured using existing council legal advice provision.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/57/23/SL

There are no financial implications.

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

There are no direct staffing implications. The work of establishing and running the taskforce will be undertaken using existing officer resource within the council.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

The report has no direct implications on equality and diversity, however it will be an area of consideration for the taskforce. In particular changes to education provision may have an impact on different groups of people including those identified through protected characteristics such as age, gender and disability.

Data Protection Implications :

The sharing of any data between members of the new taskforce will be compliant with data protection legislation. Existing data sharing agreements will be utilised and where required new agreements will be put in place to enable the effective sharing of data for the purpose of the taskforce.

Climate Related Risks and Opportunities:

There are no specific climate related risks associated with this report. If climate related risks or opportunities are identified during the work of the taskforce, these will be presented to committee within regular reporting.

Section 17 Crime and Disorder Considerations:

There are no implications.

Health Implications:

There are no direct implications with this report, however the health and wellbeing of individuals may be impacted positively or negatively through changes to further education. Education, attainment, skills and learning can all play a key part of an individual's wellbeing.

Title and Location of any Background Papers used in the preparation of this report :

Not applicable.

Risk Assessment :

Not applicable.

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

☐

1 Introduction

- 1.1 This report sets out a recommendation to create a Further Education Taskforce. The purpose of the Taskforce is to bring together key partners to consider and plan a way forward for further education in Gainsborough and West Lindsey.
- 1.2 The driver for this Taskforce has been the decision from Lincoln College Group to relocate all remaining Post-16 provision from the Gainsborough Campus to Newark or Lincoln and fully lease the Gainsborough site to Castles Futures, providing Alternative Provision to 11-16 year olds.

2 Strategic Context

- 2.1 The West Lindsey Corporate Plan 2019-2023, sets out the long-term vision for West Lindsey to become “a great place to be where people, businesses and communities can thrive and reach their potential.” One of the key strategic aims is to facilitate the creation of a highly educated and skilled workforce, that meets the present and future needs of the local economy.
- 2.2 The Corporate Plan identifies the strategic objectives to achieve this:
 - Understand the skills needs of local employers.
 - Support local schools to improve attainment levels and employment prospects for young people.
 - Improve access to training and employment for residents.
- 2.3 The West Lindsey State of the District Report 2022 provides a summary position based on the latest available data. The report has revealed that across the district, the number of people holding at least a level 2 qualification (equivalent to 5 GCSE's) has fallen to 64.5% (35,900 people) down from 76.2% the previous year. Level 3 qualifications (equivalent to A Levels) have also fallen – down from 53.4% in 2020 to 51.2% (28,500 people) in 2021.
- 2.4 Lincolnshire County Council commissioned a Post-16 Further Education and Skills analysis in 2020 the report highlights that across West Lindsey physical access to further education is poor compared to the county average (78%) with only 69% of the resident population of relevant age within 30 minutes of a post-16 further education establishment (including sixth forms)
- 2.5 Both the Manufacturing and Construction sector provide more than 20% of total employment within the district. Employers have told us that they struggle to recruit locally and have voiced their concerns about losing provision and learners at a crucial time for the economy.

3 Changes at Gainsborough College

- 3.1 Gainsborough College is part of the Lincoln College Group which is a large General Further Education provider with 2 other campuses at Lincoln and Newark.
- 3.2 Over the last decade there has been a steady decline in the number of students signing up to Post-16 courses at Gainsborough. It's estimated that annually there are now just 40-60 students within Construction, Automotive and Engineering. The College told the Council that it was no longer financially viable to run the site as a stand-alone College and that part of the site would be leased if a suitable tenant expressed an interest.
- 3.3 During the COVID pandemic, the College were approached by Castles Futures which run two independent DFE registered, co-educational day schools in Lincoln and Scunthorpe. Due to increased demand, the school were seeking premises within the Gainsborough area to deliver alternative education provision for pupils aged 11-16.
- 3.4 Initially, Castles Futures only wanted to lease the main college building which could be secured with fencing to separate it from the remaining site and safeguard pupils. This would also have protected the remaining post-16 provision which is delivered from adjacent premises.
- 3.5 However, the Council has now been advised that Castles Futures want to lease the whole site from September 2022, so all remaining provision will have to be relocated to Lincoln or Newark at the end of this school year. The College are aiming to provide students with subsidised transport from Gainsborough.

4 Council Support

- 4.1 The Council enabled the College to establish the Made in Gainsborough Engineering Apprenticeship programme which has supported almost 100 apprentices since 2018. This flagship programme aimed to support local engineering and manufacturing companies with a pipeline of talent for the foreseeable future. The Council contributed financially to the project and also secured funds from third parties, in order to for the project to go ahead.
- 4.2 The College are a key stakeholder in the West Lindsey Employment & Skills Partnership and through this network have the opportunity to work collaboratively with compatible organisations.
- 4.3 Senior Officers and Managers have met with the College regularly to explore commercial opportunities and other viable solutions to keep the site open. One example includes conducting some market research to assess demand for a community hub to be located at the site.

5 Further Education Taskforce

- 5.1 The closure of the Gainsborough campus as a Further Education College has concerned residents and employers. A taskforce would seek to assess why the number of students has declined and what the impact such a loss will have on local employers, future students and the wider community.
- 5.2 Nationally the number of pupils attending local authority alternative provision has increased by nearly 3,000 (10%) to 32,436 in 2020/21. Most pupils are boys (74.6%). We understand that 30% of pupils that that will be studying at Castles are from within the West Lindsey district. A taskforce would need to understand why this type of provision is needed and how it can benefit local residents and employers.
- 5.3 The overarching purpose of the taskforce would be to act as the designated, time-limited body responsible for the delivery of a respective action plan, and its associated objectives. This will be set out in terms of reference.

APPENDIX 1 – FET Terms of Reference v1.1 Draft

- 5.4 It is also intended that the very process of forging new relations through this taskforce and working together to seek beneficial outcomes across the district, will in itself lead to new learning, insight and joint initiatives, and provide a useful platform and legacy for future action in its own right, as well as being a good reason to get involved.

6 Membership of Further Education Taskforce

- 6.1 The membership will be made up of key stakeholder organisations and set out in the terms of reference. These are identified in the list below:
- Leader of the Council
 - 1 x Ward Member for Gainsborough
 - 1 other member sought from nominations
 - Lincolnshire County Council
 - Secondary School Representatives
 - Greater Lincolnshire LEP
 - Higher Education Representatives
 - Further Education Representatives
 - Business Representatives

7 Timescales

- 7.1 It is proposed to review the Further Education taskforce after 1 year.

8 Recommendations

- 8.1 That Prosperous Communities Committee resolve to establish a Further Education Taskforce for West Lindsey.
- 8.2 That Prosperous Communities Committee receive a quarterly update from the Further Education Taskforce.

Further Education Taskforce Working Group

Terms of Reference

1 Background

The West Lindsey Corporate Plan 2019-2023, sets out the long-term vision for West Lindsey to become “a great place to be where people, businesses and communities can thrive and reach their potential.”

One of the key strategic aims is to facilitate the creation of a highly educated and skilled workforce, that meets the present and future needs of the local economy.

The Corporate Plan sets out some strategic objectives to achieve this:

- Understand the skills needs of local employers.
- Support local schools to improve attainment levels and employment prospects for young people.
- Improve access to training and employment for residents.

The state of the district report 2022 sets out a summary position and the main findings through the Corporate Plan themes of People and Place, based on the latest available data. The report has revealed that the number of people holding at least a level 2 qualification (equivalent to 5 GCSE's) has fallen to 64.5% (35,900 people) down from 76.2% the previous year. Level 3 qualifications (equivalent to A Levels) have also fallen – down from 53.4% in 2020 to 51.2% (28,500 people) in 2021.

Lincolnshire County Council commissioned a Post 16 Further Education and Skills analysis in 2020 - the report highlights that across West Lindsey physical access to further education is poor compared to the county average (78%) with only 69% of the resident population of relevant age within 30 minutes of a post-16 further education establishment (including sixth forms)

Further Education Taskforce Working Group

The driver for this taskforce has been the decision from Lincoln College Group to relocate all remaining Post-16 provision from the Gainsborough Campus to Newark or Lincoln. This will include the flagship Made In Gainsborough Engineering Apprenticeship Programme, Construction and Automotive courses. The Gainsborough campus will be fully leased to Castles Futures, providing Alternative Provision to 11-16 year olds.

Both the Manufacturing and Construction sector provide more than 20% of total employment within the district. Employers have told us that they struggle to recruit locally and have voiced their concerns about losing provision and learners at a crucial time for the economy.

A Further Education Taskforce will bring together key stakeholders from across the district to consider and plan a way forward for further education in Gainsborough and West Lindsey.

The wider context of education and skills will also be considered by this taskforce where there is an impact and relationship with the provision of further education.

2 Purpose of the Working Group

The overarching purpose of the Further Education Taskforce would be to act as the designated, time-limited body responsible for the delivery of a respective Further Education Action Plan, and its associated objectives.

The Further Education Taskforce will meet quarterly and set out tasks, responsibilities, costs and timeframes for delivery along with anticipated outcomes. The Taskforce will be expected to report back to Prosperous Communities Committee at 6 monthly intervals and the taskforce will be reviewed after one year.

The process of forging new relations through this taskforce and working together to seek beneficial outcomes across the district, is intended to lead to new learning, insight and joint initiatives, and provide a useful platform and legacy for future action in its own right.

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The Further Education Taskforce shall be comprised of elected members, local authority, education and business representatives.
- 3.2 Elected members shall be appointed by Prosperous Communities Committee but do not need to serve on that committee.
- 3.3 Membership will comprise of:
 - Leader of the Council
 - 1 x Ward Member for Gainsborough
 - 1 other member sought from nominations
 - Lincolnshire County Council
 - Secondary School Representatives
 - Greater Lincolnshire LEP
 - Higher Education Representatives
 - Further Education Representatives
 - Business Representatives
- 3.4 The taskforce shall elect a Chairman at its first meeting.
- 3.5 For continuity purposes the membership of the taskforce shall remain in place until the task is completed.

- 3.6 The taskforce will be disbanded following submission of closure report to its parent committee.
- 3.7 Other elected Members may attend the Further Education Taskforce, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 5 Members.
- 4.2 The Further Education Taskforce shall meet every quarter.
- 4.3 Meetings will be called with at least 10 days' notice.

5 Reporting Lines, Accountability and Milestones

- 5.1 The Further Education Taskforce is directly responsible to the Prosperous Communities Committee
- 5.2 The Further Education Taskforce has no direct decision making powers and will make recommendations to the Prosperous Communities Committee if required.
- 5.3 The Further Education Taskforce will report to the Prosperous Communities Committee:
- Every 6 months

6 Resources

- 6.1 The Further Education Taskforce does not have a supporting budget.
- 6.2 If a budget or additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers from the following Teams will support the Further Education Taskforce and provide advice, information, guidance and logistical support: -
- Communities Team
 - Growth Team
- 6.3 Administrative support will be provided by the Communities Team. Agendas will be set for each meeting and notes from each meeting will be retained.

7 Review

- 7.1 Following approval these Terms of Reference will be reviewed as minimum every two years if the Further Education Taskforce is still operating.

DRAFT

Prosperous Communities Committee Work Plan (as at 11 July 2022)

Purpose:

This report provides a summary of items due at upcoming meetings.

Recommendation:

1. That Members note the contents of the report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
19 JULY 2022				
19 Jul 2022	Parking Strategy	David Kirkup	The parking management service is renewing its parking strategy. This report will submit the strategy to members for information and approval	25 October 2021
19 Jul 2022	Selective Licensing - Timeline and Action Plan	Andy Gray, Housing and Enforcement Manager	To provide committee with a timeline and action plan in response to the recommendation agreed at PCC on 3/5/22	26 May 2022
19 Jul 2022	Managing Flood Risk in West Lindsey	Ady Selby, Director of Commercial & Operational Services	To formally approve the formation of an officer Flood Working Group and Member Flood Working Party as recommended by Overview and Scrutiny Committee.	26 May 2022
19 Jul 2022	Further Education Taskforce	Amanda Bouttell, Senior Project and Growth Officer, Grant White, Enterprising Communities Manager	To approve the creation of a Further Education Taskforce for West Lindsey.	
13 SEPTEMBER 2022				
13 Sep 2022	Environment and Sustainability Annual Report	Steve Leary, Commercial Waste Manager	Annual Report Update	

13 Sep 2022	Bulky Waste Collections in City of Lincoln	Ady Selby, Director of Commercial & Operational Services	For a decision on the opportunity to extend the Bulky Waste service to residents in the City of Lincoln area	
1 NOVEMBER 2022				
1 Nov 2022	Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2023.	
1 Nov 2022	Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy	18 January 2021
6 DECEMBER 2022				
6 Dec 2022	Voluntary & Community Sector Grants	Grant White, Enterprising Communities Manager	To present findings from the Voluntary & Community Sector grants review and agree structure of future funding support.	
Dec 2022	Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement Plan (Planning Enforcement) and Customer Charter	18 January 2021
31 JANUARY 2023				
31 Jan 2023	Prosperous Communities Revenue Base Budgets 2023/24 to 2027/28	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2023/2024, and estimates to 2027/2028.	