

FEES AND CHARGES REPORT

APPENDIX 4 – CAR PARKS

1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/2019 and 2019/2020, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27th July 2017 and subsequent strategy approved in 2022. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the increased offer of the larger town.

The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand and is aligned to the regeneration programme of Gainsborough.

Prior to this, it had been decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

A revised car parking strategy is due to be completed in 2025.

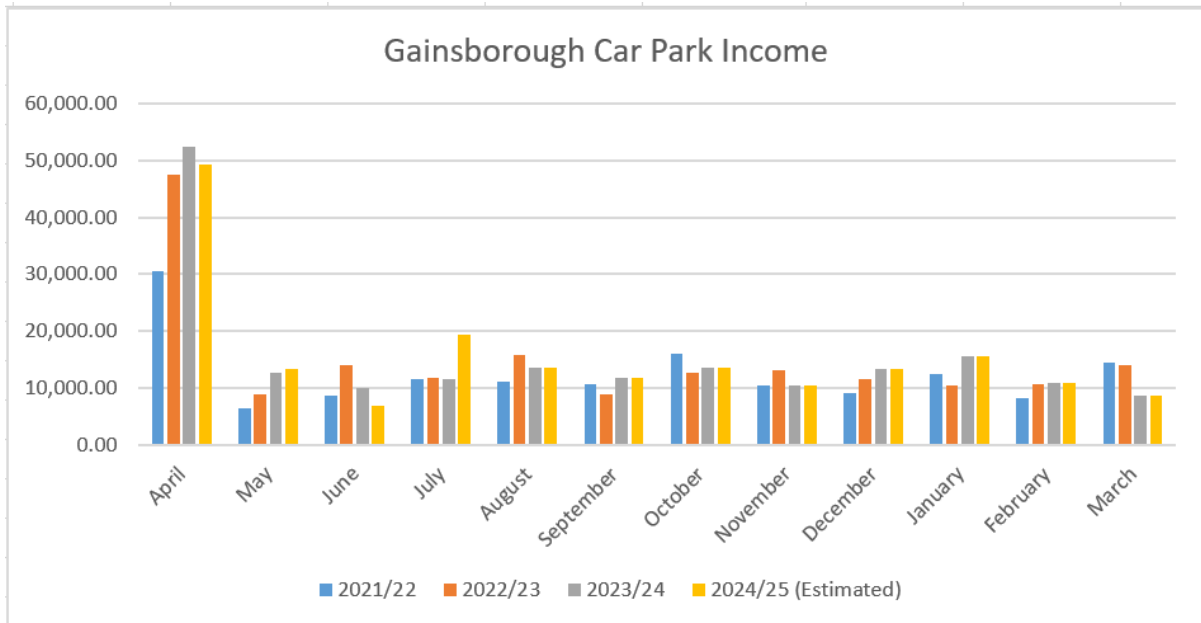
Gainsborough's bus station is located on Hickman Street Gainsborough. The site is owned and maintained by West Lindsey District Council and consists of a through road with four bus stands adjacent to Market Arcade and a layby area opposite.

The payment of a licence fee allows a respective licensee (Bus/Coach Operator) to operate their services by utilising the public stands for the setting down and collection of passengers.

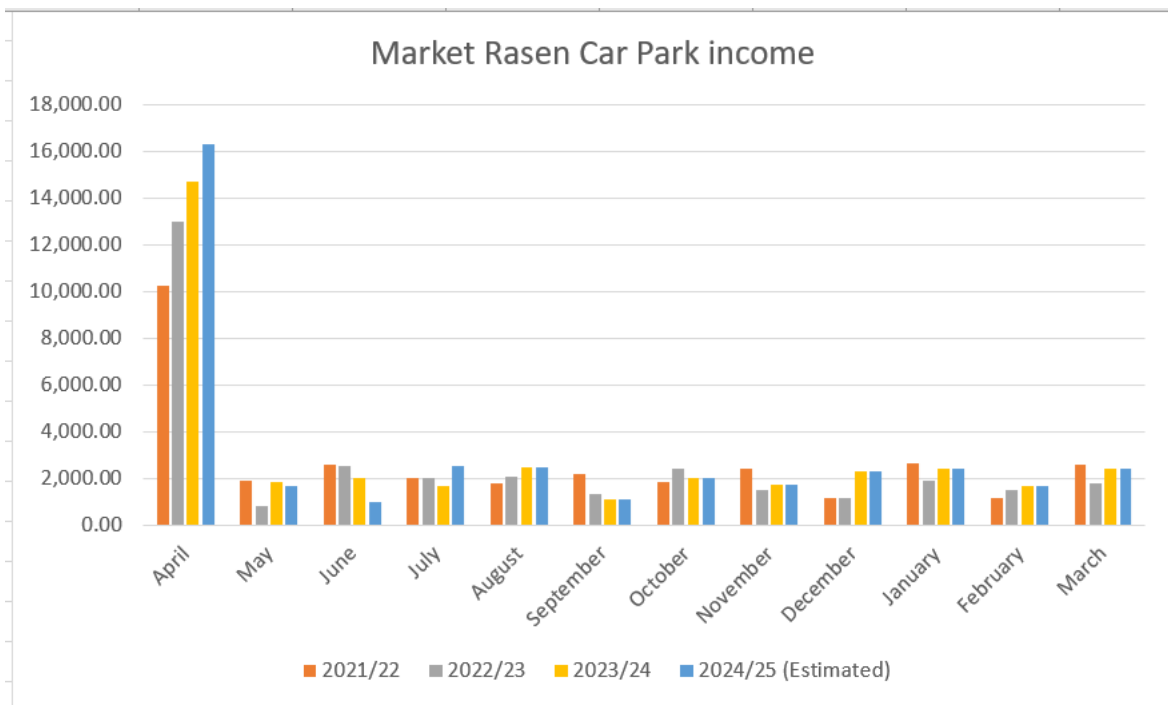
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2021/2022, 2022/2023, 2023/2024 and 2024/2025 actuals to July with estimates to year-end.



Market Rasen combined income (car parks & permits) 2021/2022, 2022/2023, 2023/2024 and 2024/2025 actuals to July, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years, and the forecast for 2024/2025.

Income achieved	2021/22 Actual (£)	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Forecast (£)
Car Parks Income	(183,175)	(212,002)	(220,878)	(224,611)
Budget	(185,800)	(267,900)	(218,400)	(225,400)
Income Achieved	2,625	55,898	(2,478)	789

3. Pricing

The car parking function is dependent on market demand in addition to the economy and cost.

Below are tables that benchmark our parking tariffs and annual parking permit prices to neighbouring districts. This shows us to be within the mid-range for our long stay parking, short stay parking and annual permit prices (excludes Market Rasen where prices are lower due to the reduced offering). This shows that we are keeping up with current parking trends where at least one district has come under scrutiny recently due to not raising prices over several years and then having proposed increases of up to 650% to bring their car park charges in line with neighbouring areas. Marshall's Yard's charges are also attached to the bottom of the short stay car park comparison table for analysis.

Location	Short Stay				Long Stay	
	1 Hour	2 Hour	3 Hour	4 Hour	All Day	Season ticket Price
Gainsborough	Free	£1.40	£2.00	£2.50	£3.90	£528.00
North Kesteven	£0.70	£1.00	£1.40	£2.80	£5.20	£400 upwards
South Kesteven	£1.20	£1.90	£2.50	£4.10	£5.30	£520.00
East Lindsey (Louth)	£1.00	£1.50	N/A	£2.00	£3.00	£250.00
Bassetlaw	£0.50	£1.00	£2.00	N/A	£4.00	£669.50
Marshall's Yard	N/A	£0.50	N/A	£1.00		

4. RingGo Cost Charges

Ringo charges users of the app a 20p convenience charge to pay by phone. There are optional extra charges of 10p for a reminder text and 10p for a confirmation text.

Under the new contract with Ringo there are no charges to the council. All income received from pay by phone users is passed on to the council, with Ringo retaining the convenience charge and any optional charges detailed above. Pay by phone increases the offer of payment options to parking customers and has the added benefit of reducing wear and tear on ticket machines, saving on ticket roll and cash collection costs. Its take-up increased due to COVID, and its popularity continues to increase steadily.

5. Understanding Customers and Markets

The COVID pandemic brought significant changes to the usage levels in car parks and the way customers choose to pay for parking. The switch to more home-based working saw a drastic reduction in permit levels, see table below, but also saw an increase in pay by phone, probably initially due to the contact-free method it offers. Whilst the number of permits sold is still below pre covid levels, pay & display has

largely recovered, albeit some of that recovery is probably due to former permit customers switching payment method. Whilst pay & display tickets are not discounted (unlike permits) and therefore bring in more revenue per parking session, the overall effect post-COVID is one of reduced car park usage.

Permit Reductions Insight	
As of March 2020	Permits Sold
Market Rasen	69
Gainsborough	176
As of September 2023	
Market Rasen	73
Gainsborough	124
As of June 2024	
Market Rasen	75
Gainsborough	118

6. Proposed Charging

- It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1st April 2025.
- It is proposed that the Electric Vehicle Charging point are left unchanged with effect from 1st April 2025 at £0.55 per KWh, as this is in line with other operator charges (between £0.49 and £0.59).
- The bus stands are allocated/let as Primary and Secondary Stands with the Operators first stand being their Primary.

Bus stand fees are reviewed annually utilising the Retail Price Index (RPI) figure produced by the Office of National Statistics with the base index figure for the 2025/2026 calculation being August 2024 (3.5%), rounded to the nearest pound.

The proposed fee for the stands are set at two price levels £283 pa for the primary stand and £174 pa for each additional secondary stand taken.

For information, if the council were to increase the car parking tariffs the cost to do so would total circa £3,000 including legal fees, advertising, signage and a machine software update.

If a 3% or 10% rise in the pay and display tariffs for both Gainsborough and Market Rasen, based on demand staying the same, the Council would see an increase in income of £5,000 or £16,800 respectively. Both options would cover the costs involved in the implementation of the increase.

7. Impact on Medium Term Financial Plan (MTFP)

The income base budget has increased to reflect previous year's actuals and forecast demand. Whilst car park usage has not increased to pre-COVID levels, the forecast income has increased above the budgeted amount, £3.2k increase being applied to the electric vehicle charging income.

Bus Station Licence - each year includes an increase to reflect the forecast RPI (2026/2027 and 2027/2028 3.2%, 2028/2029 onwards 2.5%).

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(218,100)	(218,100)	(218,100)	(218,100)	(218,100)
Proposed Budget - Car Parks Season Tickets	(57,000)	(57,000)	(57,000)	(57,000)	(57,000)
Proposed Budget - Car Parks Parking Fees	(168,400)	(168,400)	(168,400)	(168,400)	(168,400)
Proposed Budget - Car Parks Electric Vehicle Charging	(3,600)	(3,600)	(3,600)	(3,600)	(3,600)
Proposed Budget - Civil Parking Enforcement Fines	(55,300)	(55,300)	(55,300)	(55,300)	(55,300)
Proposed Budget - Civil Parking Enforcement Service Provision Contract	64,900	64,900	64,900	64,900	64,900
Proposed Budget - Bus Station Licence	(3,200)	(3,300)	(3,400)	(3,500)	(3,600)
Impact on MTFP 2025/26 Pressure/ (Saving)	(4,500)	(4,600)	(4,700)	(4,800)	(4,900)

8. Recommendation

Members are asked to approve charges for the 2025/2026 financial year as detailed in the schedule below.

2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Car Parks								
Gainsborough not including Roseway	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	Mon-Sat 2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	Mon-Sat 3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	Mon-Sat 4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	Mon-Sat 6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	Mon-Sat 2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	Mon-Sat 3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	Mon-Sat 3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	Mon-Sat 4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	Mon-Sat 6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S

Sunday - parking is free all day (except Travelodge permit which applies 7 days per week)

Penalty Charge Notice								
Higher Rate		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.

The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.

Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.

Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging	charge per kWh	£0.46	0.0%	£0.00	£0.46	£0.09	£0.55	S
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Free Christmas Parking - one day free parking at Gainsborough and Market Rasen during the Christmas period - Dates TBC.

Bus Station								
Allocated stand	Per quarter for first stand	£273.50	3.5%	£9.50	£283.00	£0.00	£283.00	OS
	Per quarter for second stand	£168.00	3.6%	£6.00	£174.00	£0.00	£174.00	OS
Registered Casual Users Per Quarter		£62.50	4.0%	£2.51	£65.00	£0.00	£65.00	OS