

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 5 JANUARY 2021  
REPORT OF THE CHIEF EXECUTIVE

HATFIELD MULTI-STOREY CAR PARK

**1 Executive Summary**

- 1.1 It is anticipated that the construction of Hatfield Multi-Storey Car Park (HMSCP), which is partly funded by the Local Enterprise Partnership (LEP), will be completed by Spring 2021. Once opened, it will be managed by Parking Services in line with other car parks across the borough.
- 1.2 This report sets out a summary of how the car park will be managed, subject to the introduction of a new Traffic Regulation Order (TRO) and seeks approval for the associated proposed parking tariff to be agreed for recommendation to Council as part of the budget approval process for 2021/22.
- 1.3 It should be noted that the proposed parking tariff will be included in the advertisement of the TRO. The decision on the TRO will be considered at a future Cabinet Planning and Parking Panel meeting.

**2 Recommendation(s)**

- 2.1 That, subject to the approval of an appropriate TRO, Cabinet:
  - 2.1.1 Agree that the car park charges as summarised in Tables 1 and 2 of this report, be recommended for inclusion as part of the fees and charges of the charges to be considered by Council as part of the budget approval process for 2021/22.
  - 2.1.2 Note the contents of the report, in particular the project timetable in Table 3.

**3 Explanation**

- 3.1 In line with the planning application approved by the Development Management Committee, there will be a total of 420 car park spaces, including 18 disabled bays and 8 electric vehicle (EV) charge points.
- 3.2 It is anticipated that the construction of Hatfield Multi-Storey Car Park (HMSCP) will be completed by Spring 2021. Once opened, it will be managed by Parking Services in line with other car parks across the borough.
- 3.3 A TRO will be introduced to manage the car park. The Cabinet Planning and Parking Panel (CPPP) will make the decision on the particulars of the TRO, as per the usual decision-making process.

**Management of the Car Park Charges and Car Park Charges**

- 3.4 Subject to approval of the TRO, the car park will be managed as outlined below.
- 3.5 It is proposed that the car park will be open 24 hours a day, 7 days per week and will be available for short stay, long stay and season tickets. The proposed charges are summarised in the Tables 1 and 2 below and subject to Council approval, will form part of the 2021/22 fees and charges. It should be noted that this tariff was supported by the majority of Members sitting on the Hatfield Town Centre Regeneration Board (the Board). The Board also received a copy of the business parking survey results at the last meeting, which highlighted that 70% of the customers typically need to park for less than 3 hours.

**Table 1: Car Park Charges**

Monday- Saturday 7am to 6pm	First 3 Hours Free 3-4 Hours: £3.50 Over 4 Hours: £6.50 (All Day)
Sunday and Bank Holiday	Free
Season Tickets (12 Months)	£200
Season Tickets (quarterly)	£50

- 3.6 There will be no charging outside of times stated above.
- 3.7 Parking machines will be located on each floor and residents and visitors can pay via card/cash at the machines or online and via phone.
- 3.8 Residents and visitors will be required to pay on arrival and display their ticket in their vehicle. In addition, tickets will also be required to be displayed for those staying for up to 3 hours for free.
- 3.9 Parking tickets will be issued to any vehicle that is not displaying a valid pay and display ticket or permit.
- 3.10 Disabled bays and EV vehicle charging points would be restricted to the vehicles they are designed for and will be enforced 24 hours a day/7 days per week. The charges highlighted in Table 1 will apply to these bays. In addition, a maximum stay of 4 hours will be allowed for the use of EV bays.
- 3.11 Parking outside bay markings or in an obstructive manner will be enforced 24 hours a day/7 days a week.
- 3.12 There will be a charge for the use of the EV points and users will be able to download and use the Electric Blue charging app for free. A 24/7 helpline will be available to users should they need any assistance whilst using the charging machines at any hour of the day.
- 3.13 It is also proposed that other town centre car parks will apply the following parking arrangements as shown in Table 2 and agreement is being sought for the revision of the relevant charges and fees that currently apply.

**Table 2: Other Car Park Arrangements**

Kennelwood Lane car park	Charges apply as per Table 1.
Link Drive car park	Permit holders only.
Dog Kennel Lane car park	Season tickets only as per charges in Table 1.

**Traffic Regulation Order**

- 3.14 To introduce parking restrictions in the Hatfield Town Centre car parks, it is proposed to introduce one Traffic Regulation Order (TRO) which will cover the car parks in this area. It is proposed to advertise the TRO w/c 11<sup>th</sup> January 2021 and will be presented to CPPP in March 2021. The Order will supersede the previous Order from 2020 and any other previously made Orders covering these three remaining car parks.
- 3.15 The TRO relates to the parking restrictions being proposed itself e.g. pay and display parking/disabled bays etc, rather than the actual car park charge. The Council can vary charges in off-street car parks without consultation under Section 35c of the Road Traffic Regulation Act 1984, using a notice of variation. The proposed charges are summarised in Table 1 and will form part of the 2021/22 fees and charges.

**Project Programme**

- 3.16 The full programme is summarised in Table 3 below:

**Table 3: Project Programme**

5 January 2021	Cabinet to consider the proposed parking tariff in Hatfield Town Centre car parks
13th January 2021	TRO to be advertised, formal objection period opens
1 February 2021	Full Council to approve 2021/22 fees and charges
4th February 2021	TRO objection period ends
Mid-late February 2021	Cross Party Hatfield Town Centre Regeneration Meeting to be updated about TRO consultation responses
Early March 2021	TRO recommendation to CPPP
9 March 2021	Cabinet to consider the recommendation of CPPP
w/c 22 March 2021	Subject to approval, TRO sealed, objectors notified of decision
April 2021	Order and installation of signage and configuration of parking machines
W/c 17 May 2021	Charging to commence

## **Implications**

### **4 Legal Implication(s)**

- 4.1 Section 35c of the Road Traffic Regulation Act 1984 permits the variation of charges in off street council owned car parks, without the need for consultation. This will be applicable to the current TROs already in force.
- 4.2 The introduction of the proposed single TRO covering all Hatfield town centre Car Parks will be considered through CPPP under its previously agreed work plan.

### **5 Financial Implication(s)**

- 5.1 The cost of TRO works, and relevant advertising of proposals recommended in this report will be funded through existing Parking Services revenue and capital budgets.
- 5.2 The running cost for the first year of the MSCP is estimated to be £190k the income generated from the car park is estimated to be £178k and therefore there is a net subsidy by the council of £12k during the first year of operation. The parking tariff for future years will be considered as part of budget setting process going forward.

### **6 Risk Management Implications**

- 6.1 Introducing restrictions into the new car park is likely to generate interest. However, it is recognised that the introduction of the first three hours free will be attractive to many residents and visitors to Hatfield Town centre. This will also ensure that parking spaces are not taken up by the same vehicles all day, such as local workers and commuters, which limits free available spaces for shoppers. Local workers will however be able to purchase a season ticket in whichever car park is closest to their workplace, spreading the demand between the car parks
- 6.2 It is standard procedure to monitor new parking restrictions for the first 6 months after they are implemented. During this period all reports of safety issues or parking displacement will be recorded. If any significant safety issues are discovered during the monitoring period, Parking Services will investigate and carry out the appropriate remedial action.

### **7 Security and Terrorism Implication(s)**

- 7.1 The CCTV security system will comprise of 43 new 4MP vandal resistant domes, together with 6 new 5MP bullet cameras. This system will be monitored remotely with 24 hour / 7 day a week recording.

### **8 Procurement Implication(s)**

- 8.1 There are no procurement implications associated with this recommendation.

### **9 Climate Change Implication(s)**

- 9.1 The ground floor will have 8 EV charge bays.

## **10 Communication and Engagement**

10.1 Consultation will be part of the TRO process and any objections will be considered and presented to CPPP.

10.2 Subject to TRO approval, car park restrictions, including charges will be highlighted on signs and on the Council's website.

## **11 Health and Wellbeing**

11.1 There are no health and wellbeing recommendations associated with this recommendation.

## **12 Human Resources Implication(s)**

12.1 There are no human resource implications relating to Council staff associated with the recommendation.

## **13 Link to Corporate Priorities**

13.1 The subject of this report is linked to the following Council's Corporate Priorities:

- Protect and Enhance the Environment and provide value for money;
- Help build a Strong Local Economy; and
- Engage with our communities and provide value for money

## **14 Equality and Diversity**

14.1 An Equality Impact Assessment (EqIA) will be carried out as part of the TRO approval process. There are no direct implications arising from the recommendations in this report.

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Date	14 <sup>th</sup> December 2020