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**RECOMMENDATIONS OF PARKING SUB-GROUP -  
AMENDMENT TO PARKING CHARGES IN PEEBLES PAY AND  
DISPLAY CAR PARKS**

**Report by Director of Environment and Infrastructure**

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**TWEEDDALE AREA FORUM**

**11 September 2013**

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**1 PURPOSE AND SUMMARY**

- 1.1 **This report proposes to amend the charges to Peebles Off-Street Traffic Regulation Order (TRO) to introduce an initial "free period" in all Peebles' Pay and Display car parks**
- 1.2 On 6 March 2013, on the subject of a report on parking management in Peebles by the Director of Environment and Infrastructure, Tweeddale Area Forum:-
- (a) **NOTED** the various options available to control off-street parking
  - (b) **DECIDED:-**
    - (i) to continue investigation by undertaking a parking survey; and
    - (ii) to form a sub-group of the Tweeddale Area Forum and, in light of the findings of a parking survey, discuss the various options and recommend a preferred option at a later meeting of the Tweeddale Area Forum.
  - (c) **AGREED** that Councillors Bell, Buckingham, Logan and Community Councillor Stewart be appointed to form the Sub-Group.
- 1.3 The sub-group met on five occasions between 14 March and 8 August 2013 and their recommendation is that the Tweeddale Area Forum approves the recommendations as summarised in 2.1 below.

**2 RECOMMENDATIONS**

**2.1 I recommend that the Tweeddale Area Forum approves that:-**

- (a) **Greenside Car Park and Swimming Pool Car Park should have 4 hours free parking then charge on Monday to Saturday. The following charges are recommended based on the existing charges and removal of charges for first 4 hours:-**

<b>up to 4 hours</b>	<b>Free</b>
<b>up to 5 hours</b>	<b>£1.60</b>
<b>up to 6 hours</b>	<b>£1.80</b>
<b>up to 7 hours</b>	<b>£2.20</b>

<b>up to 8 hours</b>	<b>£2.40</b>
<b>over 8 hours</b>	<b>£2.80</b>

- (b) Edinburgh Road Car Park should have 2 hours free parking then charge on Saturday only. The following charges are recommended based on the existing charges and removal of charges for first 2 hours:-**

<b>up to 2 hours</b>	<b>Free</b>
<b>up to 3 hours</b>	<b>£0.90</b>
<b>up to 4 hours</b>	<b>£1.20</b>
<b>up to 5 hours</b>	<b>£1.60</b>
<b>up to 6 hours</b>	<b>£1.80</b>
<b>up to 7 hours</b>	<b>£2.20</b>
<b>up to 8 hours</b>	<b>£2.40</b>
<b>over 8 hours</b>	<b>£2.80</b>

- (c) costs of £1100+VAT to facilitate the changes are met from net income from the Peebles Pay and Display Scheme**
- (d) a one year operational trial period is undertaken to be combined with a consultation survey undertaken by the Environment & Infrastructure, Network Section; and**
- (e) that the penalty charges should be amended to £40 or £20 for early payment.**
- (f) with regard to buses using the Edinburgh Road Car Park 0-3 hours would be free with a penalty of £40 for any buses that exceeded the existing 3 hour limit; and**
- (g) this is kept under review to ensure that this resolved the problem of extended parking by buses and that appropriate changes be made to the signage in the car parks.**

### **3 BACKGROUND**

3.1 On 6 March 2013, Tweeddale Area Forum:-

- noted the various options available to control off-street parking
- agreed to continue investigation by undertaking a parking survey
- agreed to form a sub-group of the Tweeddale Area Forum discuss the various options and recommend a preferred option at a later meeting of the Tweeddale Area Forum; and
- agreed that Councillors Bell, Buckingham, Logan and Community Councillor Stewart be appointed to form the Sub-Group.

### **3.2 Key outcomes and Actions from Sub-Group Meetings**

#### **3.2.1 Meeting of 14 March 2013**

It was agreed that the following would be undertaken as the remit of the Sub-Group:-

- design a survey
- carry out the survey
- evaluate the survey results
- recommend action to the Tweeddale Area Forum

Outcomes and actions from meeting:-

- the Team Leader would e-mail Members of the Sub-Committee a draft questionnaire together with times for carrying out the survey before the next meeting of the Sub-Group
- the Team Leader would provide a position statement on bus parking together with a proposal for action for consideration by the Sub-Group at the next meeting
- Councillor Archibald be appointed as a Member of the Sub-Group; and
- Councillor Bell liaise with Mr McGrath and Mr MacDonald relating to the appointment of a shopkeeper to the Sub-Group.

#### **3.2.2 Meeting of 25 April 2013**

- Welcomed Mr M Macdonald as a Member of the Sub-Group representing Peebles Traders
- the Parking Survey would be carried out by external consultants
- the survey would take place on:-
  - i) a Tuesday between the hours of 7.00 a.m. and 4.00p.m. and
  - ii) a Saturday between the hours of 9.00am to 5.00p.m.
- the Team Leader, Traffic & Road Safety liaise with the company undertaking the survey to negotiate a possible discount for a two day survey
- it be delegated to the Team Leader in consultation with the Chairman to seek approval for additional funding to carry out the survey over a two day period

- if approval for additional funding was not authorised that the Chairman would liaise with local Members re other methods of funding the survey;
- the Team Leader would email Members of the Sub-Group copies of the following:-
  - Parking Study from 2008 trimmed down for Peebles area
  - Existing Traffic Regulation Orders, and
  - Bus observations 2010
- agreed with the wording of the questionnaire

### 3.2.3 Meeting of 12 June 2013

The Team Leader, Traffic & Road Safety presented results from the Parking and Questionnaire Survey and following discussion with Members of the Sub-Group it was agreed that:-

- Councillor Buckingham would prepare an analysis of the 36% who said they would not continue to use the car parks
- the Democratic Services Officer would e-mail Members a copy of the Northern Ireland Assembly paper on Discounted Car Parking Initiatives
- Members pass their observations/comments to the Team Leader by 3 July 2013, to enable him to bring back some options for discussion on analysis of the data, for consideration at the next meeting;
- the Team Leader would provide information on buses using the car parks for consideration at the next meeting; and
- time permitting discussions would take place at the August meeting regarding the issues of the Market on Thursday

### 3.2.4 Meeting of 24 July 2013

The Team Leader, Traffic & Road Safety presented Parking Scenarios based on Members' views and discussions at the meeting of 12 June 2013.

The Scenarios were:-

Scenario 1 – All week charging with existing tariffs in all existing Pay and Display Car Parks.

Scenario 2 – All week charging with amended tariffs and/or times in all existing Pay and Display Car Parks.

Scenario 3 – Targeted charging with existing tariffs to address particular supply versus demand issues.

Following discussion, the Parking Sub-group agreed that an approach based on Scenario 3 would be the way forward and that it should be remitted to the Team Leader Road Safety & Traffic Management to bring a report to the next meeting with a recommendation to Tweeddale Area Forum on the following proposals:-

- a) Greenside Car Park and Swimming Pool Car Park - 4 hours free parking then charge on Monday to Saturday;
- b) Edinburgh Road Car Park – 2 hours free parking then charge on Saturday;
- c) the report should include details of operation costs, increased signage, timescales etc. for a one year operational trial period;
- d) one year operational trial period to be combined with a consultation survey undertaken by the Tweeddale Area Forum; and
- e) penalty charges would remain the same with a review in 12 months.

### 3.2.5 Meeting of 8 August 2013

The Parking Sub-Group considered responses from the Team Leader, Road Safety & Traffic Manager. His response is below each point as appropriate:-

**a) Greenside Car Park and Swimming Pool Car Park - 4 hours free parking then charge – Monday to Saturday;**

There are no issues with this proposal and costs are outlined in (c) below

**b) Edinburgh Road Car Park – 2 hours free parking then charge – Saturday;**

There are no issues with this proposal and costs are outlined in (c) below

**c) Report should include details of operation costs, increased signage, timescales etc. for a one year operational trial period;**

**Operational costs**

The operational costs for the changes will not rise or fall significantly as a result of any of these proposals. Should income rise or fall as a result of these changes there could be some change to the frequency of cash collections but these charges are insignificant.

**Increased signage**

There are minor changes required to the signboards to advise of the current charges but these costs are insignificant

**Costs to Introduce a Free Period**

Below is an e-mail from Metric Group on the question of whether Pay Parking machines could be readily converted to provide a “free period”

*I can confirm that you will just require a tariff change for the free period. Basically motorists will just use the normal issue button to get the free ticket.*

*The cost of the tariff change will be as follows:-*

Software for 5 machines @ £78.00 per machine  
Engineer callout @ £80.50  
Site labour @ £51.75 per hour (approx 15 mins per machine)

Total Estimate = £535.50 (please note that this is only an estimate as labour cannot be recorded until the engineer has finished the job)

Our current lead time on software orders is approx 2 weeks from receipt of order

Metric Group

**(d) one year operational trial period to be combined with a consultation survey undertaken by the Tweeddale Area Forum**

To revert to the current charges, the costs incurred in making the software changes would not need to be paid again as the new software would also include earlier charge tables.

Following discussion, the Parking Sub-group agreed that The Director of Environment & Infrastructure should bring a report to the next meeting with a recommendation to Tweeddale Area Forum on the following proposals:-

- (i) Greenside Car Park and Swimming Pool Car Park should have 4 hours free parking then charge on Monday to Saturday. The following charges are recommended based on the existing charges and removal of charges for first 4 hours:-

up to 4 hours	Free
up to 5 hours	£1.60
up to 6 hours	£1.80
up to 7 hours	£2.20
up to 8 hours	£2.40
over 8 hours	£2.80

The first 4 hours charges are currently:-

up to 1 hour	£0.40
up to 2 hours	£0.60
up to 8 hours	£0.90
up to 4 hours	£1.20

- (ii) Edinburgh Road Car Park should have 2 hours free parking then charge on Saturday only. The following charges are recommended based on the existing charges and removal of charges for first 2 hours:-

up to 2 hours	Free
up to 3 hours	£0.90
up to 4 hours	£1.20
up to 5 hours	£1.60
up to 6 hours	£1.80
up to 7 hours	£2.20
up to 8 hours	£2.40

over 8 hours £2.80

The first 2 hours charges are currently:-

up to 1 hour £0.40  
up to 2 hours £0.60

- (iii) Costs of c£1100 to facilitate the changes are met from net income from the Peebles Pay and Display Scheme
- (iv) One year operational trial period is undertaken to be combined with a consultation survey undertaken by the Environmental & Infrastructure, Network Section; and
- (v) That the penalty charges should be amended to £40 or £20 for early payment
- (vi) With regard to buses using the Edinburgh Road Car Park 0-3 hours would be free with a penalty of £40 for any buses that exceeded the 3 hour limit; and
- (vii) This be kept under review to ensure that this resolved the problem of extended parking by buses
- (viii) That appropriate changes be made to the signage in the car parks.

## **4 IMPLICATIONS**

### **4.1 Financial**

- (a) The costs of changing machine software and associated signing is detailed in 3.2.5 above and are in the region of £600. The cost of amending the Traffic Regulation Order is estimated at £500. These costs would be met by surplus from the existing Peebles Pay Parking Scheme.
- (b) There is likely to be a reduction in future net income as a result of these proposals. This reduction is difficult to quantify but will not impact as much as to result in a net loss.

### **4.2 Risks**

The risks of not proceeding with the recommendations are:-

- (a) that pressure on on-street space continues to be a problem on weekdays in the Greenside area and on Saturdays in on-street areas close to Edinburgh Road car park and in Kingsmeadows car park
- (b) that surplus income from the Peebles Pay and Display Scheme is reduced and therefore less funds are available for local improvement schemes.

### **4.3 Equalities**

An Equalities Impact Assessment has been carried out on this proposal and it is anticipated that there are no adverse equality implications.

**4.4 Acting Sustainably**

There are no significant impacts on the economy, community or environment arising from the proposals contained in this report.

**4.5 Carbon Management**

There are no significant effects on carbon emissions arising from the proposals contained in this report.

**4.6 Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals contained in this report.

**5 CONSULTATION**

5.1 The Chief Financial Officer, the Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, the HR Manager and the Clerk to the Council have been consulted and their comments have been incorporated into the report.

**Approved by**

**Director of Environment & Infrastructure    Signature .....**

**Author(s)**

Name	Designation and Contact Number
Jim McQuillin	Team Leader – Road Safety & Traffic Management Tel. No. 01835 825139

**Background Papers:**                      None

**Previous Minute Reference:**

Tweeddale Area Forum	06/03/2013
Peebles Parking Sub-Group	14/03/2013
Peebles Parking Sub-Group	25/04/2013
Peebles Parking Sub-Group	12/06/2013
Peebles Parking Sub-Group	24/07/2013
Peebles Parking Sub-Group	08/08/2013

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