

APPENDIX 1 - RECORD OF URGENT DECISION ON CITY CENTRE PARKING FEES JUNE-AUGUST 2020

1. Introduction

In March 2020, in response to the Covid-19 pandemic, Executive Cllr approved a decision, in consultation with the Chair and Spokes of the Planning and Transport Scrutiny Committee, and working in partnership with the County Council, to freeze the planned Car Park price rise planned for April 2020 until further notice, and to support key workers (as defined in Government Guidance at the time), working within the City.

Based on consideration of the situation at the time, the public health issues, focussing resources on critical work, aligning provision with critical demand and meeting residents and worker needs, the proposals agreed included:

- Allowing free parking for priority critical workers in Multi-Storey Car Parks (MSCPs)
- Non-enforcement of parking fees in City Council owned surface car parks
- Retention of City car parking team in critical oversight and management role in car parks for Health and Safety and sanitisation
- These were supported by County putting in place the following:
 - Removal of County car park enforcement in residential parking zones in the city
 - Retention of enforcement via a small County team for any poor or dangerous parking in the streets and/or in County owned surface car parks

These arrangements were put in place on the basis of regular review, according to need, with the intention of a formal review by the end of May.

There is therefore an urgent need to review these arrangements. Additionally, the Government have initiated a phased and incremental return of businesses to work within defined guidelines.

An urgent decision is required to enable timely messaging and a seamless change for the current arrangements. The County are also reviewing their arrangements

2. The Proposal and Recommendation

“Our plan to rebuild: the UK Government’s Covid-19 Recovery strategy” alongside more detailed guidance around the re-opening of City Centres, and more general guidance for businesses returning to work, are guiding the City Council’s work in ensuring that the appropriate environment and arrangements are in place for the planned easing of the lockdown.

The Executive Councillors have considered relevant changes or amendments to the parking arrangements as part of the wider plans for the re-opening of the City centre, to help ensure that people can stay safe in Cambridge over the next period.

It is considered that the proposal outlined and recommended, provides a relevant balance between:

- Supporting the planned re-opening of the city centre within Government and public health guidelines in line with Staying Safe in Cambridge
- Supporting the current Government advice that those who will be returning to work in the city centre, “should continue, at this stage, to avoid public transport if possible, and to cycle, walk or drive if they can, to minimise the people with whom they come into close contact”
- Continues to provide key public and voluntary sector workers with a free alternative option to public transport to maintain social distancing to and from their workplace, and helps them to meet workplace needs during the critical period
- Supports businesses who are able to return to work in the city centre within the early period of restarting their business
- Balances the need to support businesses within this period with the need to retain demand management within the constraints of the available space across the pay-for-use parking portfolio, and a level of income for investment in provision of vital services

Executive Councillor is recommended to approve this proposal, which includes:

- 1. The creation of a new free parking permit for Public and Voluntary key sector workers until 31st August 2020**
- 2. The creation of a new City Centre Worker Permit discounted permit until 31st August 2020.**

The overarching price plan will remain as agreed in March 2020

The estimated income foregone through these new arrangements over the three-month period is c £168k

The permits will be provided within Queen Ann Terrace Car Park or another MSCP, with the exception of Grand Arcade.

Daily pay-for-use parking tariffs will remain unchanged.

The arrangements will be in place until 31st August with a review starting at the end of July to take into account the public health requirements and Government guidance alongside local arrangements at that time.

3. Further Detail on the Proposed Permits

The new permits are to enable a safe return to work, supporting the wider city centre recovery plan and return to a ‘new and viable normal’.

Both new permits will be valid until the end of August 2020

3.1 The creation of a Public Sector Key Workers Permit providing a free parking permit until the end of August 2020

This permit provides free 24/7 parking for public sector workers e.g. NHS, social care, police, CPS, Outreach Teams, dentist, Cambridge City Council staff etc across all multi-storey car parks except for the Grand Arcade

- The definition for eligibility is that the applicant must be employed by the state or 3rd sector, voluntary or community organisation
- When applied for by an organisation the eligibility is that the organisation must be a public or 3rd sector, voluntary or community organisation
- The new definition reduces the current provision of free parking permits to 138 from the current 386
- Employers whose organisations are not entitled will be contacted to inform them that the free period has finished
- They will be directed to the discounted City Centre Worker Permit if they wish to take advantage
- The application process remains the same, only the eligibility has changed
- New permits to those eligible under the new categorisation can be issued via email

3.2 The creation of a new City Centre Worker Permit paid for permit until the end of August 2020

A new “City Centre Worker” permit will be created providing paid for 24/7 parking across all multi-storey car parks except for the Grand Arcade.

The permit provides a discounted permit aimed at less well-paid workers in the city centre to access their workplace whilst avoiding public transport as articulated in the current HMG guidance.

It will sit alongside the other season tickets available; likelihood is many organisations will cancel their current season tickets and apply for these given the reduced pricing.

- Applications will need to be supported by headed email or application direct from employers
- Price point will reflect £10.50 per day for a 5-day working week over 4 weeks - Monthly price @ £210
- Current permit allowing this access is only available for a quarter @ £890
- Ticket will be 24/7 to allow for shift and weekend workers
- Ticket will be a monthly renewable to allow the lower paid to take advantage at a manageable cost monthly cost
- Tickets can be purchased by the employer

4.0 Implications

a) Financial Modelling

The assumed price point for modelling reflects the City Centre Worker permit and that the service will not experience an increase in demand for free parking permits and therefore the expected numbers will remain reasonably consistent over the next few months

The baseline for the City Centre Worker permits assumes those who currently have a barcode permit for free parking but will not be eligible for a Public Sector Key Worker permit will apply for the new paid City Centre Worker. Therefore, discounted permit will have an initial 248 applications. As more businesses return to work this will increase.

- o June 248 applications @ £210 per permit
- o 30% uplift for July
- o 40% uplift for Aug

It is likely that customers paying daily tariff rate will increase helping to recoup some (if not all) of the opportunity loss caused by providing free and reduced priced permits e.g. yield per space/car will fall but usage will increase

Type	Number and Price	Total
Public Sector Worker Permits	138 permits @£210/month	(£86,940)
Full price business permit	As figures below but at £890/quarter	(£301,000)
City Centre Worker	June 248 @£210/permit = £52k/month	
	July 30% uplift to £67k/month	
	August 40% uplift to £94k/month	£220,000
Total Income foregone		£167,940k

a) Staffing Implications

None for this report

b) Equality and Poverty Implications

None for this report.

c) Environmental Implications

Whilst there will be an increase in the negative effect on air quality in comparison to figures for April/May the overall volume is expected to remain lower than in previous years over the next here months owing to the phased plans. The actions are driven by Public Health need in the short term.

d) Procurement Implications

None for this report

e) Community Safety Implications

Social Distance measures in car parks

Socially distanced car parking is considered effectively unenforceable in car parks, bollards would simply be moved. More substantial and enforceable measures would be costly, time consuming and likely to be superseded as the guidance morphs. It is advised that the current model of supermarket car parking should be replicated; there are no restrictions and the public actively self-police, but the Council would also put in place the measures shown below.

Socially distanced parking enforcement would likely require the removal of 50% of the available 3000 parking spaces, this would have a detrimental effect on the City's ability to return to 'normal'.

Control Measures in flow

Signs to:

- To encourage the use of contactless payment at exit, reducing the risk presented by use of a keypad and possible infringement of social distancing at pay machines
- Restricting the occupancy car park lifts by using the Addenbrookes model of footprints sticker in the lift designating where to stand and changing behaviour
- Stairwells to have keep left signs to maintain social distancing
- Signs to encourage the able bodied to use the stairs
- Provision of hand sanitiser to be provided in line with the wider city centre recovery plan when that is published

Risks

The assumptions made in regard to these proposals are based on an unprecedented situation. The recovery plan proposed may well vary dependent on the impacts of return to work and public health concerns over a second wave of the pandemic.

The requirement to support the government's advice on an increased use of cars where necessary within the early days of recovery provides a risk on numbers accessing the city via this mode of transport alongside increased

The recovery of the economy in a sustainable albeit new form is vital to the longer-term sustainable wellbeing of the city and the provision of support to businesses working to restart in this period is vital.

The risks associated with these issues are varied and potentially in conflict.

The proposals made we believe help support the key objectives against all these areas in a balanced way and the additional mitigation of a defined and reasonable review period provide additional mitigation.

If this is not achievable in that timeframe the service can reissue the 386 current free permits and absorb any opportunity cost @£1.7k per day. When a decision is reached those not eligible free permits will have them cancelled and will need to reapply for paid for permits calculated at a daily rate of £7 for the remainder of the month.

Review Date

The arrangements remain in place until 31st August but will be reviewed from end July in the light of the Government's guidance on Covid-19 and associated information to ensure than any new arrangements can b put in place by the end of August.

Appendix 2

Introduction

Employment in the city centre is generally, although not exclusively, retail and service sectors and the university therefore the effect of HMG's phased approach on car parking demand has been modelled on the reopening timescales for those workplaces.

The approach aims to manage demand within the constraints of the available space across the pay-for-use parking portfolio, protecting an important income stream whilst also facilitating a safe return to work.

The city centres multi-storey car parks (MSCP) provide slightly over 3000 spaces across 5 locations. In addition, there are several smaller surface car parks that provide an additional 199 parking spaces across the City.

Grand Arcade

GA are responsible for most lifts accessing the car park and the public space around pay stations and are actively planning for the public to return. The parking services commercial manager is working with the GA management to ensure compatibility with the CCC areas of responsibility.

Assumptions

Demand Increase

- A large percentage of those who service the city's retail and service sectors live outside of the city and have historically driven when they commute in.
- There will be an increase in demand from customers as lockdown restrictions ease and the use of public transport is discouraged, this is likely to persist across the period defined and possibly for longer.

Historical Spare Capacity in Car Parks

- The MSCP car parks last year daily during May/June/Jul over the 1-2pm period were generally at around 40%-60% of capacity during weekdays, on a Saturday that number was nearing 90% capacity.
- The table below shows the average number of free spaces for all the MSCPs for each day of the week.
- Disabled, parent & child and electric charging bays have been excluded from the capacity figures

Day	Average of number of spare spaces May/June/Jul 19
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MON	1455
TUE	1467
WED	1219
THU	1682
FRI	1516
SAT	377
SUN	931

Phasing

From 1 June early years and some school years back to school. Some non-essential shops will open but in phases. Limited public transport. This will generate a marked but manageable uplift in car parking usage as city centre businesses return and will likely be in the region of 30%-40% of capacity, this will be generated primarily by returning workers

- Large businesses should be expected to share the burden of supporting staff parking
- There will be a call for support by retailers to:
 - Incentivise shoppers back into the City – e.g. reducing car park pricing for customers
 - Supporting the safe return of retail workers by:
 - Seeking free parking for shop workers and/or
 - discounting long-stay parking
 - reducing the cost of business permits
 - making permits available for individuals to purchase

No earlier than 4 July hairdressers and beauty, food, hospitality and accommodation; some leisure facilities (where social distancing can be achieved) others may not be able to open until much later. As the city centre retail businesses and customers return there will be a significant but phased uplift in parking usage. This should be manageable during weekdays possibly at 80%+ of capacity. Weekends however are likely to see over capacity especially at the latter stages of the lockdown easing.

- Numbers allowed in shopping centres are likely to be in line with large sports environment. Therefore, capacity of the GA will be limited to something in the region of 500/600 persons in the public spaces.
- Access to the shopping centres will be reduced to manage this, likely to be the John Lewis Northern end of the GA being used as the only access point from the car park.
- Lifts and stairwells will be closed at the Southern access points

Background Data

Table 1: Income across MSCP by month FY20/21 vs Prev FYs

Month	2017/18	2018/19	2019/20	2020/21	Reduction
April	800,832	791,936	801,524	11,701	98%
May	760,269	780,043	823,654	0	
June	681,274	791,210	837,648	0	
July	819,730	844,484	845,062	0	

Table 2: Usage in total across MSCP weekly April 19 vs April 20

Week commencing	GA	PST	QAT	GRE	GW	Total
08/04/19	17,300	5,122	5,059	7,442	5,474	40,397
15/04/19	16,176	5,057	5,161	6,182	5,068	37,644
22/04/19	18,066	5,106	5,153	8,013	5,472	41,810
29/04/19	18,312	5,055	5,919	9,212	5,687	44,185
06/05/19	17,544	4,726	5,064	7,291	5,139	39,764
06/04/20	403	113	53	72	279	920
13/04/20	414	127	78	51	280	950
20/04/20	449	152	63	79	343	1,086
27/04/20	480	159	62	71	394	1,166
04/05/20	464	148	76	76	376	1,140

Table 3: Permit price reduction

Park Street, Queen Anne and Grafton Centre car parks	Quarterly fee 2020/21 inclusive of VAT	Proposed -25%
'Night Owl' 7 days 5pm-8am (one car park*)	£230.00	£172.50
24/7 Premium (Grafton car parks, Park St, Queen Anne)	£890.00	£667.50
Monday-Friday 24/5 access (one car park*)	£680.00	£510.00
Monday-Friday 8am -6pm (one car park*)	£540.00	£405.00

The part car parks play in restricting footfall in the city centre - There are two levers that our disposal:

Restrict space – close some floor of the car parks, this is unlikely to deter customers. The VMS (electronic noticeboards on some routes into the city) display spare spaces in each car park. These do not have any great effect on where people park as the signs are past the decision point for customers who in normal times may choose to take the P&R, that move is v-unlikely now and cars will be the travel mode of choice. This is likely to cause increased congestion problems

Price – please see data modelling below:

- Monetary Effect of 25% reduction on long stay parking
- Monetary Effect of 50% reduction on long stay parking:

Its worth noting that a 50% reduction will make long stay parking cheaper than some shorter stays which will in turn create a disincentive in space turnover and in turn cause congestion.

Monetary Effect of 25% reduction on long stay parking

25% Reduction on long stay tariffs												
Note: payment machines can only take rises in multiples of 10p												
Reduction 25.00%												
Weekdays - Normal Rate				Weekdays - Peak Time				Weekend - Normal Rate				
Mondays to Fridays 7pm - 10am				Mondays to Fridays - 7pm - 8am <small>vehicles entering between 8am to 10am</small>				Saturdays and Sundays Sat 9am - 7pm Sun 10am - 5pm				
	2020/21	Proposed -15%	% change	2020/21	Proposed 15%	-	% change	2020/21	Proposed -15%	% change		
Grand Arcade												
over 5 hrs	£26.40	£19.80	£19.80	-25.0%	£29.40	£22.05	£22.00	-25.2%	£27.40	£20.55	£20.50	-25.2%
evenings & overnight	£1.20	£0.90	£0.90	-25.0%	£1.20	£0.90	£0.90	-25.0%	£1.20	£0.90	£0.90	-25.0%
Average increases				-25.0%				-25.2%				-25.2%
Park Street												
over 5 hrs	£25.30	£18.98	£19.00	-24.9%	£28.30	£21.23	£21.20	-25.1%	£25.30	£18.98	£19.00	-24.9%
evenings & overnight	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%
Average increases				-25.0%				-25.0%				-25.0%
Grafton West												
over 5 hrs	£25.30	£18.98	£19.00	-24.9%	£28.30	£21.23	£21.20	-25.1%	£25.30	£18.98	£19.00	-24.9%
evenings & overnight	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%
Average increases				-25.0%				-25.0%				-25.0%
Grafton East												
over 5 hrs	£25.30	£18.98	£19.00	-24.9%	£28.30	£21.23	£21.20	-25.1%	£25.30	£18.98	£19.00	-24.9%
evenings & overnight	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%
Average increases				-25.0%				-25.0%				-25.0%
Queen Anne Terrace												
6hrs	£10.50	£7.88	£7.90	-24.8%	£13.50	£10.13	£10.10	-25.2%	£10.50	£7.88	£7.90	-24.8%
over 6 hrs	£14.00	£10.50	£10.50	-25.0%	£17.50	£13.13	£13.10	-25.1%	£14.00	£10.50	£10.50	-25.0%
evenings & overnight	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%	£0.80	£0.60	£0.60	-25.0%
Average increases				-24.9%				-25.1%				-24.9%

Monetary Effect of 50% reduction on long stay parking:

50% Reduction on all Tarrifs															
Note: payment machines can only take rises in multiples of 10p															
Reduction 50.00%															
Weekdays - Normal Rate				Weekdays - Peak Time				Weekend - Normal Rate							
Mondays to Fridays 7pm - 10am				Mondays to Fridays - 7pm <small>vehicles entering between 8am to 10am</small>				Saturdays and Sundays Sat 9am - 7pm Sun 10am - 5pm							
		2020/21	Proposed -15%	% change			2020/21	Proposed 15%	-	% change			2020/21	Proposed -15%	% change
Grand Arcade															
over 5 hrs		£26.40	£13.20	£13.20	-50.0%		£29.40	£14.70	£14.70	-50.0%		£27.40	£13.70	£13.70	-50.0%
evenings & overnight		£1.20	£0.60	£0.60	-50.0%		£1.20	£0.60	£0.60	-50.0%		£1.20	£0.60	£0.60	-50.0%
Average increases					-50.0%					-50.0%					-50.0%
Park Street															
over 5 hrs		£25.30	£12.65	£12.70	-49.8%		£28.30	£14.15	£14.20	-49.8%		£25.30	£12.65	£12.70	-49.8%
evenings & overnight		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%
Average increases					-49.9%					-49.9%					-49.9%
Grafton West															
over 5 hrs		£25.30	£12.65	£12.70	-49.8%		£28.30	£14.15	£14.20	-49.8%		£25.30	£12.65	£12.70	-49.8%
evenings & overnight		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%
Average increases					-49.9%					-49.9%					-49.9%
Grafton East															
over 5 hrs		£25.30	£12.65	£12.70	-49.8%		£28.30	£14.15	£14.20	-49.8%		£25.30	£12.65	£12.70	-49.8%
evenings & overnight		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%
Average increases					-49.9%					-49.9%					-49.9%
Queen Anne Terrace															
over 6 hrs		£14.00	£7.00	£7.00	-50.0%		£17.50	£8.75	£8.80	-49.7%		£14.00	£7.00	£7.00	-50.0%
evenings & overnight		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%		£0.80	£0.40	£0.40	-50.0%
Average increases					-50.0%					-49.9%					-50.0%