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**Date: 7th March 2017**

Dear Sir/Madam,

A meeting of the **Caerphilly County Borough Council Car Parks Task and Finish Group** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 13th March, 2017 at 2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## AGENDA

1 To receive apologies for absence.

Pages

2 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

3 Caerphilly County Borough Car Parks Task and Finish Group held on 16th January 2017.

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To receive and consider the following report(s): -

**A greener place Man gwyrddach**

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



4 Evidence Session - Consideration of Representations and Evidence Submitted.

**Circulation:**

Councillors M.A. Adams, Mrs E.M. Aldworth, J. Bevan, N. Dix (Chair), C. Elsbury, R.W. Gough (Vice Chair), L. Harding and Mrs D. Price,

And Appropriate Officers.



## **CCBC CAR PARKS TASK AND FINISH GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON 16TH JANUARY 2017 AT 2.00PM**

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PRESENT:

Councillors:

M. Adams, C. Elsbury and N. Dix

Together with:

C Campbell C Forbes-Thompson (Interim Head of Democratic Services), D Smith (Principal Engineer) and E. Sullivan (Interim Scrutiny Officer)

#### **1. TO APPOINT A CHAIR**

Nominations were sought for Chair of the Task and Finish Group. It was moved and seconded that Councillor N. Dix be appointed as Chair and by a show of hands this was unanimously agreed.

RESOLVED that Councillor N. Dix be appointed Chair of the County Borough Council Car Parks Task and Finish Group.

#### **2. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs E.M. Aldworth, J. Bevan, R.W. Gough, L. Harding and Mrs D. Price.

#### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the commencement or during the course of the meeting.

#### **4. MINUTES – 28TH SEPTEMBER 2016**

RESOLVED that the minutes of the meeting held on the 28th September 2016 be approved as a correct record and signed by the Chair.

## 5. SUMMARY OF ACTIONS AND FINDINGS TO DATE

Mrs Cath Forbes-Thompson presented an update and summary of the task and finish groups actions and findings to date.

For the benefit of the new task group members the agreed methodology, scope and terms of reference for the task and finish group were outlined. It was noted that the group would focus on car parks with over 25 spaces, parity of provision, free car parks, car parks used by businesses and park and ride. Site visits, workshops and meetings with invited witnesses would be conducted in order to form conclusions and recommendations. Members were advised of the outcome of the workshop and site visits already held and the findings arising were summarised.

Mrs Forbes-Thompson confirmed that during the workshop Members considered various issues including civil enforcement and had agreed that as this was a Gwent wide issue it should not be included in the review. At this time Members also considered liability claims, free of charge car parks, park and ride car parks with regard to the possible introduction of fees. In relation to the introduction of fees to all currently free car parks, Members considered the implications for supermarket car parks, the possible displacement of cars into residential side streets and how introducing fees at park and ride car parks could conflict with Welsh Government charging directives and have wider borough issues in terms of loss of income and the forthcoming City Deal. Leading on from the workshop the Task Group carried out visits to a number of car parks throughout the county borough which identified a number of key issues. A Member requested that a copy of the list of car parks visited be circulated to all new group Members for information.

Mr Dean Smith (Principal Engineer) confirmed that there was no capital programme for car parks and a full condition survey would be implemented with a view to developing a rolling maintenance programme. The survey would look at past spends and enable engineers to look forward to future needs. It was accepted that the practice at some car parks had evolved over time and there was a need to develop an overarching regulation and management system if parity of provision were to be achieved. The possible reinvested of any surplus income and any addition investment or funding stream opportunities from Welsh Government was then discussed.

Members considered the possibility of offering an initial free parking period within certain car parks and agreed that usage, possible timings and any displacement effects would need to be looked at. Payment options and methods, including updating ticket machines was also discussed and Members considered that an alignment between rail travel tickets and parking tickets at park and ride car parks would be beneficial to ensure appropriate usage. Councillors agreed that the introduction of business permits or reduced rates for weekly tickets or all day parking instead of free spaces should also be considered for business use.

Having considered the findings from the initial group meeting and site visits Members agreed that they wished to achieve a planned and managed maintenance programme for car parks and an increase in town centre footfall. Further discussion was required as to what demographic would be attracted to the town centre's as a result of any possible changes, sustainability and public transportation services and how parking restrictions would be enforced going forward.

Members agreed that the next meeting should be extended to include Town Centre Management Groups, Town and Community Councils and Caerphilly Business Forum representations.

Mr Smith advised Members of an historic exemption that applied in certain car parks around primary schools where parents have been allotted a 20 minute drop-off/pick-up free parking slot. Representations have been made by a Local Ward Members to extend this facility to nursery classes.

A Member informed the group of long standing issues at Crescent Road due to the position of the school in relation to the long and short term car parks where parents were parking in adjacent residential areas and this arrangement has helped to somewhat alleviate the issue. However the Member acknowledged that there were often misunderstandings/miscommunications over the nature of the use with some parents.

It was agreed that any measure that takes cars away from residential parking into a designated car park was welcomed, however there needed to be an agreed and properly managed system to govern the current 'ad hoc' use, which should then be applied consistently.

The Task and Finish Group agreed that this should be considered as part of the review and that criteria would need to be developed, permits issued for the appropriate designated car park and these should be organised and managed by the schools in question.

The meeting closed at 14:49.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 13th March 2017 they were signed by the Chair.

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CHAIRMAN

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