

**H/F/P/ Report 2/2015**  
**Highways/ Footpaths/ Police - Working Group meeting held on**  
**Thursday 12<sup>th</sup> November 2015 at 10am at the Town Hall.**

**Agenda**

Present: Cllr Betts, Cllr Bradbury, Cllr Doy, Cllr Jeans and Cllr Tucker. Also attending David Palmer and the Town Clerk.

- 1) **Apologies for absence** – there were no apologies for absence.
- 2) **Declarations of Interest** – there were no declarations of interest.

Cllr Palmer had prepared a report of research that he had undertaken with regards the supply of, and demand for, car parking in Southwold, which had been circulated to the Working Group prior to the meeting. Cllr Palmer explained the rationale contained within the report and went through the various key statistics in relation to the perceived supply and demand for car parking places. Cllr Palmer confirmed that due diligence would need to be undertaken on the figures, but that these provided a basis for further consideration.

Thanks were extended to Cllr Palmer for creating the report. Discussion took place regarding the adequacy of the signage to existing parking spaces and whether indeed the spaces available were in the appropriate locations. Feedback from the volunteers who man the Millennium car park was that people visiting the town drove around the town centre to find free parking, before considering those car parks further afield, or indeed those that levied a charge.

Discussion also took place as to whether there were better methods to maximise the use of existing parking spaces.

Cllr Palmer was invited to stay for the remainder of the meeting.

- 3) **Parking Review** – *To consider tenders received and way forward.*

Responses to tenders had been received as follows:

- (i) Aecom - declined the invitation to tender.
- (ii) Park Space Consulting - tender price £4835 plus vat.
- (iii) Hill Cannon - tender price £4950 plus vat.
- (iv) Alpha Parking - tender price £4950 plus vat.

All tenders had additional costs for such items as meetings with the Town Council.

Full discussion took place on each individual tender and the research that the applicants had carried out prior to submitting their tender document. Analysis of the tenders was undertaken in a uniform manner.

After full analysis it is the recommendation of the Working Group that Park Space Consulting be appointed by the Town Council to undertake the parking review. It was felt that their submission reflected a good understanding of the issues and that they had undertaken some pre-bid research. They are specialists in parking – problems, solutions, and strategies, and have recently worked with Ventnor Town Council on a similar project. The Town Clerk advised that she had contacted Ventnor TC who confirmed that they would be pleased to recommend Park Space Consulting to any other organisation.

**It is the recommendation of the Working Group that;**

- (i) Park Space Consulting be appointed as the Town Council's chosen consultant to undertake a parking review.**
  - (ii) A Parking Review Task and Finish Group be established whose members would be the members of the Highways & Footpaths Working Group (Cllrs Betts, Bradbury, Doy, Jeans and Tucker) together with Cllr Palmer.**
  - (iii) That the Task & Finish Group has Terms of Reference to liaise with the consultant and project manage the tender process, to ensure that the consultant achieves the aims of the tender proposal – “to identify the issues with parking in the town, and generate recommendations”.**
  - (iv) That the Parking Review Task & Finish Group be allocated the budgeted figure of £10,000 (in 2015/16 budget) in case of need, to enable completion of the final report by the consultant to be available to the Town Council in a timely manner, and within the financial delegated budget. Financial standing orders to be adhered to.**
- 4) **Police and Crime Commissioner** – *verbal update from meeting with Town Mayor.* Cllr Tucker advised the meeting that she and Cllr Ladd had met with Mr Passmore the Police & Crime Commissioner. Mr Passmore confirmed that the final details of the police review should be published in December and that towns and parishes would be invited to a briefing to understand the implications of the review. Cllr Tucker has subsequently accepted the invitation to attend this meeting on 10<sup>th</sup> December 2015. Cllr Tucker took the opportunity to ask the Police & Crime Commissioner about the reliability of the CCTV camera on Mights Bridge. Mr Passmore advised that he would update the Town Mayor by email once he had undertaken further research.
- 5) **Shuttle Bus - Outsourcing of service in the longer term – how to progress.** The Working Group considered the outsourcing of this service in the longer term and a possible exit strategy for the Town Council. The meeting was advised that commercial operators had been approached prior to the Town Council taking on the service, but at this stage

there was no data available on potential usage. The Town Council now has the data from the operation of the Southwold Shuttle. Discussion took place regarding the potential possibilities for extending the use of the shuttle bus if highlighted by the parking review – but it was considered that this was premature and could not be defined until such time as a parking review had been completed. After full discussion it was agreed (by a majority) that commercial operators should be contacted with immediate effect and that meetings be set up with them to explore the possibilities of them taking over the operation of the shuttle bus. The operators would be advised that a parking review was being undertaken.

There being no further business the meeting closed at 11.30am.

- 6) **Date of next meeting** – Wednesday 9<sup>th</sup> December 2015 at 10am.