

**Staff Car Parking update**

**Purpose**

1. To outline the changes to staff car parking in Trowbridge in light of the proposal to build the new Trowbridge Leisure Centre on the County Hall east wing site.

**Background**

2. There are currently approximately 590 staff car parking spaces available at County Hall for staff to park in. These car parks are located around the front and sides of County Hall, East Wing and include the Greyhound.
3. Following the proposal to build the new Trowbridge Leisure Centre on the County Hall east wing site, there will be a reduction in staff parking spaces of around 270 spaces.
4. A car parking review is being undertaken which aims to replace the majority of spaces that will be lost as a result of the Leisure Centre build to ensure there continues to be adequate spaces to accommodate staff, councillors and visitors.

**Main considerations**

Work taken place to date

5. Approximately 50% of the Greyhound car park had been reserved for Passenger Transport (PTU) minibuses which had previously reduced staff parking in this area. As part of this review, all PTU minibuses are being removed from the Greyhound car park.
6. Work has been undertaken to assess the efficiency of the layout of the staff car parks to maximise the space. This has resulted in a small increase to the number of spaces available.
7. Additional car parks have been added to staff parking permits - these are Broad Street and Bradford Road. Lovemead Car Park was added to permits some years ago but has rarely been used by staff in the last few years following the pandemic.

8. The changes to the staff car parks, and the additional spaces at Lovemead, Broad Street and Bradford Road will reduce the deficit of spaces from 270 to 43.
9. A car park utilisation log has been conducted to identify the occupancy rate of the staff car parks. The results showed an average vacancy rate of around 100 spaces per day, indicating there is unlikely to be a problem, although many of these are currently in car parks reserved for those with priority permits.

#### Visitor spaces

10. There are currently 67 spaces reserved for visitors at the front of County Hall and there is an ongoing review of these spaces to determine occupancy rates. If it is identified that a number of spaces are no longer required, the visitor space allocation will be reviewed. A parking machine will be installed shortly which will issue free tickets for visitor stays for a maximum of 2 hours. For longer stays, visitors will need to pay for parking at Court Street.

#### Director and Councillor spaces

11. The spaces reserved for directors and councillors are underutilised and therefore we are exploring a reduction to ensure we are making the best use of our spaces.
12. On days where there are full Council meetings a special parking procedure will be in place to ensure there are adequate spaces for councillors.

#### Priority parking permits and reserved parking

13. Currently a large number of employees are provided with priority parking permits and an initial review indicates that there is an inconsistency in their application, and the allocated space is also underutilised. A review of the current priority parking permit criteria and roles will take place to streamline the use of these permits.
14. There will be a review of the process for temporary health permits to ensure that these are used as intended, meaning that staff who have temporary reduced mobility/ are pregnant can secure parking close to County Hall. Staff with permanent mobility issues will be able to park in disabled parking spaces using their blue badge.
15. The Blue Badge Holder Bays (Disabled Bays) are being reviewed to ensure their provision is appropriate. There will be no reduction in Blue Badge Holder Bays, however, a provision in the visitor parking area will be considered to allow access to the reception.

## Car parking distances

16. Whilst East Wing and Greyhound are close for staff at County Hall, Lovemead, Broad Street and Bradford Road are circa ½ a mile walking distance.
17. Monkton Park in Chippenham has a similar set up with Sadlers Mead close to the building and Bridge Centre circa 1/3 mile away. There is no staff car parking on site for our Bourne Hill hub in Salisbury with all car parks a similar walking distance (circa ½ a mile.)
18. Staff will therefore have a not too dissimilar staff car parking experience and length of walk from hub to hub.
19. There has been concern from some staff that they will be unable to carry their work possessions/bag from a car park further away but there are sufficient drop off and pick up spaces (max stay 15 minutes) in front of County Hall, and it is proposed that lockers and storage solutions in County Hall are reviewed, and space allocated as appropriate.

## **Equalities impact of the proposal**

20. A number of staff have caring/parental responsibilities. The current car sharing spaces will now be made available to other staff arriving after 9am which will support those with caring/parental responsibilities in finding a parking space.
21. An equalities impact assessment will be undertaken to identify any groups which are negatively impacted, and steps will be undertaken to mitigate these.

## **Financial impact of the proposal**

22. An assessment of the efficiency of the current staff car park arrangements has been undertaken and some changes proposed to increase the number of spaces available. As a result, there will be a small cost to re-lining some areas of the car parks to maximise their use.
23. It is not anticipated that there will be a loss of income in other council car parks in Trowbridge as a result of some staff using these spaces as the car parks are currently underutilised.

## **Recommendations**

24. Staffing Policy Committee are asked to note that there is a car parking review which will result in some minor changes to staff car parking in Trowbridge. The

work undertaken should not result in a significant loss of spaces, but the location of some of the spaces will change.

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