

**Staff Car Parking update**

**Purpose**

1. To provide a further update about 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. A report was presented to Staffing Policy Committee on 27 November 2024, outlining the changes to staff car parking as a result of the reduction in available spaces on the east wing site at County Hall.
3. Staffing Policy Committee requested a further update at the January 2025 meeting to include the answers to some questions that were raised at the meeting.

**Main considerations**

Further updates since the last meeting

4. The staff car parking working group continues to meet on a monthly basis to ensure arrangements are in place for Spring 2025 when it is expected the work on the East Wing site will commence.
5. In December 2024 a car parking meter was installed next to the visitors' spaces which issues free tickets for visitor stays for a maximum of 2 hours. This is to ensure adequate turnover of these spaces to accommodate the number of visitors coming to County Hall. For stays longer than 2 hours visitors are requested to pay for parking in another car park such as nearby Court Street car park.
6. A review of the current priority parking permit criteria and roles has now taken place to streamline the use of these permits, and Heads of Service have proposed which roles should be allocated these permits. A report is being drafted for CLT to agree the changes with the aim for the new permit system to be in place by end February 2025.

Responses to questions raised at the last meeting

7. *What is the average vacancy rate by day in the County Hall car parks?*

The FM team monitored the car parks for a week in July and also for a week in September 2024 and found the vacancy rates for East Wing and the Greyhound car parks as follows per day:

	Monday	Tuesday	Wednesday	Thursday	Friday
w/c 29 July 2025	160	106	108	113	242

	Monday	Tuesday	Wednesday	Thursday	Friday
w/c 9 September 2025	204	101	129	116	229

The FM team will be conducting another monitoring exercise w/c 13 January, the results of which will be shared at the Staffing policy Committee meeting on 27 January 2025.

Whilst the data is currently limited, the surveys show that the approximate reduction in spaces of 43 is unlikely to be an issue.

8. *How many staff spaces will be available at Lovemead car park?*

Lovemead car park has 149 spaces in total. Staff will be able to use 100 of these spaces leaving 49 to be available for the public. The car parking team do not believe there will be any impact on the public as the car park is currently underutilised.

9. *Is the Emery Gate car park available for staff use in Chippenham?*

The Emery Gate car park is not available for staff to use in Chippenham. A similar situation is therefore in place in Chippenham, with some staff able to park in car parks closer to the building and others having to use car parks that are further away.

**Equalities impact of the proposal**

10. 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.

11. 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**

12. 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.

13. 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**

14. Staffing Policy Committee are asked to note the updates to the staff car parking review.

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