

# Public Document Pack



Members of the Cabinet  
(Councillors A Trollope-Bellew (Chairman), S Pugsley (Vice-Chair),  
M Dewdney, A Hadley, B Maitland-Walker, C Morgan, K Turner and  
D Westcott)

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Date 26 February 2019

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Dear Councillor

I hereby give you notice to attend the following meeting:

## **CABINET**

**Date: Wednesday 6 March 2019**  
**Time: 4.30 pm**  
**Venue: Council Chamber - West Somerset House**

Please note that this meeting may be recorded. At the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bruce Lang".

**BRUCE LANG**  
Proper Officer



# WEST SOMERSET DISTRICT COUNCIL

## CABINET

Meeting to be held on Wednesday 6 March 2019 at 4.30 pm

Council Chamber - West Somerset House

## AGENDA

1. **Apologies.**

2. **Minutes of the previous meeting of the Cabinet.** (Pages 5 - 8)

3. **Declarations of Interest.**

To receive and record declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

4. **Public Participation.**

The Leader to advise the Cabinet of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. **Planning Obligations Allocation - Minehead Town Council and Bicknoller Village Hall** (Pages 9 - 12)

6. **Financial Monitoring 2018/19 as at 31 December 2018** (Pages 13 - 28)

7. **Final Report of the Parking in West Somerset Task and Finish Group** (Pages 29 - 122)

**COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS**



## CABINET

MINUTES OF THE 9 JANUARY 2019

AT 4.30 PM

COUNCIL CHAMBER - WEST SOMERSET HOUSE

### Present:

Councillor A Trollope-Bellew

Leader

Councillor M Dewdney

Councillor S Pugsley

Councillor A Hadley

Councillor K Turner

Councillor B Maitland-Walker

Councillor D Westcott

### Members in Attendance:

Councillor H Davies

Councillor P Murphy

Councillor B Heywood

Councillor P Pilkington

### Officers in Attendance:

James Hassett

Shirlene Adam

Bruce Lang

Andrew Stark

Richard Doyle

Krystyna Kowalewska

### **CAB25 Apologies**

An apology for absence was received from Councillor C Morgan.

### **CAB26 Minutes of the previous meeting of the Cabinet**

(Minutes of the Meeting of Cabinet held on 28 November 2018 - circulated with the Agenda.)

**RESOLVED** that the Minutes of the Meeting of Cabinet held on 28 November 2018 be confirmed as a correct record.

### **CAB27 Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Member of	Action Taken
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr A Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr D Westcott	All	Watchet	Spoke and voted
Cllr H Davies	All	SCC	Spoke
Cllr P Murphy	All	Watchet	Spoke
Cllr P Pilkington	All	Timberscombe	Spoke

In addition, Cllr P Murphy declared a personal interest in regards to Item 6 Financial Monitoring 2018/19 as Chairman of the Watchet Coastal Communities Team.

**CAB28 Public Participation**

John Irvén, Director WCCT spoke on Item 6 Financial Monitoring with specific regard to the Watchet Coastal Communities Team's (WCCT) proposal to refurbish 7 The Esplanade, Watchet and save the voluntary bookshop.

**CAB29 Forward Plan**

(Copy of the Forward Plan for the months of February and March 2019 – circulated with the Agenda.)

The purpose of this item was to approve the Forward Plan.

**RESOLVED** that the Forward Plan for the months of February and March 2019 be approved.

**CAB30 Financial Monitoring - 2018/19 as at 30 September 2018**

(Report No. WSC 1/19 – circulated with the Agenda.)

The purpose of the report was to provide an update on the projected outturn – end of year – financial position of the Council for the financial year 2018/19 (as at 30 September 2018).

The Lead Member for Resources and Central Support presented the report. In response to a question raised by the public speaker, he confirmed that £15,000 would be allocated as capital spend within this year's annual budget for refurbishment works on 7 The Esplanade. The Lead Member wished the WCCT well on their project and looked forward to the end result.

The Lead Member went on to highlight key points within the report and proposed the recommendation which was duly seconded by Councillor B Maitland-Walker.

Officers were congratulated on achieving an underspend in the Revenue Budget.

The Chairman of the Scrutiny Committee drew Members' attention to the Scrutiny comments contained within the report which reflected the very useful discussion held at the meeting.

The WCCT looked forward to working with the Council to fulfil the project.

**RESOLVED** that the Council's forecast financial performance as at 31 September 2018 be noted.

**CAB31 Quarter 2 2018/19 Performance Report**

(Report No. WSC 2/19 – circulated with the Agenda.)

The purpose of the report was to provide Members with key performance management data up to the end of quarter 2 2018/19 to assist in monitoring the Council's performance.

The Leader of the Council presented the report and drew attention of the five red measures identified.

The Leader proposed the recommendation which was duly seconded by Councillor M Dewdney.

Further clarification was provided on the red measures and the following main points were raised:

- As a result of the Homeless Reduction Act the goalposts had changed in regards to dealing with housing advice and homelessness. It was agreed that the target figure was not realistic and should be reset when reviewed by the new council. The Corporate Strategy and Performance Officer confirmed that targets would be reviewed and reprioritised and more realistic figures would be assigned going forward.
- The most up-to-date figures were provided for planning applications determined.
- It was acknowledged that customer complaints varied in their complexity and a few took longer than others to deal with.
- It was confirmed that the target for FOI requests in quarter 3 had been reached.
- The Lead Member for Housing, Health and Wellbeing provided detailed information on future delivery of affordable housing in the district and the pipeline was looking good but it would take time to get moving again.

**RESOLVED** that the Council's performance be noted.

The Meeting closed at 5.05 pm





Report Number: WSC 5/19

## West Somerset Council

### Cabinet 6<sup>th</sup> March 2019

#### Planning Obligations Allocation- Minehead Town Council and Bicknoller Village Hall

This matter is the responsibility of Cabinet Member Cllr Martin Dewdney

Report Author: Tim Burton Assistant Director Planning and Environment / Helen Phillips Housing and Community Projects Officer

#### 1 Executive Summary / Purpose of the Report

- 1.1 The purpose of this report is to make proposals for the allocation of monies secured through planning obligations to individual schemes

#### 2 Recommendations

- 2.1 Cabinet agree the allocation of **£5,000 towards the Bicknoller** village hall and community shop project, our reference Comm094. The total project costs are £124,000 and a significant part of this will be achieved through volunteering of local trades and labour. This is subject to a letter of support being received from the parish council.
- 2.2 Cabinet agree the allocation of **£8,050 towards the Minehead Town Council** local community infrastructure project Comm095. The total project costs are £13,000. This will provide a range of infrastructure items across Minehead and Alcombe and includes; signage, walking and cycling features and benches. The recommendation is again subject to conditions to be set out in a letter of agreement, essentially linking the enhancements to the development/ area that has provided the funds.

#### 3 Risk Assessment

##### Risk Matrix

Description	Likelihood	Impact	Overall
Failure to allocate monies in line with legal agreements causing requirement to repay	1	4	4
The proposals in this report are not matched in the legal agreement	1	4	4
The applicant is unsuccessful in raising the balance of funds and the projects stalls or is cancelled	2	4	8

## Risk Scoring Matrix

<b>Likelihood</b>	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

#### 4 Background and Full details of the Report

#### 5 Links to Corporate Aims / Priorities

5.1 These proposals will enhance facilities for the local communities which are impacted upon by new development. Therefore they also indirectly supporting economic growth and the delivery of much needed new housing including much needed affordable housing.

#### 6 Finance / Resource Implications

6.1 The £5,000 for Bicknoller is available from the planning application ref: 3/01/15/009

6.2 For Minehead Town Council (MTC) the proposal is to pool funding from related sites resulting in a combined contribution to this project of £8,050, but set out so as to meet the specific requirements of the individuals funds;

6.3 From fund 3/21/05/038 – we propose £1,550 - to be used for walking and cycling facilities in the Alcombe area.

6.4 From fund 3/21/09/042 – we propose £6,000 - to be used for enhancing footpath and/or cycle way links between Morrison's superstore and the town centre.

- 6.5 From fund 3/21/08/099 – we propose £500 - to be used towards the provision of or enhancement of community recreational provision, such as benches/ picnic tables/ cycle racks within the town of Minehead.

## **7 Legal Implications**

- 7.1 The funding is available and the individual applications meet the requirements of the terms
- 7.2 A specific condition for the Bicknoller application is that it needs the support of the parish council before it can be progressed. This is expected in March 2019.
- 7.3 A condition of the MTC grant is that all relevant permissions are obtained and that additional supporting material, such as examples of community support, proposed branding, signage type and location should be submitted for approval by the district council before the funding is confirmed.

## **8 Environmental Impact Implications (if any)**

No adverse impacts

## **9 Safeguarding and/or Community Safety Implications**

- 9.1 The club have a child protection and safeguarding policy

## **10 Equality and Diversity Implications**

- 10.1 A requirement of funding is that the organisations have equality policies
- 10.2 The proposed projects will bring improved access to community facilities

## **11 Partnership Implications**

- 11.1 There are no direct implications for WSC.

## **12 Health and Wellbeing Implications**

- 12.1 The Bicknoller project will provide benefits in two key ways; the plan for the Community Shop is to create a meeting area behind and accessed through the shop where residents can meet each other socially over coffee etc, this will particularly benefit those who may be living alone or less physically active.
- 12.2 Secondly, the improvements to the Village Hall kitchen and the creation of a bar will help make the Community Hall into a better social centre, with better facilities for recreational users, and therefore encouraging greater community cohesion.
- 12.3 The MTC project will help raise awareness of existing facilities across the area as well as encouraging walking, cycling and outdoor recreation.

## **13 Asset Management Implications**

- 13.1 None

## **14 Consultation Implications**

14.1 Some initial consultation has already been carried out on both projects and further specific requests have been made as part of the grant conditions.

**Democratic Path:**

- **Scrutiny / Corporate Governance or Audit Committees – No**
- **Cabinet/Executive – Yes –**
- **Full Council – No**

**Reporting Frequency:**  **Once only**     **Ad-hoc**     **Quarterly**  
 **Twice-yearly**     **Annually**

**Contact Officers**

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Report Number: WSC 6/19

## West Somerset Council

### Cabinet – 6 March 2019

#### Financial Monitoring – 2018/19 as at 31 December 2018

This matter is the responsibility of Councillor Martin Dewdney, Lead Member for Resources and Central Support

Report Author: Andrew Stark, Interim Finance Manager and Deputy S151 Officer

#### 1 Executive Summary

- 1.1 This report provides an update on the projected “outturn” – end of year – financial position of the Council for the financial year 2018/19 (as at 31 December 2018).
- 1.2 The current forecast outturn for the Revenue Budget is a net underspend of £380K.
- 1.3 The General Fund reserves forecast balance as at 31 March 2019 is projected to be £964k. The balance remains above the recommended minimum reserves level approved in the Council’s Budget Strategy (£0.7m).
- 1.4 The Earmarked Reserves projected balance is £3.748m after any transfers to and from earmarked reserves during the year. The majority of these reserves are allocated to business rates funding volatility (£1.290m), Strategic Housing Market Area Assessment (£576k), Planning Policy (£137k), Asset Maintenance and Compliance (£207k), Sustainability (£168k) and Creating a New Council/Transformation (£836k).
- 1.5 The current forecast position for the General Fund Capital Programme in 2018/19 is projected to overspend by £15k against a total approved budget of £13.905m. Forecast spend during the year is £2.137m with £10.037m projected to be spent in future years (£1.746m spent in previous years).

#### 2 Recommendations

- 2.1 That Cabinet notes the Council’s forecast financial performance as at 31 December 2018.

### 3 Risk Assessment (if appropriate)

#### Risk Matrix

Description	Likelihood	Impact	Overall
That the Authority overspends against the approved budget	3	4	12
<i>Mitigated by regular budget monitoring reports are produced and managers actively manage the budgets under their responsibility</i>	1	4	4

#### Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
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Likelihood of risk occurring	Indicator	Description (chance of occurrence)
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4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

### 4 Background and Full details of the Report

- 4.1 This report provides the Council's forecast end of year financial position for 2018/19 revenue and capital budgets as at 31 December 2018.
- 4.2 The regular monitoring of financial information is a key element in the Council's Performance Management Framework. Crucially it enables remedial action to be

taken in response to significant budget variances, some of which may be unavoidable. It also provides the opportunity to assess any consequent impact on reserves and the Council's the Medium Term Financial Plan.

- 4.3 Members will be aware from previous experience that the position can change between 'in-year' projections and the final outturn position, mainly due to demand-led services. The budget monitoring process involves a detailed review of the more volatile budgets and a proportionate review of low risk/low volatility budget areas.
- 4.4 Budget Holders, with support and advice from their accountants, regularly review the position and update their forecasts based on currently available information and knowledge of service requirements for the remainder of the year. As with any forecast there is always a risk that some unforeseen changes could influence the position at the year end, and a number of risks and uncertainties are highlighted within this report. However, the following forecast is considered to be reasonable based on current information.
- 4.5 It is clear that the organisation is undergoing major change at present with implementation of the new operating model under Transformation and the preparation for the new Somerset West and Taunton Council taking effect in April 2019. All reasonable effort is being undertaken by budget holders and finance staff to ensure that budgets remain under control during this period of disruption.

## 5. 2018/19 Forecast Outturn

### **General Fund Revenue Account – 2018/19 Forecast as at 31 December 2018**

- 5.1 The Council is currently forecasting an overall net underspend of £380k. This represents 4.2% of the overall Net Revenue Budget. Table 1 below provides a summary of the forecast position for the year.

**Table 1 – Summary Predicted Revenue Position Q3 2018/19**

	Original Budget £000	Predicted Outturn £000	Variance £000
Corporate	552	513	(40)
Operations	3,019	2,847	(171)
Housing and Communities	559	518	(40)
Growth and Development	531	444	(87)
Somerset Rivers Authority	25	25	0
<b>Subtotal - Net Service Costs</b>	<b>4,686</b>	<b>4,347</b>	<b>(339)</b>
Interest costs and income	120	79	(41)
<b>Subtotal – Net Costs</b>	<b>4,806</b>	<b>4,426</b>	<b>(380)</b>
Transfers to Earmarked Reserves	601	168	(433)
Transfers to/from General Reserves	0	0	0
<b>NET BUDGET AND EXPENDITURE</b>	<b>5,407</b>	<b>4,594</b>	<b>(813)</b>
Business Rates Funding	(1,964)	(1,531)	433
Revenue Support Grant	(170)	(170)	0

	Original Budget £000	Predicted Outturn £000	Variance £000
New Homes Bonus	(396)	(396)	0
Rural Services Delivery Grant	(214)	(214)	0
Council Tax	(2,216)	(2,216)	0
Collection Fund Deficit - Business Rates	(396)	(396)	0
Collection Fund Surplus - Council Tax	(51)	(51)	0
<b>TOTAL FUNDING</b>	<b>(5,407)</b>	<b>(4,974)</b>	<b>433</b>
<b>NET UNDERSPEND FOR THE YEAR</b>	<b>0</b>	<b>(380)</b>	<b>(380)</b>

5.3 Only significant variations to budget are included in this report, with the following overspends and underspends highlighted.

#### **West Somerset Q3 Budget Variances**

	Staff £000	Other Expend £000	Income £000	Total £000
Facilities		11		11
Public Conveniences		(13)		(13)
Street Cleansing		(65)		(65)
Private Sector Renewal		(40)		(40)
Member Services		(17)		(17)
Development Control	25		(113)	(88)
Waste		23		23
Elections		(22)		(22)
Environmental Health		(26)		(26)
Rent Allowances/Rebates			(42)	(42)
Housing Benefits			(60)	(60)
Interest Payable & Receivable		(5)	(36)	(41)
Business Rates		433		433
Transfer from Business Rates Smoothing reserve			(433)	(433)
<b>TOTAL – over / (under) spend</b>	<b>25</b>	<b>279</b>	<b>(684)</b>	<b>(380)</b>

5.4 The main variances to budget are explained as follows:-

#### **Overspends**

- a) Facilities: Overspend of £11k is due to increased security costs and cleaning which is now contracted out.
- b) Waste: Overspend of £23k is due to higher contract costs.



## **Underspends**

- c) Planning: There is a forecast underspend of £88k due to increased planning application income of £113k offset by additional agency costs of £25k.
- d) Public Conveniences: Forecast underspend of £13k, savings from business rates, water and electricity.
- e) Street Cleansing: There is a contract saving of £65k.
- f) Private Sector Renewal: There is saving on the Home Improvement Agency contracts of £40k.
- g) Member Services: There is a saving of £17k on member allowances.
- h) Elections: Forecast underspend of £22k, savings on general election expenditure.
- i) Environmental Health: Forecast underspend of £26k from additional income and reduced expenditure.
- j) Rent Allowances/Rent Rebates: There is a surplus under Housing Benefit subsidy arrangements of £42k.
- k) Housing Benefits: Additional new burdens income of £60k.
- l) Interest Costs and Income: There is an underspend of £5k on interest payable as current cash flow forecasts indicated there will be no need to take on external loan borrowing during 2018/19, plus £36k additional investment interest income due to improved returns compared to budget assumptions.

## **Business Rates**

A summary of the new Retained Funding figure is shown in the table below:

**Table 2 – Business Rates Retention Estimates**

<b>Business Rates Retention Funding Estimates</b>	<b>2018/19 Budget £000</b>	<b>2018/19 Actual £000</b>	<b>2018/19 Difference £000</b>
40% Standard Share of Business Rates Yield	(6,662)	(6,662)	0
Rates yield from renewable energy schemes	(30)	(30)	0
Tariff to Government	4913	4,913	0
Levy Payment	545	882	337
Safety Net Income	0	0	0
S31 Grant	(730)	(634)	96
<b>Net Retained Business Rates Funding</b>	<b>(1,964)</b>	<b>(1,531)</b>	<b>433</b>

- 5.5 The prediction of Business Rates retained income is £433k lower than the 2018/19 budget
- 5.6 This is primarily down to paying a larger levy than budgeted for as the Council's income has risen due to higher compensation factor allowed against Small Business Rates Relief. The budget assumed 50% whereas the actual percentage is 65.2%.
- 5.7 The Council is part of the Somerset Business Rates Pool and should receive a pool dividend for its sharing of the pooling gain, which is currently estimated at £488k. This figure is not accounted for in Table 1 as it will probably change on completion of the NNDR3 return for the year 2018/19, and won't be confirmed until the end of the financial year. The aim of pooling is to increase funding to support measures for delivering financially sustainable council services and investing in growth and infrastructure initiatives.

### **General Fund Reserves**

- 5.8 The following table shows that the current General Reserves balance is £899k, and the current forecast underspend could increase this balance to £964k at the year end.

**Table 3 – General Reserves Balance 31 March 2019**

	£000
<b>Balance Brought Forward 1 April 2018</b>	<b>899</b>
Budget Transfer to Transformation re Programme variance	(24)
Budget Transfer to Reserve for BAU Transitional Costs	(121)
Transformation Programme funding	(170)
2018/19 Projected Outturn Variance – Q3 Forecast Underspend	380
<b>Projected Balance 31 March 2019</b>	<b>964</b>
Recommended Minimum Balance	700
Projected Balance above recommended minimum	264

- 5.9 The current recommended minimum balance is £700k – the projected balance at 31 March 2019 of £964k would be £264k above the recommended minimum balance. In view of the Council’s future financial pressures the prudent advice is to maintain reserves above the recommended minimum, to provide limited resilience for emerging costs and to provide some flexibility to support measures to address ongoing financial sustainability.
- 5.10 The funding for the Transformation Programme which the Council approved in December is included in Table 3.

**Earmarked Reserves**

- 5.10 Earmarked Reserves are amounts that have been set aside for specific purposes from existing resources, where the expenditure is expected to be incurred in future years. The table below provides a summary of the movement in earmarked reserve balances during 2018/19 financial year to date.

**Table 4 – Estimated Earmarked Reserves Balance 31 December 2018**

	£'000
Balance Brought Forward 1 April 2018	4,249
Transfers From Earmarked Reserves in 2018/19	(1,111)
Transfers To Earmarked Reserves in 2018/19	610
Current Balance	3,748

- 5.11 The table above shows that the current projected reserves balance is £3.748m after proposed movements to and from reserves during the year have been included. Full details of earmarked reserves can be found in **Appendix A** to this report. A significant proportion of the balance (£1.290m) relates to the Business Rates Smoothing Reserve which is committed to provide a contingency for business rates funding volatility, £576k for community land fund to support bringing forward affordable housing and £738k which is committed to support Transformation and Creating a New Council.

**Capital Budget Predicted Outturn 2018/19**

- 5.12 The following table summarises the position for both general schemes and Hinkley-funded schemes. Actual spend up to 31 December 2018 totals £884,355 and at this stage only a small variance against budget has been reported.

**Table 5 – Summary Capital Programme Forecast as at 31 December 2018**

	General Schemes £'000	Hinkley Funded Schemes £'000	Total £'000
<b>Total Programme Budget</b>	<b>9,630</b>	<b>4,275</b>	<b>13,905</b>
Spend in Previous Years	1,127	619	1,746
Forecast Spend 2018/19	970	1,167	2,137
Forecast Spend in Later Years	7,548	2,489	10,037
<b>Total Forecast Capital Spend</b>	<b>9,645</b>	<b>4,275</b>	<b>13,920</b>
<b>Net Underspend (-) / Overspend</b>	<b>15</b>	<b>0</b>	<b>15</b>

5.13 A scheme by scheme analysis of the 2018/19 Programme at 31 December 2018 is set out in **Appendix B**.

## **6 Links to Corporate Aims / Priorities**

6.1 The financial performance of the Council underpins the delivery of corporate priorities and therefore all Corporate Aims.

## **7 Finance / Resource Implications**

7.1 Contained within the body of the report.

## **8 Legal Implications**

8.1 There are no legal implications associated with this report.

## **9 Environmental Impact Implications**

9.1 None for the purpose of this report.

## **10 Safeguarding and/or Community Safety Implications**

10.1 None for the purpose of this report.

## **11 Equality and Diversity Implications**

11.1 None for the purpose of this report.

## **12 Social Value Implications**

12.1 None for the purpose of this report.

## **13 Partnership Implications**

13.1 None for the purpose of this report.

## **14 Health and Wellbeing Implications**

14.1 None for the purpose of this report.

## **15 Asset Management Implications**

15.1 None for the purpose of this report.

## **16 Consultation Implications**

16.1 None for the purpose of this report.

## **17 Scrutiny Comments / Recommendation(s)**

17.1 Members discussed the report and the following comments were made:

- (i) The report included the narrative of waste overspend £23k in the list of overspends. This has been corrected for this report.
- (ii) The description of East Wharf in the capital programme should be amended to East Quay.
- (iii) The description of Watchet Bowling Club in the capital programme should be amended to Watchet Community Hall
- (iv) A member queried on when Business Rates would be a mainstream business stream in the future. The Interim Head of Finance reminded members of the current uncertainty of business rates as source of funding beyond 2019/20. He said that TDBC and WSC would be responding to the government's current consultation on business rates reform.

### **Democratic Path:**

- **Scrutiny – Yes**
- **Cabinet – Yes**
- **Full Council – No**

**Reporting Frequency: Quarterly (except Quarter 1)**

### **List of Appendices**

Appendix A	Summary of Proposed Earmarked Reserves
Appendix B	Capital Programme Outturn 2018/19

### **Contact Officers**

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West Somerset Council – Summary of Earmarked Reserves

APPENDIX A

Earmarked Reserve Heading	Balance at 1 April 2018 £	Transfers In 2018/19 £	Transfers Out 2018/19 £	Balance at 31 March 2019 £	Purpose of Reserve
District Election	38,004	9,454	0	47,458	Funds to meet the costs of Elections
Other Election Reserve	13,536	0	(13,536)	0	Funds to meet the additional costs of Individual Electoral Registration.
Individual Election Registration	6,437	0	(6,437)	0	Ring-fenced Government Grant
Planning Policy Reserve	172,057	0	(35,000)	137,057	Monies set aside and to be drawn down to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption.
West Somerset Employment Hub	3,152	0	0	3,152	Transferred to Community Outreach Fund
Planning Reserve	70,000	0	(20,000)	50,000	Monies set aside to fund specialist technical advice for major planning applications. E.g. Landscape visual impact assessments, retail studies etc.
Steam Coast Trail Reserve	7,299	0	0	7,299	WSC is working in continued partnership with Friends of the Steam Coast Trail and Sustrans to deliver the Steam Coast Trail Project.
Business Development Reserve	5,677	0	(5,677)	0	Funding for initiatives to support small businesses.
National grid PPA	35,382	0	0	35,382	S106 for landscape enhancements and plants
Minehead Events	396	0	0	396	Mary Portas grant – specifically earmarked.
Minehead Esplanade	59,112	0	0	59,112	
Minehead Town Centre Signage	115	0	0	115	Contribution from Minehead Chamber of Trade and Morrison s106 to fund the signs.
Strategic Housing Market Area Assessment	575,760	0	0	575,760	DCLG funding for community land fund to support bringing forward affordable housing within West Somerset.
Asset Management and Compliance	266,751	0	(60,000)	206,751	Asset maintenance compliance works to be completed.
Cuckoo Meadow Reserve	30,094	0	(13,622)	16,472	Lottery monies earmarked to be used in future years. Used for play equipment

## West Somerset Council – Summary of Earmarked Reserves

## APPENDIX A

Earmarked Reserve Heading	Balance at 1 April 2018 £	Transfers In 2018/19 £	Transfers Out 2018/19 £	Balance at 31 March 2019 £	Purpose of Reserve
Housing Options	43,620	0	0	43,620	Balance of Homeless Prevention funding plus remainder of Mortgage Rescue Grant.
Estate Compliance	26,736	0	0	26,736	Asset compliance works to be completed
Assets of Community Value	5,000	0	(5,000)	0	Government Grant set aside to support the administration of applications under regulations. Reduction appropriate.
Inspire	3,391	0	0	3,391	Earmarked for costs under the Inspire Directive. Supports the relevant databases.
Business Rates Retention Smoothing Account	1,332,101	391,211	(433,388)	1,289,924	This is a volatile area and we are committed to mitigating the risk of Business Rates retention by setting aside an appropriate level of funds in this reserve
Sustainability Fund	158,307	210,000	(200,000)	168,307	Earmarked for initiatives such as “invest to save” plans that have a positive impact upon the underlying financial sustainability of the Council’s budget.
Budget Carry Forwards For Specific Services	294,649	0	(294,649)	0	Budgets carried forward to reflect timing of planned spend across financial years and support ongoing service delivery requirements.
Contingency to underwrite timing of delivery of transformation savings	48,000	0	0	48,000	Funding to underwrite the timing of savings through the implementation of the transformation programme.
Community Safety	13,533	0	0	13,533	External funding specifically earmarked for community safety initiatives.
Revenues and Benefits Reserve	68,024	0	(18,024)	50,000	Monies set aside to provide service resilience and to fund planned software upgrade needed for CTS Scheme developments.
Finance Reserve	44,840	0	0	44,840	These monies fund additional staff to deal with service continuity during transformation.
SWP Vehicles	33,617	0	0	33,617	To help fund our contribution to the new operating model.
SWP Recycle More	55,148	0	0	55,148	Ring fenced Recycle More fund



## West Somerset Council – Summary of Earmarked Reserves

## APPENDIX A

Earmarked Reserve Heading	Balance at 1 April 2018 £	Transfers In 2018/19 £	Transfers Out 2018/19 £	Balance at 31 March 2019 £	Purpose of Reserve
Training Reserve	10,000	0	0	10,000	Monies set aside to meet future training needs across the organisation.
Online DHP Reserve	5,375	0	0	5,375	Online Software Requirement for Revenues and Benefits.
Licensing Staff Reserve	12,791	0	0	12,791	Monies set aside to fund extra resource within West Somerset Council.
Car Parking Reserve	23,000	0	0	23,000	Monies set aside in respect of maintenance and signage.
Environmental Health Reserve	4,081	0	(4,081)	0	Destitute Burial Reserve.
CCTV	1,565	0	(1,565)	0	Monies set aside to fund the repair of CCTV cameras.
Water Bathing Signs	3,316	0	0	3,316	Environmental grant specifically earmarked.
Transformation and Creating a New Council	738,213	0	0	738,213	Funding required primarily to implement the approved Transformation Business Case and also to create a new council replacing West Somerset and Taunton Deane councils.
Agile Working	20,000	0	0	20,000	Investment in technology to complement transformation changes and better enabling of agile working
Members' Technology	20,000	0	0	20,000	Funding to invest in updating members technology that complements the implementation of transformation of ways of working
<b>Totals</b>	<b>4,249,079</b>	<b>610,665</b>	<b>(1,110,979)</b>	<b>3,748,765</b>	



West Somerset Capital Programme Q3 2018/19

Appendix B

Cost Centre	Cost Centre Description	Completed Scheme £	Programme Budget £	Actual Spend In Previous Years £	Actual Spend 2018-19 £	Projected Spend 2018-19 £	Projected Spend 2019-20 and Beyond £	Forecast Total Spend £	Programme Variance 2018-19 £
	<b>General Schemes</b>								
1939	East Quay Scheme	N	73,680	7,069			66,611	73,680	0
1997	Disabled Facilities Grants	N	1,342,783	564,204	171,449	350,000	428,579	1,342,783	0
2065	Other Projects - Superfast Broadband	N	240,000		70,000	70,000	170,000	240,000	0
2065	Other Projects - 7 The Esplanade	N	15,000			15,000	0	15,000	0
2077	Steam Coast Trail Project	N	502,820	346,159	87,208	109,418	47,243	502,820	0
2168	Decent Homes	N	15,910			15,910	0	15,910	0
2217	Stair Lift Recycling	N	760			760	0	760	0
2238	Cuckoo Meadow	N	2,950	(163)	2,010	2,010	1,103	2,950	0
2253	Transformation	N	196,000	25,821		87,929	82,250	196,000	0
2254	CASA Project	N	78,565	400		5,000	73,165	78,565	0
2255	Minehead PCs	N	0	0	11,936	11,936	0	11,936	11,936
2260	WSH Reception Pod	N	4,435			4,435	0	4,435	0
2290	Minehead Esplanade Project	N	49,900	32,337			17,563	49,900	0
	<b>Total General Schemes</b>		<b>2,522,803</b>	<b>975,827</b>	<b>342,603</b>	<b>672,398</b>	<b>886,514</b>	<b>2,534,739</b>	<b>11,936</b>
	<b>IT Projects</b>								
2066	IT Projects - ICT Infrastructure Projects	N	15,545	6,950	11,734	11,734		18,684	3,139
2066	IT Projects - Office Backup Facility	N	15,000				15,000	15,000	0
2066	IT Projects - Annual Hardware Replacement	N	11,000	2,143		8,857	0	11,000	0
2066	Server Refresh	N	20,000				20,000	20,000	0
2235	JMASS ICT Transformation	N	188,580	2,917	14,000	185,663	0	188,580	0
	<b>Total IT Projects</b>		<b>250,125</b>	<b>12,010</b>	<b>25,734</b>	<b>206,254</b>	<b>35,000</b>	<b>253,264</b>	<b>3,139</b>
	<b>Major Projects</b>								
2188	Seaward Way Mixed Proposal Development	N	3,023,225	104,225	57,592	57,592	2,861,408	3,023,225	0
2256	Somerset Waste Partnership	N	3,500,000				3,500,000	3,500,000	0
	<b>Total Major Projects</b>		<b>6,523,225</b>	<b>104,225</b>	<b>57,592</b>	<b>57,592</b>	<b>6,361,408</b>	<b>6,523,225</b>	<b>0</b>
	<b>S106 Funded - General Schemes</b>								
2065	Huish Champflower Village Hall	N	10,000				10,000	10,000	0
2065	Footpath Lighting Enhancement	N	41,000	35,000		6,000	0	41,000	0
2065	Dunster Parish Council - Multi Use Games Area	N	25,728		25,728	25,728	0	25,728	0
2065	Minehead Town Council Community Hall	N	120,000				120,000	120,000	0
2065	Watchet Bowling Club	N	135,000				135,000	135,000	0
2065	Stogursey Parish Council Youth Club Equipment	N	2,170		2,034	2,034	136	2,170	0
	<b>Total S106 Funded - General Schemes</b>		<b>333,898</b>	<b>35,000</b>	<b>27,762</b>	<b>33,762</b>	<b>265,136</b>	<b>333,898</b>	<b>0</b>
	<b>S106 Funded - Hinkley Schemes</b>								
2077	Steam Coast Trail	N	216,334		144,022	216,334		216,334	0
2239	Westfield United Church	N	110,000	101,900	3,100	8,100	0	110,000	0
2239	S BW & NP Mitigation	N	344,850				344,850	344,850	0
2239	BW TC Support Scheme	N	116,070	39,730		76,340	0	116,070	0

2239	Williton Pavilion	N	250,000	65,983	105,347	105,347	78,670	250,000	0
2239	Holford and District Village Hall	N	155,000		29,695	29,695	125,305	155,000	0
2239	Minehead Town Council	N	382,047				382,047	382,047	0
2239	Great Western Hotel Project (YMCA)	N	500,000				500,000	500,000	0
2239	Bridgwater Food Bank	Y	110,000		110,000	110,000	0	110,000	0
2239	Fiddington Village Hall	N	69,000		18,500	18,500	50,500	69,000	0
2241	Empty Homes & LOTS	N	94,500			94,500	0	94,500	0
2241	Doniford Rad, Watchet	N	384,069	379,069		5,000	0	384,069	0
2249	Stogursey Leisure	N	1,240,001	31,832		200,000	1,008,169	1,240,001	0
2251	Enterprising Minehead	N	303,477	116		303,361	0	303,477	0
	<b>Total S106 Funded - Hinkley Schemes</b>		<b>4,275,348</b>	<b>618,630</b>	<b>410,664</b>	<b>1,167,177</b>	<b>2,489,541</b>	<b>4,275,348</b>	<b>0</b>
			<b>13,905,399</b>	<b>1,745,692</b>	<b>864,355</b>	<b>2,137,183</b>	<b>10,037,599</b>	<b>13,920,474</b>	<b>15,075</b>

Report Number: WSC 7/19

## West Somerset Council

### Cabinet – 6<sup>th</sup> March 2019

#### Final Report of the Parking in West Somerset Task and Finish Group

Councillor Jean Parbrook - **Chairman of the Parking in West Somerset Task and Finish Group**

Councillor Ian Aldridge, Brenda Maitland-Walker, Karen Mills, Peter Murphy, Peter Pilkington and Nicholas Thwaites - **Members of the Parking in West Somerset Task and Finish Group**

#### 1 Executive Summary

- 1.1 This report sets out the findings of the Task and Finish Group charged by the Scrutiny Committee to review West Somerset Council's ("WSC") Parking Strategy, with the expiry of the previous Strategy in 2011 and to prepare in advance of the work due to take place under the new combined Council to review the Strategy across the entire area.
- 1.2 The Group have conducted research to identify both problems and possible solutions, tapping in on previous work conducted by consultants, reports from previous Scrutiny meetings, other councils, industry experts, Ministers and various academics. A member of the Group attended a Briefing in Westminster to discover to what other best practice Councils are doing in this area. We undertook site visits to all of the Car Parks that the authority owned, and were pleased to report that in general the condition of our car parks was good. However, there were some outstanding issues around conditions and maintenance identified that need to be addressed. The Group worked effectively together, supported by officers, to understand the way the parking accounts were currently put together, to listen to the evidence presented and interrogate it, and to engage with the concerns and issues. We look forward to the creation of a new Strategy for the combined area, but in the meantime believe a strong case has been made within this Strategy and the recommendations for this Council to take into account.
- 1.3 We want the Authority to play a positive role in helping with the provision of facilities that meet their needs. We may do this through helping with funding of specific projects and through ensuring our policies and practice across the Council complement and do not conflict with the way our residents wish to live and reside here, but we recognise that the Council cannot deliver this vision on its own. We believe that there is a common understanding of the desirability of a common sense parking regime, both within and beyond the Council. We hope that the Council will respond positively to the ideas we offer and put these into swift action.
- 1.4 We would also like to record our thanks to the organisations and officers who came

to talk to us, with a special thanks to Cllr Maitland-Walker in drafting the Strategy document on behalf of the Group. Thanks also to the Cabinet Member for Regeneration and Economic Growth Councillor Hadley for his input and support at meetings.

## 2 Recommendations

2.1 The Group is aware of the fact that Transformation is impacting on the levels of capacity within the organisation. We would hope that if these recommendations were to be supported by the Cabinet/ and or Council that they would be actioned as swiftly as possible and taken forward under the New Council.

2.2 That the Parking in West Somerset Task and Finish recommends the following;

1. **The success of car parks in encouraging vehicles to use them and thus take parked vehicles off the main streets of our towns and villages is adversely affected by the regulation or lack of it of on-street parking in the streets around the car parks. It is also adversely affected by the perception of the charging regime which is seen as being expensive for users and poor value for money. It is also adversely affected by the haphazard approach to car park facilities including signage which lacks consistency and visibility.**
  - a) Engage constructively with SCC Highways in their county wide Parking Review and encourage the active involvement of Parish and Town councils to examine the options for on- street parking to encourage more use, particularly by commuters of off-street parking.
  - b) To review the charging regime to retain seasonal charging where there is a significant difference in usage between summer and winter. To consider the part that reduction in car park charges can make to increasing off-road parking. Both to be considered as part of the combined parking strategy review for the new council of Somerset West and Taunton.
  - c) To reconsider the charging for blue badge holders in car parks in the light of a perceived increase in on-street parking by blue badge holders after the introduction of charging for them. To be considered as part of the combined parking strategy review for the new council of Somerset West and Taunton.
  - d) As part of the combined parking strategy review for the new council of Somerset West and Taunton carry out a comprehensive assessment of signage to and signage within car parks so that facilities are identified within the car parks and that directions to town and village centres are clear. Also ensuring that accurate up to date terms and conditions on both signage and the website as legal requirements of Traffic Regulation Orders.
  - e) As part of the combined parking strategy review for the new council of Somerset West and Taunton identify suitable locations for electric car charging points within the main car parks of each settlement together with dedicated parking bays. Work with local communities to establish such charging points and to make such efficient arrangements to maintain them as necessary.
2. **It is likely that the presentation of the car parking account currently does not meet the Government Transparency Code because the recharging of work to the**

**car park account is incomplete which gives a false impression of the expenditure carried out in car parks and thus of the overall surplus or deficit attributable to the car park account. As part of the combined parking strategy review for the new council of Somerset West and Taunton, carry out the following actions:**

- a) Establish new working and accounting practices such that routine maintenance tasks are commissioned by the car park team and set against car park income.
- b) Ensure that 26% of car park income derived in Minehead and Watchet car parks is allocated to the Harbour account in the interests of greater transparency to reflect the use of car parks by those using the Harbour.<sup>1</sup>
- c) A maintenance strategy is adopted forthwith as set out in appendix C of the Strategy and a robust inspection regime is put in place to identify maintenance, Health and Safety and other issues which require action in the immediate and short term. Such action to be commissioned by the car park team and recharged to the car park budget.
- d) Where on-street parking abuses are identified which might contribute to the reduction of off-street parking, consideration should be given to funding extra on-street enforcement patrols.
- e) As part of the combined parking strategy review for the new council of Somerset West and Taunton, consideration should be given to the conclusions and recommendations contained in the area conclusions section which forms a part of the Strategy document attached.
- f) Commence work to establish ownership and responsibilities for car park boundaries and establish contact with boundary owners to agree maintenance duties for the future. If necessary, increase officer capacity to undertake this work in a timely manner. Such work be chargeable to the car park account.
- g) The principle of charging users for our off-street car parks should be levied on a suggested calculation of the following charges being made up of operational costs including capital and put asides for routine and long term expenditure minus the income generated through charges.
- h) The Group recommends the New Council should consider some form of zoning in its charges e.g. urban, rural, tourist.
- i) The New Council as part of its review should look at those Car Parks that are currently free/non charging but owned by the Council to determine whether to bring these into line with charging regime or asset transfer to the community/appropriate responsible body.
- j) Consideration should be given to a “free after 3pm” offer in designated car parks to encourage use/behavior patterns, help town centre businesses and discourage on-road commuter parking. Care should be taken when publicizing these initiatives.

### **3 Background and Full details of the Report**

#### **3.1 Terms of Reference and Objective of the Review**

#### **3.2 Purpose:**

3.3 *‘To develop a vision for the Parking offer in West Somerset based on evidence, which would inform and provide clear direction for an update of the Strategy for West Somerset that would be undertaken by the Task and Finish Group, in anticipation of and to guide future courses of action under a new Council.’*

3.4 This Task and Finish undertook the following;

- Reviewed the changes that have occurred and continue to evolve in this area.
- Examined the evidence presented by invited guests (TDBC Officers, SCC Officers and others).
- Been a critical friend.
- Reviewed WSC policies and practices.
- Considered what opportunities are available.
- Conducted Surveys of the all the District’s Car Parks.

#### **3.5 Background**

3.6 Off-Street Parking is in the main the preserve of the District Council, and Parking had been an issue discussed and debated at Scrutiny Committees in 2016 and 2017, when various TRO (Traffic Regulation Order’s) had wound their way through the democratic process.

#### **3.7 Parking Account Surplus**

3.8 In February 2016 the use of surpluses was discussed and a Briefing Note was prepared by Officers which set out in more detail the issue of surpluses. The Scrutiny Committee had raised questions over the use of parking income and surpluses. On-street parking is controlled by Somerset County Council and off-street parking controlled by West Somerset Council.

3.9 WSC receive no income from on-street parking and have no responsibility for its enforcement. On-street parking income is covered by the Road Traffic Regulation Act 1984, part 4 section 55.

3.10 SCC’s income for on-street parking can be spent on:

- Service provision
- To pay back to the general fund any deficits in the parking income from previous years
- Other related infrastructure or transport improvements, including contributions to off-street parking.

3.11 Off-street parking on public land is the responsibility of WSC who have the powers of enforcement and setting of fees and charges. Income received by this authority from parking (excluding that from penalty charge notices) can be used for:

- Parking Service provision



- To pay back to the general fund any deficits in the parking income from previous years
  - The group understands that any surplus may be used to carry out some specific projects falling within Section 55 of the Road Traffic Regulation Act 1984, i.e.
    - A) The reduction of environmental pollution ( as defined in the Pollution Prevention & Control Act 1999)
    - B) Improving or maintaining the appearance or amenity of;
      1. A road or land in the vicinity of a road, or;
      2. Open land or water, to which the general public has access; and
      3. The provision of outdoor recreational facilities available to the general public without charge.
- 3.12 It is important to note that whilst consequential surpluses can be used on things other than parking the Council must not set its fees with the intention of making a surplus.
- 3.13 Income from penalty charge notices (PCN's) must be used in the same way as on-street parking income regardless of their issue for on or off street offences.
- 3.14 North Dorset District Council were subject to a report in the public interest after a local government elector exercised their rights under the Audit Commission Act 1998 to object to the 2012/13 accounts of the Council.
- 3.15 The report by their external auditors identified that NDDC had set their parking fees with the intention of creating a surplus, and using these on other services of the Council which goes against The Act. The intention to do this was clear and recorded as part of their decision making.
- 3.16 Members in 2016 were thus reminded that there must be no deliberate act to increase fees and charges with the intention of creating a surplus, but should any surplus be achieved without intent it would be legitimate for the Council to spend this money as set out in the Road Traffic Regulation Act 1984 on other services.
- 3.17 Some members of the Parking Task and Finish group have asked whether it was appropriate to raise the charge for permit holders during this quadrennium when there has been a large surplus.
- 3.18 In December 2017 a report was brought by the request of the Scrutiny Committee to enable a debate on the service provided and offer opinion on the effectiveness of the current provision. This report was not intended to be a refresh of the parking strategy and neither did it seek to change any of the current processes or charges currently in place, as this report intends to kick-start.
- 3.19 **West Somerset Context**
- 3.20 West Somerset Council hold the responsibility for off street parking and the associated Traffic Regulation Orders. Only WSC can implement or vary the TROs on WSC land. WSC do not have responsibility for on street parking, this is controlled by Somerset County Council. The Parking Services Team, through Council approval, administer the fees and charges process, setting the tariffs for pay and display, pay by phone, and permits for the car park.
- 3.21 WSC's responsibilities are to manage traffic and the selected means of doing so is through the use of off street parking. Whilst not a requirement to do so, the public have expected to have a car parking provision from the Council. WSC buy in to a county wide parking enforcement contract administered by Somerset County Council. SCC

also process the first stage appeals. The Parking Services Manager came to a meeting of the Task and Finish Group and gave further detail on the work that Somerset County Council do, to listen to Councillors concerns and provide some detail in anticipation of the County Wide Parking Review due to be undertaken.

- 3.22 Blue badges are not administered by WSC, but the Council must consider these users in any changes that are made to the parking service. In December 2015, following the review of Fees and Charges, the Council made the decision to remove the zero tariff for Blue Badge holder within WSC off-street Pay & Display car parks.
- 3.23 When considering this action the Council recognised that customers who hold blue badges may require additional time due to their mobility issues. Therefore the concession that a vehicle displaying a valid blue badge shall be entitled to 1 extra hour of free parking in addition to the time allowed following payment of the appropriate charge in accordance with the scale of charges was agreed.
- 3.24 WSC manage the income from its service charges, process second stage appeals for fixed penalty notices and progress prosecutions through the courts as required.
- 3.25 Parking tariffs are intended to cover the costs of the parking functions, setting of fees should be based around operating costs. Individual fees for certain locations can be altered to impact on driver behaviour alternatively standardised fees can more equally spread the operating costs. As a result of this level of flexibility there is no right or wrong answer, however there should be a clear rationale behind the fee setting process.
- 3.26 The rationale used for the current charging tariff is that of equality of charges across the various car parks. Whilst there are critics of this process it makes for a transparency of charges across the district.
- 3.27 Fees are set annually by Full Council and usually engender a good level of debate. Any option put forward needs to be modelled to ensure that the Council does not end up with a budget gap.
- 3.28 WSC had an adopted parking strategy from 2005 - 2011, it was generally recognised that this should be updated.
- 3.29 **The Users**
- 3.30 WSC has a mixed user base, the service manages the needs of residents, visitors and businesses. There are times when these needs are conflicting and Members must make decisions on how best to operate the service for the community as a whole. Due consideration must also be given to able bodied users and the needs of those registered with the blue badge scheme.
- 3.31 To support blue badge users WSC give an additional hours parking free of charge where a parking session has been paid for. This gives additional time to support the mobility of these users without penalty.
- 3.32 WSC offer a range of permits to suit most needs, these permits represent a significant saving over pay at the meter or pay by phone charges.
- 3.33 **Car park designation**

- 3.34 The purpose of designating a car park is to clearly state its purpose to the users. A short stay car park would allow for churn as users are restricted to the length of time they can stay. This generally supports the needs of a village / town centre where they are trying to encourage shoppers. These facilities increase the likelihood of drivers being able to park due to the turnover of spaces this prevent divers from having to drive around multiple car parks to locate a space. Generally short stay facilities are used to allow visitors to park close to amenities.
- 3.35 Long stay, the purpose of these car parks is to allow for an unrestricted stay, this suits locations that are further from the amenities or serve a particular amenity such as a shopping centre, train station, industrial / Commercial Park etc. Generally we expect that users of long stay car parks tend to be people that have travelled to a location and will stay for a significant part of the day. In our context this might be day visitors, or people who have parked to work in the area.
- 3.36 It is not uncommon for the different parking designations to have a different parking tariff as this impacts on driver behaviour. Generally people seeking greater convenience are prepared to pay for it. There is a case therefore for short stay car parks to have a higher tariff as the likelihood of locating a space is greater and their proximity to the amenities is better.
- 3.37 **Parking Strategy**
- 3.38 The current strategy is out of date in West Somerset, it ran from 2005 to 2011, history has shown that the work needed to refresh this would have been significant and likely to be expensive with no budget currently in place. Consideration was given to the value of this activity at this time. With the advent of a New Council imminent a new Strategy would need to be forthcoming that would look at the combined area and be completely up to date.
- 3.39 The previous car parking strategy can be found by following this link:
- 3.40 <https://www.westsomersetonline.gov.uk/getattachment/Transport---Streets/Car-Parks--Parking/West-Somerset-Car-Parking-Strategy-April-2005.pdf.aspx>
- 3.41 By speaking to the supplier that has been working on the Taunton parking strategy they were able to give the following options, estimated financial costs and time allowances. It is important to mention that these were only estimates based on the work that they though necessary and were not quotes or in any way contractually binding.
- Update of the current document, 3 months work and £12k - £15k, plus £28k for survey data.
  - Refresh of the strategy, 6 months work, and £20k, plus £28k for survey data.
- 3.42 TDBC refreshed their parking strategy for Taunton only on the basis of the many growth projects both delivered and planned. The following projects have or would directly impact parking spaces, Castle Green, Priory Way / Viridor. Firepool, and Coal Orchard. This work was funded by a growth budget and resourced outside of the parking team.
- 3.43 However, the Scrutiny committee were concerned that the Parking Strategy was so out of date that some form of refreshed document needed to be in place prior to the

implementation of an overall strategy for the new council. It was, therefore decided to set up a Task & Finish Group to review West Somerset's parking strategy.

#### 3.44 **Income**

3.45 Income from the service is received through payments at the meter, the phone and pay service, and permits sold. Further income is received through Fixed Penalty Notices, these have different restrictions when compared with tariff or permit income.

3.46 Service budgets contain the key elements of the operational costs but do not cover everything, it therefore appears that a surplus is made by the Council beyond its costs. Income is spent either directly through the parking budget or on costs associated with the delivery of this function.

3.47 **Consideration should be given to revising the budgets to include all costs and account for all legitimate income to the appropriate service.**

3.48 Officers confirmed that whilst not containing all information the budget is managed to ensure that critical services to the parking operation remain funded, and that public safety is managed as a priority.

3.49 Officers advised that revising the budget to take account of all possible costs would be a considerable and time consuming task when resources are being put towards Transformation, but it is felt this is a priority for Councillors that should be looked at as soon as possible.

3.50 The harbour operation is one area where a change could be made in the accounting process. There is an expectation from the Department for Transport that this is a self-financing operation and that no subsidy is made by the tax payer. Some Harbour Authorities have chosen to account for parking income, where related to the harbour, in to the harbour accounts. Currently the harbours operate at a cost (after income) of £86k pa, this is supported by the general fund. By accounting for 26% of the Minehead and Watchet car park income in to the harbour accounts a greater level of transparency could be achieved. **The Council could make a decision to do the same and move a percentage of income from Watchet and Minehead car parks into the harbour.**

3.51 The Harbour example is one of a number where changes to the accounting practice would lead to greater transparency but would not ultimately change the bottom line of the Councils budget or expenditure. Other examples of budget changes that could be applied are:

- Costs of maintaining free to use car parks, currently funded from car park services budget
- Grass cutting, planting, shrub maintenance, tree inspections and maintenance of Open Spaces within the car park where costs are not within the parking budget
- Removal of abandoned vehicles
- Street cleansing and dog bins costs which are not within the parking budget
- Capital improvement costs for the car parks, not included in the budget
- Capital improvement works for the harbours, not included in the budget
- Revision of central recharge allocations, this is an annual activity and can lead to changes in support costs

- 3.52 **Consideration should be given to including any or all of the above when and if set against the car park budget.**
- 3.53 The Council should not increase fees and charges with the clear intention of creating a surplus, but nonetheless, an income of hundreds of thousands of pounds is made through parking charges each year. WSC do not set their budget with the intention of creating a surplus, it should be acknowledged that by choosing not to account for every cost within the parking budget, and by placing all income here without separating the legitimate income for Harbours, that this is not as transparent as it could be, leading to these misunderstandings.
- 3.54 Where Councils have been challenged in the past they have set their budget by deliberately increasing parking fees and charges and using these increases to pay for identified services. They used parking income to support other functions that had no legitimate connection to parking, it was this process that led to a report in the public interest.
- 3.55 **Expenditure / maintenance plan**
- 3.56 There is a maintenance plan in place to cover the pay to use car parks, assessments are undertaken by a competent highways inspector with repairs being made in the moment or planned based on the prioritisation of works. Generally speaking the list of maintenance needs is greater than the budget can sustain and as such decision are made on need, through the prioritisation risk assessment. Non-essential or improvement works rarely form part of the activity within the maintenance budget.
- 3.57 **In order to meet the Government's Transparency Code, a maintenance and improvement strategy should be set out within short, (1-3 years) medium, (3-6 years) and long term (6 years +)**
- 3.58 **Tariff setting**
- 3.59 Tariffs can be used as a means of influencing driver behaviour, but are also a legitimate means of covering the service costs.
- 3.60 Consideration must be given to the cost of operating the service. An increase in the tariff may influence people to park in the street rather than bring in the revenue needed to make parking improvements.
- 3.61 Consideration need to be given to on-street parking in residential streets. On-street parking occurs for a number of reasons, pressures of properties without adequate parking provision for modern multi car families, commuters and visitors trying to avoid parking charges, and the convenience for the driver due to proximity of their work place. This is particularly noticeable around schools, doctor's surgeries, hospitals, and other large employers where on-site parking is restricted or chargeable. Somerset County Council hold the responsibility for administering on-street parking services and any income that may be due through permitting or issuing fixed penalty notices.
- 3.62 WSC would consult with SCC when considering changes that may impact on on-street arrangements (see SCC County Wide Parking Review Appendix B)
- 3.63 Camper-Van and Mobile Home-Usage was on the rise. Charging for overnight parking for camper-vans was discussed and many other waterside carpark locations do.

3.64 Correspondence suggests that our customers are general unhappy about having to pay to park on land that belongs to the Council. The level of the fee set by WSC when compared to other authorities or private parking arrangements does not generally influence their view, which continues to be that parking costs too much. As an example in WSC the Named permit cost is £210 for the year, in TDBC the same parking entitlement would cost £1,980 and SDC's is £720.

3.65 WSC's charge is considerably less than neighbouring authorities and represents a substantial discount over the cost if a customer paid at the meter. There is a need to consider the needs of the communities we serve whilst accepting that they often conflict, over price, maintenance and investment.

3.66 Some members of the Task and Finish group felt that consistent charging did not reflect the difference between rural and urban communities and the tourist hot spots.

### 3.67 **Investments**

3.68 Maintenance

3.69 Asset Management have surveyed all the WSC car parks and produced a 30 year projected maintenance programme. The maintenance programme identified work will be required on perimeter walls, car park surfaces and lighting to ensure car parks provide a safe environment to our Customers.

3.70 As part of this Task and Finish Group a commitment was made by Officers to address the most urgent Health and Safety concerns around the Car Parks due to the nature of being in the Transformation process.

3.71 Boundary issues was raised as a concern as something the Council needed to address. We should as owner of these assets have a complete record showing our boundary responsibilities.

3.72 Officers recommended that when capacity allowed the best course of action would be to see if the data could be put onto our mapping system when we have all the data to hand.

3.73 Capital improvements

3.74 A number of WSC car parks are situated along the shoreline. Climate change will have an impact on the maintenance of this car parks which could result in major work caused due to coastal flooding or erosion.

3.75 With increase in self-service it is important that WSC look at the opportunities available when considering the replacement of Pay & Display machine, such as the use of ANPR, cashless and virtual permits.

3.76 Increase capacity

3.77 During the summer season the WSC car parks are often filled to capacity. A review of individual car parks layouts could increase capacity as well as reviewing any opportunity to bring land into use as car parks.

3.78 Electric Vehicle Charging Points

3.79 Councillors have discussed this with Officers and engaged with external expertise to

test the viability of such. Various locations had been looked at offering 22kw which was considered mid-range and would charge for a range of 40-50 miles. The benefits could be felt in increased tourism and a use in social care needs. The cost was cheaper in terms of fuel and Community Car/Bus Clubs could be one potential use. Tiverton was one area where there was progress was being made on this and the concern was felt that West Somerset was falling behind other localities.

### 3.80 Enforcement

3.81 It was considered that there was an issue was with enforcement of on-street infringements, which is the responsibility of the County Council. Members put various questions to the Parking Services Manager at Somerset County Council to investigate the enforcement process and how robust this enforcement was with repeat offenders.

### 3.82 **Process**

3.83 The task and finish group has produced this report to the Scrutiny Committee to outline details of the review process undertaken, the evidence gathered, conclusions and subsequent recommendations for action. **The Scrutiny Committee can if so wished refer this report to the Cabinet and/or Council and ask them to consider the recommendations arising from the review.**

3.84 The Task and Finish Group has gathered evidence through a variety of ways and referred to the following background documents (please see references at end).

3.85 The Group held several meetings. Background documents are annexed to this report.

### 3.86 **Overview of the West Somerset Area**

3.87 An Overview of the WS Area is included in the attached Strategy document at Appendix A.

### 3.88 **Number of Meetings**

- **1<sup>st</sup> Meeting – 20<sup>th</sup> March 2018**
- **2<sup>nd</sup> Meeting – 18<sup>th</sup> April 2018**
- **3<sup>rd</sup> Meeting – 10<sup>th</sup> May 2018**
- **4<sup>th</sup> Meeting – 20<sup>th</sup> June 2018**
- **5<sup>th</sup> Meeting – 26<sup>th</sup> July 2018**
- **6<sup>th</sup> Meeting – 13<sup>th</sup> September 2018**
- **7<sup>th</sup> Meeting – 22<sup>nd</sup> November 2018**

### 3.89 **Conclusions**

3.90 This Task and Finish Group has set out to update the Strategy, taking into account Somerset County Council's parking strategy, and the latest government guidelines. We currently have a very out of date strategy (April 2005 to 2011) which should have been revisited and updated at least every 3-5 years but this does not appear to have been done. We recognise that the Authority is due to imminently become a New Council and hope that Somerset West and Taunton takes into account this document when preparing a revised Strategy for the combined area. **The Task and Finish Group has set out to update the Strategy, taking into account Somerset County Council's Parking Strategy, and the latest government guidelines.**

- 3.91 Various concerns have been explored as part of this Group's deliberations about the strategic direction of the car parks, its maintenance and how the charging structure is applied and importantly if the current direction fits in with the demonstrated view of our electors. This group has been as thorough and objective as possible in following the evidence, but also in bringing to bear the knowledge from each of our Localities to inform and shape the proposals. Members close contacts and engagement with our local people provided the feedback and helped give them a voice through this process.
- 3.92 We have looked into the issue of maintenance and how much is raised, how much is spent and what happens to any unintended surplus. Finally, there is the issue of a co-ordinated approach, between the District Authority and the Highway Authority, to influence road users' behaviour both commercial and private.
- 3.93 Key steps have thus been identified which would need to be investigated further by the appropriate Council team.

#### **4 Links to Corporate Aims / Priorities**

- 4.1 This is in line with West Somerset Council's own Corporate Strategy more broadly;
- 4.2 "To enable people to live, work & prosper and for business to thrive in West Somerset"
- 4.3 Specifically in the Design Principles;
- 4.4 H) All services should offer value for money and be business-like in their approach;
- 4.5 Key theme 3 – Our Place and Infrastructure
- 4.6 West Somerset is a beautiful place to visit and in which to live and work. We want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike.
- 4.7 Key Theme 4 – An efficient and modern council
- 4.8 Work more closely with the County, Town and Parish Councils to achieve mutually desired outcomes for the community

#### **5 Finance / Resource Implications**

- 5.1 Funding requirements from this Council to ensure the delivery of recommendations requires confirmation.

#### **6 Legal Implications (if any)**

- 6.1 Legal implications may necessarily follow from the delivery of these recommendations. It is important that the Council complies with relevant legislation and provides up to date and accurate information about its service.

#### **7 Environmental Impact Implications (if any)**

- 7.1 Environmental implications may necessarily follow from the delivery of these recommendations.

#### **8 Safeguarding and/or Community Safety Implications (if any)**



8.1 None considered relevant to this report.

**9 Equality and Diversity Implications** (if any)

9.1 An Equalities Impact Assessment (EIA) has not been completed.

**10 Social Value Implications** (if any)

10.1 None considered relevant to this report.

**11 Partnership Implications** (if any)

11.1 Partnership implications may necessarily follow from the delivery of these recommendations, particularly with the Upper Tier Authority.

**12 Health and Wellbeing Implications** (if any)

12.1 None considered relevant to this report.

**13 Asset Management Implications** (if any)

13.1 Asset Management implications may necessarily follow from the delivery of these recommendations.

**14 Data Protection Implications** (if any)

14.1 None considered relevant to this report.

**15 Consultation Implications** (if any)

15.1 The Group, made up of Councillors from across the District, has liaised with relevant stakeholders as part of the Surveys of the Car Parks within the District. Further formal consultation with the public and key stakeholders may necessarily follow in the delivery of a new strategy.

**16 Scrutiny Comments / Recommendation(s)** (if any)

16.1 Scrutiny Committee considered this report and a PowerPoint presentation by the Chairman of the Task and Finish Group at its previous and final meeting on 14<sup>th</sup> February 2019. The recommendations were all approved as written to the Cabinet.

**Democratic Path:**

- **Scrutiny – Yes**
- **Cabinet – Yes**
- **Full Council – No**

**List of Appendices (delete if not applicable)**

Appendix A	West Somerset Car Parking Strategy (2019)
Appendix B	SCC notification of County Wide Parking Review
Appendix C	Budget and Spend 2016/17 to 2021/22
Appendix D	Car Parking Account 17/18
Appendix E	Detailed Breakdown of Yearly Budget (Nov 2018)

## Contact Officers

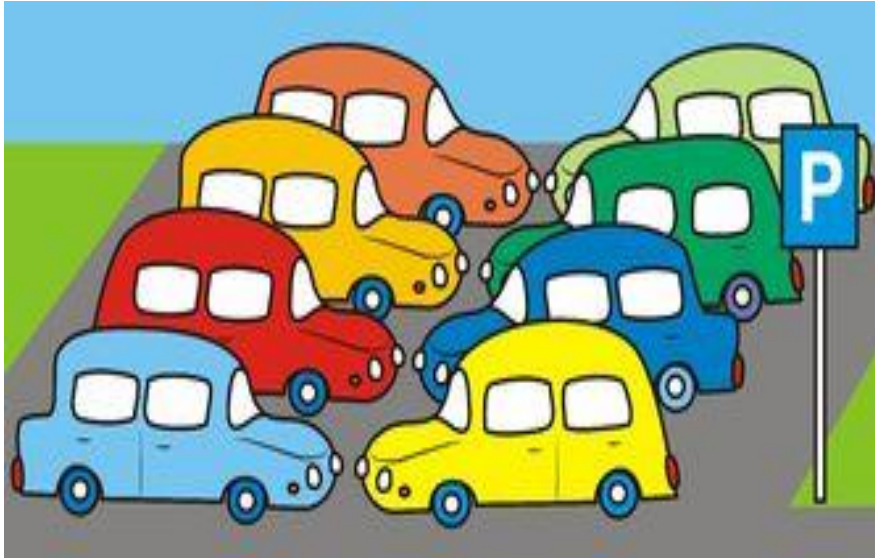
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# West Somerset Car Parking Strategy

(2019)

West Somerset Council will support the sustainability and growth of its towns and villages through the provision of convenient, easily accessible car parks that focus on providing and delivering clean and well maintained parking places.



1. Introduction (Background)
2. Approach to the Study & Methodology
3. Minehead Car Parks
4. Porlock Car Parks
5. Dunster Car Parks
6. Watchet Car Parks
7. Williton Car Park
8. Dulverton Car Parks
9. Free Car Parks at Kilve; Wheddon Cross; Withypool, & Crowcombe
10. Blue Anchor diagonal on- road Parking Bays and Stogumber on road parking bays
11. Conclusions and Recommendations

- Appendix A - Car Parking income and Expenditure, & Charging regimes
- Appendix B - Maps of all Car Parks either owned or leased, (including details of boundary ownership)
- Appendix C - Maintenance and Improvements (Short, Medium & Long Term)
- Appendix D- On-Site surveys

## INTRODUCTION

### 1. Background

West Somerset Parking Strategy dated April 2005 recommended a car parking strategy to accommodate parking demands for the period through to 2011. West Somerset Council has therefore undertaken a review of the car parking in the District. This report examines the existing situation and recommends a Car Parking Strategy to accommodate its future parking demands.

The report has taken into consideration those parking policies recommended within the framework of national legislation including : Planning Policy Guidance; Regional Planning Guidance; Somerset County Council's Parking Strategy; Somerset County Council's Residential Parking Zone Guidance; The Portas Review (2011), and the Somerset's Future Transport Plan 2011 – 2026.

This report also takes into account the Government's Transparency Code which requires that all local councils must now publish their account information showing revenue collected from on-street parking, off-street parking, penalty charge notices and associated expenditure.

These policies are important as they set out the ideas and solutions preferred by central Government and are therefore the things we must consider if our plans are to gain the support of decision makers and secure any possible future central Government funding. Whilst the design and implementation of parking policies is very much a local decision, national policy and guidance help us place these decisions in context.

Following the change of government in 2010, a White Paper entitled 'Creating Growth, Cutting Carbon Making Sustainable Local Transport Happen', was published by the Department of Trade on 19<sup>th</sup> January 2011. The White Paper sets out the need to focus on low-cost, high-value interventions. The Government's view is that for many longer distance trips there is no alternative to the private car; therefore, it proposes technological advancement as the major part of its policy to reduce carbon dioxide emissions from transport.

**The White Paper encourages local authorities to provide electric vehicle charging infrastructure in new developments, and also suggests they set aside some residential car parking spaces for car club vehicles.**

In addition to the development of national transport policy described above, the last decade has seen innovative changes in the guidance for designers of urban streets. The Manual for Streets (MfS) was prepared in 2007 to help planners and developers build residential streets that enable people to feel a greater sense of place and community. It explains how the parking of vehicles is a key function of most streets in residential areas and needs to be properly considered in the design process.

**The guide emphasises the importance of providing sufficient good-quality cycle parking in all new residential developments. It offers guidance on footway parking and the size of parking spaces for cycles, cars and motorcycles.**

The Portas Review (2011) aimed to offer 'An independent review into the future of our high streets' and provides a valuable insight into retailers' parking needs. It explains the role parking can play in making high streets the vibrant and competitive places envisaged in this strategy's objectives. The review provides a useful counterpoint to other literature on the role of parking, that should form part of the evidence used when considering parking in (or for) high streets.

The Review suggests that Local areas should implement free controlled parking schemes that work for their town centres and that we should have a new parking league table to go head to head with the out-of-town offering, High streets need to have a more flexible, well communicated parking offer. There are some places that are doing things differently.

**For example one authority is offering a 'Free after Three' parking promotion which offers free parking after 3pm at three of their car parks to help the town centres businesses. PPG13 (Transport) advises authorities to prioritise 'short term' parking provision in centres in order to discourage commuter parking.**

The Coalition Government made minor amendments to the national guidance note in January 2011. These are intended to give local authorities greater control of parking locally, both within new developments and as part of the managing of current parking stock in town centres.

**The revised wording makes it clear that levels of parking should be provided that make efficient use of land and encourage sustainable development.**

Somerset County Council Parking Strategy Chapter two – parking policy context PPS3 (Housing) suggests residential parking policies should be developed to take into account expected levels of car ownership, the importance of promoting good design and the need to use land efficiently.

The 2005 West Somerset Parking Strategy acknowledged the importance of addressing parking problems identified in towns and villages, and the opportunity to adopt a more sustainable approach to travel patterns and encourage a greater use of public transport whenever possible. West Somerset is largely rural, and unfortunately, due to sustainability issues and financial pressures, public transport has reduced in rural areas leaving residents more and more reliant on cars.

West Somerset has great appeal in terms of its tourist attractions due to its proximity to the Exmoor National Park, the Quantock Hill AONB and the coast.

**It is also acknowledged in the Somerset County Council's Local Transport Plan there are rather different needs for parking management in the smaller towns such as Minehead, who have large numbers of tourist visitors. Therefore consideration should be given as to whether there is a need to set charging regimes in car parks that reflect this.**

The Somerset Local Transport Plan suggests the following actions:

- Adopt the parking standards, as set out in the Somerset County Council's Residential Parking Zone Guidance 2013, including the provision of electric charging points in all new residential developments.
- More effective management of off-street and on-street parking in order to maintain the vitality and viability of town centres.

**Further In the light of the recent government proposals that in order to tackle air pollution and meet greenhouse gas targets, three-fifths of all new cars purchased should be electric by 2030, and the sale of all new diesel and petrol cars and vans will be phased out in the UK from 2040, consideration should be given to providing a designated parking bay (or bays) with electric charging point in the car parks.**

In this context, the present document has given particular attention to local knowledge and local needs.

## **2. APPROACH TO THE STUDY**

### **2.1 Methodology**

The report presents a number of chapters associated with the parking provisions currently available within each of the various towns and villages in the District of West Somerset. Each chapter contains:-

- A brief overview of the area, and the car parks,
- An evaluation of each car park's facilities.
- A Car Parking Strategy to maximise the benefits for off-street capacity.

Chapter 8 considers the parking facilities located at other minor centres. Survey data was not available for these locations, but observations made on site have outlined the more visible parking issues.

An overview summary of all the car park facilities, outlined strategies and priorities has been included within this strategy and the Appendixes as set out below.

- Appendix A - Car Parking income and Expenditure, and Charging regimes**
- Appendix B - Maps of all Car Parks either owned or leased, to (including details of boundary ownership)**
- Appendix C - Maintenance and Improvements (Short, Medium & Long Term)**
- Appendix D- On-Site surveys including Health & Safety issues**

This study reviews the parking situation in the following car parks in West Somerset:- Minehead, Watchet, Williton, Dulverton, Porlock, and Dunster. In addition, the free car parks at Kilve, Crowcombe, Wheddon Cross Withypool, and the on-road parking bays at Blue Anchor and Stogumber. The aim of this approach is to identify the most suitable car park strategy to adopt for each town or village.

Historically, the period of May to September has proven to be the time when tourism is at its peak and provides a good opportunity to evaluate parking demands when occupancy in the car parks is considered to be at its greatest. The monthly counts of car parking income for the main Pay and Display car parks in Minehead, Williton, Watchet, Porlock, Dulverton and Dunster, also provides a general picture of usage throughout the year. **[Appendix A]**

Car parking occupancy data was not available for the car parks at Blue Anchor, Kilve, Withypool, Crowcombe and Stogumber as these are all free car parks. This study has therefore based its conclusions and recommendations on observations made during site visits and via the income raised via parking meters. In addition, no detailed indications were given about the existing on-street parking situation. Therefore the study has based its assumptions through on-site observations of the area, and the income derived from each car park.

The on-site analysis has been a fundamental element of the study and the following aspects have been assessed:-

- **Location:** to understand the main patronage of the car parks, e.g. shoppers or commuters and the accessibility from the main road network;
- **Pricing regime:** to assess the appropriateness of the level of pricing within the short or long term function of the car parks.
- **On site facilities:** to evaluate the attractiveness of the car parks in relation to local facilities such as: public conveniences, tourist information, and bicycle parking. This is to facilitate a greater understanding of further maximising the potential of each car park e.g. suitability and increased usage for tourists, etc.
- **Pedestrian access:** to assess if pedestrians are being directed towards their desired locations and if those routes are adequate for this purpose. Good pedestrian connections to the attractors will encourage parking use.
- **Disabled facilities:** the Disability Discrimination Act means that certain organisations have an obligation to provide facilities for the disabled, and to ensure those facilities are appropriately located.
- **Maintenance issues:** Short, Medium and Long term requirements.
- **Surrounding attractors:** to optimise the function of the car parks and verify the pedestrian walking routes.
- **Signage:** to assess if the car parks are signed from the main road network, the appropriateness of that signing, and if it can be located easily according to the facilities it is meant to serve.
- **Car-park layout:** to verify the appropriateness of the parking layout and, in particular, the safety aspects associated with the accesses/egresses arrangements.

The study group assessed the usage of the various car parks, on analysis of the income received from each, and this has been further verified through on-site observations. This has enabled the group to identify any potential spare capacity for parking provision, and to recommend further solutions to improve and/or optimise local parking potential.

The study group has been made aware of possible new developments planned in the future. These have been taken into consideration, appraised, and verified to establish the location and types of facilities that may be required to serve these sites. The Car Park Strategy has therefore taken into consideration the potential requirements for car parking usage for now and for future years.

The on-site study and review of all related documentation has provided a comprehensive off-street parking and access strategy that has taken into account the following:

- Car Park legibility, and signage;
- Pedestrian accessibility;
- Security and the environment;
- Disabled users;
- Boundary issues and Illegal parking;
- Coach parking;
- Car park charges
- Maintenance issues.

In view of its strategic importance, and as it is the largest town in West Somerset, Minehead has been given particular attention when examining options for addressing its parking problems and the future Car Parking Strategy.

A number of repairs and/or improvements are recommended as part of a short, medium and long term strategy with the aim of improving the function and accessibility of the car parks and these are set out under Maintenance and Improvements [**Appendix C**].

### **2.2 Examination of the Options**

West Somerset is a largely rural district, and has a number of interspersed towns and villages. Public Transport is limited. This can, for some people, severely limit their options for becoming less dependent on using their cars as a means of transport. Those businesses that contribute to the commercial viability of the tourist trade also rely on a good means of access for motorised traffic and parking is felt to play a fundamental role in the attractiveness of the towns and villages to tourists.

### **2.3. Car Park legibility and Signage**



It is clear that a good standard of signage which is strategically located can play a fundamental part in improving the efficiency of a car park and is particularly important in a tourist area. Signage needs to be sited carefully at prominent locations on the main road network to clearly indicate directions motorists should take to access the car parks. It can also prove particularly useful if signage can indicate what type of attractors the car park is likely to serve i.e. town centre, beach, cinema, etc.

**Comprehensive car park signage showing all major car park locations and major attractors at the margins of town could be a useful tool to facilitate motorists in choosing the car park most appropriate to their final destination.**

One of the options available to improve access to car parks for motorists is to introduce a Parking Guidance and Information (PGI) system utilising Variable Message Signs (VMS). These systems are particularly beneficial when sited on the main road approaches to a town indicating the direction and availability of spare parking spaces within car parks. This type of signing system also helps reduce congestion and improves the environment by directing motorists to car parks with spare parking capacity, which reduces abortive time spent travelling between car parks that are full. It is probable that this type of signing system would be restricted to Minehead as other towns are perceived to be of insufficient size to justify the required expenditure to introduce the signing.

Another useful signage strategy is to direct drivers to the main road network once they have exited the car park (especially in a tourist situation). This has benefits and adds value to the quality of the car park network and can reduce the amount of non-local vehicular traffic trying to exit a town on-route to other destinations.

### **2.4. Pedestrian Accessibility**

The establishment of good convenient routes for pedestrians between local attractors will encourage parking use. Pedestrian accesses to and from the car parks need to be clearly indicated. A car park clearly has disadvantages for pedestrians if they cannot embark from their vehicles and reach the final destination in relative safety and comfort. Footways need to be sufficiently wide (minimum 1.20m/1.50m) and kerbs appropriately dropped to facilitate disabled users, parents pushing young children in prams etc., and for the elderly.

A pedestrian signage strategy is also advisable, and this is especially true of tourist towns. Clearly recognisable signs indicating the major attractors from a car park can direct pedestrians along the most convenient or attractive routes.

### **2.5. Security and the Environment**

An appropriate level of lighting is important in order to promote a safer, more secure environment for pedestrians and to reduce potential car-crime. In particular, the car park area should be appropriately illuminated in addition to pedestrian access points. Pedestrian accesses should also be located in open areas, away from high bushes, or places of concealment to minimise opportunities

for crime. In car parks where the crime rate is known to be an issue, CCTV should be considered.

## **2.6. Disabled Users**

An important element of any car park strategy is to consider the needs and provide facilities for the disabled. Disabled bays need to be appropriately located in close proximity to those pedestrian routes that will lead most conveniently and directly to the local attractors.

It is an incumbent element of The Disability Discrimination Act 1995 (DDA), that full account must be made of the facilities required for disabled users. The provision of disabled parking bays in car parks is one issue that needs to be considered within the legislation. Car parks with the capacity to accommodate less than 200 spaces should allocate at least 6% of that total capacity for disabled parking bays. In these situations, an absolute minimum of three disabled parking bays should be provided at any car park location.

**The Disability Discrimination Act 1995 (DDA) recommends that disabled parking bays in car parks should be 4.8m long by 2.4m wide, in addition they should have:-**

- **a gap of 1.2m on either side for easier access;**
- **a gap of 1.2m marked at the rear of the bay for ease of loading;**
- **a post-mounted disabled sign at the head of each bay.**

## **2.7. Illegal Parking**

There are several indicators which lead to a high non-compliance with on-street parking restrictions by motorists. These are more commonly, (although not exclusively) restricted to: insufficient provision being available for loading and unloading, insufficient or inappropriate provision for shopper's short-term parking needs, and poor locations for irregular users such as tourists. In this context parking problems will be exacerbated if coupled with an absence of regular enforcement.

Parking Enforcement for both on and off-street parking is provided through a county-wide Somerset County Council contract. As the County is responsible for on-street parking, and the district off-street parking the contract provides greater integration of parking enforcement throughout the District. In general, illegal parking particularly in shopping areas has reduced due to the presence of regular patrols by parking attendants.

**In Minehead in particular it is difficult to accurately assess the overall car parking provision required due to the high level of free on-street parking available.**

**In partnership with the County's Highway department consideration should be given to a full on-street survey which would inform the best possible**

**interim parking solution such as permit parking; increased areas of double yellow lines, 'no parking at any time blips' on the double yellow lined areas; and/or more areas with time limited parking.**

## **2.8. Coach Parking**

Tourist areas need to provide good facilities to accommodate the parking of coaches. Due to the size of these vehicles, coaches require large areas in which to manoeuvre and park within car parks. Therefore it is best to consider the possibility of locating coaches in those car parks outside of the main tourist area for each town or village. Good signage or information to the coach companies should be provided for this purpose. In addition, other facilities such as public conveniences and refreshments could be used both by drivers and tourists if conveniently located by or near the coach park.

**If feasible, coaches should be able to drop tourists off at strategic locations in the town centre or near to the tourist attractions and then seek to park elsewhere.**

## **2.9. Car Park Charges**

The Local Transport Plan for Somerset 2001-2006 is defined as: '*seeking to harmonise the pricing in car parks and to adopt more consistent standards of provision*'. Somerset's Future Transport Plan 2011-2026 is silent on charging but states that '*we will help improve parking facilities to encourage more sustainable means of travel. We will work to improve the management of parking and help plan new developments appropriately.*'

**Seasonal charging is justified where it can be demonstrated there is a clear difference in demand between the winter and tourist season.**

## **2.10. Maintenance**

It is a fundamental requirement that car parks are well maintained in order to sustain high parking occupancies. The existing markings introduced to form the parking bays etc., need to be periodically refreshed to ensure cars are parked correctly. In addition, the surfacing of car parks need to be well maintained in order to avoid the formation of potholes and subsequent ponding of surface water which can prove problematical for pedestrians.

**A strategy needs to be adopted to ensure regular cleaning measures are introduced in car parks and this is particularly relevant in areas where recycling facilities have been provided and broken glass etc. may be found.**

## **2.11. On-Street Parking**

In some cases, reducing the capacity of on-street parking in the surrounding streets will encourage drivers to use the off-street parking areas. It does not

necessarily follow that by providing a greater control of on-street parking, and more efficient enforcement it will result in greater pressure on off-street facilities

**Consideration needs to be given to different types of on-street parking, including Pay and Display; Resident only Parking; Parking Permits etc. A higher turnover of on-street parking with suitable limited waiting times to restrict demand can prove beneficial for shoppers and traders alike. This Council would need to work with the County Council to ensure the On-Street Parking Regime is holistic and whole place.**

### **3. CAR PARKS**

#### **Minehead**

Minehead is the largest town in the District of West Somerset and is one of West Somerset's busiest holiday resorts. Minehead has good links with the existing highway network, is strategically accessed from the A39 which is the primary road and is located at the southern edge of the town.

Minehead benefits geographically due to its close proximity to the Exmoor National Park. It boasts a number of tourist attractions such as the large Butlins holiday complex located at the edge of the town, the West Somerset Steam Railway and a sandy beach. Additionally, Blenheim Gardens in the centre of the town provides a popular attraction for tourists and is the venue for regular band concerts during the summer.

Other attractions include: the Harbour, sea cruises, and the Regal Theatre. The South West Coastal Path starts along the seafront and there are many good walks from the town. The town is surrounded inland by the Exmoor National Park, and in fact, the town is often referred to as "*The Gateway to Exmoor*".

The public car park facilities within Minehead are as follows:-

#### **Summerland Avenue**

The Summerland Car Park is located on the northern side of Summerland Avenue which is a residential street and currently has a mixture of unrestricted and limited waiting parking. There is a fair amount of unrestricted parking available on the roads adjacent to this car park.

The car park itself is a 'Short Stay Pay and Display' facility. It is understandable that utilisation is high in this car park, as it is a 'town centre shopper's car park' and it is in close proximity to the heart of Minehead,.

The car park is shared with the local co-op food market and it is used by shoppers requiring access to either the co-op or the main shopping streets within the town. Shoppers using the co-op are refunded their parking fee.

The amenity facilities found at the car park are toilets with disabled and baby changing facilities. A refuse bin and a recycle bin are also provided in this car park.

### Alexandra Road

Alexandra Car Park is located adjacent to the Irnham Road Recreation Ground, and surrounded by residential properties along roads which are relatively unrestricted. The car park itself is accessed from Alexandra Road and exits onto Queens Road.



There are no amenity facilities provided in this car park.

Average monthly parking occupancy appears to be very low. There are a large number of unrestricted roads adjacent to this car park that probably affect the overall usage of this car park.

The main attractors for this car park appear to be Minehead Football Club, and the leisure facilities in the Recreation Ground, so it is likely parking peaks are more likely to be outside the main shopping times.

The car park is a long stay 'Pay and Display'. The current charges are applied throughout the year.

### Clanville Road

Clanville Road Car Park is located near the town centre in a residential housing area with streets that have a significant amount of unrestricted parking available. The car park's entrance and exit are located on Martlett Road.

The topography of the car park itself is located on a steep gradient and has flood lighting around its perimeter. It is considered that some disabled visitors to this car park would have great difficulty using this car park as the steep gradient of the car park could cause access problems.

The car park is a 'long stay Pay and Display' facility. There are no amenity facilities provided in this car park.

The monthly income received from the parking meter has revealed this car park has very low use. The free on-road parking on the road adjacent to the car park and along Martlett Road, would appear to be a contributing factor to this.

### North Road

North Road Car Park is located very close to the shopping centre of Minehead. There is also a pedestrian access onto The Avenue, and a gate to Blenheim Gardens. Access and egress from the car park is via a single narrow road off North Road.

The car park is a 'long stay Pay and Display' facility.



There are two refuse bins in this car park. Toilet facilities can be found in Blenheim Gardens during the summer months. There is also a visitor information map at the entrance to Blenheim Gardens

The on-site survey and the monthly income figures have revealed this car park to have a medium to low usage. Lack of signage to the Car Park from the main highway, and the free on-street parking in The Avenue and along Blenheim Road may well impact on its use. Signage to indicate this is a Shoppers long term car park may well improve use.

### Quay West Car Park

Quay West Car Park is located off Quay West Street and is situated close to Minehead's seafront. It is used predominately by people wishing to visit the Harbour, or walk along the Coastal Path.



The amenity facilities found at the car park are toilets and a recycling bin. There are refuse bins along the paved area opposite the car park. There are no route direction signs to this car park or any signs from it directing people to the coastal walks, or other amenities.

The income from this car park shows very low usage. The 'on-street' metered parking which overlooks the sea would appear to be more attractive to visitors wishing to take advantage of the views. The car park charges are applied throughout the year

### **Quay West (On-Street)**

Quay West Street itself has an on-street long stay, "Pay and Display" parking facility, controlled by Somerset County Council. The parking is adjacent to Minehead's seafront and sea wall.

The car park charges apply throughout the year



There is a refuse bin sited next to the parking meter.

There is a small area of on-street parking next to the Bus Stop which is owned by WSC although at the time of surveying this the meter next to it was for SCC parking, and owners parking in these bays are required to pay at the meter in the Car Park opposite.

Unfortunately appropriate signage had not been erected at the time of the site survey so people were purchasing tickets from the SCC meter. At the time of the survey parking in SCC bays were cheaper than WSC bays.

### Seafront Car Park (On-Street) (SCC operated)

The Seafront Car Park is accessed via Quay West. Quay West is situated on the western end of the sea front. Whilst the topography of the surrounding area is generally level, it is located at the foot of North Hill which dominates the town. Quay West is a no through road but it does have good pedestrian access to the beach, and the coastal and country walks. There is a small section of echelon parking opposite the Quay West car park, but the majority are provided by way of parallel parking bays.



The Seafront on-street car park is a 'long stay Pay and Display' facility. Currently the parking charges are applied throughout the year. There are public toilets available in the Quay West car park with facilities for disabled users.

There are no dedicated disabled bays. During the tourist season, 100% use is often achieved.

### Station Car Park (SCC operated)

Station Car Park is accessed at the junction of The Avenue and Warren Road. This location is of strategic importance for the town of Minehead, being the meeting point of both of the major routes into the town. Warren Road has limited waited restrictions in place plus a short section of 'Pay and Display' parallel parking in the vicinity of the car park itself. The Avenue has 'No Waiting at Any Time' restrictions on its northern side and limited waiting restrictions on its southern side. The car park is connected with the West Somerset Heritage Railway, which runs services to and from Bishops Lydeard for most of the year. It is also conveniently placed for visitors to the seafront, shoppers and visitors.

Public toilets are provided in the station building. Cycle parking facilities are provided in this car park.

There is a pedestrian route between the main car park and Mart Road Industrial site where several supermarkets are sited.



The refuse bins provided in this car park do not have covers, allowing easy access for birds, so the refuse is often deposited on the ground. These bins should be replaced with covered bins.

Coaches and Lorries are specifically prohibited from using Station car park.

The Station car park is well utilised especially in comparison to other car parks within Minehead. Station Car Park is a long stay 'Pay and Display' facility and current charges apply throughout the year. The car park has and a total of 114 car park bays.

### Warren Road Upper Car Park

Warren Road Upper Car Park is accessed from Warren Road. It is located on the north side of the road and is constructed on a raised plinth which presumably constitutes part of the sea defence. Warren Road itself has 'No Waiting at Any Time' restrictions on both sides of the carriageway except for some 'Pay and Display' parallel parking along its northern edge in line with the upper car park.



The car park is ideally located for access to the beach and for walking along the seafront. There are toilet facilities a short walk away on The Promenade. It is also very close to the major holiday resort located in Minehead. Refuse bins are sited along the length of this car park.

The Upper car park is a 'long stay Pay and Display' facility. The parking charges apply throughout the year. Warren Road Upper car park usage shows great variation.

There is no information directing people to the facilities in the Town.

### Mart Road Coach Park

This is a free Coach Parking facility with sufficient parking to accommodate up to 15 coaches. The entrance and exit is located via the Mart Road Industrial Estate, with directions from the Seaward Way roundabout. Coach passengers are able to access the Beach and Town Centre via the adjacent Station Road Car Park.

Porlock is a picturesque village on the coast to the West of Minehead and is surrounded by the wild moorland of Exmoor to the South, Selworthy Hill to the East, and Culbone Hill to the West.

Porlock has long been a popular location for holidaymakers and has easy access to both the Bristol Channel and Exmoor National Park. It is a busy visitor destination during the summer with a number of hotels, inns, restaurants and shops. There is also an Exmoor National Park Visitor Centre in the old school building at the bottom of the hill on the junction where the Porlock Weir road joins the main road.

In general, the car parks in Porlock appear to cater well for both local and tourist demand and are well located at the two sides of the town. Doverhay is located on the main road network. The Central car park although offset from the main road is well indicated.

Porlock High Street has 'one hour restricted parking' and this helps to encourage drivers to park in the car parks. Parson's Street has 'No Waiting at Any Time' restrictions throughout much of its length.

### **Porlock Central Car Park**

This is considered to be the main car park in Porlock and is accessed via High Bank. The car park is designated a long stay, 'Pay and Display' facility and is well situated for people using the library and shopping centre.



Parking permits are issued to local residents.

Pedestrians and visitors are generally well accommodated from the car park with well indicated footways, information boards and street lighting.

Refuse and recycling facilities provided in this car park.

Parking charges apply throughout the year. Porlock Central Car Park is a 'Pay and Display' facility. Whilst the car park usage is not high, it is reasonably well patronised and consistent when viewed in context with other car parks in West Somerset.

### Parsons Street Car Park

Parson's Street has a junction with Porlock High Street from which it runs in a southerly direction for a distance of some 500 metres. At its southern terminus it joins a public footpath running westwards along a watercourse below Hawkcombe.

The Parson's Street Car Park has been designated for Permit Holders use only.



### Doverhay Car Park

Doverhay car park is accessed via the A39 Porlock High Street, which is the north coast primary route. Opposite the car park entrance is the junction to England's Road. Pedestrian routes around the car park vary in quality and there are footways in place along the High Street. Doverhay Lane itself is too narrow to accommodate a footway. 'No Waiting at Any Time' signs generally cover the streets around the car park, although there are some limited waiting areas on the High Street.

Amenity facilities are public toilets, a tourist information board showing a map of the local area with visitor attractions clearly marked, and refuse bins.



The car park is a 'Pay and Display' facility and parking charges apply throughout the year. There is a Free Coach Parking Bay and two 15 minutes free car parking bays, and a motor cycle bay provided in this car park.

## 5. DUNSTER

Dunster is located south east of Minehead and access to its considered good as it is situated near to two primary route network junctions. The A39 north coast primary route runs to the north of Dunster and the A396 runs through the village. The A396 runs north/south through Exmoor National Park and eventually terminates at Exeter.

Dunster is a medieval settlement with a long history. Its fame and wealth were built on its cloth making industries. Nowadays the village is very popular with visitors during the summer and the village boasts a host of tearooms, inns, local craft shops and an Exmoor National Park Visitor Centre. There is a beach approximately half a mile south of the village centre, and the West Somerset Railway station is located to the north of the village. Dunster Castle overlooks the village and is a major visitor attraction being considered hugely important both historically and architecturally.

A recent addition is the 'Steam Coast Trail Cycle Route' which runs along the coast from Dunster Beach to Blue Anchor.

### On-Street Parking

Dunster High Street is a particularly wide thoroughfare and is probably attributable to its history as a market town. To this day, the High Street is still dominated by the octagonal 'Yarn Market' which has been present since at least the early 17<sup>th</sup> century.



The majority of the on-street parking is provided on the western side of the High Street and this consists of 30 perpendicular marked bays. These bays are complemented by 7 parallel parking bays on the eastern side.

There appears to be no time restriction applied to vehicles parked in the marked bays, but "No Waiting at Any Time" restrictions are in force over much of the highway in Dunster.

Usage figures are unavailable, but it is anticipated that due to its location, lack of any time restrictions and the fact that it is free means this facility will achieve 100% utilisation for much of the time.

### **Dunster Steep Car Park**

Dunster Steep Car Park is located on the south-eastern side of the A396 approximately 200 metres from its junction with the A39.



The car park is signed as the “Dunster Village Car Park” and provides the majority of parking provision for the village. Unfortunately, there is only a ‘virtual’ footway marked on the road between the car park and the majority of visitor attractions within Dunster. However, a relatively short section of footway does exist between the car park and the Exmoor National Park visitor centre.

Achieving a balance between proximity to attractions and minimum gradient for disabled access is not be easy in an area such as Dunster, but such efforts are required to ensure fair access for disabled users

The facilities within the car park itself consists of Toilets – including disabled facilities; Cycle stands, and a woodland area with Picnic tables. There are also dedicated ‘free coach-parking bays’ situated in the Upper car park. A Recycling bin and refuse bins are also provided in this car park. The car park has a map of the village showing the amenities in and around the village.

It is a relatively large long stay “Pay and Display” car park. Parking charges apply throughout the year. In the context of West Somerset District this is a well-utilised car park.

### **Park Street Car Park**

Park Street is located at the south-eastern end of Dunster. It is a relatively short street that at its south-eastern terminus links through to a network of public footpaths.

Pedestrian access into Dunster or southeast towards the surrounding hills requires walking on the carriageway. The Dunster working water mill can be accessed via a footpath adjacent to the car park entrance, although there was no signage directing visitors to this at the time of the site survey.

The car park is a long stay “Pay and Display”. Parking charges apply throughout the year. Capacity is low and the car park use is relatively high mainly by Permit Holders.

The only facility provided in this car park is a refuse bin. There was no signage to the walks and/or the village amenities at the time of the on-site survey.



## 6. WATCHET

Watchet is a small harbour town in the district of West Somerset and is located on the coast to the east of Minehead with a total of four car parks. The B3191 road forms a junction to the east and west of the town with the A39, which is one of the primary roads within the District.

The town is a holiday centre and boasts a number of public houses, a variety of quaint shops, a marina, and beaches rich with fossils and rocks. The station in Watchet is one of the stops on the West Somerset Heritage Railway route which runs through the town.

The roads in central Watchet have limited on street parking and parking is generally restricted by double or single yellow lines. There are currently no loading restrictions.

### Market Street Car Park

Market Street itself has a number of restricted on-road parking bays and two disabled parking bay. Market Street Car Park is located in the town centre and is accessed via Market Street. There is an access through the car park to private parking, garages, town centre shops, and residential housing.

The car park is a long stay 'Pay and Display' facility. There are recycling and refuse bins provided in this car park.



### **Swain Street Car Park**

Swain Street has a short length of restriction on parking by way of limited waiting and the rest of the road is restricted.

Swain Street Car Park is located in the town centre near to local shops and businesses. The car park is accessed via Swain Street and Harbour Road.



The facilities found at the car park are toilets, refuse bins and a designated cycle parking area. The car park is a 'long stay Pay and Display' facility. Parking charges run throughout the year. The car park is very well utilised. It is suggested that this car park is used by people visiting the local amenities, and this explains the high usage figures. There was a directional map directing people to the town's amenities.

There is a bus turning circle around the public toilets at the top end of the car park.

### **Harbour Road Car Park**

Harbour Road Car Park is located close to the town centre, the Harbour and the Esplanade, and is situated opposite a chapel.



At the end of the car park are two dedicated overnight camper van spaces. There is a pay and display ticket machine and a map of the town's facilities. There is

also a directional signpost to local facilities. There is a bus stop and bus bay at the south end of the car park.

There are two dedicated coach parking bays adjacent to the bus stop sited outside the Town Council offices, the Visitor Centre and Boat Museum.

A footpath runs between the car park and the West Somerset Railway line and there are two crossing points nearby. At the north end a level disabled friendly crossing and at the southern end a traditional footbridge. There is no lighting in the car park and at night it relies on adjacent street lights on Harbour Road and the railway platform. This means that at night it is not well illuminated.

### **Anchor Street Car Park**

Anchor Street Car Park is located in the town centre quite near to the local amenities and is accessed via Anchor Street. Anchor Street has restrictions in place throughout its length. The car park is a long stay 'Pay and Display' facility. Parking charges run throughout the year.



### **Mineral Yard / West Pier Car Park**

This is a small long stay pay and display car park divided by a public right of way by means of a gate from a dedicated boat trailer park. Charges apply throughout the year. There is a pay and display ticket machine.

There is a colourful mural painted on the sea wall to the north and a permissive footpath through the car park to the west pier. At the time of the survey there were no bollards preventing vehicular access to the west pier. It was also noted there was no signage informing people that 'no parking is permitted' in the western section of land which is bollarded off and used by Wessex Water.

### **West Street Car Park**

This is a Residents' car park on the north side of West Street owned and administered by Watchet Town Council. Entry is by swipe card issued by the Town Council and it is not available for public use.

## **7. WILLITON**



The village of Williton is accessed from the highway network via two primary routes which meet in the centre of the village; these are the A39 and A358. The car park can also be accessed via a minor road known as Robert Street. Williton is located to the east of Minehead, and is near to the coast, the Quantock Hills, and Exmoor National Park.

It has one car park situated in the centre. The car park efficiently serves the central retail facilities. The car park is near to the West Somerset Council offices and is visible from Fore Street

Fore Street and surrounding streets currently have some on-street parking with limited waiting restrictions.

### Central Car Park

Williton Central Car Park is entered and exited via Fore Street. The car park is shared with West Somerset Council offices and some of the parking bays are reserved for staff use. The main attractors to the car park are the District Council offices and the shops within the village centre. The only facilities available within the car park are refuse and recycling bins.



The car park is a long stay “Pay and Display”. The charges run throughout the year.

## 8. DULVERTON

Dulverton is an important visitor centre and can be considered to be the southern gateway to Exmoor. The town is located between the rivers Barle and Exe which converge a mile or so down the valley. It has one main street that contains a number of shops including: a Post Office, Bakery, and Butcher, Fish & Chip shop, Greengrocer and a late-opening supermarket. Also along this road is the National Park Visitor centre which shares premises with the local public library. The town hosts the ENPA HQ and is the starting point of many walks from the town – the riverside walks along the Barle being very popular.

Dulverton has three main car parks and currently some on-street restricted parking provided on Fore Street.



### **The Lion Stable Car Park**

This is a 'Pay and Display' facility.

### **Exmoor House and Guildhall Car Park**

The Exmoor House and Guildhall Car Parks are "Pay and Display" facilities adjacent to each other and they share the same access either from the main road network or from the town centre.

All the car parks appear to be well used, but it is noted the trend for the summer period shows the Guildford Car Park is busier at this time of the year. Consideration should be given to introducing a winter and summer charging regime.

Access to the car parks can be gained from the B3222. Better directions signage should be installed directing users from one car park to another.

### **Coach Parking**

A Coach drop off point is provided in the access road to Exmoor House car park which can create delays for vehicles trying to access the Car Parks... Consideration should be given to moving this drop off point to the opposite side of the road. There is however no provision for coach parking.

## **9. OTHER LOCATIONS - FREE CAR PARKING**

### **KILVE**

The village of Kilve is situated within the Quantock Hills AONB Area. The main part of the village is situated along the A 39 and is roughly equidistant from Bridgwater to the East and Minehead to the West. This part of the village also contains the village hall, a post office, and a public house, and Kilve Court a further education centre.

The village actually links with two nearby hamlets. One of these is Pardlestone, which meanders steeply southwards through mossy cottages, and a few more modern bungalows nestle into the hillside. Together with Higher Hill which lies along the ridge to the east of the village, with a steep and narrow lane running down to join Sea Lane.

Kilve Beach is an important visitor attraction. It is renowned for its easily obtained fossils and the spectacular exposed rock strata. Its location at the northern end of the Quantock Hills and the fact that it is also close to the Exmoor National Park on the southern coast of the Bristol Channel mean that visitor numbers to this site are high. Pedestrian routes to the beach and coastal walks from the Car Parks are poor verging on impossible for wheelchair users.

### **Kilve Village Car Park**

The Village Car Park is located off the A39 It serves the local shops and village hall. This car park has a refuse bin and a recycling facility and a local map. From site observations it appears to be well used. This car park is viewed as an important off-road parking resource on the A39.



### **Beach Car Park (Quantock AONB)**

This is a long stay “Pay and Display” facility, with the local cricket club adjacent to one of the three separate parts of the car park.



The car park consists of three separate areas in total. This car park was not surveyed, but historically it has not been well maintained.

The Village Free Car Park caters for the local demand, whereas the Kilve Beach car park caters mainly for tourists.

## **10. WHEDDON CROSS**

Wheddon Cross is the highest village on Exmoor and is situated on the crossroads of the main routes that run between Minehead and Dulverton (from north to south). From (east to west) the route travels from Taunton through to North Devon.

There are a few shops and public house nearby. It appears that walkers tend to park here to reach the highest point in Exmoor.

### **Wheddon Cross/Cutcombe Car Park**

This is a public car park just off the A369. There are other parking bays but these are reserved for pub customers. Parking in this car park is free throughout the year. In addition, public toilets and map directions are available on this site. The car park is well indicated and also very visible from the main road.

The Wheddon Cross car park appears to be conveniently located for tourist purposes. There were no other major attractors except for a pub and a couple of shops situated within the vicinity.



The facilities, i.e. toilets, litterbins, and maps make the car park a practical stop for tourists.

### **Blue Anchor Bay on-road Parking**



There are 160 diagonal parking bays and 6 disabled facilities with easy access to the beach and the community run toilets. The parking is well used by both fishermen and people coming to the beach to walk their dog. At the time of writing this document Parking was free throughout the year.

### **Withypool Car Park**

This is a small 'free' car park which appears to be used by locals visiting the adjacent picnic area, or people walking on Exmoor.

**Stogumber Car on road Parking Spaces**

There are 6 'free' parking bays adjacent to the Highway which would appear to be in the ownership of WSC.

**Crowcombe Car Park**

This is a 'free' car park which is well used by local people and visitors wishing to walk on the Quantock Hills.

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**CONCLUSIONS****MINEHEAD**

The present car parking facilities in Minehead can be divided into two main areas of coverage: (i) the shopping area and (ii) the beach. The beach area is used less out of the tourist season, although it has reasonably accessible parking spaces that are no further than 500 metres from the town centre.

**The central car parks appear to function more as an overflow to the on-street parking, and are consistently below capacity.** Tourists and users of local attractors appear to be well catered for as it appears the only 'full' car park usage is by or near the beach, usually during peak holiday times and summer weekends.

**Most town centre car parks do not appear to be used to their full capacity and this is probably due to the availability of on-street parking.** The only car parks that appear to regularly reach capacity are the 'short term shoppers' car park' at Summerland Avenue and the Station Car Park.

The car parks of Alexandra Road, and North Road are more central to the Town Centre but appear to be occupied well below capacity.

It appears to be greater provision than demand within the designated off-road car parks in Minehead throughout most of the year. Clanville Road and Quay West show the lowest level of occupancy. This situation gives scope to optimise land resources both through land development and re-allocation of parking. **The re-development of one or more of the under-utilised parking sites should not cause any major problem as, in all cases, there appears to be spare capacity at the other car parks within the vicinity.**

**On-Street Parking**

**It was noted that a number of streets surrounding many of the car parks had few or no parking restrictions in operation and probably accounts as a contributory factor to the low patronage of these particular car parks.** As mentioned in Somerset County Council's 'Town Transport Strategies' document (August 2000), one way of increasing car park patronage would be to control on-street parking provision.

An effective car park strategy can aim to evenly distribute the demand across the parking facilities available, optimising the location of the parking according to the type of users and the length of their stay. **This can be achieved by adopting a**

**coordinated approach with on-street parking policies and appropriate enforcement.**

**Pay and Display on-street parking could be introduced, and any pressure on the off-street facilities can be controlled through providing a suitable pricing regime and limited free waiting time bays. This could prove to be the most convenient arrangement for shoppers and traders.**

Consideration could also be given to residents who may not have their own off-street parking provision and it may be that a Residents Parking Scheme could be introduced. It is essential that residents should be consulted if this proposal were to be pursued in order to identify any concerns they may have. A Residents Parking Scheme was introduced controlling on-street parking along a short stretch of Quay Street restricted to residents parking only.

A full on-street Survey should be undertaken in conjunction with SCC Highways to see if this could be rolled out to more roads where commuter parking is a problem.

**N.B. SCC Highways have recently (5<sup>th</sup> November 2018) acknowledged the need for a county wide Parking Review and within the West Somerset area Minehead has been identified as one of the first to be reviewed. The other towns listed were Dunster, Williton, Watchet and Porlock, although it is acknowledged other rural communities may be included in the review if required.**

### **Signage**

**The route direction signs to the car parks are generally inadequate. Signs should be clearly visible and strategically located in order to direct visitors to those car parks nearest to their final destination.** For instance, North Road is extremely close to the town centre but it is not well indicated. Tourists could be directed to the beach from the A39 and in some cases **it might prove efficient to rename car parks in order to make their function and location clearer.**

**Within the car parks in Minehead there are very few signs to direct visitors using the pedestrian routes to the various local attractions and facilities.**

**Due to the location of the car parks, it might be worth considering directing visitors to the town centre via Seaward Way.** This approach needs to be considered in line with current traffic management strategies. However, this will allow visitors to seek parking spaces available along the seafront before approaching the town centre.

**In addition, comprehensive signing showing all major car park locations and major attractors at the margins of town could prove useful. This will greatly assist motorists in making decisions to determine which car parks they should choose to accord with their final destination.**

### **DULVERTON**

**Currently Dulverton has the same charging regime for summer and winter. Consideration should be given to changing this to mirror what happens in the other car parks in West Somerset.**

**DUNSTER**

The possibility of introducing overnight camper van and trailer parking should be investigated in the lower overflow car park where the picnic tables are situated.

**PORLOCK**

On the High Street there are comprehensive signs highlighting all car park locations. **It would prove useful to add to these by locating signs further from the town centre, for drivers approaching both from the east and west.**

**WATCHET**

Usage of the Car park facilities in Watchet appears to be below capacity during the winter months. **However during the tourist season they can be at capacity and struggle to satisfy the demand.** The high use at certain times of the year appear to be due in part to the fact that the town does not have a significant amount of on-street parking available near the town centre and harbour.

Harbour Road and Market Street are the best strategically located car parks. Harbour Road does have the strategic advantage of being located next to the train station and at the southern approach to the town. The Harbour Road car park therefore has good potential to attract motorists seeking to park before they reach the main shopping area. This in turn helps to reduce the volume of traffic in the town centre.

The Market Street car park is located in the centre of Watchet, on the B3191, and gives good access both to the harbour and to the town centre.

**A transport assessment should be made to ensure that appropriate parking provision is sustained for new use and for residents. In addition, pedestrian connections should be ensured through the sites.** In particular this is true at the Swain Street car park as it forms a fundamental link between Harbour Road Car Park and the town centre.

**Further joint analysis between planning and transport issues is recommended for these sites.**

**WILLITON**

**Signage.** A road to the Doctors Surgery and the Sure-Start Centre dissects the car park which can appear confusing to infrequent or first time visitors. **Improved directional signage is advised.**

**KILVE****The Village Free Car Park**

This car park appears to be well used at all times. Consideration should be given to implementing charges for this car park.

### **Signage**

The Beach Car Park is not well signed from the main road. **It is therefore recommended that better signage be provided on the A39.**

### **Coach Parking**

Coaches can be accommodated within the parking area. There may be some local concerns about coaches using the narrow lane to access the Beach car park. **Consideration could be given to introduce a vehicle width limit with appropriate regulatory signing.**

### **Bicycle Parking**

The nature of the site at the Beach car park gives scope for the provision of bicycle parking facilities. This in turn would encourage a greater number of people to adopt a more sustainable form of transport rather than totally relying on using their cars.



## **APPENDIX A**

Monthly income figures, and yearly accounts showing all car park income and expenditure to meet the Government's Transparency Code guidelines.

The Transparency Code requires that all local councils must now publish their account information showing revenue collected from on-street parking, off-street parking and penalty charge notices and associated expenditure.

## **APPENDIX B**

Maps of all Car Parks and Parking Bays owned by West Somerset Council – including 'T' marks showing ownership of boundary walls, fences and hedges.

## APPENDIX C

### MAINTENANCE AND IMPROVEMENTS STRATEGY

The maintenance and improvements to car park provision throughout West Somerset District can be addressed to accord with different timescales:-

- **Short (1 – 3 years)**
- **Medium (3 to 6 years) and**
- **Long Term (6 years +).**

The recommendations below commence with short to medium term works and include maintenance matters or compliance with current parking regulations to raise the parking system to the current British Standards. Signage improvement is also described as short term due to the low cost for this type of implementation. Items such as pedestrian accessibility that would increase the efficiency of the system are identified as medium term.

Although on-street parking has not formed part of this study, it is recommended that, in partnership with SCC highways, an analysis of the on-street parking provision in the towns experiencing on-road parking problems be undertaken. This should include the possibility of introducing further limited time parking areas, particularly in the streets adjacent to car parks in order to prevent commuter on-street parking; possible resident parking areas; and designated permit parking.

### SHORT TO MEDIUM TERM MEASURES

**Ensure all income and expenditure meets the latest Government's Transparency Code requirements i.e., that Local authorities must publish on their website, or place a link on their website to this data, if published elsewhere:-**

1. (i) A breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from any on-street parking, off-street parking and Penalty Charge Notices: and
  - (II) A breakdown of how the authority has spent any surplus on its parking account or the amount of deficit accrued from the previous 3 years.
2. **Implement a maintenance programme for all trees, shrubs and hedges around the car parks that are the Councils responsibility. The cost to be re-charged as Car Park expenditure.**
3. Where the boundary is the responsibility of the neighbouring property, or where the boundary is in joint ownership with the council, ensure the other

party is aware of their responsibility, or joint responsibility to keep that boundary in good order.

4. **A strategy be adopted to ensure 'regular cleaning measures' are introduced in car parks. This is particularly relevant in areas where recycling facilities have been provided and broken glass etc. may be found. The cost to be recharged as Car Park expenditure.**
5. Ensure a breakdown of the cost of car park and pedestrian access lighting is shown in Car Park expenditure.
6. Ensure all Car Parks have sufficient disabled spaces that comply with current parking guidelines, and that they meet the design and size criteria prescribed.
7. Check all drains and gullies within the Car Parks or along the access routes to ensure they are in good working order. **In particular repair or replace and de-silt the gully at The Avenue entrance to the Summerland Road Car Park.**
8. **Ensure there are clear lines showing of the boundaries of the car park, particularly where residents are accessing their back gardens/garages etc.**
9. **Provide directional signs for pedestrians to the Town Centre, and other town attractions, such as the beach, the Information Centre, the Harbour and the coastal walks.**
10. **Check all directional signage to and from the highway network, and improve where necessary. Ensure there are well sited 'car park' signs at the entrance to all car parks.**

## LONG TERM MEASURES

### Minehead

Consideration should be given to extending the Minehead bus stop pull-in area in The Parade. Sufficient space needs to be allocated to allow buses to park in and drive out of the space provided, rather than stopping in the highway to allow passengers to mount or dismount the bus, as this continually causes traffic flow problems from Park Street, and Friday Street. **Further consideration should be given to introducing double yellow lines with no disabled parking at the lower end of Bancks Street, as Buses and Lorries have difficulty turning from The Parade into Bancks Street due to 'disabled badged' parked cars.**

Investigate whether Coaches can share the use of the Bus stop at Bancks Street to collect and drop off passengers from the Town Centre.

### **Parking Guidance and Information (PGI) System**

1. To further improve the utilisation of the car parks in Minehead, a Parking Guidance and Information (PGI) system using Variable Message Signs (VMS) could be implemented from the main approaches to the town centre and car parks. This system, in conjunction with the signing strategy previously mentioned would help motorists by directing them to the car parks that have vacant spaces; and are situated in the part of Minehead they want to access. This reduces the amount of time wasted searching for car parks with vacant spaces. This in turn reduces congestion near the controlled car parks and benefits the movements for other traffic.

It is suggested that within Minehead, the VMS would be located at suitable and key strategic locations along the road network in order to assist improve motorists' journey time to a vacant space within the most convenient car parks to suit their final destination. The signs themselves could show the actual number of spaces remaining in any given car park or other information such as "Spaces", "Full" and "Closed". More information on PGI systems can be found in the Department for Transport's (DfT) Traffic Advisory Leaflet ITS 4/03.

**APPENDIX D**

Copies of the On-Site Surveys of the Car Parks undertaken by the  
Scrutiny Task & Finish Group

<b>BLUE ANCHOR Free (off road) CAR PARKING BAYS</b>	Issues highlighted from on-site survey <b>Area 1 – Driftwood area</b>
<u>Parking bay lining</u> 1. Condition of parking bay lines 2. Condition of disabled parking bay lines and access issues 3. ? Permit bays 4. Other	Parking bays in good condition having recently been relined.  1 disabled bay
<u>Boundary issues/condition</u> 1. Hedges 2. Walls 3. Fences 4. Other	Condition good
<u>Signage</u> 1. To car park from highway 2. From car park to other amenities 3. From car park to main highway 4. Position of meters 5. Up to date signs on charging 6. Other	N/A
<u>Car Park surface/drainage</u> 1. State of Tarmac 2. Condition of drains 3. Other	Parking bays in good condition having been recently re-surfaced. None – parking bays slope towards Highway.
<u>Lighting</u> 1. Is there lighting in the car_park 2. Is there pedestrian access lighting 3. Other	No  N/A.
<u>General grounds maintenance issues</u> 1. Siting and condition of refuse bins/recycling bins 2. Condition of shrub and tree borders 3. Other	Refuse bins sited on opposite side of road along sea wall.  N/A
Any other issues	
<b>Date of survey</b>	24 <sup>th</sup> April 2018

<b>BLUE ANCHOR (off road) CAR PARK</b>	Issues highlighted from on-site survey <b>Area 2 – Holborn site area to Pill River</b>
<u>Parking bay lining</u> 5. Condition of parking bay lines 6. Condition of disabled parking bay lines and access issues 7. ? Permit bays 8. Other	<b>Parking bay lining in poor condition –</b>  2 disabled bays - <b>Bay Lining - poor</b>
<u>Boundary issues/condition</u> 5. Hedges 6. Walls 7. Fences 8. Other 9.	Condition good – Holborn fencing

<u>Signage</u> 7. To car park from highway 8. From car park to other amenities 9. From car park to main highway 10. Position of meters 11. Up to date signs on charging 12. Other	N/A  Signage at each end of bays
<u>Car Park surface/drainage</u> 4. State of Tarmac  5. Condition of drains 6. Other	Some areas marked for tarmac patching, but some areas not marked will require patching in very near future. Condition of tarmac throughout the area poor with some erosion/land slippage near drains so water collects at back of bays instead of into drains. Some drains need replacing; 2 with broken metal sides and some well above tarmac surface.
<u>Lighting</u> 4. Is there lighting in the car park 5. Is there pedestrian access lighting 6. Other	No  N/A.
<u>General grounds maintenance issues</u> 4. Siting and condition of refuse bins/recycling bins 5. Condition of shrub and tree borders 6. Other	Refuse bins sited on opposite side of road along sea wall.  N/A
Any other issues <b>Date of survey</b>	<b>24<sup>th</sup> April 2018</b>

<b>BLUE ANCHOR (off road) CAR PARK</b>	<b>Issues highlighted from on-site survey</b> <b>Area 3 – Pill Bridge – The Smugglers area</b>
<u>Parking bay lining</u> 9. Condition of parking bay lines 10. Condition of disabled parking bay lines and access issues 11. ? Permit bays 12. Other	Parking bay lining–fair  2 disabled bays - lining - <b>poor</b>
<u>Boundary issues/condition</u> 10. Hedges 11. Walls 12. Fences 13. Other	Condition good – new but does not go to end so people can get around on bank between top and bottom fencing at drain outfall area.
<u>Signage</u> 13. To car park from highway 14. From car park to other amenities 15. From car park to main highway 16. Position of meters 17. Up to date signs on charging 18. Other	N/A  Signage at each end of bays
<u>Car Park surface/drainage</u> 7. State of Tarmac 8. Condition of drains 9. Other	Surface fair – recently re-patched Some drains recently replaced - ? <b>responsibility to keep outfall ditch clear</b>



<u>Lighting</u> 7. Is there lighting in the car park 8. Is there pedestrian access lighting 9. Other	No  N/A.
<u>General grounds maintenance issues</u> 7. Siting and condition of refuse bins/recycling bins 8. Condition of shrub and tree borders 9. Other	Refuse bins sited on opposite side of road along sea wall.  N/A
Any other issues  <b>Date of survey</b>	<b>Should there be 'weight restriction' signage – to reduce pressure on land slippage?</b> <b>24<sup>th</sup> April 2018</b>

<b>BLUE ANCHOR (off road) CAR PARK</b>	<b>Issues highlighted from on-site survey</b> <b>Area 4 – Car Boot field area</b>
<u>Parking bay lining</u> 13. Condition of parking bay lines 14. Condition of disabled parking bay lines and access issues 15. ? Permit bays 16. Other	Parking bay lining - <b>poor – sloping bay with some hatching covered by grass</b>  1 disabled bay - <b>Lining poor</b>
<u>Boundary issues/condition</u> 14. Hedges 15. Walls 16. Fences 17. Other	Condition fair – <b>some wire needs re-fixing and or tightening.</b>  <b>1 hole in pig wire half way along fence.</b>
<u>Signage</u> 19. To car park from highway 20. From car park to other amenities 21. From car park to main highway 22. Position of meters 23. Up to date signs on charging 24. Other	N/A      Signage at each end of bays
<u>Car Park surface/drainage</u> 10. State of Tarmac 11. Condition of drains 12. Other	<b>Tarmac worn cracked and rippled and patched in places – signs of slippage at back of parking Bays</b>  <b>2 Drains full of weeds in need of clearing.</b>  <b>1 drain 2” higher than tarmac (next to disabled bay)</b>
<u>Lighting</u> 10. Is there lighting in the car park 11. Is there pedestrian access lighting 12. Other	No  N/A.
<u>General grounds maintenance issues</u> 10. Siting and condition of refuse bins/recycling bins 11. Condition of shrub and tree borders 12. Other	Refuse bins sited on opposite side of road along sea wall. Dog poo bag left at back of parking bay <b>? dog fouling signage.</b> N/A

Any other issues	Should there be weight restriction signage – to reduce pressure on land slippage? 24 <sup>th</sup> April 2018
Date of survey	

### BLUE ANCHOR PARKING BAYS – Free all year round

Number of spaces	160
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>CROWCOMBE (Free) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 17. Condition of parking bay lines 18. Condition of disabled parking bay lines and access issues 19. ? Permit bays 20. Other	Bay lining is only marked for approx. 1' at the rear of the Bay. <b>The while lines are very faded and difficult to see.</b> <b>2 Disabled bays – lining also very faded (Website states there are no disabled bays)</b>
<u>Boundary issues/condition</u> 18. Hedges 19. Walls 20. Fences 21. Other	The trees, hedges and grassed areas were all well maintained.
<u>Signage</u> 25. To car park from highway 26. From car park to other amenities 27. From car park to main highway 28. Position of meters 29. Up to date signs on charging 30. Other	This is a free car park – The only signage was at the entrance stating 'No overnight parking' and 'No Caravans or Trailers'  There were two Information plaques showing a map of the Quantock Hills and information on Crowcombe.
<u>Car Park surface/drainage</u> 13. State of Tarmac 14. Condition of drains 15. Other	The tarmac surface was in good condition There was one drain sited in the lowest corner which appeared to be in good working order
<u>Lighting</u> 13. Is there lighting in the car park 14. Is there pedestrian access	No.

lighting 15. Other	N/A
<u>General grounds maintenance issues</u> 13. Siting and condition of refuse bins/recycling bins 14. Condition of shrub and tree borders 15. Other	1 Refuse bin and a Dog poo bin at the entrance to the Car Park
Any other issues	This appears to be a well used Car Park (half full on site meeting at 11.15am) possibly by people walking their dogs on the hills.
<b>Date of survey</b>	<b>3<sup>rd</sup> May2018</b>

**Crowcombe car park** is free of charge all year round.

Number of spaces	20
Dedicated disabled spaces	No*
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long

**There were two disabled bays marked when the survey took place**

<b>DULVERTON (Exmoor House) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 21. Condition of parking bay lines 22. Condition of disabled parking bay lines and access issues 23. ? Permit bays 24. Other	Condition of bay lining Reasonable  <b>3 Disabled bays – lining Reasonable</b>  <b>Directional arrows readable but arrowhead not correct. It was felt Directional signage would be better if the Yellow hatching could be removed and white directional arrow put in place with Red lining to indicate end of Bays.</b>
<u>Boundary issues/condition</u> 22. Hedges 23. Walls 24. Fences	Hedges and grass areas are in reasonable condition
<u>Signage</u> 31. To car park from highway 32. From car park to other amenities 33. From car park to main highway 34. Position of meters	Good signage to Town and village map showing amenities. <b>There is a Coach drop off marked on the road to the car park, which covers both sides of the road. It was felt this was not well</b>

35. Up to date signs on charging 36. Other	sited as it has the potential to block access to the car park, Exmoor House, and other areas. <b>Could it be re-sited onto the Exit road side where there was previously a Bus Stop.</b> Access from the Coach onto the verge would also give passengers a more level area to dismount. Meters are well sited, and signage shows up to date charging, <b>but there is no number to pay for mobile parking</b>
<u>Car Park surface/drainage</u> 16. State of Tarmac 17. Condition of drains	Good within parking areas,
<u>Lighting</u> 16. Is there lighting in the car park 17. Is there pedestrian access lighting	The lighting is in working order
<u>General grounds maintenance issues</u> 16. Siting and condition of refuse bins/recycling bins 17. Condition of shrub and tree borders	The refuse bins are well sited. <b>The condition of the shrub borders is good, but some Ivy is encroaching onto tarmac from under the hedge on farthest side of the car park. This should be removed as it is collecting debris and mud.</b> <b>There is a Drainage channel which dissects the parking bays which is blocked with mud and weeds, this drains into a gully which needs clearing and desilting</b>
Any other issues	There are several potholes marked for repair along the entrance road, <b>but some smaller ones were not marked, but it was felt these could be done at the same time as it wouldn't be long before they became a problem.</b> <b>There are several service manholes along the road showing signs of wear around them, and one has its metal edges sticking well above the tarmac and is potentially a trip hazard and could possibly puncture a tyre.</b>
<b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**Dulverton –Exmoor House Car Park**

Number of spaces	45
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
<b>Toilet facilities</b>	<b>Yes *</b>
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

Are these toilet facilities still available to the Public ?

<b>DULVERTON (Guildhall) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 25. Condition of parking bay lines 26. Condition of disabled parking bay lines and access issues 27. ? Permit bays	Bay lining is in reasonable condition  There are no marked Motor Cycle Bays  <b>2 Disabled Bays</b> – lining in reasonable condition  There are designated ‘Royal Mail’ vehicles – <b>The lining should be red to distinguish these bays from other parking bays.</b>
<u>Boundary issues/condition</u> 25. Hedges 26. Walls 27. Fences 28. Other	The wall by the Royal Mail bays has fallen down but it is understood it is not WSC wall, and the temporary fencing is not obstructing bay parking. <b>The retaining wall at the pedestrian walkway entrance has been hit by a vehicle and the capping and some stones have been shunted out of place – these need repairing</b>
<u>Signage</u> 37. To car park from highway 38. From car park to other amenities 39. From car park to main highway 40. Position of meters 41. Up to date signs on charging	There are signs to and from the Car Park to the Highway and good maps showing the position of the Car Park in relation to the Town’s amenities.  The meters are well sited.  The charging signage is up to date <b>but no mobile payment telephone number displayed.</b>
<u>Car Park surface/drainage</u> 18. State of Tarmac  19. Condition of drains  20. Other	The surface of the Car Park is in a reasonable condition, but there are small areas which are cracked and these need regular monitoring.  <b>The drains are clogged with mud, weeds and cuttings from the hedges, and in need weed spraying and mud and debris cleared.</b>  <b>Two of the drains are completely blocked and need de-silting.</b>
<u>Lighting</u> 18. Is there lighting in the car park 19. Is there pedestrian access lighting	The lighting is in working order.
<u>General grounds maintenance issues</u> 18. Siting and condition of refuse bins/recycling bins 19. Condition of shrub and tree borders 20. Other	The refuse bins are well sited  The shrubs borders have been trimmed, but <b>there is a section of shrub growth on the left against Abbey Field at the entrance to the Car Park which needs cutting back</b> as it is starting to take over the parking spaces.  <b>General weed control required</b> to the banks of the river to halt weed growth along the road to the car park.
<b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**Dulverton Guildhall Car Park**

Number of spaces	28
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
<b>Toilet facilities</b>	<b>Yes *</b>
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>DULVERTON (Lion ) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 28. Condition of parking bay lines 29. Condition of disabled parking bay lines and access issues 30. ? Permit bays 31. Other	Bay lining – Fair <b>2 Disabled Bays</b> <b>2 cycle stands (to be moved as agreed with Dulverton TC)</b>
<u>Boundary issues/condition</u> 29. Hedges 30. Walls 31. Fences 32. Other	<b>Need to check ownership of boundary walls and fences – Walls need Ivy removal and re-capping to stop water penetration. Fence to back of Car Park is falling in and covered with Ivy.</b>
<u>Signage</u> 42. To car park from highway 43. From car park to other amenities 44. From car park to main highway 45. Position of meters 46. Up to date signs on charging 47. Other	The Signage is in good order, but <b>there is no sign showing the way to the Exmoor &amp; Guildhall car parks.</b> <b>There is a pole on the lower boundary but no signage.</b> Should this have a 'Have you paid' sign? The meter is well positioned, and the charges are up to date but <b>there is no telephone number for mobile parking,</b> although it states mobile parking.
<u>Car Park surface/drainage</u> 21. State of Tarmac 22. Condition of drains 23. Other	Uneven surface at the entrance to the Car Park. Needs monitoring.  Some potholes have been marked but <b>there are two small potholes not marked next to them that should be included for repair.</b> <b>The drains within the car park are blocked and should be de-silted.</b>
<u>Lighting</u> 20. Is there lighting in the car park 21. Is there pedestrian access lighting	The lighting is in working order.
<u>General grounds maintenance issues</u> 21. Siting and condition of refuse bins/recycling bins 22. Condition of shrub and tree borders	<b>The refuse bins are well sited.</b> <b>The areas around the curbing to the bays on the right hand side require clearance from mud, bramble growth and general weed control.</b>
Any other issues	<b>The website shows Toilets in the wrong Car Parks</b>
<b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**Dulverton - Lion Stables Car Park**

Number of spaces	35
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Short

Toilets shown on the website appear to be indicated on the incorrect car parks

<b>DUNSTER STEEP Car Park</b>	Issues highlighted from on-site survey
<ol style="list-style-type: none"> <li>1. <u>Parking bay lining</u></li> <li>2. Condition of parking bay lines</li> <li>3. Condition of disabled parking bay lines and access issues</li> <li>4. ? Permit bays</li> <li>5. Other</li> </ol>	<p>Bay lining is in a Fair condition</p> <p>Access to village centre is via steps and a disabled ramp route good.</p> <p>There are no marked Permit bays.</p> <p><b>4 Bicycle racks</b></p> <p><b>9 Free Coach parking Bays</b> (the last one was short because of recycle bin – which appeared well used during site visit – perhaps this should be removed as it would also improve access to the Car Park.)</p> <p><b>5 Disabled Bays</b></p>
<ol style="list-style-type: none"> <li>6. <u>Boundary issues/condition</u></li> <li>7. Hedges</li> <li>8. Walls</li> <li>9. Fences</li> <li>10. Other</li> </ol>	<p>The boundary hedges and trees were in reasonable condition, but one tree requires some lower limb removal.</p> <p>The fence in the planted area between the main and the overflow car park needs some repair work.</p>
<ol style="list-style-type: none"> <li>11. <u>Signage</u></li> <li>12. To car park from highway</li> <li>13. From car park to other amenities</li> <li>14. From car park to main highway</li> <li>15. Position of meters</li> <li>16. Up to date signs on charging</li> <li>17. Other</li> </ol>	<p>There are Entrance signs on both sides of the entrance, but <b>the sign on the right as you enter is in poor condition and very faded and needs replacing.</b></p> <p>Well positioned at entrance and by toilets yes</p>
<ol style="list-style-type: none"> <li>18. <u>Car Park surface/drainage</u></li> <li>19. State of Tarmac</li> <li>20. Condition of drains</li> <li>21. Other</li> </ol>	<p>Reasonably good condition</p> <p><b>Drain in corner of car park in Coach park area blocked with mud and debris</b></p>
<ol style="list-style-type: none"> <li>22. <u>Lighting</u></li> <li>23. Is there lighting in the</li> </ol>	Yes

car park 24. Is there pedestrian access lighting 25. Other	N/A access onto Public Highway
26. <u>General grounds maintenance issues</u> 27. Siting and condition of refuse bins/recycling bins 28. Condition of shrub and tree borders 29. Other	Re-cycling bin and refuse bins well sited. <b>The planted area between the main and the overflow car parks need some trimming back of shrubs, and some weed control required around National Trust boundary wall.</b>
30. Any other issues 31. <b>Date of survey</b>	<b>23<sup>rd</sup> April 2018</b>

<b>DUNSTER STEEP (overflow Car Park)</b>	<b>Issues highlighted from on-site survey</b>
<u>Parking bay lining</u> 1. Condition of parking bay lines 2. Condition of disabled parking bay lines and access issues 3. ? Permit bays 4. Other	Bay lining is worn and fading. Some bays need attention to meet 2.4m width particularly at the lower end of the site. There are no disabled parking bays in this area.  <b>The Tarmac is in poor condition with roots growth producing uneven ground for pedestrians.</b>  There are no permit bays.
<u>Boundary issues/condition</u> 5. Hedges 6. Walls 7. Fences 8. Other	<b>There were several piles of branch cuttings left in the picnic area which require removal.</b> <b>The boundary fence needs a top rail on the road side boundary.</b>
<u>Signage</u> 9. To car park from highway 10. From car park to other amenities 11. Position of meters 12. Up to date signs on charging 13. Other	Good There is a map showing position of the Car Park and its relationship to the village amenities. There are no meters in the overflow car park <b>and there are no signs to direct people to the meter at the entrance to the overflow car park.</b> The old parking meter box is still there but not in use.
<u>Car Park surface/drainage</u> 14. State of Tarmac 15. Condition of drains 16. Other	<b>The tarmac in this area is in poor condition with tree roots pushing through, and some areas where tarmac has worn away. Moss growth on the tarmac makes surface slippery in wet weather.</b>  <b>The pedestrian steps to the top of the car park are in need of attention having been cordoned off for Safety reasons.</b> <b>The lower pedestrian steps from the parking area also need attention.</b>  <b>All the drains at the lower end of the car park appear to be blocked with mud and debris.</b> The grass verge takes all the run-off and is also in need of attention. (A curb to hold the verge and direct the run-off to the drains would improve this.)



<u>Lighting</u> 17. Is there lighting in the car park 18. Is there pedestrian access lighting 19. Other	There is no specific pedestrian walkway from the overflow car park to the main car park. <b>The picnic area is in need of maintenance.</b>
<u>General grounds maintenance issues</u> 20. Siting and condition of refuse bins/recycling bins 21. Condition of shrub and tree borders 22. Other	There is a refuse bin at the lower corner of the car park.  There is no refuse bins in the Picnic Area
23. Any other issues  24. <b>Date of survey</b>	<b>23<sup>rd</sup> April 2018</b>

### Dunster Steep Car Park (including overflow Car Park)

Number of spaces	109
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	9 bays free of charge
HGV parking	No
Parking suitable for motorhomes	Yes
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>DUNSTER Park Street Car Park</b>	<b>Issues highlighted from on-site survey</b>
<u>Parking bay lining</u> 1. Condition of parking bay lines 2. Condition of disabled parking bay lines and access issues 3. ? Permit bays 4. Other	There are 20 parking bays and 3 disabled bays. <b>However some bays do not meet the 2.4m width requirement.</b> [Guidelines suggest 1 disabled bay for small car parks under 50 spaces.] <b>Re-lining should be considered to produce two more bays which would go some way to meeting parking need in area.</b> <b>The information on the website state motor cycles, but none was specifically marked.</b> Bay lining is in reasonable condition. There are no marked Permit bays.
<u>Boundary issues/condition</u> 5. Hedges 6. Walls 7. Fences 8. Other	The hedges were reasonably well kept, and the wall has been recently repaired, <b>but the fence at the bottom of the car park is broken and requires attention.</b>

<u>Signage</u> 9. To car park from highway 10. From car park to other amenities 11. From car park to main highway 12. Position of meters 13. Up to date signs on charging 14. Other	<p><b>The 'P' sign at the top of Park Street from the Village end is bent and barely visible. There is no directional signage from Timberscombe.</b></p> <p>There is a walkway to Mill lane which would take pedestrians to the village pavement without having to negotiate the main road – but there is no signage directing pedestrians via this route.</p> <p>Position of the meter - good            Charging signage was up to date.</p>
<u>Car Park surface/drainage</u> 15. State of Tarmac 16. Condition of drains 17. Other	<p>Surface in good condition            Drain at end of car park appears to be in working order</p>
<u>Lighting</u> 18. Is there lighting in the car park 19. Is there pedestrian access lighting 20. Other	<p>Yes            Street lighting</p>
<u>General grounds maintenance issues</u> 21. Siting and condition of refuse bins/recycling bins 22. Condition of shrub and tree boarders 23. Other	<p>A refuse bin is sited at the entrance  <b>Some weed control required around boundary (stinging nettles)</b>            Shrubs and trees in reasonably good condition, <b>but some work should be undertaken for clearing edges of car park (possible need for man with shovel rather than road sweeper)</b></p>
24. Any other issues  25. <b>Date of survey</b>	<p>Concern has been expressed that there is no signage to state Park Street is a '<b>no through road</b>', or that the car park has 'limited capacity'.</p> <p><b>There are access issues with cars parked along the route to the car park. ? Discussion with SCC Highways to look at possible options.</b></p> <p><b>23<sup>rd</sup> April 2018</b></p>

### Dunster - Park Street Car Park

Number of spaces	17
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Narrow road
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
<b>Motorcycles allowed</b>	<b>Yes</b>
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>KILVE (Village) Free CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 32. Condition of parking bay lines 33. Condition of disabled parking bay lines and access issues 34. ? Permit bays 35. Other	<b>Parking bay lines are faded and in need of re-lining</b> 2 Disabled Bays <b>The 2 disabled bays are also in need of re-lining</b>
<u>Boundary issues/condition</u> 33. Hedges 34. Walls 35. Fences 36. Other	The boundary hedges etc., appeared to be reasonably well kept
<u>Signage</u> 48. To car park from highway 49. From car park to other amenities 50. From car park to main highway 51. Position of meters 52. Up to date signs on charging 53. Other	There is a 'P' sign which is visible from both directions.  N/A This is a free car park, but there is a sign stating that cars should park between the lines ( or face a <b>penalty charge?</b> )
<u>Car Park surface/drainage</u> 24. State of Tarmac 25. Condition of drains 26. Other	Good Appeared to be in working order
<u>Lighting</u> 22. Is there lighting in the car park 23. Is there pedestrian access lighting 24. Other	There is lighting at the entrance which appears to be on a sensor system N/A
<u>General grounds maintenance issues</u> 23. Siting and condition of refuse bins/recycling bins 24. Condition of shrub and tree boarders 25. Other	There are recycling bins at the back of the parking area, and a refuse bin nearer the Village Hall. The refuse bin is rather old and does not have a lid – this should be replaced to protect refuse from birds and animals. good
Any other issues <b>Date of survey</b>	<b>1<sup>st</sup> May 2018</b>

**Kilve Village car park** is free of charge all year round.

Number of spaces	18
Dedicated disabled spaces	No
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
<b>Motorcycles allowed</b>	<b>Yes</b>
Toilet facilities	No
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long

MINEHEAD(Alexandra Road) CAR PARK	Issues highlighted from on-site survey
<u>Parking bay lining</u> 36. Condition of parking bay lines 37. Condition of disabled parking bay lines and access issues 38. ? Permit bays 39. Other	Bay lining fair to poor . <b>Road markings saying 'ENTRANCE' and further in the Car Par the 'NO EXIT' need reinstating.</b> <b>3 Disabled parking bays Guidelines at 4% should be 4.</b> Disabled bay lining fair to poor. Entrance to Car Park is also Pedestrian route to Town Centre ? <b>Virtual pavement should be installed.</b> The wording 'Reserved Probation Service' is still visible and should be removed? There were Vans and cars parked on the access area to parking bays along the Irnham Road boundary – <b>ownership and hatching should delineate boundaries – no tickets displayed, and it would appear CPC enforcement not undertaken as boundary not clear.</b>
<u>Boundary issues/condition</u> 37. Hedges 38. Walls 39. Fences	<b>Fences down</b> –and old ones left in car park. Ownership responsibility for boundary, hedges, fences and walls need checking
<u>Signage</u> 54. To car park from highway 55. From car park to other amenities 56. From car park to main highway 57. Position of meters 58. Up to date signs on charging	Sign to <b>WSC needs removing as office no longer exists – should be replaced to direct pedestrians to Town Centre .and amenities.</b> There is a small sign directing traffic down Queens Road to Ponsford Road. Meter at entrance to car park Signage up to date. <b>The 'Have you paid and displayed' sign at left hand side of entrance has broken lower clip which needs replacing as sign has slipped and moving.</b>
<u>Car Park surface/drainage</u> 27. State of Tarmac 28. Condition of drains 29. Other	Main Car Parking area 'acceptable' but <b>cracking and some broken areas – needs regular monitoring. Entrance to Car Park, some potholes and uneven surface for pedestrians. In need of patching or resurfacing.</b> Drainage gully at entrance – not clear whether working but it has debris and litter within.
<u>Lighting</u> 25. Is there lighting in the car park 26. pedestrian access lighting	Yes – <b>No pedestrian lighting at entrance</b>
<u>General grounds maintenance issues</u> 26. Siting and condition of refuse bins/recycling bins 27. Condition of shrub and tree borders 28. Other	<b>There are no recycling or refuse bins in this car park</b>  <b>Walls require weed growth cleared and some recapping. Boundaries need weed control.</b>  <b>The Hedges and a Trees at the bottom of the Alexandra Rd property gardens are so overgrown they are taking up car parking spaces –These need attention.</b> <b>There is a rotted wooden curb to part of the Car Park which needs to be removed – there are also metal bolts sticking out of the ground where these were fixed – There are dangerous and need removing.</b>
Any other issues  <b>Date of survey</b>	<b>This is not well used– Directional signage from the Highway is poor, and free parking along both sides of Irnham Road, Alexandra Road and Queens Road means people opt to park on road.</b> <b>9<sup>th</sup> May 2018</b>

**Alexandra Road Car Park**

Number of spaces	102
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Narrow entry
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	Yes
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

**Website states motor cycles are allowed but there are no dedicated bays**

**Website states no Coach Parking, but consideration should be given to Coach Parking for Football Matches etc.**

Summerland Road (Short Stay) CAR PARK	Issues highlighted from on-site survey
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues	Bay Lining worn but adequate  <b>8 Disabled bays</b> worn but adequate
<u>Boundary issues/condition</u> Hedges Walls Fences	Wall boundary to Summerland Road in reasonable condition.
<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway Position of meters Up to date signs on charging	<p><b>There is no directional sign from the Car Park to the Long Stay Car Park at Alexandra road.</b></p> The meters are well placed by the Toilets. There is a sign at the Summerland Rd entrance stating reimbursement if you shop at Co-op. <b>The one at the 'No Exit' is obstructed by shrubs on one side and does not say the same on the other side.</b>
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains Other	The tarmac along the entrance to the Car Park from The Avenue is acceptable, but should be monitored as there is some cracking to the surface.  <b>The drainage gullies appear blocked and the one at the entrance from The Avenue is completely blocked and subsiding. Check required to ensure drainage pipes/culverts have not collapsed.</b>
<u>Lighting</u> Is there lighting in the car park Is there pedestrian access	There is lighting on the Co-op building and one lamp on the West side of the car park. Other lighting is along Summerland Avenue.

lighting	
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree boarders	There is one refuse bin and one recycle bin, both are sited at the corner of the Co-op building. <b>The Tree and shrub border on the Summerland Rd side is in need of maintenance, and weed control around the edges is required.</b>
Any other issues	<b>There is a Co-op trolley parking bay, but trolleys are not secured and there are only bars on 2 sides – which means trolleys can run free. The trolleys parked in this area at the time of the site meeting were from the Iceland Supermarket !!!.</b>
<b>Date of survey</b>	<b>9<sup>th</sup> May 2018</b>

### Summerland Road Car Park

Number of spaces	91
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
<b>Motorcycles allowed</b>	<b>Yes</b>
Toilet facilities	Yes
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Short

**Motorcycles allowed, but no dedicated spaces provided.**

<b>Clanville CAR PARK</b>	<b>Issues highlighted from on-site survey</b>
<u>Parking bay lining</u> 40. Condition of parking bay lines 41. Condition of disabled parking bay lines and access issues 42. ? Permit bays	The bay lining is visible but in poor condition <b>There are 2 Disabled bays</b> (one in the main car park area and one along the side entrance). The condition of the lining is fair to poor <b>Both are sited on very sloping land</b> Due to the steeply sloping nature of <b>this car park it is not ideally suited for wheelchair access to the town centre and other amenities</b> – Possibly used by visitors to the Clanville flats and nearby properties.
<u>Boundary issues/condition</u> 40. Hedges 41. Walls 42. Fences 43. Other	The fencing is in good condition
<u>Signage</u>	

59. To car park from highway 60. From car park to other amenities 61. From car park to main highway 62. Position of meters 63. Up to date signs on charging	There is a P sign at the entrance <b>There is no signage to the other Car Parks, the Town Centre, The Seafront, and/or other amenities.</b>  <b>The meter charges are different to other car parks with minimum fee of £2.50 (another reason why this car park is not well supported.?)</b>
<u>Car Park surface/drainage</u> 30. State of Tarmac 31. Condition of drains 32. Other	The Tarmac surface is in good condition There are two drainage gullies on the side access which appear to be in good working order.
<u>Lighting</u> 27. Is there lighting in the car park 28. Is there pedestrian access lighting 29. Other	Yes  Pedestrian access to the Town is via Martlett Road.
<u>General grounds maintenance issues</u> 29. Siting and condition of refuse bins/recycling bins 30. Condition of shrub and tree boarders 31. Other	There are no refuse or recycling bins in this car park  <b>There is a shrub at the lower end of the car park which has grown over most of 2 parking bays. This needs cutting back.</b>
Any other issues  <b>Date of survey</b>	<b>This is a poorly used car park as people park along the roads where parking is free. It is also steeply sloping land.</b> Consideration should be given to alternative uses for this car park. <b>9<sup>th</sup> May 2018</b>

### Clanville Car Park

Number of spaces	40
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Steep gradient
Coach parking	No

<b>North Road CAR PARK</b>	<b>Issues highlighted from on-site survey</b>
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues ? Permit bays	<b>Parking bay lining in acceptable condition</b> <b>4 Disabled bays -Presently in a block of four with limited access for two bays at the front by pedestrian walkway. - Are these in the most appropriate place or position for ease of access and exiting?</b> <b>If Licences for access in place – area should be hatched to avoid them being blocked.</b>
<u>Boundary issues/condition</u> Hedges Walls Fences	? <b>Ownership of the surrounding walls –</b> <b>Are Licences in place to cover cost of loss of revenue from the four</b>

Other	entrances from other properties?
<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway Position of meters Up to date signs on charging	Small 'Shoppers P' sign in The Avenue from the Seafront. <b>Visitor Information sign at pedestrian access to town needs to be removed or re-sited to show it is now sited by the Beach Hotel.</b> Position of Meter at entrance (but furthest point for people parking on disabled bays) Up to date charging signage.
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains	Tarmac surface in acceptable condition but will require monitoring as there appear to be <b>some subsidence along the Blenheim Gardens edge</b>
<u>Lighting</u> Is there lighting in the car park Is there pedestrian access lighting	Lighting within the Car Park No lighting along Pedestrian access to The Avenue
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree boarders	There are 2 Refuse bins in this car park – one sited at Entrance/Exit and one at Pedestrian walkway to Town. <b>Require weed control around boundaries and along top of wall, and some repair to capping of walls to avoid water penetration</b>
Any other issues	<b>One adjacent owner appears to use car park for siting three refuse bins for collection !!! Concern about Refuse Lorries entering and turning?</b>
<b>Date of survey</b>	<b>9<sup>th</sup> May 2018</b>

Charges for this car park are not aligned with the other car parks in the town.

### North Road Car Park

Number of spaces	58
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Narrow entry/exit
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
<b>Motorcycles allowed</b>	<b>Yes</b>
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
<b>Motorcycles allowed</b>	<b>Yes</b>
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long



Quay West CAR PARK	Issues highlighted from on-site survey
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues ? Permit bays	Parking bays within the Car Park – Acceptable  There are <b>3 Disabled bays</b> provided in the Car Park ( <b>Consideration should be given to removing the one by the Ladies toilets as it is on uneven ground, and restricts access to the toilets</b> ). On Road parking bay lining in good condition
<u>Boundary issues/condition</u> Hedges Walls Fences Other	The Hedge and trees on the other side of the wire fencing is growing through and need cutting back.  <b>The wall on the North/Western side (by the block of flats) is cracked and a section has fallen in – ? Responsibility for repair and maintenance.</b>
<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway Position of meters Up to date signs on charging Other	<b>There are no directional signs to the Quay West Car Park from Seaward Way, The Seafront, or the Town Centre.</b> <b>There is no signage directing people to the Town Centre or to amenities.</b> <b>There is a meter by the on-road parking run by WSC but this is an SCC meter. The Quay West Car Park meter should serve the on-road area owned by WSC - Signage and meter positioning is confusing for the Public..</b> The Charging signage is up to date in the Car Park, <b>but SCC charging does not mirror WSC charges.</b>
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains Other	The Tarmac in the Car Park is in an acceptable condition The Tarmac in the on-road area is in very good condition <b>The gullies in the car park appear to be blocked and require jetting and resealing to stop water penetrating to the sides and into the foundations of the wall</b>
<u>Lighting</u> Is there lighting in the car_park Is there pedestrian access lighting	There is lighting on the highway adjacent to the Car Park <b>There is a light fitting (broken behind the fence ? Is this working and if so is it attached to Toilet lighting system?</b> N/A
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree borders Other	<b>No refuse bin at the entrance but there is a slab for one ? missing and in need of replacement.</b> There was rubbish left in the car park.  There are refuse bins by the on-road parking bays.  <b>Shrubs behind fencing require attention, and some weed control required around the edges of the Car Park</b>  There is a recycling bin in the Car Park. <b>Consideration should be given to re-siting this in the disabled bay area by the ladies toilets.</b>
Any other issues  <b>Date of survey</b>	  <b>9<sup>th</sup> May 2018</b>

**Quay West on Street Parking**

Quay West Street itself is an on-street parking facility. [This facility is run by Somerset County Council. The parking is adjacent to the seafront and sea wall. However there is an area owned and run by West Somerset Council, but the signage is insufficient and people use the SCC ticket machine – **SCC and WSC parking on-road charging regimes are not mirrored.**

**SCC on road car parking charges.**

1 hr	£1.50
Up to 2 hrs.	£2.80
Up to 4 hrs	£4.40
All day	£5.90.

Charging Hours		9.00am - 6.00pm daily Inc. Bank Holidays	
1hr	2hr	4hr	All Day
£1.50	£2.60	£4.20	£5.70

Are the space number stated combined WSC and SCC on-road ?

Number of spaces	30+
Dedicated disabled spaces	No
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Narrow road
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>Warren Road Upper CAR PARK</b>	<b>Issues highlighted from on-site survey</b>
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues Permit bays	The bay lining is in an 'Acceptable' condition  <b>6 Disabled Bays</b> – well positioned. Bay Lining also in an 'Acceptable' condition This is a one way in and one way out Car Park – Regular checks on the Exit ramp required to ensure sand drifts do not impede vehicles.
<u>Boundary issues/condition</u> Hedges Walls Fences	<b>Corner of wall at the top end of the Entrance Ramp broken and in need of repair</b>
<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway	<b>There is no Signage from the Highway (either from Seaward Way or from the Town) to the Car Park.</b>

Position of meters Up to date signs on charging	The only signage is to the Toilets – <b>no signs to the Town or to amenities.</b>  The Meters are well positioned with up to date charging <b>The 'No Entrance pole' on the left hand side of the exit to the Road is broken and the sign is missing – Replacement required</b>
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains Other	The Tarmac surface is in good condition <b>The Drainage gullies are blocked</b> with sand and the bays get large pools of water when it rains, which have no way to drain.  <b>The Sand blown from the beach forms sand drifts clogging shrubs and pedestrian walkways and the disabled ramp from the car park to the pavement. Sand removal requires regular maintenance</b>
<u>Lighting</u> Is there lighting in the car park Is there pedestrian access lighting	Yes N/A
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree borders Other	There are refuse bins sited at regular intervals along the car park  <b>The shrub borders are clogged with sand and debris</b>
Any other issues	
<b>Date of survey</b>	<b>9<sup>th</sup> May 2018</b>

### Warren Road Upper

Number of spaces	108
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

### Station Car Park

This parking facility is a long stay Pay & Display car park owned and operated by Somerset County Council. Station car park is accessed at the junction of The Avenue and Warren Road. This car park is connected with the West Somerset Railway.

Number of spaces	114		
Dedicated disabled spaces	Yes		
Surface	Tarmac		
Car park opening hours	24hrs		
Height restriction	None		
Car park access restrictions	None		
Coach parking	No		
HGV parking	No		
Parking suitable for motorhomes	No		
Caravans/trailers allowed	No		
Motorcycles allowed	Yes		
Toilet facilities	No		
WSC Permits Available	No		
Overnight sleeping/camping allowed	No		
Long/Short stay	Long		
Charging Hours	9.00am - 6.00pm daily Inc. Bank Holidays		
1hr	2hr	4hr	All Day
£1.50	£2.90	£4.40	£5.90

### Seafront/Warren Road On-Street Parking

**The seafront is an on street facility owned and controlled by Somerset County Council.**

Parking runs along the Sea Front from the foot of North Hill to Warren Road. It has good pedestrian access to the beach, coastal and country walks. It has the facility to park a large number of vehicles and the vast majority of which is provided by way of parallel parking bays.

Charging Hours	9.00am - 6.00pm daily Inc. Bank Holidays		
1hr	2hr	4hr	All Day
£1.50	£2.60	£4.20	£5.70

Number of spaces	290		
Dedicated disabled spaces	None		
Surface	Tarmac		
Car park opening hours	24hrs		
Height restriction	None		
Car park access restrictions	None		
Coach parking	No		
HGV parking	No		
Parking suitable for motorhomes	Yes		
Caravans/trailers allowed	No		
Motorcycles allowed	Yes		
Toilet facilities	Yes		
WSC Permits Available	Yes		
Overnight sleeping/camping allowed	No		
Long/Short stay	Long		

## Station Road Free Coach Park

This Coach Park is situated to the rear of Station Road Car Park but accessed and exited from Mart Road. The Coach Park is signposted from Seaward Way and from the Porlock Road.

**Parking available for approximately 15 Coaches** but there are no designated parking lines.

<b>PORLOCK(Central) Long Stay CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 43. Condition of parking bay lines 44. Condition of disabled parking bay lines and access issues 45. Permit bays	<p><b>Parking bay and disabled bay lining is in poor condition and needs relining –</b>  <b>Directional arrows not clear</b> (suggest removing hatched yellow areas and introduce white directional arrows in their place)</p> <p><b>There are 4 Disabled Bays</b></p>
<u>Boundary issues/condition</u> 44. Hedges 45. Walls 46. Fences 47. Other	<p>The boundary walls were in good condition.</p> <p>The Doctor's Surgery Car Park is sited at the village side of the Car Park, so there is some through traffic.</p>
<u>Signage</u> 64. To car park from highway 65. From car park to other amenities 66. From car park to main highway 67. Position of meters 68. Up to date signs on charging 69. Other	<p>Signage was good from Highway and to Village amenities. The narrow one car width entrance to the car park also acts as the exit.</p> <p>There is an Exit sign from the Car Park, however <b>it was felt there should be a sign saying 'Entrance and Exit' on entering so drivers are aware they may meet cars exiting the Car Park.</b></p> <p><b>One directional sign from Porlock Weir to car park was bent and overgrown with Ivy</b> (Ward councillor KM agreed to sort this).</p> <p>The signs are otherwise well positioned.</p> <p>Up to date charging signs were in place. <b>However there was one broken pole with a sign hanging in one corner which requires replacement.</b></p>
<u>Car Park surface/drainage</u> 33. State of Tarmac 34. Condition of drains 35. Other	<p>All drains appear to be in working order. <b>The Drain at the corner where there used to be an entrance to the car park was clogged with leaves and debris – some clearing of shrubs around this would help to reduce the problem.</b></p>
<u>Lighting</u> 30. Is there lighting in the car park 31. Is there pedestrian access lighting	<p>Lighting in working order</p>
<u>General grounds maintenance issues</u> 32. Siting and condition of refuse bins/recycling bins 33. Condition of shrub and tree	<p>The parish have been managing the shrub and border areas, but <b>there are some shrubs where growth has crept over the double yellow lines at the edges of the car park, and these need cutting</b></p>

boarders 34. Other	<b>back.</b> Some spraying to weeds around the edges of the car park required to ensure free flow of surface water to the drains.
Any other issues	The PC wished to see a 'Slow Children' sign or something similar on the Highway before turning into the entrance as there are often children playing outside Riverside Row. [SCC Highways]  <b>There are no Toilet Facilities at this Car Park – but website shows there are.</b>
Date of survey	27 <sup>th</sup> April 2018

**PORLOCK CENTRAL CAR PARK**

Number of spaces	71
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
<b>Toilet facilities</b>	<b>Yes</b>
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

**Note from Chairman of the Porlock PC who attended the Survey**

Can WSC sort out once and for all “the lighting / ticket machine electricity supply and the way it is charged “

It should not be the job of Porlock PC to work out who pays what. It requires separate metering. This is a throwback to the inefficiencies of WSC in their handing over of the the toilets last year. This needs sorting before it gets lost in any merged WSC/TDBC council set up.

<b>DOVERHAY (Short Stay) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 1. Condition of parking bay lines 2. Condition of disabled parking bay lines and access issues 3. ? Permit bays 4. Other	<p><b>Bay lining for the Free Coach Bay, car bays and disabled bays are all in poor condition and need re-lining.</b></p> <p><b>2 - 15minute parking bays</b>  <b>3 Disabled Bays</b>  <b>1 'Free' Coach bay – website says 2 but only one appears to be marked although so faded it is difficult to see.</b></p> <p>There is a <b>Motor Cycle bay marked out but it is sited too close to the disabled bay which it was felt would make exiting a car difficult if a motor cycled was parked there. It would be better re-sited to the top of the Car Park in the corner where there is space.</b></p> <p>The curved area of the car park which fronts the main street has permit parking lines (coloured red) - These are no longer</p>

	designated permit parking places <b>so the red lines should be re-lined in white.</b>
<u>Boundary issues/condition</u> 1. Hedges 2. Walls 3. Fences 4. Other	The Walls hedges etc., were all in good condition and generally well kept, <b>except for the small area of wall behind the tree at the entrance/exit to the High street, which requires some repair/repointing</b>
<u>Signage</u> 1. To car park from highway 2. From car park to other amenities 3. From car park to main highway 4. Position of meters 5. Up to date signs on charging	The signage showing Short and Long Stay Car Parks was good as you enter the Village.  <b>There is no sign when exiting from the Toilet end of the Car Park to show where the Long Stay Car Park is situated. A finger sign should be erected here to indicate where the Long term Car Park is situated.</b>
<u>Car Park surface/drainage</u> 1. State of Tarmac 2. Condition of drains 3. Other	The condition of the surface was good.  <b>The drains were all working with the exception of the one under the signs by the Toilets – This was totally blocked and in need of jetting.</b>
<u>Lighting</u> 1. Is there lighting in the car park 2. Is there pedestrian access lighting 3. Other	<b>The lighting at the back corner of the Toilet block is still not working- this needs to be addressed as soon as possible.</b>  N/A
<u>General grounds maintenance issues</u> 1. Siting and condition of refuse bins/recycling bins 2. Condition of shrub and tree boarders	<b>The ground are well kept by a local volunteer, however there was one tree on left corner of the curved parking where a small tree has a number of dead branches which need cutting back.</b>  <b>Some weed control around the boundaries is required.</b>
Any other issues	
<b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**PORLOCK - DOVERHAY CAR PARK**

Number of spaces	36
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	2 bays free of charge
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available (residents only)	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Short

**The Parsons Street Car Park**

This car park is dedicated to Permit Parking bays

**Stogumber Village Car Park**

In the square, you will find some free car parking spaces owned by West Somerset Council for the use of visitors.

Number of spaces	6
Dedicated disabled spaces	No
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long

The Stogumber car parking spaces were not surveyed by the Group

<b>WHEDDON CROSS (Free) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 46. Condition of parking bay lines 47. Condition of disabled parking bay lines and access issues 48. Permit bays	Only notional parking bays marked with short white lines at boundary edges. <b>1 Disabled bay</b> by the entrance to the Pub Signs showing area 'Reserved' for Pub use.
<u>Boundary issues/condition</u> 48. Hedges 49. Walls 50. Fences 51. Other	Good condition
<u>Signage</u> 70. To car park from highway 71. From car park to other amenities 72. From car park to main highway 73. Position of meters 74. Up to date signs on charging 75. Other	This is a free car park used by Somerset County Council as turning area for large vehicles.
<u>Car Park surface/drainage</u> 36. State of Tarmac 37. Condition of drains 38. Other	Tarmac is in good condition – SCC having resurfaced after lorry and bus movements caused undue wear and tear. No drains seen



<u>Lighting</u> 32. Is there lighting in the car park 33. Is there pedestrian access lighting 34. Other	
<u>General grounds maintenance issues</u> 35. Siting and condition of refuse bins/recycling bins 36. Condition of shrub and tree borders 37. Other	
Any other issues <b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**Wheddon Cross Car Park**

Number of spaces	24
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>WATCHET (Anchor Street) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 49. Condition of parking bay lines 50. Condition of disabled parking bay lines and access issues 51. ? Permit bays 52. Other	<b>Bay lining in poor condition</b> <b>3 Disabled bays – lining in poor condition</b> No specified permit bays
<u>Boundary issues/condition</u> 52. Hedges 53. Walls 54. Fences 55. Other	<b>? Ownership of walls – Ivy growth and weeds on walls, some stones loose and in danger of falling onto parked cars.</b> <b>? Are Licences in place to access gates through boundary walls from Car Park</b>
<u>Signage</u> 76. To car park from highway 77. From car park to other amenities 78. From car park to main highway 79. Position of meters 80. Up to date signs on charging 81. Other	<b>Directional sign to this car park from Swain street/Harbour Road corner is misleading – would appear to point Anchor Road Car Park is down Swain Street. ? make it clearer on sign that there is a left turn to the Car Park, and/or additional sign by Anchor Road sign.</b>  <b>At entrance to the Car Park – no refuse bin (check contract)</b> Charging signage up to date

<u>Car Park surface/drainage</u> 39. State of Tarmac 40. Condition of drains 41. Other	First area of Car Park – tarmac surface good Second area – rougher surface, <b>small potholes forming at entrance to this second area that require monitoring</b>
<u>Lighting</u> 35. Is there lighting in the car park 36. Is there pedestrian access lighting 37. Other	On Highway to Car Park  No
<u>General grounds maintenance issues</u> 38. Siting and condition of refuse bins/recycling bins 39. Condition of shrub and tree borders 40. Other	<b>Some cutting back of trees/shrubs to ensure ‘P’ sign is clearly visible from the road.</b> <b>Ownership responsibility for walls ? There is weed and Ivy growth which needs to be removed, and reinstatement of capping on the top of walls to prevent water egress, also some loose stones on top of wall could fall on parked cars.</b>  <b>Shrub borders at 2<sup>nd</sup> area of car park in need of maintenance</b> <b>Weed control required around perimeter of car park</b>
Any other issues  <b>Date of survey</b>	<b>Ward member mentioned path to Town was a permissive path – but it is shown as owned by WSC on the maps supplied.</b> <b>7<sup>th</sup> May 2018</b>

### Anchor Street

Number of spaces	31
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>WATCHET (Market Street) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 1. Condition of parking bay lines 2. Condition of disabled parking bay lines and access issues 3. ? Permit bays 4. Other	<p>Bay lining poor – some bays are offset from next row, which is confusing – some bays below minimum size.</p> <p><b>Red boundary lining required to all accesses to properties to mark WSC ownership</b></p> <p><b>3 Disabled bays – lining poor</b></p> <p>It was noted that it would be possible to provide 4-5 extra spaces in this car park – and still allow ample space for cars to access the garages.</p> <p>'Keep Clear' signage should be marked outside the garages</p> <p><b>? Need for double yellow lines on access route to car park (include in TPO?) ?</b></p>
<u>Boundary issues/condition</u> 1. Hedges 2. Walls 3. Fences 4. Other	<p>Ownership and maintenance issues on walls – in particular <b>Corner of wall to Bell Inn – cracked and in need of attention</b></p> <p><b>Wooden fence to back of 2 parking bays installed to leave path to garden access - ? Has this been agreed with council or is this small area in the properties ownership?</b></p> <p>Lockable bollard to access route to new development missing?</p>
<u>Signage</u> 1. To car park from highway 2. From car park to other amenities 3. From car park to main highway 4. Position of meters 5. Up to date signs on charging	<p>Yes</p> <p>Town map to amenities.</p> <p>No</p> <p>Centre of car park</p> <p>Yes</p>
<u>Car Park surface/drainage</u> 1. State of Tarmac 2. Condition of drains 3. Other	<p>Tarmac generally good, -two small areas where potholes are starting to open up at entrance way – need monitoring.</p> <p><b>Drain by pedestrian path to Town requires maintenance - blocked and covered with weeds.</b> All other drains appear to be in working order.</p>
<u>Lighting</u> 1. Is there lighting in the car park 2. Is there pedestrian access lighting	<p>Yes</p> <p>No.</p>
<u>General grounds maintenance issues</u> 1. Siting and condition of refuse bins/recycling bins 2. Condition of shrub and tree borders 3. Other	<p>There is a refuse bin, a dog poo bin and a recycling bin in this car park. <b>Some rubbish was left at the side of the recycling bin. There were two temporary 'No Tipping' signs – both broken. These should be replaced with proper signage on walls or with other signs</b></p> <p><b>Weed control required around the perimeter of the car park.</b></p>
<b>Date of survey</b>	<b>7<sup>th</sup> May 2018</b>

**Market Street car park** is located in the town centre and is accessed via Market Street. There is an access through the car park to private parking, garages and residential housing.

Number of spaces	53
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>WATCHET (Harbour Rd) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues ? Permit bays	<b>2 Dedicated Free Coach Bays and Cycle Bays</b> <b>4 Disabled Bays</b> <b>2 Motor Home Bays</b> Bay Lining faded in places, needs monitoring There are no dedicated permit bays
<u>Boundary issues/condition</u> Hedges Walls Fences Other	The boundary to the Railway line is in good condition and well kept
<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway Position of meters Up to date signs on charging Other	There is directional signage at the entrance to the town. There is a Map of the town and its amenities The Car Park is situated off Harbour Road There is well positioned meter within the boundary of the car park The charging signage was up to date, but <b>the signage and charging for the Motor Home Bays was unclear and needs re-wording</b>
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains	The Tarmac surface is in good condition The drains are on the Highway

<u>Lighting</u> Is there lighting in the car park Is there pedestrian access lighting	There are 4 street lamps on the opposite side of the road to the car park (some of which also provide lighting for Swain Street Car Park) LED bulbs appear to be installed in some but not all. ? ownership of all of these N/A
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree borders	<p><b>There are 2 posts by the bus stop which do not appear to have the overlay sleeves. 1 post is bent and needs reinstating.</b></p> The shrub borders along the length of this car park are maintained by volunteers as part of the Rope walkway
<b>Date of survey</b>	<b>7<sup>th</sup> May 2018</b>

## Harbour Road

Number of spaces	40
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	2 bays free of charge
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>WATCHET (Swain Street) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> Condition of parking bay lines Condition of disabled parking bay lines and access issues ? Permit bays	Bay lining fair to poor – <b>needs monitoring</b> <b>'No Exit' sign on Tarmac at Swain Street very worn - needs reinstating.</b> <b>4 Disabled Bays</b> also in fair to poor condition – <b>need monitoring</b> <b>4 Spaces 'Free' parking bays for Motor cycles</b>
<u>Boundary issues/condition</u> Hedges Walls Fences Other	<b>White lines required on steps to Gents Toilets – (H&amp;S)</b> (still in WSC ownership) <b>Ownership issues to all walls surrounding the car park – in particular the North Wall which appear to be in poor condition.</b> <b>Ivy and shrub overgrowing into car park, and wall capping and maintenance issues</b>

<u>Signage</u> To car park from highway From car park to other amenities From car park to main highway Position of meters Up to date signs on charging	Yes Yes – map of town and amenities From this car park to Market Street Car Park 2 one at each end of the Car Park – <b>Meter at Harbour Road end not working on day of site visit.</b> Charging signage up to date
<u>Car Park surface/drainage</u> State of Tarmac Condition of drains Other	Good Appeared to be in working order
<u>Lighting</u> Is there lighting in the car park Is there pedestrian access lighting	Yes N/A
<u>General grounds maintenance issues</u> Siting and condition of refuse bins/recycling bins Condition of shrub and tree boarders Other	There was a Veolia bin at the Harbour Road exit and several black bins ? <b>Is this used by IdVerdi?</b> <b>Weed Control around perimeter required – and some cutting back of overgrown shrubs and ivy to boundary walls.</b>
Any other issues  <b>Date of survey</b>	  <b>7<sup>th</sup> May 2018</b>

## Swain Street

Number of spaces	41
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	Yes
WSC Permits allowed	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

<b>WATCHET Mineral Yard CAR PARK &amp; Trailer Park Area</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 5. Condition of parking bay lines 6. Condition of disabled parking bay lines and access issues 7. ? Permit bays	Bay lining in good condition <b>? Need to install bollards to prevent vehicles accessing along the Western Pier.</b>
<u>Boundary issues/condition</u>	

5. Hedges 6. Walls 7. Fences 8. Other	The access gate to the Trailer Park and slipway requires a proper latch or way of keeping it shut – <b>The latch post is loose and needs reinstating.</b>
<u>Signage</u> 6. To car park from highway 7. From car park to other amenities 8. From car park to main highway 9. Position of meters 10. Up to date signs on charging 11. Other	<b>There is no Trailer park signs on the access gate, and there are no signs showing charges.</b> The sign on the rail on the walkway is too far over so not easily seen by people coming into the Trailer park. <b>It is not clear from the signage what the charges are and how to obtain them.</b>
<u>Car Park surface/drainage</u> 4. State of Tarmac 5. Condition of drains 6. Other	The Tarmac is in good condition <b>There was Harbour mud in the drain gully - ? is there a non-return valve to the outlet by the Rock Armour</b>
<u>Lighting</u> 3. Is there lighting in the car park 4. Is there pedestrian access lighting 5. Other	No No
<u>General grounds maintenance issues</u> 4. Siting and condition of refuse bins/recycling bins 5. Condition of shrub and tree borders 6. Other	<b>There are no refuse bins in this area</b>
Any other issues	
<b>Date of survey</b>	<b>7<sup>th</sup> May 2018</b>

<b>WATCHET West Pier &amp; Trailer Park CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 8. Condition of parking bay lines 9. Condition of disabled parking bay lines and access issues	Bay lining in reasonable condition <b>1 Disabled Bay</b>
<u>Boundary issues/condition</u> 9. Hedges 10. Walls 11. Fences 12. Other	Harbour Wall (Sea Defence) <b>bollards not close enough – so vehicles are parking in this area to avoid paying fees.</b>
<u>Signage</u> 12. To car park from highway 13. From car park to other amenities 14. From car park to main highway 15. Position of meters 16. Up to date signs on charging	<b>There is no ‘Trailer park signage’ on the access gate – or signage to say no access onto the Western Pier.</b> <b>The town map is on the road side of the car park wall</b> <b>At the side by the entrance/exit</b> <b>Yes</b>
<u>Car Park surface/drainage</u> 7. State of Tarmac 8. Condition of drains 9. Other	The Tarmac is in good condition  The drains flow into the river culvert – which in times of heavy rainfall and high tide – can overflow into car park

<u>Lighting</u> 6. Is there lighting in the car park 7. Is there pedestrian access lighting 8. Other	No  No
<u>General grounds maintenance issues</u> 7. Siting and condition of refuse bins/recycling bins 8. Condition of shrub and tree borders 9. Other	<p style="color: red;">There are no refuse bins in this area but there were several black bin bags stored in the corner of the Car Park - ? IdVerdi storage bin required.</p> <p style="color: red;">Some rubbish left by WW building</p> <p style="color: red;">There are tree and shrub borders on either side of the entrance to the car park – these are not marked as owned by the WSC but are in need of maintenance – as they are starting to grow over Car Park signage.</p>
Any other issues	
<b>Date of survey</b>	<b>7<sup>th</sup> May 2018</b>

**Mineral Yard/West Pier car park** is located in the town centre near to local shops and businesses. The car park is accessed via West Street

Number of spaces	16
Dedicated disabled spaces	Yes
Surface	Tarmac
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	Narrow entry/exit
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	Yes
Overnight sleeping/camping allowed	No
Long/Short stay	Long

**Email received from Harbour Master**

Good afternoon All

As you may or may not know we have had a few issues with vehicles parking on the west pier at Watchet up to and near the 3 steps area. Both anglers and non-anglers have been abusing this.

Through my observations this has been during and after parking charging times . Assuming this is both for convenience and also to avoid paying for parking

**Please can we look into having two or three bollards put in place to stop this happening like we have at Minehead .**

Many thanks,  
best regards Craig



<b>WITHYPOOL (Free) CAR PARK</b>	Issues highlighted from on-site survey
<u>Parking bay lining</u> 10. Condition of parking bay lines 11. Condition of disabled parking bay lines and access issues 12. ? Permit bays 13. Other	This is a very small Free Car Park with no marked bays.
<u>Boundary issues/condition</u> 13. Hedges 14. Walls 15. Fences 16. Other	The boundary fences, hedges and trees were all well kept.
<u>Signage</u> 17. To car park from highway 18. From car park to other amenities 19. From car park to main highway 20. Position of meters 21. Up to date signs on charging 22. Other	The signs from the Centre of Withypool to the Car Park were non-existent. Situated on the other side of the bridge there were only 2 small finger signs at the entrance.  It would appear to be primarily used in conjunction with the picnic area
<u>Car Park surface/drainage</u> 10. State of Tarmac 11. Condition of drains 12. Other	The surface was in reasonably good condition. There were no drains
<u>Lighting</u> 9. Is there lighting in the car park 10. Is there pedestrian access lighting 11. Other	There is no lighting in the Car Park There is a hunting gate to the picnic area and a locked high panelled double gate to the Sewerage Treatment Plant.
<u>General grounds maintenance issues</u> 10. Siting and condition of refuse bins/recycling bins 11. Condition of shrub and tree boarders 12. Other	No refuse bins were evident in the Car Park
Any other issues <b>Date of survey</b>	<b>27<sup>th</sup> April 2018</b>

**WITHYPOOL FREE CAR PARK**

Number of spaces	12
Dedicated disabled spaces	No
<b>Surface</b>	<b>Tarmac</b>
Car park opening hours	24hrs
Height restriction	None
Car park access restrictions	None
Coach parking	No
HGV parking	No
Parking suitable for motorhomes	No
Caravans/trailers allowed	No
Motorcycles allowed	Yes
Toilet facilities	No
WSC Permits Available	No
Overnight sleeping/camping allowed	No
Long/Short stay	Long



# Information

Sheet Number: 2017-21/77
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## for County Councillors

From:	Bev Norman – Strategic Manager Traffic Management and Road Safety
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Date:	5 November 2018
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To:	All County Councillors
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## County wide Parking Review

Traffic, congestion and parking have become an increasing issue in Somerset over recent years. This is evidenced by the increase in concerns raised about the issues caused by inconsiderate parking, the availability of parking space, and requests for disabled parking spaces.

Parking restriction requests have been dealt with on a piecemeal basis for many years and there is no consistency within individual towns, Districts or across the County as a whole.

In order to address these concerns it is proposed to carry out a comprehensive review of each towns on-street parking controls on a rolling programme, looking at each community in turn to ensure a fair balance between the needs of residents, businesses and visitors. Consideration will also be given to ensuring safety; keeping the key routes free of congestion and the appropriateness of existing restrictions;

A full consultation exercise for each town will take place with all stakeholders (District, Town/Parish Councils) and the community to identify all issues. In addition existing evidence and feedback issues will be collected and used where appropriate. Feedback from the initial consultation will inform any draft design for further consultation.

We have identified 5 areas below that will be part of the first review and these will take place concurrently:-

### **Burnham and Highbridge, Chard, Minehead, Taunton, Wells**

The remainder listed below will follow but are in no particular order but will depend on demand, circumstances and resources:-

### **Axbridge and Cheddar, Bridgwater, Castle Cary, Crewkerne, Dunster, Frome, Glastonbury and Street, Ilminster, Langport and Somerton,**

**Porlock, Shepton Mallet, Wedmore, Wellington, Williton and Watchet, Wincanton, Yeovil, Other rural communities as required.**

This County wide parking review will be funded initially from income generated from any surplus through the parking services account. However, when introducing new parking schemes we will need to ensure that they are self-financing. Charges may therefore have to be made for on-street parking in the key retail and tourist areas.

**Implication for other workstreams:**

Resources to support the development and implementation of the Parking Review will be made available by refocussing existing traffic engineering resources.

Local SCC Traffic Engineers will no longer deal with individual and very local traffic engineering requests that benefit a small number of individuals, including requests for new or amendments to existing signing, lining, speed limits, HGV's restrictions, disabled parking bays etc but focus on those schemes which have the greatest benefit. These minor requests will be included in the wider parking review for the area and form part of the evidence base for road safety and congestion issues.

For more information please contact:	Bev Norman Strategic Manager Traffic Management and Road Safety B2W County Hall 0300 123 2224 <a href="mailto:Parking@somerset.gov.uk">Parking@somerset.gov.uk</a>
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Car Parking Account 2017-18	17/18	
Staffing costs	17,752.17	This covers the car parking office staff only
Premises Related Expenditure	144,667.75	This includes rates, utilities, rent and general expenses (including grounds maintenance and work done on car parks)
Transport Related Expenditure	0.00	
Supplies & Services	11,333.68	Includes the cost of running the ticket machines (tickets etc:) and any signages required as well as general supplies and the cost
Third Party Payments	72,146.89	This is the payment to SCC for enforcement
Internal recharges	43,018.78	Includes internal staff costs such as finance as well as premises costs for staff, and senior management
<b>Total Expenditure</b>	<b>288,919.27</b>	
Parking	-559,748.71	
Penalty Charges	-26,422.00	
Rents	-2,111.20	
Season Tickets	-59,048.28	
Licences and Wayleaves	-6,453.00	
Fees	0.00	

Other	-570.38
<b>Total Income</b>	<b>-654,353.57</b>
<b>Net Expenditure</b>	<b>-365,434.30</b>

NB this does not include financial provision for depreciation or impairment loss of £11,608.51

NB there are other costs attributable to the car parking that cannot be quantified such as verge cutting as part of as grounds maintenance in the area, street lighting etc:

WSC Parking Task and Finish Group

Year	Expenditure	Income	Total	Variance Against Budget
2016/17	316,704.81	-628,809.05	-312,104.24	28,475.76
2017/18	300,527.78	-654,353.57	-353,825.79	7,814.21
2018/19	331,608.57	-645,293.00	-313,684.43	50,175.57 NB this is a forecast
2019/20	338,240.74	-658,198.86	-319,958.12	n/a NB this is an uplift of 2% inflation on the previous year per the MTFP
2020/21	345,005.56	-671,362.84	-326,357.28	n/a NB this is an uplift of 2% inflation on the previous year per the MTFP
2021/22	351,905.67	-684,790.09	-332,884.43	n/a NB this is an uplift of 2% inflation on the previous year per the MTFP





Cost Centre	Cost Centre Description	Detail	Detail Description	Annual Budget	Year TD Net	Variance	
4326	Parking - Off Street	16502	Central Costs	33,310.00	43,018.78	9,708.78	on website internal charges
4326	Parking - Off Street	50053	General Expenses	9,600.00	2,258.94	-7,341.06	premises related expenditure
4326	Parking - Off Street	50062	Non Domestic Rates	75,000.00	95,683.32	20,683.32	third party payments
4326	Parking - Off Street	50064	Maintenance	19,250.00	46,670.86	27,420.86	supplies and services
4326	Parking - Off Street	50068	Electricity	2,000.00	1,721.30	-278.70	staffing costs
4326	Parking - Off Street	50103	Signs	2,000.00	5,613.00	3,613.00	
4326	Parking - Off Street	50136	Ticket Machines	16,000.00	5,720.68	-10,279.32	
4326	Parking - Off Street	50137	Rent	0.00	-1,666.67	-1,666.67	
4326	Parking - Off Street	50596	Shared Service Costs	18,020.00	17,685.15	-334.85	
4326	Parking - Off Street	50715	SCC Parking Contract	66,000.00	72,146.89	6,146.89	
4326	Parking - Off Street	93282	Depreciation Charge - Current Year	0.00	9,153.00	9,153.00	
4326	Parking - Off Street	93284	Impairment Loss	0.00	2,455.51	2,455.51	
4326	Parking Staff	50596	Shared Service Costs	280.00	67.02	-212.98	
4326	Parking - Off Street	60053	Sales	-250.00	0.00	250.00	parking
4326	Parking - Off Street	60054	Rent	-30.00	-2,111.20	-2,081.20	penalty charges
4326	Parking - Off Street	60077	Season Tickets	-45,520.00	-59,048.28	-13,528.28	rents
4326	Parking - Off Street	60078	Dulverton Car Park	0.00	-2,000.00	-2,000.00	season tickets
4326	Parking - Off Street	60079	Easements	-5,000.00	-6,453.00	-1,453.00	licenses and wayleaves
4326	Parking - Off Street	60081	Off Street Fines	-20,000.00	-26,422.00	-6,422.00	fees
4326	Parking - Off Street	60083	Dunster Steep Car Park	-76,000.00	-76,382.13	-382.13	other
4326	Parking - Off Street	60084	Park Street Car Park	-16,000.00	-14,002.33	1,997.67	
4326	Parking - Off Street	60085	Alexandra Road Car Park	-21,500.00	-14,915.75	6,584.25	
4326	Parking - Off Street	60087	North Road Car Park	-35,000.00	-30,808.46	4,191.54	
4326	Parking - Off Street	60088	Quay West Car Park	-5,400.00	-4,635.91	764.09	
4326	Parking - Off Street	60090	Summerland Road Car Park	-93,200.00	-93,363.29	-163.29	

4326	Parking - Off Street	60091	Porlock Central Car Park	-14,700.00	-11,750.73	2,949.27
4326	Parking - Off Street	60094	Warren Road Car Park	-50,000.00	-47,108.31	2,891.69
4326	Parking - Off Street	60095	Anchor Street Car Park	-10,900.00	-9,547.98	1,352.02
4326	Parking - Off Street	60096	Swain Street Car Park	-20,400.00	-50,390.27	-29,990.27
4326	Parking - Off Street	60097	Market Street Car Park	-26,500.00	-26,799.14	-299.14
4326	Parking - Off Street	60098	Killick Way Car Park	-34,700.00	-43,503.73	-8,803.73
4326	Parking - Off Street	60100	Doverhay Car Park	-25,600.00	-22,882.87	2,717.13
4326	Parking - Off Street	60189	Clanville Car Park	-9,000.00	-10,206.86	-1,206.86
4326	Parking - Off Street	60238	West Pier Watchet CP	-14,000.00	-12,478.21	1,521.79
4326	Parking - Off Street	60262	Mgmt Fee - Station Car Park (Recharge	-3,900.00	0.00	3,900.00
4326	Parking - Off Street	60301	Utilities Recharge	0.00	-570.38	-570.38
4326	Parking - Off Street	60343	Management Fee - Seafront Parking	-1,500.00	0.00	1,500.00
4326	Parking - Off Street	60389	Harbour Road Car Park	-30,000.00	-37,428.07	-7,428.07
4326	Parking - Off Street	60484	Exmoor House Car Park	-22,000.00	-25,936.13	-3,936.13
4326	Parking - Off Street	60485	Lion Stables Car Park	-18,000.00	-20,087.77	-2,087.77
4326	Parking - Off Street	60486	Guildhall Car Park	-4,000.00	-5,520.77	-1,520.77
				<b>-361,640.00</b>	<b>-353,825.79</b>	<b>7,814.21</b>