

**Current Operational Arrangements**

- All Council owned car parks in Oadby, Wigston and South Wigston are subject to The Borough of Oadby and Wigston (Off-Street Parking Places) Order 2015. This Order details the car park regulations for each car park. The Order allows for the issue of Penalty Charge Notices (PCNs) by Civil Enforcement Officers (CEOs) for certain contraventions of the Order. The issue of these notices and the procedures for their issue are laid down in the Traffic Management Act 2004. The Parking Order covers town centre 'shoppers' car parks as well as car parks at the Council Offices, Oadby Depot, Parklands Leisure Centre, Brocks Hill Visitor Centre etc as listed below:

- Town centre ('shoppers') car parks – Oadby:**

<b>Location</b>	<b>Total spaces</b>	<b>Length of stay and charge</b>	<b>Pay and Display machines</b>	<b>Notes</b>
East Street (Brooksby Drive)	185 (not inc private bays)	Short stay only up to 3 hrs free	0	Car park contains toilet block ('slot-in' super loo) and Civil Enforcement Officer's office & toilet. Also service room used by Oadby Town centre barrow man.
Ellis Park	18	Short stay only up to 3 hours free	0	
Sandhurst Street	192	Long and Short stay: Up to 3 hours free. Over 3 hours is £3 flat rate all day	2	
<b>Total spaces:</b>	<b>395</b>			

- Town centre ('shoppers') car parks – Wigston:**

<b>Location</b>	<b>Total spaces</b>	<b>Length of stay and charge</b>	<b>Pay and Display machines</b>	<b>Notes</b>
Aylestone Lane	60	Long and Short stay: Up to 3 hours free Over 3 hours is £3 flat rate	2	13 Resident parking permits issued free of charge in this location to residents on Aylestone Lane who do not have any off road parking.
Frederick	55	Short stay only	0	

Street		up to 3 hours free		
Junction Road	142	Short stay only up to 3 hours free	0	Toilet block in car park containing separate ladies/gents/disabled toilets and service room used by Wigston Town Centre barrow man
Paddock Street	87	Long and Short stay: Up to 3 hours free Over 3 hours is £3 flat rate	1	Vehicles accessing pub and backs of shops cross Council car park to get to their service yards / parking areas
Spring Lane	25	Short stay only up to 3 hours free	0	
<b>Total spaces:</b>	<b>369</b>			

#### Town centre ('shoppers') car parks– South Wigston:

Location	Total spaces	Length of stay and charge	Pay and Display machines	Notes
Countesthorpe Road	74	Up to 12 hours free	0	At the request of Members (historically) there is no enforcement action taken in this car park.
Station Street	28	Up to 12 hours free	0	
<b>Total spaces:</b>	<b>102</b>			

#### Other car parks covered by the Parking Order:

<b>Oadby</b>	No period of parking to exceed 12 hours on any day except on issue of a permit.
Brocks Hill Visitor Centre	
Coombe Park Car Park	
Oadby Depot Car Park	
Parklands Leisure Centre Car Park	
St Peter's Church Hall Car Park	
Uplands Park Car Park	
Walter Charles Centre Car Park	
<b>Wigston</b>	

Council Offices Car Park
Freer Community Centre Car Park
Horsewell Lane Recreation Ground Car Park
Peace Memorial Park Car Park
Wigston Cemetery Car Park
Wigston Swimming Pool Car Park
Willow Park Car Park
<b>South Wigston</b>
Blaby Road Park Car Park
Kirkdale Road Car Park

- Civil Enforcement Officers (CEOs) actively 'police' eight of the town centre car parks. No enforcement takes place in South Wigston town centre car parks (Countesthorpe Road and Station Street) following a decision made by Members some time ago aimed at encouraging shopkeepers to keep trading due to the lack of parking in the area.
- CEOs are employed and managed by Harborough District Council under a partnership agreement. There are generally two CEOs operating in the Borough on a daily basis (subject to annual leave and sickness) of which this Council pays for the equivalent of one full time officer to enforce off-street parking and Leicestershire County Council pays for the equivalent of one full time officer to enforce on-street parking regulations. The budgeted cost of off-street enforcement payable to Harborough District Council during 2017-18 is £39,424 which covers salaries, vehicle and office costs as shown below:

Staff costs (salaries, National Insurance, Pension, training etc)	£25,318
Vehicle costs	£1,277
Office costs (computer, handheld logging devices, phones, Harborough DC overheads)	£10,229
NPU charge (collected by Harborough DC and forwarded to Leicestershire CC)	£2,600
<b>TOTAL</b>	<b>£39,424</b>

- The number of PCNs issued during 2016-2017 was 349 which equated to an income to this council of £8,992. The Notice Processing Unit at Leicestershire County Council is responsible for collecting income from PCNs and dealing with representations against them in liaison with this Council. Ultimately, if someone is not happy with the Councils' decision regarding their representation they can apply to the Traffic Penalty Tribunal. This organisation provides a free independent adjudication service (to the public) for disputes about parking penalties and its decisions are binding on both parties. The cost of using Leicestershire County Council's Notice Processing Unit is approximately £2,600 per annum but this varies depending on the number of PCNs dealt with. This cost is included within the off-street parking budget shown above.
- The Councils' off-street car parks are available for use 24 hours a day, 7 days a week with charges (where applicable) and enforcement taking place between 8:00am and

6:00pm Monday to Saturday. There is no charge nor enforcement on Sundays or Bank Holidays.

7. Income generated from long stay car parks (Sandhurst Street, Paddock Street and Aylestone Lane Car Parks only) has been decreasing over recent years as shown by the chart below:

<b>Financial year</b>	<b>Income</b>	<b>Number of over 3 hour parking tickets purchased</b>
2016-17	£13,801	4,600
2015-16	£16,550	5,516
2014-15	£17,379	5,793

8. There are 5 pay and display machines across the three long stay car parks (Sandhurst Street, Paddock Street and Aylestone Lane). These are checked daily by the CEOs and any faults reported through to the Facilities Office. An annual maintenance contract covers the cost of maintenance and call outs at a cost of £2,900 per annum plus £450 for data card charges.
9. Currently the method of payment at pay and display machines is limited to coins. Cash is collected from the machines twice weekly under a contract with G4S at an annual cost of £3,100. Other options for payment exist such as payment by phone or card payment but the cost of modification of the parking machines and the additional bank administration charges are not cost effective under the current charging criteria.
10. Maintenance of car park surface and infrastructure comes out of the structural maintenance budget and therefore is in addition to the car park revenue budget.
11. There are a number of marked disabled bays at strategic locations across all car parks. Parking in one of these bays requires the driver to display a 'blue badge'. Blue badges are available to any persons with mobility issues meeting the criteria laid down by central government. Locally, the badges are issued by Leicestershire County Council and they allow badge holders to park in off-street car parks in disabled bays or, if these are full, any bay. It has always been the policy of this Authority to allow an unlimited period of parking for blue badge holders regardless of the maximum stay limit of the car park. An issue for the Council to consider as part of this review is whether this concession should remain.
12. East Street Car Park (off Brooksby Drive) in Oadby is a peculiarity in that some central parking bays and the access road immediately to the rear of the shops is under private ownership. A private parking company is employed by the landowner to monitor and enforce these spaces.
13. Paddock Street Car Park in Wigston forms the only access route to the car park of The Two Steeples Pub and the service yard at the rear of shops on Bell Street. The Council owns the front section of the car park but the rear (i.e. beyond the gap in the wall) is in private ownership.