

CONFIDENTIAL

# Information pack: Off-Street Car Parking Policy

Pre-engagement with key stakeholders  
East Sutherland & Edderton – Ward 4

04/03/2020

**Title of Traffic Order**

THE HIGHLAND COUNCIL

(OFF-STREET PARKING PLACES)

(DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION)

Variation One ORDER 2020 (DRAFT)

Existing Traffic Regulation Order (2016) can be found via this link:

[https://www.highland.gov.uk/downloads/file/16630/draft-traffic-restriction-order-for-car\\_parks\)](https://www.highland.gov.uk/downloads/file/16630/draft-traffic-restriction-order-for-car-parks)

## **Background**

In October 2019, Highland Council agreed a new policy to consider the introduction of charging in off-street car parks. There are several reasons for this new policy:

- The public have told the Council that we should focus on income generation to protect services and jobs.
- There is a need to find solutions for tourist congestion/traffic management.
- Investment is needed in local infrastructure e.g. potholes/gullies.

To support local priorities and decision making, where charging is introduced, local areas will receive an equal share of any surplus income to spend locally.

A key aim of the new policy is to provide a clear and transparent way to consider the introduction of charges. It is a statutory process which includes the publication of a draft traffic order. Consultation with the public is central to the new approach. This process includes a period of pre-engagement with key stakeholders followed by public consultation on the draft proposals.

Following consultation, where no objections are received, charging at those sites will begin as soon as the charging infrastructure is installed (parking machines, signs and lines). Where objections are received but cannot be resolved, Area Committees will be asked to consider the objections and feedback and decide on whether to introduce charging.

Details of the process can be found on the following page.

## **Purpose**

The purpose of this document is to gather feedback from key stakeholders who will help form the detail included within the published Draft Traffic Order (title of Traffic Order is located on the front cover of this information pack). Feedback which is gathered at this stage is for consultation purposes only and cannot be recorded as a formal objection to the charging proposals. Objections may only be recorded within the 28 days of a Draft Traffic Order's publication.

## **Stakeholder Engagement**

The first stage of the process is engagement with key and statutory stakeholders. You are being sent this because your group or organisation has been identified as a key stakeholder.

Key stakeholders are being asked to comment on draft proposals for car park sites within your area. It is not anticipated that you will want to comment on all the locations but only

for those relevant to your local community. The information you provide will help inform the draft proposals and the following consultation process.

### **This Pack**

This pack contains several pieces of information:

- Draft proposal for each car park site within the area or ward.
- Questions for key stakeholders.
- Frequently asked questions – about the policy and approach.
- Help sheet – providing details on key information.

### **How to Respond**

You can respond by completing the word questionnaire circulated along with this pack and returning it to: [carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)

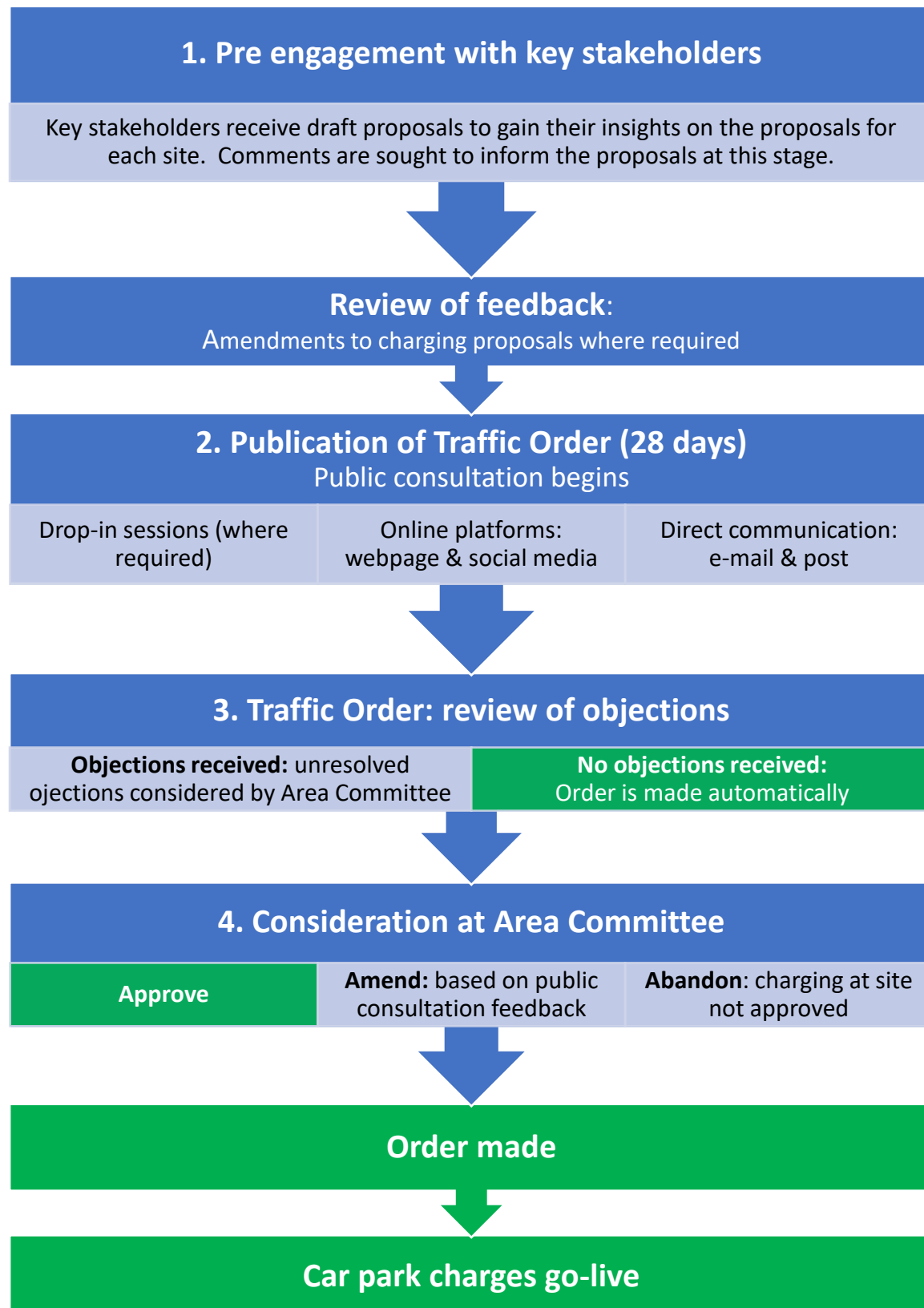
### **How to contact us**

Please feel to contact us with any queries by emailing:

[carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)

# Statutory process for the Off-Street Car Parking Policy

All Highland Council off-street car park sites will be considered:



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## Draft charging proposals:

The following sites are all Council off-street car parks which are being considered for the introduction of charging.

Area	Ward	Ward Name	Location	Car Park Ref	Name
Sutherland	4	East Sutherland & Edderton	Brora	CP0197	Lower Brora Car Park
Sutherland	4	East Sutherland & Edderton	Brora	CP0216	Gower Street Car Park
Sutherland	4	East Sutherland & Edderton	Brora	CP0218	Golf Road Car Park
Sutherland	4	East Sutherland & Edderton	Dornoch	CP0236	The Meadows Car Park
Sutherland	4	East Sutherland & Edderton	Dornoch	CP0237	The Square Car Park
Sutherland	4	East Sutherland & Edderton	Golspie	CP0223	Fountain Road Car and Coach Park
Sutherland	4	East Sutherland & Edderton	Golspie	CP0225	Shore Street Car Park
Sutherland	4	East Sutherland & Edderton	Helmsdale	CP0226	Helmsdale Harbour Car Park
Sutherland	4	East Sutherland & Edderton	Helmsdale	CP0227	Helmsdale Bridge Car Park

For each site, a draft charging proposal includes the following information:

- Name of car park
- Hours of operation: *How long vehicles can stay in the car park*
- Scale of charges: *Price per amount of time vehicle is parked in site. This also includes any period of free parking and potential permit use (see below)*
- Vehicle type usage: *Type of vehicles which can use site*
- Restrictions of use: *Terms and conditions for using site*
- Location map of site: *Map highlighting location and boundaries of site*

### Proposed free parking periods on proposals:

In various draft charging proposals, an allocated period of free parking has been included for review. These have been included in sites where there is proximity to local shops and to support and encourage short visits to these facilities or for drop off/pick up locations.

### Permits and season passes

Resident permits are available for designated households who are adjacent to charging sites. The cost of these permits, and other payment options, can be found below:

**Residents permits** – for designated households immediately adjacent to a car park and have no alternative parking option

General - **£40 per year** (£3.33 per month)

Senior citizen - **£20 per year** (£1.67 per month)

**Business permit** - for businesses requiring parking on the street the business is situated. Please note the vehicle must be registered in the company name and cannot be obtained for a minibus, a vehicle over 7.5 tonnes, an unattached trailer, caravan or other towed vehicle.

**£100 per year** (£8.33 per month)

**Local season pass** - This pass allows unlimited parking in Highland Council car parks in your local area. This is designed for regular users of a car park site e.g. local workers.

**£10 per month** (£0.33 per day)



**Please note that the purchase of permits/season pass do not guarantee you a parking space.**

The data included in the draft charging proposals are a recommendation from Officers. Your comments will better inform the information included in the published Draft Traffic Order for public consultation. This will allow Highland Council the opportunity to produce a Draft Traffic Order which meet the needs and expectations of the local community.

You are being asked to:


1. Provide feedback on proposals related to your organisation
2. Answer the key questions provided towards the end of this document.



**Information included in data sheets are subject to change following results from site inspections and feedback from key stakeholders.**

# 1. Brora – Lower Brora Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities

## Brora - Lower Brora Car Park

PAY & DISPLAY PARKING

### MAX STAY IS 12 HOURS


**Monday to Sunday**

**8am to 8pm**


**Motorhome**  
**8am to 8pm only**  
**£5.00 per visit**

Standard	Minibuses
Up to 30 mins	£5.00 per visit
Up to 1 hour	
Up to 3 hours	
Up to 6 hours	
Up to 12 hours	


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[carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)




MOTORBIKE




CAR




CARAVAN




MOTORHOME



MINIBUS



COACH



HGV


RESTRICTIONS OF USE

- (i) Storing goods or depositing materials
- (ii) Unlicensed or un-roadworthy vehicles
- (iii) Vehicle repair or maintenance work
- (iv) Running of a vehicle engine except when entering or leaving
- (v) Party political activities
- (vi) Parking continuously longer than the maximum allowed
- (vii) Parking out with a lined bay when such bays are provided
- (viii) Parking in a bay not classed for vehicle
- (ix) Use of the car park for any other purpose other than the parking of vehicles without prior written permission from the Local Authority

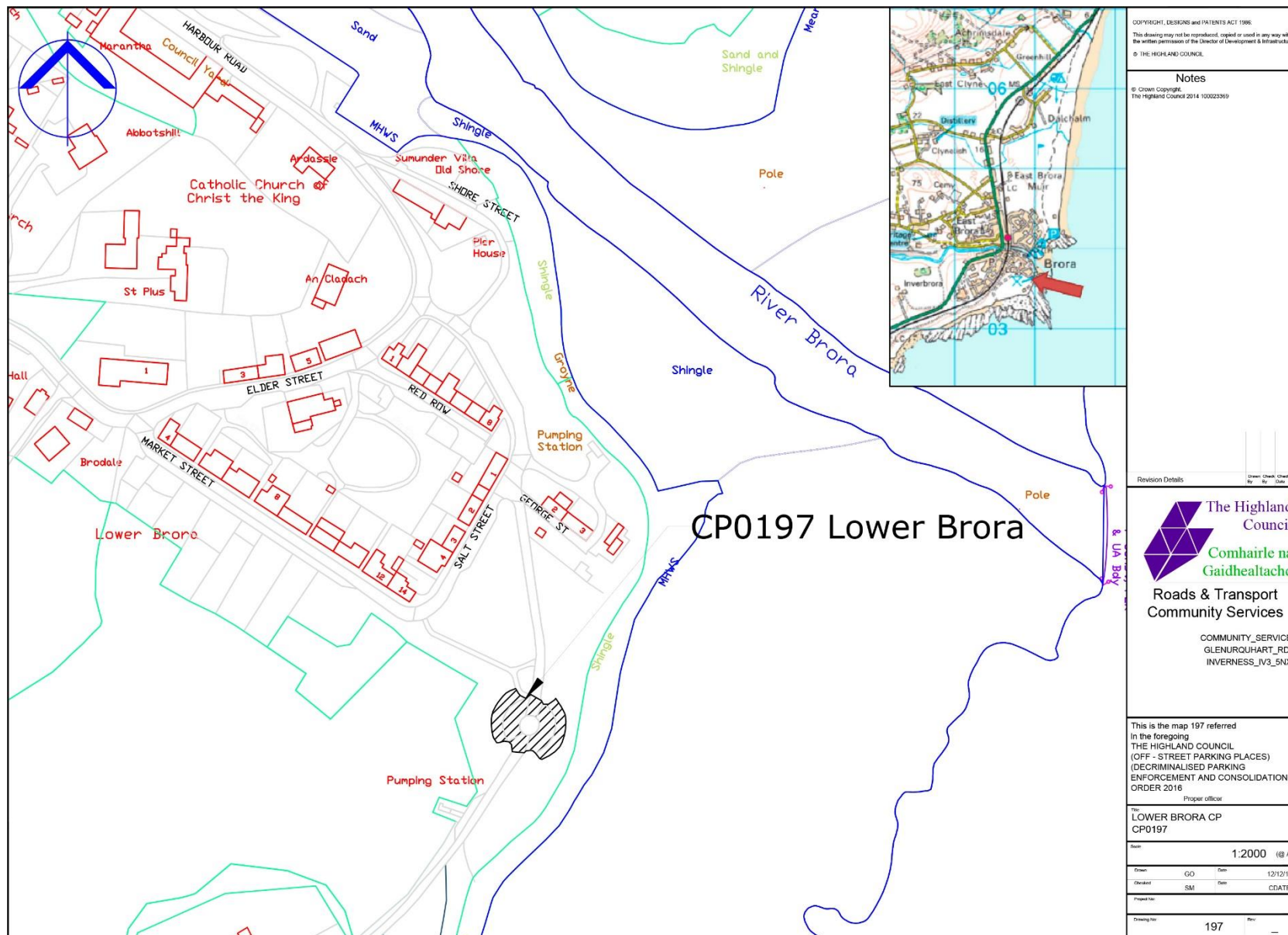
- (x) Failing to display a valid permit when required
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- (xii) Parking of vehicles with trailers
- (xiii) Failing to pay the parking fee when required
- (xiv) Mobile trading and commercial promotions including all vending except for: (by special and specific consent) the motoring organisations, the military, charitable organisations, and other organisations providing a public information service of a non-commercial nature, licensed activities by consent of the Roads Authority.

[www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)

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## 2. Brora – Gower Street Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities

## Brora - Gower Street Car Park

### PAY & DISPLAY PARKING


## MAX STAY IS 12 HOURS


**Monday to Sunday -  
8am to 8pm**


Standard	
Up to 1 hour	FREE
Up to 2 hours	£1.00
Up to 3 hours	£2.00
Up to 6 hours	£3.00
Up to 12 hours	£4.00


**Motorhome**  
8am to 8pm only  
£5.00 per visit


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### RESTRICTIONS OF USE

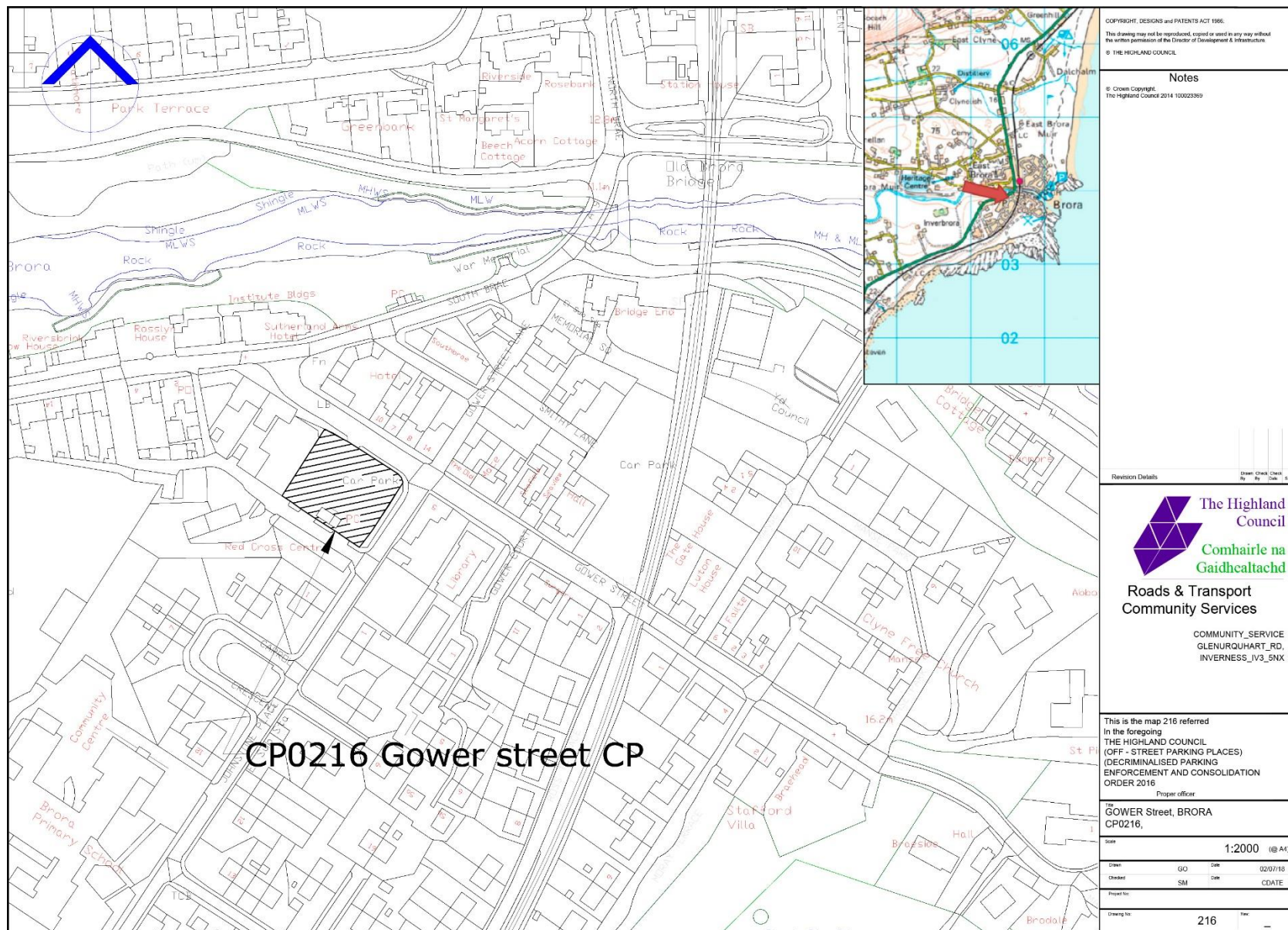
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[www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)

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CP0216 Gower street CP

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**Revision Details**

Rev	Drawn	Check	Issue	Rev	Drawn	Check	Issue
1							

**The Highland Council**  
Comhairle na Gaidhealtachd

**Roads & Transport  
Community Services**

COMMUNITY\_SERVICE  
GLENURQUHART\_RD,  
INVERNESS\_IV3\_5NX

This is the map 216 referred  
in the foregoing  
THE HIGHLAND COUNCIL  
(OFF - STREET PARKING PLACES)  
(DECIMINALISED PARKING  
ENFORCEMENT AND CONSOLIDATION  
ORDER 2016  
Proper officer

**GOWER Street, BRORA  
CP0216,**

Scale: 1:2000 (@ A4)


Drawn	GO	Date	02/07/18
Checked	SM	Date	CDATE

Project No:

Drawing No: 216

### 3. Brora - Golf Road Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities

## Brora - Golf Road Car Park

PAY & DISPLAY PARKING

## MAX STAY IS 12 HOURS

Monday to Sunday -








**8am to 8pm**

**Motorhome**  
8am to 8pm only  
£5.00 per visit

<b>Standard</b>		<b>Minibuses</b>
Up to 30 mins	FREE	£5.00 per visit
Up to 1 hour	£1.00	
Up to 3 hours	£2.00	
Up to 6 hours	£3.00	
Up to 12 hours	£4.00	

**Include permit parking**

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RESTRICTIONS OF USE

- (i) Storing goods or depositing materials
- (ii) Unlicensed or un-roadworthy vehicles
- (iii) Vehicle repair or maintenance work
- (iv) Running of a vehicle engine except when entering or leaving
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- (vi) Parking continuously longer than the maximum allowed
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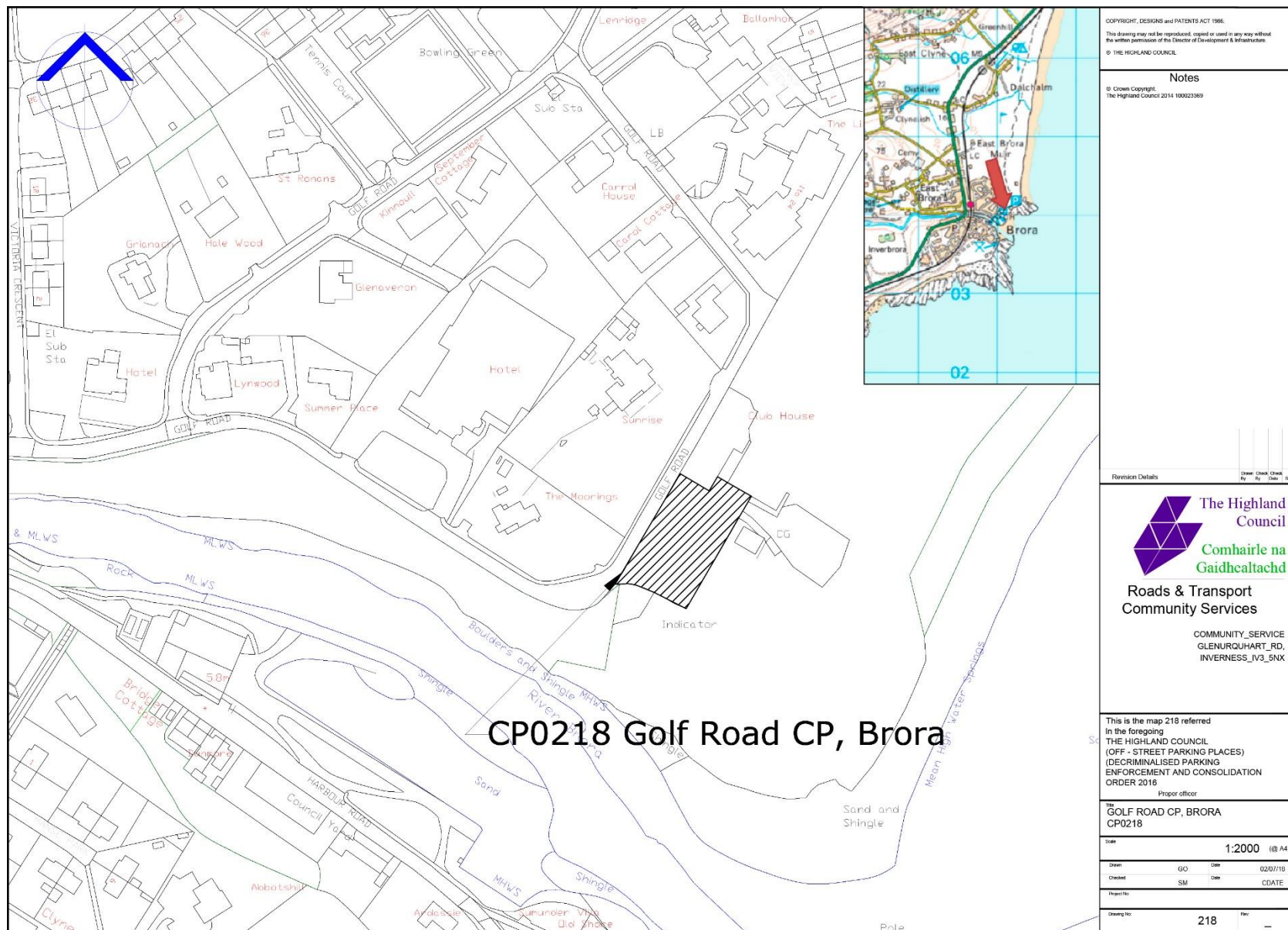
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[www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)

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#### Revision Details

Drawn Check Check  
By No Date Date



The Highland Council  
Comhairle na Gaidhealtachd

Roads & Transport  
Community Services

COMMUNITY\_SERVICE  
GLENURQUHART\_RD,  
INVERNESS\_IV3\_5NX

This is the map 218 referred  
in the foregoing  
THE HIGHLAND COUNCIL  
(OFF - STREET PARKING PLACES)  
(DECIMINALISED PARKING  
ENFORCEMENT AND CONSOLIDATION  
ORDER 2018

Proposed officer

GOLF ROAD CP, BRORA  
CP0218

Scale 1:2000 (A4)

Drawn GO Date 02/07/10  
Checked SM Date CD/ATE

Properties

Drawing No 218 Rev

## 4. Dornoch – The Meadows Car Park

**Charging 1st April to 31st October only**

Car Park Charges for Services to Communities

**Dornoch - The Meadows Car Park**

PAY & DISPLAY PARKING


**MAX STAY IS 10 HOURS**

**Monday to Sunday -**  
**8am to 6pm**

<b>Motorhome</b> <b>8am to 6pm only</b> <b>£5.00 per visit</b>	<b>Standard</b>	
	Up to 1 hour	£1.00
	Up to 3 hours	£2.00
	Up to 6 hours	£3.00
	Up to 10 hours	£4.00

**Include permit parking**

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MOTORBIKE   CAR   CARAVAN   MOTORHOME   MINIBUS   COACH   HGV

**RESTRICTIONS OF USE**

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**BLUE BADGE - FREE**





## 5. Dornoch – The Square Car Park

**Charging 1st April to 31st October only**

Car Park Charges for Services to Communities

**Dornoch - The Square Car Park**

PAY & DISPLAY PARKING

**MAX STAY IS 3 HOURS**

**Monday to Sunday - 8am to 6pm**

Standard	Up to 30 mins	Up to 1 hour	Up to 3 hours
FREE	£1.00	£2.00	

**Include permit parking**

JOIN THE CONVERSATION  
[carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)

MOTORBIKE CAR CARAVAN MOTORHOME MINIBUS COACH HGV

RESTRICTIONS OF USE

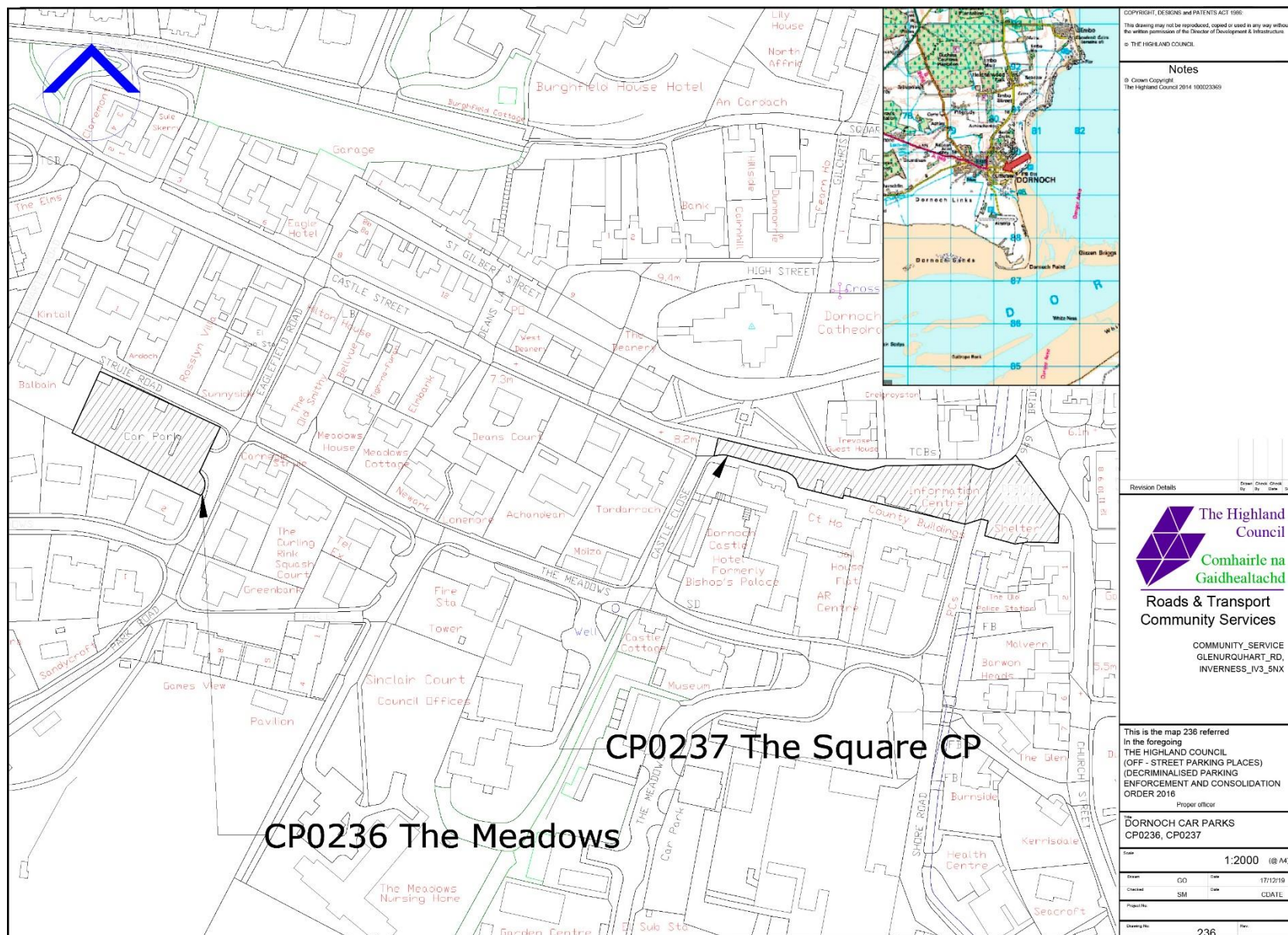
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## 6. Golspie – Fountain Road Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities

## Golspie - Fountain Road Car Park

PAY & DISPLAY PARKING

### MAX STAY IS 12 HOURS

**Monday to Sunday -**  
**8am to 8pm**

**Motorhome**  
8am to 8pm only  
£5.00 per visit


**Standard**

Up to 1 hour	FREE
Up to 2 hours	£1.00
Up to 3 hours	£2.00
Up to 6 hours	£3.00
Up to 12 hours	£4.00


**Minibuses**  
£5.00 per visit

**Include permit parking**


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MOTORBIKE




CAR




CARAVAN




MOTORHOME



MINIBUS



COACH



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RESTRICTIONS OF USE

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**BLUE BADGE - FREE**





## 8. Golspie – Shore Street Car Park

# PRE-ENGAGEMENT

Car Park Charges for Services to Communities

## Golspie - Shore Street Car Park


PAY & DISPLAY PARKING

### MAX STAY IS 12 HOURS


**Monday to Sunday -**  
**8am to 8pm**

Standard	
Up to 1 hour	FREE
Up to 2 hours	£1.00
Up to 3 hours	£2.00
Up to 6 hours	£3.00
Up to 12 hours	£4.00


JOIN THE CONVERSATION  
[carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)




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CARAVAN




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RESTRICTIONS OF USE

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## 9. Helmsdale – Helmsdale Harbour Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities

## Helmsdale - Helmsdale Harbour Car Park

PAY & DISPLAY PARKING

### MAX STAY IS 24 HOURS

**Monday to Sunday -  
24 hours**


**Motorhome – 24 hours  
£5.00 per visit**

**Standard**


Up to 1 hour	FREE
Up to 2 hours	£1.00
Up to 3 hours	£2.00
Up to 6 hours	£3.00
Up to 12 hours	£4.00
Up to 24 hours	£5.00

**Include permit  
parking**


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CARAVAN




MOTORHOME



MINIBUS



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### RESTRICTIONS OF USE

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- (iv) Running of a vehicle engine except when entering or leaving
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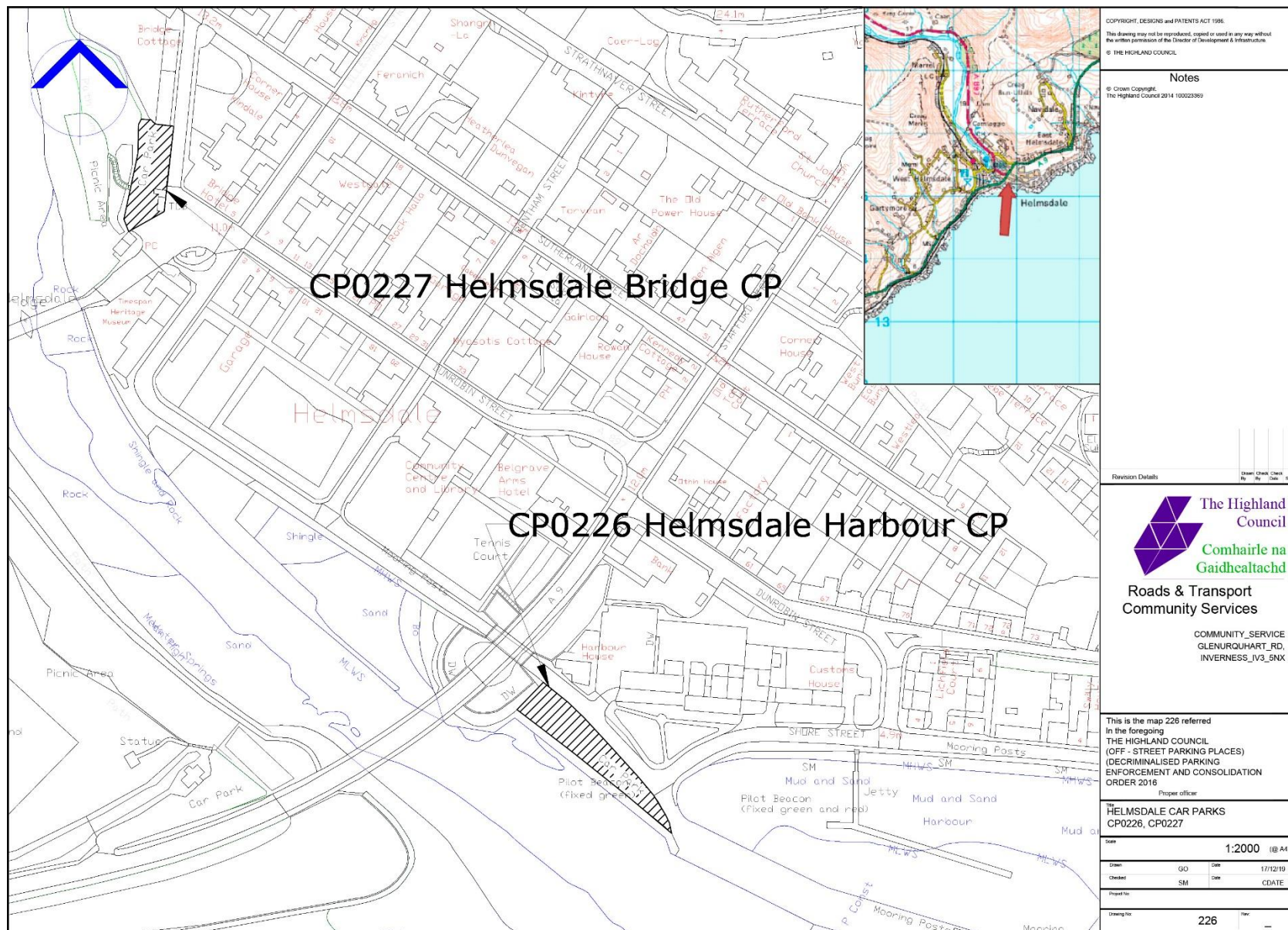
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**Revision Details**

No	Rev	Date	By	Check	Surf

**The Highland Council**  
Comhairle na Gaidhealtachd

**Roads & Transport  
Community Services**

COMMUNITY\_SERVICE  
GLENURQUHART\_RD,  
INVERNESS\_IV3\_5NX


This is the map 226 referred in the foregoing THE HIGHLAND COUNCIL (OFF-STREET PARKING PLACES) (DECriminalISED PARKING ENFORCEMENT AND CONSOLIDATION ORDER 2016)

Proposed officer:  
**HELMSDALE CAR PARKS  
CP0226, CP0227**

Scale	1:2000 (@ A4)	
Drawn	GO	Date 12/12/10
Checked	SM	Date CDATE
Prepared for		
Drawing No	226	Rev: —

## 10. Helmsdale – Helmsdale Bridge Car Park

# PRE-ENGAGEMENT



The Highland Council  
Comhairle na Gàidhealtachd

Car Park Charges for Services to Communities


## Helmsdale - Helmsdale Bridge Car Park

PAY & DISPLAY PARKING


### MAX STAY IS 12 HOURS

Monday to Sunday - 8am to 8pm	Standard	HGV's
<div style="border: 1px solid black; padding: 5px;"> <b>Motorhome</b>  <b>8am to 8pm only</b>  <b>£5.00 per visit</b> </div>	Up to 1 hour    FREE	Up to 1 hour    FREE
	Up to 2 hours    £1.00	
	Up to 3 hours    £2.00	
	Up to 6 hours    £3.00	
	Up to 12 hours    £4.00	


JOIN THE CONVERSATION  
[carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)




MOTORBIKE




CAR




CARAVAN




MOTORHOME



MINIBUS



COACH




HGV

### RESTRICTIONS OF USE

<ul style="list-style-type: none"> <li>(i) Storing goods or depositing materials</li> <li>(ii) Unlicensed or un-roadworthy vehicles</li> <li>(iii) Vehicle repair or maintenance work</li> <li>(iv) Running of a vehicle engine except when entering or leaving</li> <li>(v) Party political activities</li> <li>(vi) Parking continuously longer than the maximum allowed</li> <li>(vii) Parking out with a lined bay when such bays are provided</li> <li>(viii) Parking in a bay not classed for vehicle</li> <li>(ix) Use of the car park for any other purpose other than the parking of vehicles without prior written permission from the Local Authority</li> </ul>	<ul style="list-style-type: none"> <li>(x) Failing to display a valid permit when required</li> <li>(xi) Parking of vehicles manufactured for or adapted purpose of sleeping between the hours of 20:00 and 08:00</li> <li>(xii) Parking of vehicles with trailers</li> <li>(xiii) Failing to pay the parking fee when required</li> <li>(xiv) Mobile trading and commercial promotions including all vending except for: (by special and specific consent) the motoring organisations, the military, charitable organisations, and other organisations providing a public information service of a non-commercial nature, licensed activities by consent of the Roads Authority.</li> </ul>
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[www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)

Icons made by Smashicons from www.flaticon.com



BLUE BADGE - FREE





## Key questions for stakeholders

**This survey is not to be shared for public consultation**

The pre-consultation phase is to help inform the draft proposals by receiving comments and feedback from key stakeholders. A series of questions to help this process have been drafted. We would ask stakeholders to respond on all sites relevant to them/their community.

Please submit your answers using our online survey, accessible via this link:

<https://www.surveymonkey.co.uk/r/ward4>

Alternatively, you can answer these questions on the questionnaire attached in the e-mail you have received and return form to: [carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk)

### **Draft Traffic Order proposals**

1. Do you have any comments on the proposed scale of charges (price per amount of time vehicle is parked in site including any period of free parking and potential permit use) for each site? Please provide details.

Name of Site:

Comment:

2. Do you have any comments on the proposed vehicle use (type of vehicles which can use site - identified by the symbols) and additional restrictions for each site? Please provide details

Name of Site:

Comment:

3. Do you have any comments on the proposed hours of operation (how long vehicles can stay in the car park)? Please provide details.

Name of Site:

Comment:

4. The draft proposals are intended to reflect the use of a site. For example, where the local community may park to work, a £10/month seasonal pass is proposed or, if the site is used for access to a local shop, a period of free parking would be proposed.

Do you feel the draft charging proposals are reflective of your community's needs?

Name of Site:

Comment:

5. In sites where motorhomes are permitted, do you believe there is benefit in increasing their stay to allow for overnight parking?

### Engagement

6. It is important to share details of the consultation and how people can provide their views as widely as possible. Within your community, where do you recommend promoting the consultation and any drop-in sessions happening locally?

7. Please provide details of any community groups in your area that may have an interest in this policy for us to share the public consultation with:

8. What information would you like to see communicated on the website?

### General

9. Are there any vulnerable groups within your community who may potentially be impacted by this policy? Please explain why.

10. Do you have any additional comments?

11. Are you happy to be contacted for further comment on the answers provided for this survey?

Please note that this survey is for consultation purposes only. **Objections to charging proposals cannot be recorded at this time.**

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## Frequently asked questions

### What is the purpose of this new policy?

The purpose of this new policy is:

- To improve the process for considering local car park charges,
- To provide a transparent way for the local community to register objections and to consider objections from the local community, and
- To support a place-based approach for local areas by providing a share of the surplus income generated to spend on local priorities.

### Why was this policy created?

Opportunities to generate income must be explored to continue to support services, safeguard jobs, and generate improvements within communities across Highland. The public have told us that they would prefer the Council to look at income generation opportunities rather than reduce services or jobs. Additionally, income that is generated from car parks will cover the costs associated with maintaining each site.

### Where can communities see the benefit in the introduction of charges?

It was agreed at a special meeting of the Environment, Development and Infrastructure Committee in October 2019, that the surplus generated from the introduction of off-street car parking charges will be split equally between local areas and services. So, while half of any surplus would contribute towards sustaining Council services, area committees can target priority matters within their community such as improving infrastructure, investing in facilities, gully cleaning, etc.

### Will there be a regular review of this policy?

Yes, the policy will be reviewed.

### When will charging be implemented?

This is a process for considering the implementation of charging in car parks. Charging will only be introduced in sites where:

1. No objections to the site are received in the 28 days following the Traffic Order's publication
2. The Area Committee decides to approve or amend Traffic Order after consideration of objections received

Please see the statutory process detailed at the beginning of this document.

Will a community impact assessment be conducted?

Yes. As detailed on page 6 of the policy (on the council's website at [highland.gov.uk/carparkconversation](http://highland.gov.uk/carparkconversation)), the consideration of local impact – equality, rural, and socio-economic will occur as a part of the process. The feedback from key stakeholders and from the public during the statutory consultation process will contribute to this assessment.

Are there planned engagement events in our area?

Engagement events will be decided following feedback during the pre-engagement stage of the process. Details of planned engagement events will be communicated to stakeholders and promoted on The Highland Council's social media accounts and website.

Who do I contact to find out more information?

Information relating to this policy can be found through our dedicated webpage ([www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)) and direct enquires can be sent to our e-mail address: [carparkconversation@highland.gov.uk](mailto:carparkconversation@highland.gov.uk) to answer questions or concerns. Please see the engagement help sheet included within this information pack.

Please note: The webpage is scheduled to go-live prior to public consultation

# Help sheet

Where to direct public stakeholders:



[www.highland.gov.uk/carparkconversation](http://www.highland.gov.uk/carparkconversation)

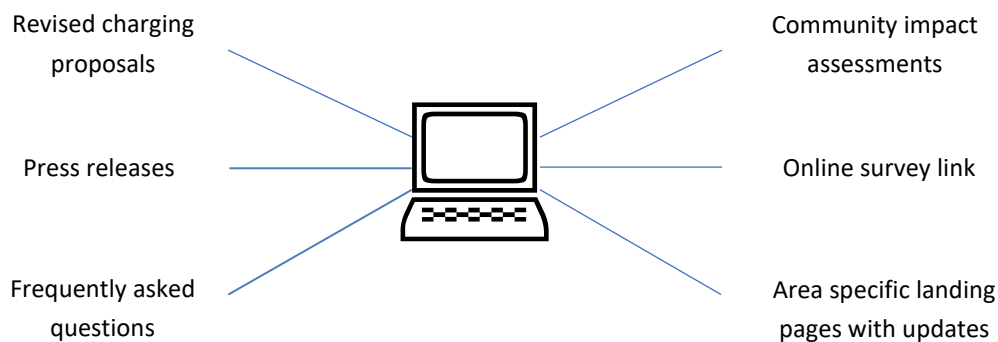


carparkconversation@highland.gov.uk



Car Park Conversation, Highland Council Headquarters, IV35NX

Webpage (go-live prior to public consultation)



The car park conversation webpage within the Council website is the core method of digital communications with stakeholders. The webpage will contain essential information relating to the policy (updates for each area, proposals, etc.) and will inform stakeholders of the objection process following the publication of a Traffic Order. This is to minimise criticism from the wider community of the process and allow for their voice to be heard.

The page will also contain content which will be engaging and interactive to allow for clear understanding and explanation of the process. These elements included short animated videos and an interactive FAQs section targeting general questions and directing traffic to the correct information page.

Each page relating to the project will also have an accessible contact form.