



6 October 2022

Tel: (01285) 623210

e-mail: Democratic@cotswold.gov.uk

CABINET MEMBER FOR THE ECONOMY AND COUNCIL TRANSFORMATION DECISION-MAKING MEETING

A meeting of the Cabinet Member for the Economy and Council Transformation Decision-Making Meeting will be held at Virtual meeting on **Friday, 14 October 2022 at 4.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Cabinet Member for the Economy and Council Transformation
Decision-Making Meeting
(Councillor Tony Dale)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

AGENDA

1. **Upgrade of Parking Machines to Support the Roll Out Cashless Parking (Pages 3 - 8)**
The report seeks the approval of the Cabinet Member for the Economy and Transformation to complete the roll out of cashless parking within the district.

That the Cabinet Member with Responsibility for the Economy and Transformation:

- a) Note the outcome of the trial,
- b) Approve the removal of cash from car parks detailed in paragraph 2.6 of this report,
- c) Approve the software upgrade to all machines to allow off-line payment processing; and,
- d) Approve the use of Capital Funds to fund this project

Reporting officer: Mandy Fathers, Business Manager for Operations and Enabling

DATE OF DECISION: NO EARLIER THAN FRIDAY 14 OCTOBER

DEADLINE FOR COMMENTS: NOON ON THURSDAY 13 OCTOBER

Note: Any Member who wishes to comment on an item is requested to send those comments (preferably by e-mail) to the Reporting Officer, copied to Democratic Services, by the deadline identified.

Any comments received will be reported to the Decision Maker prior to the decision(s) being taken.

(END)

Agenda Item 1



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET MEMBER FOR ECONOMY AND TRANSFORMATION DECISION MEETING – 14 TH OCTOBER 2022
Report Number	AGENDA ITEM I
Subject	UPGRADE OF PARKING MACHINES TO SUPPORT THE ROLL OUT OF CASHLESS
Wards affected	All
Accountable member	Cllr Tony Dale – Cabinet Member with responsibility for Economy and Transformation Email: tony.dale@cotswold.gov.uk
Accountable officer	Mandy Fathers – Business Manager for Operations and Enabling Email: mandy.fathers@publicagroup.uk
Summary/Purpose	To update the Cabinet Member with Responsibility for Economy and Transformation on the outcome of the payment trial with proposals to complete the rollout of cashless parking within the District.
Annexes	None
Recommendation(s)	That the Cabinet Member with Responsibility for Economy and Transformation: <ul style="list-style-type: none"> a) <i>Note the outcome of the trial,</i> b) <i>Approve the removal of cash from car parks detailed in paragraph 2.7 of this report,</i> c) <i>Approve the software upgrade to all machines to allow off-line payment processing; and,</i> d) <i>Approve the use of Capital Funds to fund this project</i>
Corporate priorities	<ul style="list-style-type: none"> • Delivering our services to the highest standards
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Leader and Deputy Leader, Cabinet Member with Responsibility for Economy and Transformation, Chief Executive and Deputy Chief Executive, Director of Governance and Development, Head of Legal Services, Finance Business Partner, Group Manager, Director of Finance (Publica)



1. BACKGROUND

1.1 One of the Council's key priorities for 2022/2023 is to roll out cashless car parking in all of its car parks. So far, this has been achieved in six car parks across the district, providing better payment flexibility for visitors.

1.2 The car parks where this has been achieved are:

1. Abbey grounds
2. Old Station
3. Rissington Road
4. Mangersbury road
5. Beeches Road
6. Leisure Centre

1.3 The progressive rollout of cashless to all car parks within the District was put on hold due to issues experienced with those machines that had already been converted. The main issue experienced were machines being unable to cope with the volume of card transactions resulting in either delays in card payments being approved prior to a ticket being produced or the payment system becoming disabled.

2. MAIN POINTS

2.1 A recent two-week trial was undertaken within Rissington Road and Old Station car parks. All payment machines within these car parks underwent a software upgrade to support card payments being made offline, with the aim to speed up the payment process and reduce the number of times the payment systems became disabled.

2.2 The outcome of this trial showed a positive increase in user accessibility and a decrease in failed transactions and lost charging days per machine.

2.3 Comparisons with the trial data for the same period during 2021/2022 show a significant reduction in failed transactions compared to the previous year; an increase in income of £4,080.10 and an increase in ticket sales as follows:

	2021/2022	2022/2023 (Trial)	-/+ % difference
Failed card transactions	101	9	-91.09%
Completed card transactions	4,711	5,127	+8.83%
Card income	£16,359.50	£20,880.10	+27.63%



- 2.4** There were no lost charging days per machine reported during the trial period.
- 2.5** Cabinet approved the proposal to remove the option to pay by cash in all its car parks in its meeting on 4 January 2021. It also approved that this would be a phased approach, phasing out the option to pay by cash by 31 January 2022.
- 2.6** Six car parks, as detailed in paragraph 1.2 above were phases 1 and 2 of this process. Four of those although converted to a cashless payment option have not received the software upgrade to convert card payments being made off-line. It is now proposed that these remaining four car parks are converted to off-line payment payments as soon as possible. The 4 car parks being:
- Abbey Grounds
 - Beeches
 - Leisure Centre
 - Mangersbury Road
- 2.7** Following this upgrade it is proposed that the remaining seven car parks where the option to pay by cash is still available is removed and that those machines are also upgraded with the off-line payment software as follows:
- Brewery
 - Forum
 - Waterloo
 - Sheep Street
 - West Street
 - Church Street
 - Old Market Way
- 2.8** There would be a 6 – 8 weeks lead-time, from date of order for this to be implemented.
- 3. CONCLUSIONS**
- 3.1** The trial has given the confidence required to complete the rollout of a cashless provision in the remaining car parks. All pay and display machines are still in good working order, but technology has improved since they were purchased and installed. The machines vary in age with the majority being between 8 and 10 years old. A capital sum is in place to replace the machines however; this is not yet necessary.
- 3.2** The cost to replace all machines, including installation would be circa of £125k.



- 3.3 Installing an upgrade to the machines will delay the need to replace these for a further 3 to 5 years. By which time there is likely to be further improved technology, which may reduce the number of machines required.

4. FINANCIAL IMPLICATIONS

- 4.1 Costs to change the remaining machines to card only payment and upgrade all machines with the latest technology is estimated to be £21,195.
- 4.2 The capital budget of £125,000 available for payment machines could be utilised to meet the cost of upgrading the pay and display machines.

5. LEGAL IMPLICATIONS

- 5.1 There are none associated with this report.

6. RISK ASSESSMENT

- 6.1 Failure to upgrade all machines to cashless would mean the Council would not achieve one of its key priorities.
- 6.2 Failure to upgrade all machines with the off-line technology could result in regular machine down time, and a loss of parking revenue.

7. EQUALITIES IMPACT

- 7.1 There are none associated with this report

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1 The loss of cash enabled machines will significantly reduce the amount of travelling required for the cash collector contractor and therefore will reduce emissions.

9. ALTERNATIVE OPTIONS

- 9.1 The removal of cash payments from car parks is a Council priority; however, Cabinet may decide to retain cash payments as an option to those remaining car parks details in paragraph 2.6 above.

10. BACKGROUND PAPERS

- 10.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Cabinet Meeting 4 January 2021 – Agenda Item 9.



These documents will be available for inspection at the Council Offices at Trinity Road, Cirencester, GL7 1PX during normal office hours for a period of up to 4 years from the date of the meeting. Please contact democratic services via democratic@cotswold.gov.uk

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