

Divisions affected: *Woodstock*

**CABINET MEMBER FOR HIGHWAY MANAGEMENT –
26th JANUARY 2023**

**WOODSTOCK - PROPOSED INTRODUCTION OF HOTEL/
GUESTHOUSE PERMIT POLICIES, & MINOR AMENDMENTS TO
THE WOODSTOCK APPROVED PARKING SCHEME**

Report by Corporate Director, Environment and Place

RECOMMENDATION

1. The Cabinet Member for Highway Management is RECOMMENDED to:
 - a. Note the content of this report, and
 - b. Approve the officer recommendations for a new guesthouse/hotel visitor permit scheme to be incorporated into the proposed parking scheme for Woodstock approved at CMD on 26th May 2022.
 - c. Approve the officer recommendations to introduce paid parking bays in adjacent to No's 7-11 and No.12 Park Lane, Woodstock.

Executive summary

2. In November 2019, West Oxfordshire District Council in coordination with Woodstock Town Council carried out a consultation with residents and businesses regarding parking usage and demands within the centre of Woodstock.
3. Following on from this consultation, the County Council worked with the town councillors and the local county councillor, to develop proposals which aimed to better manage the demand for retail and residential parking in the centre of Woodstock, whilst also generating revenue to fund the scheme and provide effective enforcement.
4. In March/ April 2022, the proposals were subject to an extensive public engagement exercise, with the outcome presented to Cabinet Member Decisions (CMD) in May 2022. The approved scheme (appendix 1) included the provision for:
 - Paid Parking Bays with exemptions for permit holders.
 - Ultra-short stay parking areas (max stay 30 minutes)
 - Permit holder only parking areas
 - New sections of 3 hour bays

- New cycle parking areas in the Centre of Woodstock
5. Under the approved scheme, a commitment was given that further assessment by officers would be undertaken to consider the introduction of permits for visitors to Guest Houses, Hotels and Holiday Lets within the scheme.
 6. A further proposal includes an amendment to the original scheme to reconsult on changes to the restrictions in Park Lane, Woodstock to bring them in line with the wider offer of paid parking bays in the centre of Woodstock.
 7. The purpose of this report is to report on the recent consultation on new policies for hotel and guest house permits to be incorporated as part of the originally approved parking scheme for Woodstock.

Proposals

8. To ensure there is a fair system in place that can be easily administered and understood, it is proposed that the county council's existing hotel permit policies are adopted, with controls on numbers based on the size of the hotel and their current provision for off-street parking.
9. The proposed policy would allow for the issue of scratch-cards to be used by paying guests of hotels in the central Woodstock area only. The hotels themselves would complete the necessary application forms to purchase books of 24-hour scratch-cards, for re-sale to the customer. Strict rules would be applied that businesses would not pass these on at profit and any abuses would risk eligibility being withdrawn.
10. The application form would also require the business to agree that the scratch-cards will be used by paying customers only and strictly not to be used by employees of the business.
11. Once activated by the user, the scratch-card would allow parking for up to 24 hours in the paid permit holder bays. Note that bays are not allocated solely for hotel users and therefore as with any permit scheme, availability is subject to demand and cannot be guaranteed.

Allocation

12. Having assessed the current hotels operating in the centre of Woodstock, it is recommended that adopting annual allocations based on the rates below, will ensure an annual total allocation of 11,000 is not exceeded (30 passes a day).
13. Annual allocation permitted based on number of rooms, minus available off-street parking spaces (sold in books of 25):

Rooms	Maximum annual allocation
1-4	500
5-9	1000
10-14	1500
15-19	2000
20-24	2500
25+	3000

Charges

14. It is proposed that the charge for a 24 hour hotel visitor permit is set at £10.00. This is to both cover the costs of administration but also to avoid potential abuses where a cost, lower than the on-street parking offer would be attractive to non-hotel users. This would be at an equivalent rate of a hotel guest paying the maximum on street charge (£5) to park in the afternoon and again to cover the morning before departure.
15. Hotel permits would be purchased by the businesses themselves for resale to customers, with administration fees included for any refunds required.
16. The County Council does not currently provide permits in controlled zones for holiday homes or properties being rented out for short periods. Under the Woodstock proposals, it is not recommended that allowances are these types of business, however property owners do have the option of applying for up to 50 visitor permits each year. There are also long stay parking options in Hensington Road car park.

Financial Implications

17. Funding for consultation and all setup costs of the proposals will be paid back in-year from revenues generated from paid parking income. There are no additional pressures on existing budgets from the proposals.

Equality and Inclusion Implications

18. A full equality impact assessment has been undertaken and can be viewed in **Annex 3**. No implications in respect of equalities or inclusion have been identified in respect of the proposals.

Sustainability Implications

19. The proposals would help facilitate walking and cycling and the safe movement of traffic.

Formal Consultation

20. Formal consultation was carried out between 10 November 2022 and 9 December. A notice was published in the Oxford Times newspaper and an email was sent to statutory consultees, including Thames Valley Police, the Fire & Rescue Service, Ambulance service, Bus operators, West Oxfordshire District Council, Woodstock Town Council, and the local County Councillor.
21. Letters were sent directly to those local hotels effected by the new policies, and street notices were also placed on site.
22. In response to the formal consultation period, a total of eight responses have been received via an online survey, and a further six written submissions were received. The responses are shown in **Annex 2** and copies of the original responses are available for inspection by County Councillors.

Analysis of Feedback

23. In total there were 14 responses to the consultation. For the proposed new policies for hotel and guest house permits, seven respondents wholly objected to the proposals, three were in support, one raised concerns, and three did not object or had no opinion.
24. For the proposals to introduce paid parking bays in Park Lane, six were in support, two raising concerns, one wholly objecting, and five did not object.

Hotel and Gueshouse Permits:

25. The main concerns raised by the objectors to the hotel/ guesthouse permits concerned the theoretical amount that could be issued, alongside other permits and users would oversubscribe the available parking, undermining the turnover of spaces. Some questioned whether full assessment of the proposals had been undertaken and had concerns about the level of transparency about the scheme as a whole.
26. In contrast, some respondents saw the value in supporting local hotels/ guesthouses in the provision on parking options as they provide a vital service to the public and bring visitors to the Town which supports the local economy.

Officer response:

27. The available parking within central area proposed to be allocated to paid parking/ permit holders constitutes around 205 spaces. If we were to allocate permits based on rooms vs theoretical on-street demand, it would allow for the issue of over 30,000 daily passes annually. It is clear that without some sort of control on the number of daily passes permitted, there is a risk that on-street parking usage would become oversubscribed.

28. Based on assessments of residential demand and potential usage of business and visitor permits, it is recommended that the collective annual allowance for all hotels, does not exceed 11,000 a year. On this basis, if all hotels took their full allocation, this would constitute an average daily demand of around 30 on-street parking spaces, or 15% of the total parking spaces available.

Estimated daily usage:

Type of user	Expected daily usage	Percentage of total parking available
Resident's vehicles	64	31%
Business permits	10	5%
Visitor permits	10	5%
Paid parking bay use	91	44%
Proposed Hotel permit allocation	30	15%
Totals	205	100%

29. With any permit scheme, there are challenges around providing a system which is fair and not open to abuse, but also does not over burden the customer and internal teams undertaking their administration. In this regard, the proposed model has proven to work successfully in existing CPZs and the charge recommended should reduce occurrences of abuse.

30. It is recommended that the proposed scheme would be reviewed after a period of 6 months and in consultation with local hoteliers.

Proposed paid parking bays in Park Lane:

31. In response to the consultation, this proposal was generally well supported on the basis that it brings the parking in line with the wider proposals for central Woodstock. The original concerns raised were that leaving this area as free 2-hour parking, would make it a honey pot for users wanting to park and avoid charges. Respondents acknowledged that the proposed solution would address this and in turn reduce the likelihood of vehicles circulating trying to find free parking.

32. Some objections were raised on the basis that the scheme was oversubscribed, and the bays on Park Lane should be reserved solely for residents. They also commented that the proposals will allow too much churn of the current spaces causing additional noise and fumes outside residents houses.

Officer response:

33. The bays on Park Lane are currently limited to 2 hour max stay, with no concessions or exemptions for residents to park longer than this period. The proposals will give residents more options to park for longer periods, and

competing for parking with other users is no different than what currently takes place.

34. Park Lane is located in the central area of Woodstock and therefore it is reasonable to expect that with parking at a premium, it should be managed to balance the needs of different users.

Statutory consultee responses

35. Thames Valley Police expressed no objections.
36. Woodstock Town Council submitted an objection to the proposed Hotel Visitors Parking Scheme as they felt it does not provide a sufficiently robust solution to ongoing concerns about the potential impact of the scheme.
37. Additionally, a representative in her position of Town Councillor has responded (reference 1692524) to also state an objection to the Hotel/ Guest House permits.
38. West Oxfordshire District Council expressed no objection from the Parking team.
39. The local member has formally responded to the consultation to confirm that:

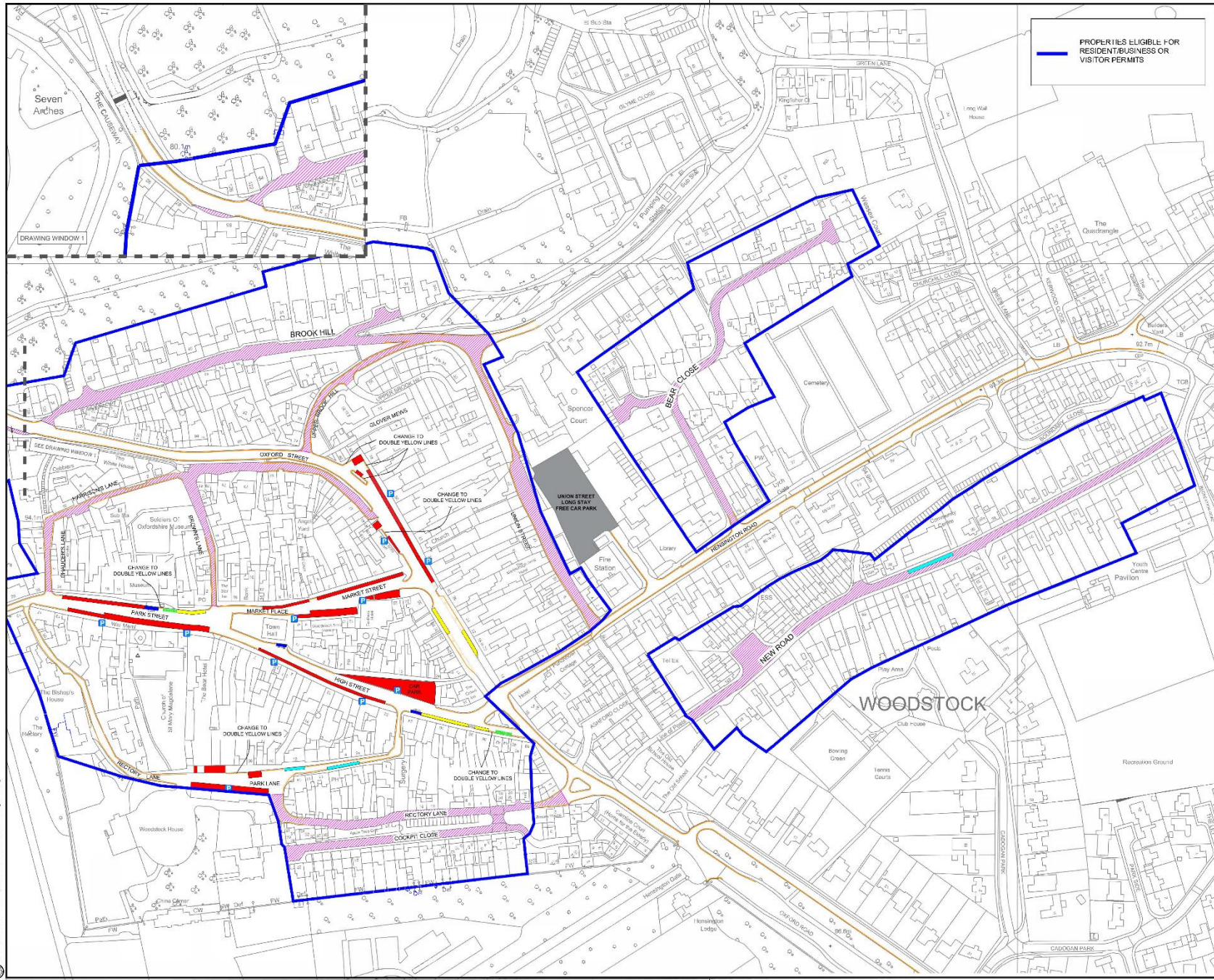
“As the local member, I am broadly in support of the scheme for hotels as set out in the report on the basis its effectiveness is reviewed as described and agree to the recommendation related to parking in Park Street as laid out in the report.”

Bill Cotton
Corporate Director, Environment and Place

Annexes
Annex 1: Consultation Plan (approved scheme for Woodstock)
Annex 2: Record responses
Annex 3: Equality impact assessment

Contact Officers: Tim Shickle tim.shickle@oxfordshire.gov.uk
Jim Whiting james.whiting@oxfordshire.gov.uk

January 2023



PROPERIES ELIGIBLE FOR RESIDENT/BUSINESS OR VISITOR PERMITS

Drawn by: [] Scale: 0

- KEY**
- PROPOSED PERMIT PARKING AREA (EXCEPT IN MARKED BAYS) PREFIX - WS
 - 8AM TO 6PM (7 DAYS A WEEK)
 - PROPOSED DUAL USE BAYS PAID PARKING OR PERMIT HOLDER ONLY PREFIX - WS
 - MAX STAY - 3HOURS
 - 8AM TO 6PM (7 DAYS A WEEK) (NO RETURN 1 HOUR)
 - TARIFF:
 - 1ST 30 MINS - FREE (IN ANY 24 HOUR PERIOD)
 - 1 HOUR - £1.00
 - 2 HOURS - £2.00
 - 3 HOURS - £5.00
 - ULTRA LOW SHORT STAY LIMITED WAITING BAYS
 - MAX STAY 20 MINS
 - 8AM TO 6PM (7 DAYS A WEEK) (NO RETURN WITHIN 1 HOUR)
 - 2 HOUR MAX STAY 8AM - 6PM (NO RETURN WITHIN 2 HOURS)
 - EXISTING DISABLED BAYS
 - NO WAITING AT ANYTIME RESTRICTIONS (DOUBLE YELLOW LINES)
 - P PAID PARKING MACHINE (LOCATIONS SUBJECT TO FURTHER INVESTIGATION)
 - P PROPOSED NEW ON CARRIAGEWAY CYCLE PARKING

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

RESTRICTIONS, THE ROADWORKS ACT 1987 AND THE ROADWORKS REGULATIONS 1987. THE ROADWORKS ACT 1987 AND THE ROADWORKS REGULATIONS 1987. THE ROADWORKS ACT 1987 AND THE ROADWORKS REGULATIONS 1987.

CONSTRUCTION	(ENTER 'NONE' IF APPLICABLE)
ENVIRONMENTAL PLANNING	(ENTER 'NONE' IF APPLICABLE)
USE	(ENTER 'NONE' IF APPLICABLE)
DECOMMISSIONING/DEMOLITION	(ENTER 'NONE' IF APPLICABLE)

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Rev	Date	Purpose of revision	Drawn	Checked	Approved



Report No: **Woodstock On-Street Parking Restrictions 2021-22**

Drawn by: **Option for paid parking zone and new residents parking areas**

Drawn Date:

Date: 01/11/2020	Drawn by: JW	Checked by: KS	Approved by: KS
Drawn Date: 07/02/2022	Drawn by: []	Checked by: []	Approved by: []

Drawn by: **WS/TRO/PD/001** Scale: **v5**

ANNEX 2

RESPONDENT	COMMENTS
(1) Traffic Management Officer, (Thames Valley Police)	No objection
(2) Shared Parking Manager, (West Oxfordshire District Council)	No objection – No comments from Parking at WODC. Thank you for keeping us informed.
(3) Woodstock Town Council	<p>Object – Woodstock Town Council resolves to issue a submission of objection to the County Council’s proposed Hotel Visitors Parking Scheme as it does not provide a sufficiently robust solution to ongoing concerns about impact of the proposals, lacks disclosure of methodologies of assessment of potential effects in the absence of any broader economic impact assessment, does not address concerns of other businesses in the Town, and the exceptionally experimental nature of the scheme in the current internationally volatile economic climate may irredeemably affect survivability of some businesses in the Town. The Town Council therefore requests further impact assessment and disclosure of the more detailed methodologies of consideration prior to implementation.</p> <p>Having paid parking there will bring it in line with the rest of the Town Should meters be available please consider allowing 12 hour parking</p>
(4) Member of the public, (Woodstock, Lewisfield Way)	<p>Object – Thank you for the opportunity to submit my response to the consultation. I respectfully submit for the County Council's consideration this response (in objection) to the consultation on "proposed Hotel parking permits" for Woodstock, on the following grounds:</p> <p>WHEREAS the County Council’s Statement of Reasons contends, “Based on assessments of residential demand and potential usage of business and visitor permits, it is proposed that the collective annual allowance for all hotels, does not exceed 11,000 a year. On this basis, if all existing hotels took their full allocation, this would constitute a daily demand of around 30 on-street parking spaces, or 15% of the total parking spaces available.”:</p> <p>a. Any formula or specific evidence based used for the OCC's stated “assessments” has *not* been provided and/or referenced within the Consultation documents (and the presented guesstimates differ significantly from</p>

various informed assessments and local perceptions of some local members of the public and some town councilors);

b. Local concerns are escalated by the absence of any economic impact assessment to assess anticipated or potential adverse effects of the proposed scheme upon the Town, and its businesses;

c. The hotel-guests permit costs put Woodstock hotels and guest houses at a competitive disadvantage, by comprising and introducing a disincentive for hotels and guest houses - among other things, hampering their ability to compete with the likes of large and/or low cost hotels in Kidlington, Summertown and Wolvercote (two of which have abundant free parking);

d. There has been no public disclosure of how the overall parking charges scheme for Woodstock would be funded, and if it is to be substantially funded by hotel guest parking charges then this should have been clearly indicated within the consultation documents but in any event it does not seem the estimated 150,000 pounds implementation costs could be reasonably or fairly funded by the proposed hotel parking permits sub-scheme;

e. In the current climate of substantial economic uncertainties, international geopolitical vulnerabilities and consumer finance challenges, it seems overly harsh and unreasonable to impose new implementation of parking charges (whether on the public as a whole or on hotel and guesthouse guests);

f. Woodstock Town Council has resolved OBJECTION to the County Council's proposed Hotel Visitors Parking Scheme as it does not provide a sufficiently robust solution to ongoing concerns about impact of the proposals, lacks disclosure of methodologies of assessment of potential affects in the absence of any broader economic impact assessment, does not address concerns of other businesses in the Town, and the exceptionally experimental nature of the scheme in the current internationally volatile economic climate may irredeemably affect survivability of some businesses in the Town. The Town Council has resolved to request request further impact assessment and disclosure of more detailed methodologies of consideration prior to implementation; and

g. Unfortunately the consultation has taken place with minimal publicity generally, and virtually no active local publicity by the County Councillor for Woodstock. The online consultation pages did not specifically indicate the closing time of the consultation, the pages did not make it clear whether the consultation questionnaire comprised the consultation response mechanism or was a stand-alone survey, there were no hardcopies available locally for those unable to complete it online, and even the Town Mayor was confused as to whether the consultation was open to response by the Town Council or was intended mainly for hotel sector and this caused delay and confusion in bringing the subject of the Town Council for consideration. Though the timescale for accepting

	<p>responses was generously extended until the end of the year, this was not indicated/updated on the website and may well have disenfranchised some people or businesses.</p> <p>h. It would be best if the consultation could be reissued towards achieving best practice with greater clarity, more indications of methodology and rationales of the proposed charges and their potential effects, and greater clarity and precision in respect of the closing dates and forms of submission.</p>
<p>(5) Member of the public, (Woodstock, Rosamund Drive)</p>	<p>Object – It does seem important, because it surely will only add to the chaos already expected in our small town centre. Hotels and guest houses, like all other businesses in Woodstock town centre, will want all the permits they can get, notwithstanding that they cannot see the bigger picture and realise they are helping to choke the town with more and more static vehicles.</p> <p>The eligibility for permits aspect of the scheme seems to have gone out of control. There are already three times more permits to be made available than there are spaces in the town, to which permits for hotels etc will add. If the majority of those residents and businesses take up the opportunity for inexpensive (18 pence per day) permits to garage their vehicles on the King's Highway in the town centre, there will be no room for shoppers, visitors and local people who are elderly or infirm and need transport to the town, including those who need access to the churches, doctors, dentist, library etc. Moreover, permits are unfair to local people, who will have to pay (probably increasing) charges and fear fines when permit holders are privileged to park cheaply and for as long as they wish.</p> <p>Indeed, businesses really need to be protected from themselves, insofar that they cannot wait for cheap permits for themselves, their staff and their friends, but may find that the scheme is a huge gamble with the success or otherwise of the town centre, and that they find themselves without customers and a damaged business. Already, business owners drive from the outskirts to park outside their shop or office when they could easily walk or catch a bus, exactly the opposite of one of the main aims of the OCC scheme to reduce car use and CO2 levels.</p> <p>If, after a trial period of, say, a year, the town remains choked with mostly permit vehicles preventing 'churn' and fee paying visitors finding a space, the OCC aim of reaping a revenue stream to cover enforcement costs will surely be diminished, and the whole aim of the scheme destroyed. If it is found that there are too many permits to make the scheme viable, it will be difficult if not impossible to withdraw permits from individuals who want to renew them each and every year.</p> <p>Time for urgent review, I would say. It's a mess.</p>

	<p>I have to add that Woodstock has little confidence in your consultations, which the Cabinet Member has already eroded by claiming that the OCC 'plan' has priority over consultations, and over half the contributions to the last consultation objected and were ignored, along with the town poll.</p> <p>The scheme is not wanted in Woodstock, and the hotel provision will be the last straw.</p>
<p>(6) 1637443 Member of the public, (Woodstock, Rosamund Drive)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Object</p> <ol style="list-style-type: none"> 1. Little confidence in legitimacy of current OCC consultations, results previously disregarded. 2. Permit eligibility out of control - already three times number of spaces available. 3. If town remains choked, now with permit vehicles, no 'churn' no room for visitors or shoppers, diminished revenue stream to OCC. 4, impossible to withdraw individual permits if excess availability recognised. 5..Time for complete review. Scheme not wanted, too complicated and probably unworkable, too expensive in current climate and will detract from funding for other crucial services. 6. Further comment by email (below): <p>It does seem important, because it surely will only add to the chaos already expected in our small town centre. Hotels and guest houses, like all other businesses in Woodstock town centre, will want all the permits they can get, notwithstanding that they cannot see the bigger picture and realise they are helping to choke the town with more and more static vehicles.</p> <p>The eligibility for permits aspect of the scheme seems to have gone out of control. There are already three times more permits to be made available than there are spaces in the town, to which permits for hotels etc will add. If the majority of those residents and businesses take up the opportunity for inexpensive (18 pence per day) permits to garage their vehicles on the King's Highway in the town centre, there will be no room for shoppers, visitors and local people who are elderly or infirm and need transport to the town, including those who need access to the churches, doctors, dentist, library etc. Moreover, permits are unfair to local people, who will have to pay (probably increasing) charges and fear fines when permit holders are privileged to park cheaply and for as long as they wish.</p> <p>Indeed, businesses really need to be protected from themselves, insofar that they cannot wait for cheap permits for themselves, their staff and their friends, but may find that the scheme is a huge gamble with the success or otherwise of the town centre, and that they find themselves without customers and a damaged business. Already,</p>

	<p>business owners drive from the outskirts to park outside their shop or office when they could easily walk or catch a bus, exactly the opposite of one of the main aims of the OCC scheme to reduce car use and CO2 levels.</p> <p>If, after a trial period of, say, a year, the town remains choked with mostly permit vehicles preventing 'churn' and fee paying visitors finding a space, the OCC aim of reaping a revenue stream to cover enforcement costs will surely be diminished, and the whole aim of the scheme destroyed. If it is found that there are too many permits to make the scheme viable, it will be difficult if not impossible to withdraw permits from individuals who want to renew them each and every year. Time for urgent review, I would say. It's a mess.</p> <p>I have to add that Woodstock has little confidence in your consultations, which the Cabinet Member has already eroded by claiming that the OCC 'plan' has priority over consultations, and over half the contributions to the last consultation objected and were ignored, along with the town poll. The scheme is not wanted in Woodstock, and the hotel provision will be the last straw.</p> <p>Proposed paid parking bays – Park Lane, Woodstock - Concerns</p> <p>Whole scheme proposals out of control, too many permits already.</p>
<p>(7) 1644391 Member of the public, (Woodstock, Park Street)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Object</p> <p>1) Too many permits are being proposed. In addition to the residents and other business permits the overall value of the parking scheme will be seriously diminished. It is a sad reality that there are not enough parking spaces in the town for residents, visitors and businesses. With the numbers now being proposed for hotel guests the balance would be loaded too much in favour of these businesses.</p> <p>2) the permits for hotel guests should be priced higher to encourage more to use public transport.</p> <p>Proposed paid parking bays – Park Lane, Woodstock - Support</p> <p>Parking in town is currently unregulated, chaotic and favours those prepared to break the law by overstaying time in bays and parking on yellow lines and without consideration for others elsewhere. No alternative will be perfect but this approach is likely to improve conditions.</p>

<p>(8) 1652033 Local business, (Woodstock, Market Street)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – No opinion</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Concerns</p> <p>Taking away the ability for shoppers and workers to park for long periods of time</p>
<p>(9) 1675342 Member of the public, (Woodstock, Park Lane)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Object</p> <p>This plan does not support residents - it harms us:</p> <ul style="list-style-type: none"> - it allows for great churn with accompanying traffic fumes and noise in the narrow lane - allows hotel guests to block spaces outside Park Lane residents' homes for hours on end - allows Back Lane Tavern pub customers and staff to mark outside and leave late at night, waking residents in the lane - prevents residents from being able to park outside our homes <p>We are the only residential lane where residents only parking is not being implemented.</p> <p>I strongly object on the above grounds. This is unnecessary for these few available spaces and unfairly penalises Park Lane residents like me.</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Object</p> <p>Again I object on the grounds that this should be resident only parking, in line with the rest of the residential lanes in Woodstock. This plan allows for anyone to take up the spaces for an hour, so there will be huge churn, with noise and traffic fumes for residents.</p>

	<p>It will prevent use of the bays for people who live in the lane. It will also enable Back Lane Tavern pub customers and staff to wake residents late at night when leaving the narrow residential Lane.</p>
<p>(10) 1692524 Woodstock Town Councillor, (Woodstock)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Object</p> <p>Woodstock Town Council objects to the Scheme as it does not provide a sufficiently robust solution to the ongoing concerns about the impact of the proposals for parking in Woodstock. It does not disclose the methodology of assessment of potential effects and there is no assessment of the broader economic impact and particularly does not address the concerns of other businesses in the town. In the current economic climate the scheme may affect survivability of some businesses in the town. WTC requests a further impact assessment and more disclosure of details about how the decisions were reached, before implementation.</p> <p>The number of permits annually per hotel or guest house is a way below the expected number of guests during a year. Would it not be possible for hotel guests to be recognised and have the opportunity to pay for 12 hours if wished rather than permits when they may or may not be taking their cars out with them during the days of their stay?</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Support</p> <p>It would bring the Lane into line with the rest of central Woodstock in the parking plan and would avoid those seeking free parking focusing on these few spaces.</p>
<p>(11) 1707444 Member of the public, (Woodstock, Park Lane)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Concerns</p> <p>Mainly support, although I am not sure if the Bear Hotel are supposed to provide parking as a planning condition, as used to be the case for any businesses outside the 'central triangle'. Will they overload Rectory Lane and build more bed-rooms in their own car park?</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Support</p> <p>I am supporting the proposals for Park Lane, for reasons submitted with the original survey, in particular to offer parking close to residents' houses (in our case necessary when our driveway entrance is blocked, and we have</p>

	<p>two young grandchildren to carry to our house), and to limit the congestion from cars coming to Park Lane, on the off chance of finding free 2-hour parking, per the original suggestions.</p>
<p>(12) 1709549 Member of the public, (Woodstock, Blackberry Way)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Support</p> <p>I think its good if hotels continue to thrive which bring in tourists who bring money into the local community / business.</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Support</p> <p>I think the proposal should help reduce congestion (stop people looking for free 2hr parking) thereby make access into and out of my parents drive easier.</p>
<p>(13) 1709604 Member of the public, (Woodstock, New Road)</p>	<p>Proposed hotel/ guest house permit scheme - Woodstock – Support</p> <p>Think it's important hotel visitors have convenient parking as they're vital to the buzz of the town and income etc.</p> <p>Proposed paid parking bays – Park Lane, Woodstock – Support</p> <p>Without this I think too many people would be looking for a free 2 hour space, adding to congestion in an already very busy lane. Regularly have problems dropping my children off at their grandparents and think without paid bays it would be even worse!</p>



Oxfordshire County Council
Equalities Impact Assessment

Woodstock – Hotel / Guesthouse Permits
November 2022

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Section 1: Summary details

Directorate and Service Area	Communities – Network Management
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Woodstock Parking Project
Is this a new or existing function or policy?	No – the parking team already operate paid parking and permit zones elsewhere in Oxfordshire
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>Summary</p> <p>In November 2019, West Oxfordshire District Council in coordination with Woodstock Town Council carried out a consultation with residents and businesses regarding parking usage and demands within the centre of Woodstock.</p> <p>Following on from this consultation, the County Council worked with the town councillors and the local county councillor, to develop proposals which aimed to better manage the demand for retail and residential parking in the centre of Woodstock, whilst also generating revenue to fund the scheme and provide effective enforcement.</p> <p>Under the approved scheme, a commitment was given that further assessment by officers would be undertaken to consider the introduction of permits for visitors to Guest Houses, Hotels and Holiday Lets within the scheme.</p> <p>Assessment</p> <p>It is estimated that there are currently 9 main hotels in Woodstock which operate all year round and collectively they have capacity for over 130 rooms for paying guests each night. This doesn't include holiday homes or private rentals including airbnb's.</p> <p>A number of hotels provide access to their off-street parking which constitutes 1 parking space per room, for around 40% of the rooms being let. This is based on website information and site surveys.</p> <p>In assessing this information it's important to note that:</p> <ul style="list-style-type: none"> • This is theoretical demand and occupancy will vary depending on time of year and what events are taking place at the hotels or nearby Blenheim Estate. • Not all users of hotels will need access to parking, especially as provision for all day on-street parking is not currently provided for with the current 3 hour bays.

	<p>The available parking within central area proposed to be allocated to paid parking/ permit holders constitutes around 205 spaces. If we were to allocate permits based on rooms vs theoretical on-street demand, it would allow for the issue of over 30,000 daily passes annually. It is clear that without some sort of control on the number of daily passes permitted, there is a risk that on-street parking usage would become oversubscribed.</p> <p>Based on assessments of residential demand and potential usage of business and visitor permits, it is recommended that the collective annual allowance for all hotels, does not exceed 11,000 a year. On this basis, if all hotels took their full allocation, this would constitute a daily demand of around 30 on-street parking spaces, or 15% of the total parking spaces available.</p> <p>Any new policy would need to be closely monitored after introduction to ensure it was meeting the needs of users and the levels set, were not having a detrimental effect on the wider parking needs. With every vehicle being required to display a permit or pay and display ticket, it will be relatively simple to carry out periodic checks to report on usage and recommend improvements.</p> <p><u>Estimated daily usage</u></p> <table border="1"> <thead> <tr> <th>Type of user</th> <th>Expected daily usage</th> <th>Percentage of total parking available</th> </tr> </thead> <tbody> <tr> <td>Residents vehicles</td> <td>64</td> <td>31%</td> </tr> <tr> <td>Business permits</td> <td>10</td> <td>5%</td> </tr> <tr> <td>Visitor permits</td> <td>10</td> <td>5%</td> </tr> <tr> <td>Paid parking bay use</td> <td>91</td> <td>44%</td> </tr> <tr> <td>Proposed Hotel permit allocation</td> <td>30</td> <td>15%</td> </tr> <tr> <td>TOTAL</td> <td>205</td> <td>100%</td> </tr> </tbody> </table>	Type of user	Expected daily usage	Percentage of total parking available	Residents vehicles	64	31%	Business permits	10	5%	Visitor permits	10	5%	Paid parking bay use	91	44%	Proposed Hotel permit allocation	30	15%	TOTAL	205	100%
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Completed By	Jim Whiting – Parking Manager																					
Authorised By	Keith Stenning - Head of Service – Network Management																					
Date of Assessment	2 nd November 2022																					

Section 2: Detail of proposal

<p>Context / Background Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>Woodstock is the home of Blenheim Palace, the Oxfordshire Museum and Soldiers of Oxfordshire Museum and has a thriving community of shops, places to eat and stay and hosts many local events.</p> <p>With its proximity to local attractions, there is a mixture of hotels and guesthouses providing accommodation to visitors to the area. Some of the businesses offer parking for guests but many users will try and find available parking on-street and in the local vicinity. In order to manage the demand for on-street parking, a careful balance needs to be achieved that ensures the needs of different users is considered in the overall strategy.</p>										
<p>Proposals Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>To ensure there is a fair system in place that can be easily administered and understood, it is proposed that the county council's existing hotel permit policies are adopted, with controls on numbers based on the size of the hotel and their current provision for off-street parking.</p> <p>The proposed policy would allow for the issue of scratch-cards to be used by paying guests of hotels in the central Woodstock area only. The hotels themselves would complete the necessary application forms to purchase books of 24-hour scratch-cards, for re-sale to the customer. Strict rules would be applied that businesses would not pass these on at profit and any abuses would risk eligibility being withdrawn.</p> <p>The application form would also require the business to agree that the scratch-cards will be used by paying customers only and strictly not to be used by employees of the business.</p> <p>Once activated by the user, the scratch-card would allow parking for up to 24 hours in the paid permit holder bays. Note that bays are not allocated solely for hotel users and therefore as with any permit scheme, availability is subject to demand and cannot be guaranteed.</p> <p>Allocation Having assessed the current hotels operating in the centre of Woodstock, it is recommended that adopting annual allocations based on the rates below, will ensure an annual total allocation of 11,000 is not exceeded (30 passes a day).</p> <p>Annual allocation permitted based on number of rooms, minus available off-street parking spaces (sold in books of 25):</p> <table data-bbox="672 1236 1097 1385"><thead><tr><th>Rooms</th><th>Maximum annual allocation</th></tr></thead><tbody><tr><td>1-4</td><td>500</td></tr><tr><td>5-9</td><td>1000</td></tr><tr><td>10-14</td><td>1500</td></tr><tr><td>15-19</td><td>2000</td></tr></tbody></table>	Rooms	Maximum annual allocation	1-4	500	5-9	1000	10-14	1500	15-19	2000
Rooms	Maximum annual allocation										
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	<table border="0"> <tr> <td>20-24</td> <td>2500</td> </tr> <tr> <td>25+</td> <td>3000</td> </tr> </table> <p>Charges</p> <p>It is proposed that the charge for a 24 hour hotel visitor permit is set at £10.00. This is to both cover the costs of administration but also to avoid potential abuses where a cost, lower than the on-street parking offer would be attractive to non-hotel users. This would be at an equivalent rate of a hotel guest paying the maximum on street charge (£5) to park in the afternoon and again to cover the morning before departure.</p>	20-24	2500	25+	3000
20-24	2500				
25+	3000				
<p>Evidence / Intelligence List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>The proposals have been developed in discussions with local county councillors and has taken into account feedback from residents and businesses.</p>				
<p>Alternatives considered / rejected Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>Alternatives considered included not providing any concessions for users of hotels / guest houses stopping in the area, but this could potentially cause additional problems with displacement. These businesses also bring visitors into Woodstock which support the local economy.</p>				

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	Next review 1st October 2023
Person Responsible for Review	Jim Whiting – Parking Manager
Authorised By	Keith Stenning – Head of Service, Network Management

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area