

Division(s) Affected – N/A

## **DELEGATED DECISIONS BY CABINET MEMBER FOR TRANSPORT**

**18 JUNE 2026**

### **Restricting Access to County Hall Car Park**

#### **Report by Director for Property and Assets**

## **RECOMMENDATION**

The Cabinet Member is **RECOMMENDED** to:

- a) **Approve the adoption of the County Hall Car Parking Policy;**
- b) **Delegate authority to the Director for Property and Assets to implement and manage the policy, including allocation and review of parking spaces in line with the policy principles;**
- c) **Note that parking provision at County Hall will be limited to operational need, Blue Badge holders, and for officers and elected members with short-term health or accessibility requirements.**

## **Executive Summary**

1. This report seeks approval for a revised policy (Annex 1) governing the allocation and use of car parking at County Hall.
2. The proposed policy establishes a clear and consistent framework to ensure that parking is used in a way that:
  - Supports the Council's strategic priorities, including climate action and reduced reliance on private vehicles
  - Ensures fair and equitable access based on need
  - Prioritises operational delivery and accessibility requirements
3. The policy restricts parking provision to defined categories of need and introduces a structured application, assessment, and review process.

## **Background and Rationale**

4. Parking at County Hall is a constrained resource and must be actively managed to:

- Reduce unnecessary car journeys and support sustainable travel choices
  - Ensure fair access, particularly for disabled officers and elected members and those with health needs
  - Support wellbeing while encouraging active travel
5. The policy therefore establishes that parking will only be provided where there is a clear, evidenced operational or accessibility need.

## **Policy Principles**

6. The policy is underpinned by the following principles:
- Supporting a shift towards sustainable travel and reducing reliance on private car use
  - Ensuring fair and inclusive access based on demonstrable need
  - Promoting health and wellbeing through active travel where possible
  - Prioritising operational delivery where vehicle use is essential
  - Managing parking capacity responsibly, including time-limited use and regular review
  - Ensuring transparent and consistent decision-making

## **Eligibility and Priority Categories**

7. Parking access will be limited to three categories:
- Operational Need – where a role requires regular and/or essential vehicle use (e.g. site visits, inspections, emergency response, transport of equipment)
  - Blue Badge Holders – dedicated accessible spaces prioritised at all times
  - Short-Term Health or Temporary Need for officers and elected members – time-limited access for medical, pregnancy-related or exceptional mobility needs

### **8. Exclusions**

Parking will not be provided for:

- General commuting convenience
- Lack of public transport alone
- Personal preference or status

### **9. Management**

A structured application and assessment process will be implemented to ensure:

- Requests clearly demonstrate the relevant category of need
- Consideration of whether alternative travel options are feasible
- Visitors who meet the eligibility criteria will be permitted access in accordance with the terms of this policy.
- Decisions are prioritised where demand exceeds supply

Access will be:

- Time-limited and subject to review
- Recorded to ensure transparency and consistency

## 10. **Compliance and Enforcement**

Parking spaces must only be used for their approved purpose. Misuse may include:

- Use outside the authorised category
- Continued use where eligibility no longer applies
- Use by unauthorised individuals

Where misuse is identified, the Council may:

- Issue warnings
- Require revalidation
- Withdraw access

Usage will be monitored to ensure fair allocation and effective use of space

## **Corporate Policies and Priorities**

11. The policy supports the Council's Strategic Plan by:

- Contributing to climate action through reduced reliance on private vehicles
- Promoting fairness and inclusion by prioritising access based on need
- Supporting health and wellbeing through active travel

## **Future Options for the Car Park**

12. The Council is committed to exploring future options for the use of the car park as parking demand should reduce significantly, with a view to identifying opportunities that support local community needs and align with the Council's strategic priorities.

## Financial Implications

13. There are no direct financial implications arising from this policy.

Comments checked by: Kathy Wilcox, Head of Corporate Finance,  
[Kathy.wilcox@oxfordshire.gov.uk](mailto:Kathy.wilcox@oxfordshire.gov.uk)

## Legal Implications

14. The policy provides a consistent framework for decision-making, reducing risk of challenge by ensuring that allocations are:

- Based on clear criteria
- Applied fairly and transparently

15. The implementation of such a policy is lawful under the general power of competence in Section 1 of the Localism Act 2011.

Comments checked by:

Jennifer Crouch, Principal Solicitor (Regulatory)  
[Jennifer.crouch@oxfordshire.gov.uk](mailto:Jennifer.crouch@oxfordshire.gov.uk)

## Staff Implications

16. The policy introduces a structured approach to parking allocation and may require:

- Administrative support to manage applications and reviews
- Ongoing monitoring of usage

No additional staffing resources are anticipated.

## Equality & Inclusion Implications

17. The policy positively supports equality by:

- Prioritising access for disabled officers and elected members and those with health needs
- Ensuring decisions are based on need rather than status or preference

An Equality Impact Assessment can be found in Annex 2.

