



## Surrey Heath Borough Council Scheme of Delegation of Functions to Officers

### Urgent Action Form – Executive Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved with relevant Portfolio Holder or Leader of the Council and Chairman (or Vice Chairman) of the relevant Scrutiny Committee

To Councillor	Dan Adams
Portfolio Holder for	Business
Proposal	Introduction of one hour free parking in Knoll Road Multi Storey Car Park during the improvements to the public realm in the High Street, Princess Way (east) and Knoll Walk.
Background	During the works the 30 minute free car parking in the High Street will be removed. Many small independent traders rely on short term free parking to attract customers. Introducing a hour free period in Knoll Road Multi Storey Car Park during the improvements allows customers time to walk to the High Street shop and return to their cars. This is being suggested in response to concerns from traders in the High Street.
Options	The options are to agree or not agree to this.
Risk of delaying the decision	Changes to car parking fees are required to be advertised for 6 weeks. The works begin on 6 <sup>th</sup> January and it is intended to introduce the free parking in time for that.
Legal advice	Not applicable.
Resource implication	<p>If the scheme is introduced in Knoll Road Multi Storey it is estimated that impact on car parking revenue from loss of revenue in that car park and any migration of short term parking from Main Square could result in a loss of £2,000 per month in income. It is recommended that the scheme be introduced initially for 3 months to monitor the impact on income across all car parks.</p> <p>This cost arises directly as a consequence of the public realm scheme construction works, as such the loss of car parking income can be capitalised against the scheme so avoiding loss of income to the parking service. For this reason, it will not be possible to continue with the free parking once the public realm scheme is completed.</p>

Contact Officer for further information	Jenny Rickard or Eugene Leal
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Signed 

Dated 13/11/19

**Name: Daniel Harrison**

I agree with the above action proposed

Signed 

Dated 12/11/19.

**Portfolio Holder for Places and Strategy – Cllr Dan Adams**

On behalf of the Scrutiny Committee, I agree with the above action proposed. I recognise that if this decision is taken by the appropriate officer as a matter of urgency, there will be no opportunity for the decision to be scrutinised by the Scrutiny Committee before its implementation.

Signed 

Dated 12-11-19

**Chairman of Performance and Finance Scrutiny Committee –Cllr David Lewis**