

Economic, Regeneration Tourism and Transport

Project Development Fund



Project Scoping & Budget Holder Approval Form

SECTION A – PROJECT SCOPING

NYC Area Constituency Committee Name		Thirsk & Malton
Project Name		Easingwold parking surveys, analysis & report
Description of Project Location		Undertake a comprehensive parking study in Easingwold Town Centre, including the Market Square (owned by the Town Council) and all locations within easy reach of the town centre to which vehicles might be displaced as a consequence of the introduction of a Parking control scheme. These could include Spring Street, Chapel Street, Little Lane, Long Street, Crabmill Lane and New Inn Lane. This will include parking surveys, assessment and analysis of the data to inform any further parking measures.
NYC Division(s) in which the project is located		Easingwold
Project Lead Officer Details		Name Jayne Charlton
		Job Title Area Manager (Area 1 Brompton on Swale & Area 2 Thirsk)
		Email
		Telephone
1. PROJECT DETAILS		
Please outline why the budget is required and what are the current barriers to project development it will help overcome?		The budget is required to provide an evidence base to inform decisions regarding future management of car parking within the town centre. The proposal responds to concerns previously expressed by the Town Council about levels of parking in the Market Place and the potential need to introduce some controls. Without this study, it would be very difficult to predict the impacts of introducing parking controls on neighbouring areas.

	<p>The study was due to happen several years ago, but the Covid-19 pandemic changed people's behaviours and the pressures eased temporarily. It is considered that this temporary easing of pressures has now ended and there is once again a need for the work to be undertaken.</p>
<p>Please detail what specific costs the budget will be spent on?</p>	<p>Procuring consultants to undertake:</p> <ul style="list-style-type: none"> • Parking surveys • Analysis of surveys • Recommendations
<p>Please describe the future project that this activity will help to unlock.</p>	<p>This piece of work would enable Easingwold Town Council and NYC to better understand whether parking controls are necessary, what controls might be most appropriate, and what the potential impacts of such controls could be, enabling more informed choices to be made that better support the local economy and community.</p> <p>Funding for any specific proposals that result from this study would need to be sourced locally (e.g. by the Town Council) as there is no funding available for such schemes within HYC Highways budgets.</p>
2. STRATEGIC FIT	
<p>Detail how the project will contribute to the North Yorkshire Council 'Council Plan' and the Economic Growth Strategy or the Destination Management Plan</p> <p>(Reference should be made on how a future project will help deliver the respective strategies)</p>	<p>Undertaking the parking survey responds to a need identified by the local Town Council. The work would contribute to the Council plans / strategies as follows:</p> <p>Council Plan ambitions/priorities set out below:</p> <p>Place & Environment:</p> <ul style="list-style-type: none"> • A well connected and planned place with good transport links • Communities are supported and work together to improve their local area <ul style="list-style-type: none"> ○ To work closely with, support and empower town and parish councils and community groups to run assets and services where they want to take on additional responsibilities, have the capacity to do so, and where it would be value for money for all involved <p>Economy</p> <ul style="list-style-type: none"> • To invest in land, buildings and sustainable infrastructure to support economic growth <p>Economic Growth Strategy</p> <ul style="list-style-type: none"> • Pillar 1 – Enterprise, Innovation & growth sectors – e.g. <ul style="list-style-type: none"> ○ Connecting with anchor institutions, supporting them to adopt approaches which enhance their local economic impact • Pillar 2 – Infrastructure: <ul style="list-style-type: none"> ○ Develop tailored investment plans to support growth and improvement in towns and their hinterlands ○ Utilise the NYC estate to deliver regeneration, place shaping and other council priorities

3. LOCAL FIT	
Detail how this project meets local priorities including linkages with local regeneration plans and strategies.	<p>This proposal responds directly to concerns previously expressed by Easingwold Town Council regarding the parking and traffic situation within the town centre (particularly the Market Place).</p> <p>The Town Council have recently confirmed the need for this work to be undertaken now.</p>
4. FINANCE	
Will the service area be making a financial contribution to the project development costs? If so, please detail.	No, no other funding is currently budgeted for this work.
Please confirm the amount of money required.	£20,000 estimated total cost (including surveys, analysis and reporting/recommendations).
Please provide a breakdown of costs / estimates where available and how these have been calculated.	This is an initial estimate based on previous fee proposal which will need to be updated, should the project be endorsed by the AC.
5. DELIVERY, TIMESCALES AND MONITORING	
<p>What is the staffing resource within NYC required / how will it be resourced?</p> <p>Has the capacity to complete the activity been confirmed with the relevant service manager?</p> <p>Dependencies on other NYC services</p>	<p>The staffing resource from NYC would be limited to commissioning consultants Rail to undertake the above work and overseeing delivery of the required report / outputs.</p>
<p>Please outline the anticipated timeframe for delivery of the activity?</p> <p>Please include details of how the activity will be procured (if required).</p>	<p>An indicative programme is set out below:</p> <ul style="list-style-type: none"> • Sept 2024 - AC Endorsement • Oct 2024 - Confirm key outputs / outcomes – • Nov 2024 - Obtain formal quotation • Nov 2024 - Final Approval • Dec 2024 - Commission work • Jan 2024 - Work Commences • Feb 2025 - Surveys undertaken • Mar 2025 - Analysis or survey results • Apr/May 2025 - Final Report Completed <p>Surveys and initial analysis of the survey results should be completed before the end of March 2025. Whilst the work should be substantially complete, issue of the final report may not be achieved until April / May 2025.</p> <p>The work will involve commissioning consultants to undertake the work –</p>

	expected to be via a direct award.		
Can the proposed work to be funded delivered within the allocated financial year?	Yes – as confirmed by the Area Manager.		
How will progress and the outcome of the project be reported to the ACC to aid effective monitoring?	The lead officer, or a nominated representative, will provide a report, briefing note or verbal update (whichever is preferred by the committee) at ACC meetings.		
6. BENEFITS			
<p>What are the benefits of undertaking this work now?</p> <p>What opportunities / estimated economic, social or environmental benefits could be derived for the future project outlined above?</p>	<p>Benefits of the scheme include identifying:</p> <ul style="list-style-type: none"> • parking demand, peak times, and areas of high demand • potential parking control options • expected impacts of potential parking controls • how best to coordinate on-street and off-street parking provision • recommendations for most appropriate parking controls (if any) to achieve the most efficient use of town centre parking that best supports local businesses <p>Undertaking this work now will provide an evidence base to support better informed policy decisions on parking management that can best support local businesses and the local community.</p>		
AREA COMMITTEE SIGN OFF			
ACC Meeting Date When Project Scope Agreed		Draft Minute Number	
Signed (ACC Chairman)		Date	

SECTION B – PROJECT EVALUATION

Using the details in the Economic, Regeneration, Tourism and Transport Project Development Fund Guidance Note please comment on how the proposed project meets the identified criteria for the Fund.

Project Name		
SECTION		FIT WITH CRITERIA
1	Project Details	
2	Strategic Fit	
3	Local Fit	
4	Finance	
5	Delivery, Timescales and Monitoring	
6	Benefits	
Evaluation Completed By		Signed
		Name
		Job Title
		Email
		Telephone

SECTION C – BUDGET HOLDER (CORPORATE DIRECTOR) SIGN OFF			
NYC Area Constituency Committee			
Project Name			
Lead Officer			
Requested Budget Allocated?	Yes / No	Value	£
Signed			
Name			
Job Title			
Date			