



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Member Car Parking Scheme

*Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD dynodedig.*

---

## 1. Introduction

This Scheme sets out how the Council's Member Car Parking Scheme will operate at all designated locations with effect from 1<sup>st</sup> August 2024.

The role of elected members significantly different from that of members of staff, requiring specific extensive and varied travel and parking arrangements across the County Borough. There is also a requirement to work outside traditional working hours such as evenings and weekends.

It is also important to note that the Independent Remuneration Panel for Wales framework for remuneration sets out that no elected member should incur a financial detriment for carrying out their public duty.

## 2. Scope

All staff and Members who wish to park in one of the Council's pay and display or civic office car parks will have the option of:

- Applying for a virtual car parking permit, for use within designated car parks (see Appendix A for further details) at no cost and using "Pay and Display" parking, at any other car parks for the appropriate tariff for the car park being used.

**OR**

- Applying for a virtual car parking permit for a cost of £250 per annum, to be paid monthly (£20.80 per month) to cover all car parks included in Appendix B

## 3. Staff and Member Permits

Applications need to be sent to [parkingpermits@npt.gov.uk](mailto:parkingpermits@npt.gov.uk) along with the car registration and payroll number of the applicant along with which option members wish to pursue.

Change in vehicle registrations are the responsibility of the permit holder and are done through either the MiPermit App or website. Log in details are provided to the permit holder when the permit is created

Virtual car parking permits will be valid for 20 years from issue unless advance notice is given that the virtual car parking permit is to be cancelled to [parkingpermits@npt.gov.uk](mailto:parkingpermits@npt.gov.uk) .

Members shall be entitled to cancel any permit with the provision of twenty eight (28) days notice to [parkingpermits@npt.gov.uk](mailto:parkingpermits@npt.gov.uk)

## 4. Service Response Centre At the Quays, Briton Ferry

The parking of private cars within the Service Response Centre is **not** permitted, unless authorised to do so by a relevant Head of Service (only during out of hours).

## 5. Member who do **NOT** have a car parking permit

Members who do **not** have a car parking permit and who incur charges at a “pay and display” public car park, at The Quays or at any other designated car park **when visiting a location**, to carry out **Council business**, will be reimbursed the actual cost of parking in line with the guidance from the Independent Remuneration Panel for Wales.

## 6. Lost Barrier Access Cards

A replacement of a barrier access card will incur a charge of £5.00.

## 7. Extension of Staff and Member Car Parking Scheme to Additional Locations

It is intended that the following principles will apply, other than in exceptional circumstances:

- The provision of car parking spaces in operational areas will be minimised;
- Car parking spaces will be suitably surfaced;
- One or more visitor car parking spaces will be provided at each location - these will not be available for use by members;
- A designated motorcycle parking area will be provided;
- Car parking at each such location will be managed by locally based manager/s

Members will be informed in advance about the planned rollout of additional locations for inclusion within this Scheme, following consultation with Group Leaders and Democratic Services Committee

## 8. Non-Compliance with the Staff and Member Car Parking Scheme

Any breach of this Scheme will be treated as a potential breach of the Members Code of Conduct.

The practice of “tailgating” at a barrier-controlled car park, whereby a vehicle drives so close to the vehicle in front that the car park barrier is prevented from being lowered following entry / exit by the first vehicle, is strictly prohibited as a means of gaining access to / leaving a car park without charge. It is also a dangerous practice. Such a practice will also be considered as a potential breach of the Members Code of Conduct

## 9. Review

This Scheme will be subject to periodic review.

## **APPENDIX A**

### **Monday to Friday - 6am to 11pm**

Neath multi-storey car park

### **Monday to Friday - 7am to 6pm**

Port Talbot multi-storey car park

### **Monday to Friday – 6am to 11pm**

Port Talbot Civic Centre Car Park (Barrier Entry)

### **Monday – Sunday**

The Quays

**APPENDIX B**

<b>Car Park</b>	<b>Location</b>	<b>Capacity</b>
High Street Car Park	Neath	37
Milland Road Car Park	Neath	450
Neath Multi-Storey Car Park	Neath	600
Rosser Street Car Park	Neath	33
Herbert Street Lower Car Park	Pontardawe	19
Herbert Street Upper Car Park	Pontardawe	37
Pontardawe By-Pass Car Park	Pontardawe	44
Bay View	Port Talbot	68
Bethany Square Car Park	Port Talbot	166
Civic Centre Car Park	Port Talbot	80
Harbourside - Parkway	Port Talbot	111
Ocean Way Car Park	Port Talbot	282
Port Talbot Civic Centre Car Park (Barrier Control)	Port Talbot	
Port Talbot Multi-Storey Car Park	Port Talbot	705
Scarlet Avenue Car Park	Port Talbot	111
St Mary's Car Park	Port Talbot	41
Station Road Car Park	Port Talbot	107
The Quays	Briton Ferry	
Victoria Road Car Park	Port Talbot	20

