

<b>Mr Roger Elkins, Cabinet Member for Highways and Infrastructure</b>	<b>Ref No: HI07 (19/20)</b>
<b>July 2019</b>	<b>Key Decision: Yes</b>
<b>On-Street Parking Charges Review</b>	<b>Part I</b>
<b>Report by Executive Director of Place Services and Director of Highways, Transport and Planning</b>	<b>Electoral Division(s): All</b>
<p><b>Summary</b></p> <p>As Highway Authority, the County Council is responsible for managing on-street parking in West Sussex. This includes setting on-street parking charges at appropriate levels to deliver the County Council's objectives for parking management, as set out in the Integrated Parking Strategy (2014-2019).</p> <p>The on-street parking charges review for 2019/20 includes all on-street parking charges, including all types of parking permits, dispensation notices, suspensions and pay &amp; display. The implementation date for the revised on-street parking charges is 1 September 2019.</p> <p>The proposal being put forward for consideration adjusts the parking charges to make improvements to the administration of the Residents' Parking Schemes, to correct any imbalance that exists between the on and off-street charges in some towns, to take account of inflation and to help facilitate future improvements in service provision.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p>A Prosperous Place – providing parking in a well-managed way helps to support local businesses and communities. This is best achieved by implementing settlement wide parking management plans that are defined by existing and future parking demand. In addition setting the right level of on-street charges ensures that the primary choice for parking in towns should be off street.</p>	
<p><b>Financial Impact</b></p> <p>The proposal generates estimated additional annual income of £257,000 which will be utilised towards covering inflationary cost increases and improving on-street parking provision across the county.</p>	
<p><b>Recommendations</b></p> <p>That the Cabinet Member for Highways and Infrastructure:</p> <ol style="list-style-type: none"> <li>1) approves the changes to on-street charges for reasons of consistency, demand management and to cover administration costs; and</li> <li>2) authorises the Director of Law and Assurance to amend the Traffic Regulation Orders to bring the proposed changes into effect on 1 September 2019</li> </ol>	

# PROPOSAL

## 1. Background and Context

- 1.1 The last wholesale review of on-street parking charges in West Sussex took place in September 2018 and included a commitment to carry out future reviews on an annual basis. This approach is reinforced in the County Council's Integrated Parking Strategy (2014–2019).
- 1.2 For 2019/20, all on-street parking permits, dispensation notices, suspensions and pay and display will be included in a single report, to be considered by all County Councillors, before the decision is taken by the Cabinet Member for Highways and Infrastructure.
- 1.3 The general objectives of the 2019/20 review of on-street parking charges are to:
  - increase parking charges to cover inflation and increases in operational costs
  - manage parking demand, thereby freeing up on-street parking spaces for those who have the greatest need
  - encourage on-street parking events of short duration, thereby maximising the available parking capacity, reducing the amount of circulating traffic and increasing accessibility
  - discourage unnecessary use of private cars in town centres and to encourage more sustainable transport choices
- 1.4 While all of these objectives remain relevant, the 'Road Space Audit' programme has resulted in new ways for the County Council to consider existing and future parking trends. As part of this progressive approach, it is considered that having a more defined and consistent 'parking charge strategy' will ensure that officers can better assess what measures and resources might be required in order to meet the demands for parking and ultimately optimise the efficiency of the road network and parking supply.

## 2. Proposal Details

- 2.1 As part of the 2019/20 review, officers have prepared a proposal for changes to on-street parking permit charges, dispensation notices, suspensions as well as pay and display. This proposal applies a mix of RPI (2.4%) and traffic management-based increases (ranging from 2% to 19%).
- 2.2 The following key measures are contained within the proposal:
  - A RPI increase for Chichester City Centre (Zone E) permits
  - A RPI increase for Carer/Trader/Doctor permits
  - A standard increase of 10p for on-street Pay & Display (with the exception of Marine Drive West, Bognor Regis)
  - Consistent charges for Dispensations/Suspensions outside of Residents' Parking Schemes
  - For 2<sup>nd</sup> Resident permits, with the exception of Zone E in Chichester, the charges have been adjusted (higher or lower) to ensure that these are

exactly double the cost of 1<sup>st</sup> permits. The most significant variations are in Horsham and Worthing.

- For visitor permits, the charges have been amended to reflect the actual scheme/zone hours. Therefore, the charge for a weekly permit now incorporates Saturdays.
- For Dispensations, the weekly charge now includes Saturdays

2.3 A detailed breakdown of the proposal is detailed in Appendix A.

2.4 Appendix B outlines the estimated overall change in annual permit income as well as that for pay and display and dispensation notices.

2.5 The proposal generates estimated annual income of £3,201,000, representing an increase of £257,000 excluding revenue from dispensation notices and suspensions.

2.6 Expected revenue from dispensation notices or suspensions has not been included for the following reasons:

- Dispensation Notices – the length of time each notice applies will vary and so it is impossible to accurately measure the impact of an increase to the daily/weekly rate. The table in Appendix B outlines the financial impact of amending charges - £1880.
- Suspensions – The same applies to each suspension. However, given the 2018/19 total of 266 suspensions across the county, a change to the standard daily charge (not including length of suspension) would result in an increase of £1,330.

2.7 In total, the impact of a charge increase for dispensation notices and suspensions (not including the length of stay) would be £3,210.

2.8 It is considered that the proposal, incorporating a mix of RPI-based increases and traffic management-based increases best meet the objectives set out in section 1.3 of this report. In accordance with the RTRA, the proposed parking charges are policy and objective driven rather than being financially driven. Consequently it is important that these proposals are not viewed in terms of their financial outputs, but in the context of their contribution towards the aims and objectives of the IPS.

2.9 In addition to the proposals outlined in this report, officers would like progress some further measures (see list below). As these involve 'new charges' rather than changes to existing charges, these could only be advertised via a Traffic Regulation Order rather than a Notice of Variation. It is therefore suggested that a separate decision report be submitted later this year, with a final decision taken by the Cabinet Member for Highways and Infrastructure.

- A 5% surcharge on the cost of 6 month Resident/Non-Resident/Healthcare/Carer/Countywide/Trader/Doctor permits. This surcharge would be designed to cover the additional administration costs incurred.
- A standard cost for Hotel permits (Worthing only)

- Changes to the charges in Crawley Library and Albion Street (Southwick) Car Parks
- For Resident and Non-Resident permits, a proposed reduction for low emission vehicles

## FACTORS TAKEN INTO ACCOUNT

### 3. Consultation

- 3.1 The District and Borough Councils operate Civil Parking Enforcement in West Sussex and manage Residents' Parking Schemes, under agency agreements, on behalf of the County Council. Officers from all authorities meet regularly to monitor parking charges and the operation of the parking schemes and to discuss any issues that arise. There is also frequent dialogue between officers and stakeholders that identify specific parking related issues.
- 3.2 All proposals for on-street parking permits, pay and display and other dispensations/suspensions were considered by the Executive Leadership Team and by County Councillors in May/June 2019. A summary of the comments received as well as the response of officers is shown below:

Comment	Response
Raising parking prices will not stimulate a dying high street. There is a need to reduce prices	It is still considered that the proposals best meet the objectives set out in section 1.3 of this report. It should also be noted that during 2018/19 the number of Pay & Display transactions in Chichester has increased by nearly 10,000 compared to 2017/18, suggesting that demand for short stay parking remains high.
The price increases in Worthing are too high.	It is still considered that the proposals best meet the objectives set out in section 1.3 of this report. Also, for a long time in Worthing, the cost of Resident Permits in the all-day zones have been significantly lower than other all day zones in neighbouring parking schemes.
Will Pay & Display machines in Horsham be upgraded to accept card payments in the future?	Yes. An outline business case has been prepared that sets out a forward programme to replace/upgrade all on-street Pay & Display machines in West Sussex so that they can accept cash and card payments. Horsham is provisionally programmed for 2026.
Could the proposed increase for Resident Permits in Horsham be phased? Also, given the proposed increases to Visitor Permits and Pay	Officers consider that the proposed increase for Horsham should remain as it brings 2 <sup>nd</sup> permit costs into line straight away and therefore, future charge increases in will be more

<p>&amp; Display, could prices be frozen in 2020/21?</p>	<p>consistent and fair across the board. The options for the 2020/21 on-street parking charges review will be considered by the Cabinet Member in early 2020, once the impact of the current review is known.</p>
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3.3 The Notices of Variation will be advertised in July/August 2019 and the implementation of the new on-street charges will take place on 1 September 2019.

#### 4. Financial (revenue and capital) and Resource Implications Resources

4.1 The income and expenditure for on-street parking is required by law to be contained within the County Council's On-Street Parking Account. The purpose for which any surplus might be utilised, should a surplus be generated, is ring-fenced by Section 55 of the Road Traffic Regulation Act, 1984 (RTRA). In summary, these are:

- to repay any funds for parking measures that have been borrowed from the general rate fund;
- to contribute towards the provision or maintenance of parking facilities;
- to contribute towards improvements to passenger transport services or infrastructure; and,
- to contribute towards other highway improvements.

4.2 The revenue consequences of the proposals is shown below:

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 2022/23 £m
Revenue Income Budget	-2.944	-3.094	-3.201	-3.201
Additional Income Generated	-0.150	-0.107	0	0
Total Income Budget	-3.094	-3.201	-3.201	-3.201

4.4 It should be noted that estimating the additional income that any increase in parking charges will generate is inherently difficult, because of the possibility, especially in the short-term, that there will be displacement to off-street car parks or other changes to parking behaviour and journey choices. This may of course vary between areas and over time.

4.5 The cost of implementing the parking charges review in September 2019 is estimated at £30,000 and will be met from within existing budgets. These costs include advertising and amending the traffic regulation orders, making the necessary alterations to the back office stationery and carrying out the necessary modifications to the pay and display equipment (as deferred from the first phase).

4.6 There are no capital consequences of this proposal.

## **5. Legal Implications**

The advertisement of the Notices of Variation (to bring effect to the changes) would be undertaken in accordance with statutory procedures during July 2019.

## **6. Risk Assessment Implications and Mitigations**

6.1 In the management of parking, a balance needs to be struck that shares out a finite amount of kerbside parking space amongst the many competing users and user groups. The IPS provides the framework within which these competing and conflicting needs are identified, assessed and prioritised. It also sets out the criteria for reviewing and setting levels of parking charges.

6.2 The availability and cost of on-street parking is important in supporting the economic vitality of town centres and reducing traffic congestion. Achieving the correct level of charges is not an exact science, and there is no 'one size fits all' approach. Instead, many factors need to be balanced in order to arrive at an appropriate level of charging. Regular monitoring takes place in each of the town centres where parking charges apply and this informs officers if the parking charges are not set at an appropriate level and are failing to meet the IPS objectives.

## **7. Other Options Considered**

The preferred proposal is outlined in detail within Appendix A. Previous consideration has been given to a proposal that applied RPI (2.4%) across the board but this has been discounted on the grounds that it did not fully meet the objectives set out in section 1.3 of this report.

## **8. Equality Duty**

8.1 The Equality Act 2010 bans unfair treatment and seeks equal opportunities in the workplace and in wider society. It also imposes a Public Sector Equality Duty which requires the Council to have regard to the requirements of that duty when considering decisions. The protected characteristics are age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8.2 In this case, the intention with any proposed price and policy changes is to ensure fairer access to road space for all users.

## **9. Social Value**

9.1 Proposals to review on-street parking charges may offer road users an opportunity to park more easily (by generating more turnover of parking

bays) or safely (by reducing circulating traffic, hence improving visibility and access).

- 9.2 That said, it is also accepted that a review of parking charges might have an impact upon some individuals ability to park and may also result in displacement into residential areas. Road users who do not park in compliance with parking regulations will also be at risk of receiving a Penalty Charge Notice (PCN), issued by Civil Enforcement Officers employed by the local authority.

## **10. Crime and Disorder Implications**

The County Council does not consider a review of on-street parking charges to create any crime and disorder issues. Officers have previously consulted with Sussex Police, who share this view.

## **11. Human Rights Implications**

There are not considered to be any Human Rights Act implications.

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### **Appendices**

Appendix A – Traffic Management Proposal  
Appendix B – Estimated changes in overall income  
Appendix C – Types of Permits

### **Background Papers**

**[West Sussex Integrated Parking Strategy 2014 - 2019](#)**