

ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.

DATE DECISION TAKEN	22 nd March 2024
SUBJECT	Proposals to introduce repurposed pay & display machines with the requirement to obtain a free ticket, alongside the implementation of a no return period.
DECISION TAKEN	<p>Pursuant to Environment Committee resolution on 21st November 2023, having carefully considered public consultation responses, to amend the parking order such that to park in Grassmere, Links Avenue and Shrubbs Field car parks between the hours of 0800-1800 drivers must enter their vehicle registration number to obtain a free ticket which must be displayed. The associated maximum stay period to be 9 hours for Shrubbs Field and Grassmere car parks with a non return period of 1 hour. The maximum stay period to be 2 hours with a non-return period of 6 hours at Links Avenue car park.</p> <p>To agree the installation of the associated parking ticket machines.</p> <p>To offer those staff who would be affected by the changes a permit to park in Shrubbs Field car park.</p> <p>To offer in the region of 20 parking permits for Shrubbs Field car park to Buckingham Court residents.</p>
REASON FOR THE DECISION	<p>Environment Committee on 21 November resolved that authority be delegated to the Group Head of Technical Services to advertise, consider representation and determine the following proposed amendments to the Parking Order: (c) To agree the installation of parking ticket machines within the three free car parks operated in partnership with Middleton-On-Sea and Felpham Parish Councils. The report to Environment Committee stated that this would occur alongside the introduction of a non-return period.</p> <p>The three free car parks have for many years had a maximum stay time of 24 hours, but there were practical challenges to enforcing this due to the absence of a non-return period, leaving them open to long-staying misuse and vehicles being abandoned.</p>

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	<p>because there was not a non-return period, it was impracticable to enforce.</p> <p>Arun District Council has some usage data for its car parks from the number of tickets obtained. The Council does not have any usage data for these three free car parks. Usage data improves the Council's understanding of how its assets perform and enables the Council to make better informed decisions about its assets.</p> <p>WSSC as highway authority were consulted on all the proposals within the report that went to Environment Committee in November 2023 and no objections were raised. Following further consultation in January 2024 WSSC raised that their consent is also required for the proposed amendment to the parking order.</p> <p>Meetings took place with Middleton-on-Sea Parish Council and Felpham Parish Council to obtain their views and input on the non-return periods. Middleton-on-Sea Parish Council, who made representations to the Environment Committee opposing the changes remain opposed.</p> <p>Felpham Parish Council who were supportive of the proposals suggested maximum stay times/non-return periods which were carefully considered in arriving at the proposal on which the public were then consulted. FPC's proposal was for maximum stay times of 2 hours at Links Avenue with a non-return period of 6 hours. This was consulted upon unchanged by ADC. FPC's proposed maximum stay time of 4 hours with 2 hour non-return period for Grassmere car park was increased to 8 hours prior to public consultation in order to avoid any unnecessary loss of amenity, taking account of the businesses and amenities in the area. One of the Felpham Ward members also emphasised the need to ensure there was no adverse impact on any of the amenities the car park serves including the church hall and local shops and dental practices.</p> <p>The proposed maximum stay time and non-return period consulted on for Shrubbs Field car park mirrored that of Grassmere, taking account of the needs of local amenities, in particular the doctors' surgery, nursery, recreation ground and shops/food businesses.</p>
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	<p>The public were consulted between with public notice in a local newspaper, social media post, front-page of ADC's webpage along with an FAQ document explaining the changes proposed which was brought to Ward Members' attention.</p> <p>Comments received on the proposed changes are captured in an appendix. They were considered as they were received throughout the consultation period and where appropriate follow-up enquiries were made to better understand the issues raised.</p> <p>Concerns and queries have been raised by residents, visitors, employees and businesses regarding the proposed changes, during the consultation period. These have all been carefully considered which are summarised and responded to below –</p> <p>Consequent to the representations made it has been decided that the maximum stay time at Grassmere and Shrubbs Field car parks between 0800-1800 should be increased from the proposed 8 hours to 9 hours. It is now considered that the proposed changes will have a negligible impact on businesses and local facilities and amenities due and will ensure visitors have ample time to utilise the villages amenities.</p> <p>Visitors with multiple appointments throughout the day will be able to obtain a ticket for free parking and can come and go during this time provided the ticket is retained and displayed each time upon parking.</p> <p>Vehicles will be permitted to park overnight from 1800 to 0800 without needing to display a free pay and display ticket in each of the three car parks.</p> <p>The impact on carers visiting patients is also considered to be negligible due to the 9 hour free parking period. Carers will be able to obtain a ticket for free parking and can come and go during this time as long as the ticket is retained and displayed each time upon parking.</p> <p>It is accepted that whilst Buckingham Court have their own car park for their residents, some residents have been parking their cars at Shrubbs Field car park in breach of the existing 24 hour maximum stay time. In order to avoid displacing such vehicles onto the</p>
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	<p>highway, as a transitional measure, residents within Buckingham Court will be offered in the region of 20 parking permits for use within Shrubbs Field car park, for a period of one year.</p> <p>Following the consultation responses and concerns raised by Middleton-On-Sea Parish Council and a Ward Member for each of Middleton and Felpham, regarding potential abuse of the ticketing system (via pushing the ticket button repeatedly in protest causing the machines to run out of tickets with the associated environmental impact risk including littering), keypads will be installed on the front of the pay & display machines. Motorists will need to input their vehicle registration details in order to obtain a free ticket. This will reduce the risk of the data collected being tainted by misuse and will significantly reduce the possibility of anti-social behaviour (ASB). This will also reduce ongoing revenue costs as tickets will not need to be replaced as a result of ASB and will also improve enforcement efficiency.</p> <p>The free parking periods offered are considered to be ample for visitors to the villages and the nearby beach and it is considered unlikely that visitors would be displaced onto the highway.</p> <p>To clarify in response to concerns raised regarding costs of implementing the proposed changes- enforcement of the car parks is encompassed under our existing parking enforcement contract and is not an additional cost to Arun District Council. In addition, Arun District Council employ a full time machine engineer to remedy any machine faults, which is also encompassed under our existing contract.</p> <p>Personnel working in nearby businesses can park for free in either Grassmere or Shrubbs Field car parks for up to 9 hours. The free parking period is considered sufficient for those working 9-5 shifts, or similar. There are no restrictions between 1800-0800, meaning someone starting work after 0900 can park until 0800 the following day. Those people who start work before 0800 can obtain a ticket when they park which will allow them to park for 9 hours from 0800 (as well as any time in advance of 0800).</p> <p>The data that will be collected from the machines will be usage data. This will provide information on when</p>
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	<p>people use the car park, providing information on the extent to which they are used, as well as on peaks and troughs in usage and will provide Arun District Council with information that can be used to inform future decisions. This includes when the car parks are at their busiest. While respondents' suggestions of surveys would provide some data, the proposed changes will provide data every day, which can be subsequently analysed.</p> <p>Concerns were raised that the proposal was to introduce charges. There are no current proposals to introduce charges for parking in any of the three free car parks. Any such decision would be a matter for the Environment Committee to make.</p> <p>Concerns have been raised regarding on-street parking within the villages on zig-zags and yellow lines. The Parking Services team endeavour to reach as many areas of the district as often as possible within the Civil Enforcement Officer resource available. It is not considered that the changes will exacerbate this issue, and civil enforcement officers will be made aware of the concerns raised which can be monitored whilst monitoring the car parks.</p> <p>Concerns were raised that council tax income is being used to fund these changes and maintenance of these car parks. The funding comes from income generated from Council owned car parks elsewhere in the district.</p> <p>Concerns were raised regarding potholes in the highway. These are the responsibility of West Sussex County Council.</p> <p>The equalities impact assessment has been updated with the amendments to the proposals and has not identified any significant impacts.</p> <p>Two petitions have been submitted asking Arun District Council not to install ticket machines and/or parking restrictions in the car parks. objecting to the changes. These are being verified. If they meet the relevant criteria of Arun District Council's constitution, they will which are to be submitted to a Full Council meeting for discussion.</p>
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	<p>The decision here is made in pursuance of the Environment Committee decision on 21 November 2023.</p> <p>The consultation responses provide evidence that the current 24 hour maximum stay time is regularly breached, with cars remaining in situ for several days/ weeks at a time. To ensure that the parking restrictions can be enforced, the maximum free parking time has been reduced to 23 hours in Grassmere and Shrubbs Field, and 16 hours in Links Avenue as there is no requirement to obtain a ticket between 18:00 -08:00.</p> <p>These changes will enable the Parking Services team to enforce breaches of the parking restrictions effectively and efficiently ensuring they are available to users of local amenities.</p>
<p>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</p>	<p>Withdrawing the proposed changes. The proposals have been agreed to by Environment Committee on 21st November 2023 subject to consultation. The consultation comments have been carefully considered and some minor changes have been made to mitigate issues raised. There were no insurmountable issues raised. It is not considered that withdrawing the proposal is appropriate as the benefits of the changes are set out in detail above.</p> <p>To reduce the free parking time given. Having considered the consultation responses and the representations from the Parish Councils and the doctors' surgery, it was considered this may have a detrimental impact on amenity/risk displacement to the highway. Having considered the consultation responses, the free parking time in Grassmere and Shrubbs Field car parks has been increased to reflect concerns raised.</p> <p>To not offer permits to the doctors' surgery and/ or Buckingham Court. It was considered appropriate to offer these permits to avoid displacing such vehicles onto the highway and potential disruption to surgery staff.</p> <p>To leave the machines without keypads - this would leave the machines open to abuse. A consultation response suggested that the following has been put on to social media - "that locals walking by should just</p>

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	<p>take a ticket or two, has received a large number of “likes”, so any data collected at all would be totally unreliable” and Middleton-On-Sea Parish Council raised similar concerns. If people obtain numerous tickets at one time, the usage data collected would be tainted and unreliable. It could also increase the amount of litter in the car parks, increasing cleansing costs/unsightliness. While the software upgrade for the machines does have initial outlay costs, these are considered to be mitigated by the collection of reliable usage data, fully and efficiently enforceable car parks, and a significant reduction in the possibility of ASB and cleansing costs.</p>
<p>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i></p>	<p>N/A</p>
<p>NAME OF THE DECISION TAKER</p>	<p>Nat Slade</p>
<p>SIGNATURE</p>	

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