

## EQUALITY IMPACT ASSESSMENT

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| <b>Name of activity:</b>                                | Introducing free ticket machines, maximum stay and no return periods to three free Car Parks | <b>Date Completed:</b>             | 22/03/2024 |
| <b>Directorate / Division responsible for activity:</b> | Technical Services   | <b>Lead Officer:</b>               | Nat Slade  |
| <b>Existing Activity</b>                                | <b>No</b>  | <b>New / Proposed Activity</b>     | <b>Yes</b> |
|   |  | <b>Changing / Updated Activity</b> | <b>Yes</b> |

### What are the aims / main purposes of the activity?

The car parks are currently open to abuse as motorists can park for up to 24 hours, but there isn't currently a no return period. In practice, this means that motorists can park for an unlimited amount of time, without the need to move their vehicles. This makes it extremely challenging to identify abandoned vehicles and the process of identifying and removing these vehicles takes a significant amount of officer time and results in legal costs for ADC.

The aim of these changes is to enable Arun District Council to gather data on the usage of the car parks, which can be used to inform future decisions regarding the car parks. It is also to encourage a higher turnover of vehicles and increase parking availability for residents and visitors to the area. The proposed changes will also enable Arun District Council to identify abandoned vehicles as soon as possible which will facilitate their removal at the earliest opportunity, increasing amenity and reducing costs to ADC.

### What are the main actions and processes involved?

To install repurposed pay & display machines within the three free car parks (Grassmere, Links Avenue and Shrubbs Field).

Once parked within the car park, motorists would be required to obtain a free parking ticket from a machine located within the car parks. They will be required to enter their vehicle registration number into the machine in order to be given a ticket. Once a ticket is obtained, this must be clearly displayed on the dashboard of the vehicle.

Vehicles will be permitted to park for 9 hours for free within Grassmere and Shrubbs Field car parks and for 2 hours within Links Avenue car park. No return periods will also be introduced – 1 hour for Grassmere and Shrubbs Field and 6 hours for Links Avenue.

Civil Enforcement Officers (CEO's) will attend the car parks and may issue Penalty Charge Notices (PCN's) to vehicles either not displaying a ticket or for the display of an expired ticket.

Arun District Council's Parking Order will be updated to reflect these changes.

### **Who is intended to benefit & who are the main stakeholders?**

These car parks are currently operated in partnership with Middleton-On-Sea and Felpham Parish Councils. Felpham and Middleton-On-Sea Parish Councils both pay an annual contribution towards the upkeep and maintenance of the car parks. Under the terms of the contracts with both Councils, this annual fee is paid to ensure that the car parks remain free for the use of residents and visitors.

The other main stakeholders are users of our Car Parks. This includes residents and people who work within Felpham and Middleton-On-Sea. The car parks support significant volumes of visitors to the area, particularly during summer season and school holidays. Local businesses rely upon availability of car parking spaces for their customers and staff. The Council's car parks help facilitate events run by a variety of organisers, including Councils. Disabled users of our car parks who display a blue badge will not be required to obtain a ticket and will not be subject to the maximum free parking or no return periods.

All car park users are intended to benefit from the proposed changes, as this will increase parking availability and enable the removal of abandoned vehicles at an earlier stage.

Any data gathered by the machines can be used to better inform decisions taken regarding the car parks, in consultation with both Parish Councils.

### **Have you already consulted on / researched the activity?**

Consultation has been undertaken with both Middleton-On-Sea and Felpham Parish Council regarding the proposed changes to the free car parks. Middleton-On-Sea Parish Council oppose the introduction of a free parking ticket machine and a no-return period describing it as counterproductive, unnecessary, bureaucratic and self-defeating and cited the following concerns:

- Residents, many are elderly or infirm use the car park when accessing the pharmacy, local shops and Health Centre. They would be required to walk to a machine to get a ticket and then walk back to their car and walk again to where they wish to go – this will cause drivers to park outside of the shops on no parking areas. There is no enforcement in place to stop them.

Felpham Parish Council are in full support of the proposed changes due to ongoing issues within Links Avenue and Grassmere car parks. The Parish Council report they have received numerous concerns and complaints regarding the use of Links Avenue car park by one business for business purposes, and the abuse of Grassmere car park by students as charged parking has recently been introduced on campus. The introduction of the proposed changes is aimed at increasing amenity within these car parks for genuine users of village amenities.

Public consultation has concluded within Felpham and Middleton-On-Sea to gather the views and comments of people who use the car parks.

Formal consent will be sought from WSCC to commence with the proposed changes, once public consultation has concluded.

| <b>Impact on people with a protected characteristic</b> (What is the potential impact of the activity? Are the impacts high, medium or low?) |                                      |  |
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| <b>Protected characteristics / groups</b>  | <b>Is there an impact (Yes / No)</b> | <b>If Yes, what is it and identify whether it is positive or negative</b>  |
| <b>Age</b> (older / younger people, children)  | No                                   | <p>Middleton-On-Sea Parish Council have raised concerns regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers.</p> <p>The requirement to input a registration number into the pay and display machine in order to obtain a ticket is reliant on the driver being able to remember the registration number between leaving their car and obtaining a ticket from the machine.</p> <p>Concerns have been raised regarding the residents of a sheltered housing block, opposite one of the car parks, having to move their vehicles everyday due to the introduction of a no return period. It is accepted that whilst Buckingham Court have a car park, it is not sufficient for the quantity of resident vehicles. Arun District Council accept that the proposed changes could displace a large number</p> |

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|   |           | <p>of vehicles on to the highway, impacting local residents. Therefore, 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>All drivers require a certain degree of mobility and memory retention to be able to drive a vehicle safely. Due to the size of Grassmere and Shrubbs Field car parks, there would be two pay and display machines to limit the travel distances to and from the machines. It is considered that the requirement to input a vehicle registration number would not be disadvantageous.</p> <p>Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles.</p> <p>Whilst Arun District Council appreciate that moving a vehicle can be frustrating, the purpose of the car park is to cater for visitors to the village amenities, alongside residents. The introduction of a no return period is aimed at increasing parking availability and ensuring spaces for those wishing to use the local amenities.</p> <p>The installation of repurposed pay and display machines with keypads, alongside the requirement to obtain a ticket, is not considered to have an adverse impact on elderly residents or visitors.</p> |
| <p><b>Disability</b> (people with physical / sensory impairment or mental disability)</p> | <p>No</p> | <p>Middleton-On-Sea Parish Council have raised concerns regarding the proposed changes to Shrubbs Field car park and the impact this would have on elderly and infirm drivers. All drivers require a certain degree of mobility to be able to drive a vehicle safely. Due to the size of Grassmere and Shrubbs Field car parks, there would be two pay and display machines to limit the travel distances to and from the machines.</p> <p>Arun District Council car parks throughout the district have ticket machines installed, where motorists are required to either pay by phone or obtain a ticket to display in their vehicles.</p>  |

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|  |    | All valid blue badge holders would be exempt from having to obtain a ticket and from the maximum free parking and no return periods.<br>These proposed changes are not considered to have an adverse impact on disabled residents or visitors. |
| <b>Gender reassignment</b> (the process of transitioning from one gender to another.)  | No |  |
| <b>Marriage &amp; civil partnership</b> (Marriage and registered civil partnerships)   | No |  |
| <b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)               | No |  |
| <b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)                    | No |  |
| <b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)  | No |  |
| <b>Sex</b> (male / female)   | No |  |
| <b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)   | No |  |
| Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be | No | Car parks will remain free to use.   |

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| also considered |  |  |
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**What evidence has been used to assess the likely impacts?**

Consultation submissions from both Parish Councils and the consultation with the wider community have been used to inform the impacts detailed above.

**Decision following initial assessment**

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| <b>Continue with existing or introduce new / planned activity</b> | Yes | <b>Amend activity based on identified actions</b> | No |
|---|-----|---|----|

**Action Plan**

| <b>Impact identified</b> | <b>Action required</b> | <b>Lead Officer</b> | <b>Deadline</b> |
|--------------------------|------------------------|---------------------|-----------------|
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**Monitoring & Review**

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| <b>Date of last review or Impact Assessment:</b>                          | n/a |
| <b>Date of next 12 month review:</b>                                      | n/a |
| <b>Date of next 3 year Impact Assessment (from the date of this EIA):</b> | n/a |

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|-------------------------------------|---|
| <b>Date EIA completed:</b>          | 22/03/2024  |
| <b>Signed by Person Completing:</b> | Jasmine Gander – Principal Parking Services Officer |