

Arun District Council

REPORT TO:	Environment Committee - 19 September 2024
SUBJECT:	Two Hour Town Centre Parking Schemes
LEAD OFFICER:	Karl Roberts, Director of Growth
LEAD MEMBER:	Councillor Sue Wallsgrove
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Helping to improve the social, economic, and environmental wellbeing of the district by supporting footfall into the two principal town centres.</p> <p>The Council's Financial Strategy agreed on 10 January 2024 sets out the need to address the unsustainable use of its reserves via a combination of savings and revenue generation.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The proposed changes in this report support the Off-Street Parking Strategy 2021–2026 by continuing to review our charging structure to consider the changing needs of residents, visitors, and businesses within the district.</p> <p>The Off-Street Parking Strategy sets out a framework within which detailed policies are developed to achieve the vision for parking. This proposal aims to employ enhanced technology and information to improve the customer experience, alongside implementing appropriate management and charging structures to support vitality and economic growth.</p>	
FINANCIAL SUMMARY:	
<p>Sample data available through virtual permit activations has revealed insights on the existing free parking scheme. With an estimated 50,000 permit sales, the projected annual revenue loss for 2024 is £1,229,751. However, this data represents a small fraction compared to total permit sales, limiting the ability to make informed decisions regarding charging schemes. Additionally, the lack of data on the usage of physical parking discs hinders a comprehensive assessment. Furthermore, there is a gap in understanding the scheme's impact on supporting footfall in the town centre.</p>	

1 PURPOSE OF REPORT

- 1.1 To seek the Committee's approval to continue to offer the 2-hour free parking schemes in both Littlehampton and Bognor Regis after the existing schemes expire at the end of 2024. This report sets out the proposed changes to the form of the 2-hour parking schemes.

2. RECOMMENDATIONS

2.1 It is recommended that Committee agrees:

- a. To delegate authority to the Group Head of Technical Services to implement a single 2-hour free town centre parking disc scheme to incorporate both Littlehampton and Bognor Regis town centres, with the scheme to be administered in both Littlehampton and Bognor Regis by Arun District Council.
- b. To agree the differential pricing for virtual and physical parking discs, whereby the virtual parking disc is cheaper than the physical counterpart to encourage transition to the virtual scheme.
- c. To agree the retail price points for both the virtual and physical parking discs for 2025 from the options in 4.19. The recommended retail price for the virtual disc is £3 and £10 for the physical disc. Thereafter decisions on the scheme are to be included within the Council's annual budget setting process, as with other tariffs.
- d. To delegate authority to the Group Head of Technical Services to make any necessary changes to the Council's Parking Orders and to take any other actions necessary to enable the scheme to take effect.

3. EXECUTIVE SUMMARY

3.1 The Council operates separate 2-hour parking schemes in Littlehampton and Bognor Regis with the aim of supporting town centre footfall, though there is a lack of robust evidence to link such schemes with footfall. The current 2-hour parking schemes in Bognor Regis and Littlehampton town centres both expire at the end of 2024. This report sets out proposals to continue 2-hour parking schemes in each town centre beyond 2024, following recommendations by the Working Party.

4. DETAIL

4.1 The Council operates three car parks in Littlehampton and a further three in Bognor Regis, covering 954 eligible pay and display spaces, within two separate schemes which allow customers to park once a day for a period of up to two hours free of charge. These six car parks provide a service to residents and support the local economy, facilitating visits by people both inside and outside of the district. The purpose of the schemes is to encourage and support footfall in the town centres.

4.2 Disc holders in each scheme display either a cardboard parking disc or activate a virtual parking disc showing the time of their arrival. The disc holder can stay for a maximum of two hours per day within any one of the participating car parks.

- 4.3 At its meeting on 7 September 2023, the Environment Committee resolved to establish a Working Party to comprehensively review the free parking schemes and report its recommendations to the Environment Committee. The membership of the Working Party was made up of the Chair of the Environment Committee plus four other members, two named representatives from each of Littlehampton and Bognor Regis Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton traders.
- 4.4 The Terms of Reference, including the proposed objectives of the Working Party, were agreed during the first meeting. It was agreed that the objectives of any future recommendations would be to ensure, as far as possible, that the scheme supports footfall in the town centres, makes appropriate use of technology, minimises administration costs, ensures accessibility, prevents misuse, obtains usage and foregone revenue data and attenuates the Council's parking revenue losses. The purpose of these objectives is to ensure that any future scheme is fit for purpose and provides sufficient data to enable the cost benefit to be evaluated, having full regard for the Council's current financial position. The Terms of Reference are attached in **Appendix A**.
- 4.5 Over the course of three meetings, the Working Party received a presentation on the previous and 2024 schemes and was invited to put forward its ideas and findings from research conducted outside of those meetings. These ideas were then researched and presented by officers as a series of options for the future of the scheme and considered by the Working Party. The presentation, reports and minutes from the three Working Party meetings are attached in **Appendix B, C and D**.
- 4.6 The only usage data available regarding the free parking scheme is via the virtual parking discs sold. From 1 January 2024 to 10 July 2024, 1,773 virtual parking discs were sold for both Littlehampton and Bognor Regis. These sales equate to 4% of all parking discs sold within this period. However, within this period, there were 7,258 activations creating a 2-hour parking stay. This equates to an average activation rate of once per month.
- 4.7 Based on 50,000 annual disc sales, if used on average once a month, the lost income incurred by the Council would be £1,229,751. While it is accepted that the usage data available is limited, the data provided from virtual disc activations is the only data available to gauge the loss of revenue incurred through the provision of the free parking scheme. The above figure takes into account revenue generated through disc sales and costs associated with the schemes.
- 4.8 At the final meeting of the Working Party, after debating the shortlisted options, members resolved to recommend to the Environment Committee the following:
- i. A single disc that covers both Bognor Regis and Littlehampton town centre car parks, using Option B, a hybrid scheme of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs. The costs of these to be decided by the Environment Committee, guided by the outcome of public consultation.

- 4.9 The aim of this recommendation is to encourage customers to purchase a virtual parking disc, rather than a physical one. The rationale for encouraging this transition is due to disadvantages of the physical discs; they are open to misuse, and they do not provide data on how often they are used and therefore how much the schemes cost in foregone revenue. The physical discs also incur higher production, storage and administration costs compared to their virtual counterparts.
- 4.10 Both the virtual and physical parking discs would be valid between 1 January 2025 and 31 December 2025, to coincide with the expiry of the 2024 parking discs.
- 4.11 While this recommended option will provide some usage data, the physical discs sold will remain unaccounted for in any data gathered. By promoting uptake of the virtual disc this recommendation will likely provide more usage data than the scheme currently provides, and this can be used to better estimate the loss of income to the Council. This management option is likely to reduce the misuse of the physical discs but will not eliminate it altogether.
- 4.12 Following the implementation of the 2024 schemes, a user guide for the virtual discs was produced, alongside a tutorial video. This was aimed at assisting customers to download the MiPermit app, purchase the required parking discs and to demonstrate how to activate their parking stay on the app.
- 4.13 Staff would be available at the Civic Centre in Littlehampton and at the Bognor Regis Town Hall to support customers requiring assistance in setting up a virtual parking disc. Automatic renewals can be configured on these accounts, if requested, to make the process easier. The Parking Services team has successfully transferred customers of all permit types (resident, healthcare, etc.) to a virtual permit system identical to the operating system for the parking disc. One to one assistance is currently provided to those requiring it.
- 4.14 The two current virtual discs can be merged to provide two hours of free parking in either Littlehampton or Bognor Regis per calendar day under one singular parking disc. Customers would be able to choose which town and car park to activate their free parking session within but would not be able to obtain a further two hours of free parking in either the same or other town on the same day.
- 4.15 Physical discs would remain available to purchase from retailers within both Littlehampton and Bognor Regis town centres. At this time, the number of retailers prepared to purchase the 2025 parking discs has not been confirmed. If a higher retail price is agreed, some retailers may need to purchase lower quantities of discs due to the upfront cost. An increased cost may also result in the loss of some town centre retailers from the scheme.

4.16 The Bognor Regis Business Improvement District (BID) has confirmed that its board of directors has voted unanimously against distributing the discs in 2025. The following formal response has been received by the Council:

- i. *‘The BID Board of Directors recognises that, within its Parking Team and existing customer-facing staff at the Town Hall, it is entirely realistic for you to deliver the distribution service at a more cost-effective rate, and with less organisational impact than the BID with its one officer leading on all projects the BID is committed to. Subject to Elected Members’ direction re the future of the scheme, as the BID’s decision does not, in any way, impact the way that physical discs would be sold through multiple business outlets across the town centre, nor have any effect on the small margin businesses receive, and noting that any inconvenience to businesses would be minimal and short term, BID Directors unanimously voted against the BID distributing the discs in 2025.’*

4.17 Physical discs would remain available to purchase from Arun Civic Centre and Bognor Regis Town Hall, however, this may require additional staffing resource. The estimated costs for this resource has been set out in section 7 and is anticipated to be in the region of £3,960 per annum. This would ensure staff are available throughout the week at both the Civic Centre and Town Hall for retailers to collect parking discs and to provide assistance to those wishing to transition to a virtual parking disc. This cost is estimated to occur throughout December 2024 and January 2025, based on historical demand. Dedicated collection days will be established with retailers from February 2025 onwards.

4.18 A breakdown of production costs, VAT (charged at 20%) and retailer allowances has been calculated for the sale of physical discs, at varying price points. Retailer allowances, to cover transaction fees and charges, are to remain the same as previous years, capped at 40p per disc sold. The below table sets out the fees incurred, and the revenue generated by the Council. The below figures are not inclusive of Council officer administration time or the proposed additional resourcing costs.

Physical disc retail price	VAT (20%)	Retailer allowance	Production cost	Total revenue generated per disc sale
£3	£0.50	£0.40	£0.29	£1.81
£4	£0.67	£0.40	£0.29	£2.64
£5	£0.83	£0.40	£0.29	£3.48
£6	£1	£0.40	£0.29	£4.31
£7	£1.17	£0.40	£0.29	£5.14
£8	£1.33	£0.40	£0.29	£5.98
£10	£1.67	£0.40	£0.29	£7.64
£12	£2	£0.40	£0.29	£9.31
£15	£2.50	£0.40	£0.29	£11.81

4.19 The tables below set out the projected revenue generated based on a total of 50,000 annual sales, split between virtual and physical discs. The below figures set out the income generated after the following costs are deducted; production costs/ supplier charges, VAT and retailer allowances as set out above. Supplier fees on the sale of virtual discs remain capped at 10p per disc. The below figures are not inclusive of Council officer administration time or the proposed additional resourcing costs.

Virtual disc retail price	£3	£4	£5	£8	£10
Projected income from 10,000 Virtual disc sales	£29,000	£39,000	£49,000	£79,000	£99,000
Physical disc retail price	£10	£11	£12	£15	£20
Projected income from 40,000 Physical disc sales	£305,600	£339,200	£372,400	£472,400	£639,200
Total Income Generated	£334,600	£378,200	£421,400	£551,400	£738,200

Virtual disc retail price	£3	£4	£5	£8	£10
Projected income from 20,000 Virtual disc sales	£58,000	£78,000	£98,000	£158,000	£198,000
Physical disc retail price	£10	£11	£12	£15	£20
Projected income from 30,000 Physical disc sales	£229,200	£254,400	£279,300	£354,300	£479,400
Total Income Generated	£287,200	£332,400	£377,300	£512,300	£677,400

Virtual disc retail price	£3	£4	£5	£8	£10
Projected income from 30,000 Virtual disc sales	£87,000	£117,000	£147,000	£237,000	£297,000
Physical disc retail price	£10	£11	£12	£15	£20
Projected income from 20,000 Physical disc sales	£152,800	169,600	£186,200	£236,200	319,600
Total Income Generated	£239,800	£286,600	£333,200	473,200	616,600

Virtual disc retail price	£3	£4	£5	£8	£10
Projected income from 40,000 Virtual disc sales	£116,000	£156,000	£196,000	£316,000	£396,000
Physical disc retail price	£10	£11	£12	£15	£20
Projected income from 10,000 Physical disc sales	£76,400	£84,800	£93,100	£118,100	£159,800
Total Income Generated	£192,400	£240,800	289,100	434,100	£555,800

4.20 Any retail price difference between the physical and virtual parking discs is justified as the physical discs incur significantly higher production, storage and administration costs, compared to their virtual counterparts.

4.21 The future price point for both the virtual and physical discs to be agreed by Committee as part of the annual tariff review and budget setting process.

5. CONSULTATION

5.1 During the final meeting of the Working Party, it was recommended that a public consultation be carried out. The outcome of the consultation will be used to guide the retail price of both the physical and virtual parking discs.

5.2 The public were consulted between 29 July 2024 – 23 August 2024, via press release, an online post across three social media platforms, the front-page of the Council's website, alongside paper consultation forms available at the Civic Centre, Bognor Regis Town Hall and Littlehampton Town Council. Paper consultation forms were also provided to retailers to circulate to customers.

5.3 Consultation responses received on the proposed changes are captured in **Appendix E**. A total of 338 responses were received by the Council during this period. All representations were considered as they were received throughout the consultation period.

5.4 A total of 330 (98%) of respondents to the consultation were aware of the two-hour free parking schemes operating in both Littlehampton and Bognor Regis.

5.5 For 2024, 274 (81%) of people purchased a physical parking disc, compared to 38 (11%) of respondents who purchased the virtual disc. 26 (8%) of respondents purchased neither for this year. Of all the responses received, 249 (74%) of people were aware of the virtual parking disc.

5.6 The consultation results have provided the Council with some, albeit limited, usage data for both the physical and virtual parking discs. Throughout the previous reports presented, the majority of financial calculations were based on a once per month usage assumption. The results from the consultation indicate

that disc usage figures may be higher than initially calculated. The table below sets out the usage data provided during the consultation.

Frequency of use	Every day	More than once per week	Once a week	Fortnightly	Monthly	Less than once a month	Never/ not used yet	Spoiled	Total
Responses received	5	90	91	55	50	20	17	10	338
Percentage	1.5%	26.5%	27%	16%	15%	6%	5%	3%	100%

- 5.7 Of the responses received, 76 (22%) of respondents have purchased discs for both Littlehampton and Bognor Regis.
- 5.8 178 (53%) of respondents stated that differential pricing between the two-disc options would not influence their purchasing decision, compared to 69 (20%) of people who would opt to purchase the virtual parking disc if it cost less. 91 (27%) of respondents were unsure.
- 5.9 The general consensus was in favour of keeping the retail price of both the virtual and physical parking discs at £3 per annum. However, based on the usage results set out in the table above, an annual cost of £3 would not offset the loss of revenue incurred through combining the schemes. The £5 pricing option received the second highest number of responses. The table below sets out the consultation responses received as constituting good value for money for both the virtual and physical parking discs.

Retail Price Point	Virtual Parking Disc	Physical Parking Disc
Free	24	19
£1	5	0
£1.50	1	0
£2	37	20
£2.50	1	0
£3	87	100
£3.50	0	3
£4	25	24
£4.50	2	1
£3 - £5	1	4
£5	53	69
£6	5	21
£7	0	1
£8	1	2
£10	17	20
£10 - £15	1	1
£12	0	1
£15	0	4
£16	1	1

£20	3	4
£24	1	0
£30	1	1
£36	0	1
£50	2	2
£200	1	0
£215	0	1
£700	1	0
£800	0	1
£803	1	1
SPOILED	67	36

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 A number of proposals for the future of the free parking scheme were considered by members of the Working Party. These proposals were put forward by a member of the Working Party for consideration and discussion. These included:
- a. **Leaving the scheme unchanged** – This proposal was to leave the two schemes unchanged for 2025 with the discs priced at £3 in both Littlehampton and Bognor Regis.
 - b. **Increasing partner contributions** – This proposal was to explore the cost of the schemes to the Council and increase partner contributions accordingly. As the total cost of the schemes to the Council cannot be calculated due to the lack of usage data, it would not be possible to provide an accurate evidence base for to support a request for contributions from partners. In addition, Littlehampton Town Council, Bognor Regis Town Council and the Bognor Regis BID withdrew their respective funding for the schemes at the end of 2023. During the Working Party meetings, representatives of both Town Councils indicated that they would expect to see evidence of the cost to the Council of operating the schemes before considering any contribution. At this time, due to challenges with the physical parking discs, it is not possible to supply this evidence.
 - c. **Introducing virtual parking discs only** – This proposal was to scrap the physical parking discs and transition to a virtual only scheme. This option would provide complete usage data for the free parking schemes. This would include which car parks are used most frequently, the peaks and troughs in usage and would enable the Council to accurately quantify the total loss of income. This option would also eliminate the misuse of the free parking schemes as customers would not be able to obtain more than two hours of free parking. In addition, this option would be the lowest cost to administer and would not produce any physical waste. However, when considered by the Working Party, it was considered that this proposal would not have the support of residents.
 - d. **Introducing pay on exit technology** – This proposal was to scrap the parking discs and introduce pay on exit technology. The possibility of the

introduction of this technology is being considered by the consultant currently undertaking the Parking Services Review. Their commentary on the introducing use of Automatic Number Plate Recognition (ANPR) will be provided to the November 2024 meeting of the Environment Committee. Our current understanding is that it is not possible for a Local Authority to enforce parking contraventions using ANPR technology. This would therefore necessitate the installation of barriers at the car park exits, increasing initial outlay costs significantly.

- e. **Scrapping the parking discs and capping parking fees for two hours at either 50p or £1** – This proposal was to scrap the free parking disc scheme and to introduce lower tariffs for two hours within the six participating car parks. Due to technological constraints, there would be no way of capping this to once per day. This would leave the scheme open to abuse and could have a significant detrimental impact to the parking revenue generated by the Council.
- f. **Scrapping the parking discs and capping parking fees for three hours at £1** - This proposal was to scrap the free parking disc scheme and to introduce lower tariffs for three hours within the six participating car parks. Due to technological constraints, there would be no way of capping this to once per day. This would leave the scheme open to abuse and could have a significant detrimental impact to the parking revenue generated by the Council.
- g. **Complete withdrawal of the schemes altogether** – This proposal was to scrap the free parking scheme altogether in both Littlehampton and Bognor Regis due to the lack of robust evidence of a link between operating such a scheme and town centre footfall.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1 Usage of the current free parking scheme is estimated to be costing the Council £1.2m per annum in foregone parking revenue, with potential additional costs due to the misuse of physical permits. The Council's financial position, including a £4.3m use of reserves in 2023/24 to bridge the budgetary funding gap, necessitates strategies to mitigate lost revenues and improve financial sustainability. A review of charging structures for permits only partially covers foregone revenue, highlighting the need for enhanced technology in off-street parking strategies. Transitioning to virtual permits could provide crucial financial data and help curb misuse, ultimately benefiting the Council's income.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 Increasing the cost of the physical parking disc may result in the reduction of the number of retailers in both Littlehampton and Bognor Regis. Retailers are required to pay for the discs at the point of purchase from the Council or the Bognor Regis BID. Increasing the cost may reduce the quantity of discs smaller

retailers are able to afford at any given time or dissuade them from retailing the discs altogether. However, retailers will be able to purchase discs in smaller batches to ensure that any adverse effect from price increases is mitigated against. The Council proposes to operate dedicated collection days for retailers from both Arun Civic Centre and the Bognor Regis Town Hall. This will ensure that retailers can obtain discs a few times a week, enabling them to place orders for lower quantities of discs, if required. Discussions are ongoing with larger retailers in both Littlehampton and Bognor Regis to ascertain their interest in retailing the discs to maintain resilience in the disc retail network.

- 8.2 Continuing the production of physical parking discs will not address their misuse by users in all participating car parks. Due to the nature of the discs, and lack of usage data, it is extremely challenging to provide information regarding their usage and abuse.
- 8.3 “There is a lack of robust evidence that can be used to link car parking strategies and town centre footfall” (Assessing the Impact of Car Parking Charges on Town Centre Footfall: Prepared for the Welsh Government by MRUK Research in 2015). The risk is that by continuing to operate a two-hour parking scheme, the Council foregoes approximately £1.2 million revenue per annum without making a material impact on footfall in the town centres.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 Under section 35 of the Road Traffic Regulation Act 1984 (“the Act”), the Council may provide off street parking places and charge for the use of them. Further under section 45 of the Act, the Council may designate parking places on a highway and charge for the use of them including the issuing of parking permits.
- 9.2 Any changes to the existing terms and conditions and or charges in the car parks will require a variation to the Off-Street Parking Order.
- 9.3 A Variation Order requires a notice in the car park that the tariff change relates to and in the local newspaper. The Council must allow 21 days before the new fees come into effect.

10. HUMAN RESOURCES IMPACT

- 10.1 Additional resourcing will be required during the implementation period.
- 10.2 For 2024, the Council agreed to pay the Bognor Regis BID £6,000, ex-VAT, in exchange for their distribution services. This fee includes the storage and management of Bognor Regis parking disc sales to retailers. The return process will be managed by and overseen by the Council as it is responsible for the VAT paid on all sales. This process was agreed and formed part of the contract signed by both parties.

- 10.3 The Bognor Regis BID has provided notice to terminate the distribution agreement, effective from 31 December 2024. From 2025, the administration of the scheme in Bognor Regis will be managed by the Council, but this will require additional staffing resource for a limited period.
- 10.4 During 2024, the Council has successfully managed and overseen the Littlehampton parking disc, with ten retailers coming on board. The Council is in receipt of interest from other retailers within the town centre so it may be possible to secure more retailers for 2025. However, the administration impact of the scheme has been high with the greatest level of demand throughout December 2023 and January 2024.
- 10.5 For 2025, it is proposed to have dedicated collection days where retailers can collect the discs, they have ordered from the Littlehampton Civic Centre and Bognor Regis Town Hall. It is proposed that throughout December 2024 and January 2025, staff be present at both Littlehampton Civic Centre and Bognor Regis Town Hall five days a week. This is to ensure that retailers are able to secure discs ahead of and shortly after the transition between the 2024 and 2025 discs.
- 10.6 Within the current resource, staffing cover can be provided Monday – Friday at the Civic Centre and two days a week at Bognor Regis Town Hall, while maintaining the current service levels. As such, additional staffing resource will be required to assist with the distribution and administration of the scheme three days a week at a total of 20 hours per week. The below table sets out the total cost of agency staff for this time at £19.80 per hour.

Hours per week	9 Weeks	10 Weeks
20 Hours	£3,564	£3,960

11. HEALTH & SAFETY IMPACT

- 11.1 There are no direct health and safety impacts from the proposals regarding the variation to the parking fees or the amendments to the Parking Order.

12. PROPERTY & ESTATES IMPACT

- 12.1 The Council's car parks require regular maintenance to ensure that they remain in a good and safe condition to be used by members of the public.
- 12.2 Maintenance is part-funded from penalty charge notices and part funded from the Council's general revenue budget. Income from parking charges is needed to support the latter funding source.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 An Equalities Impact Assessment has been undertaken (attached as **Appendix F**) and no adverse impacts have been identified on any of the protected characteristics as a consequence of the recommended option.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 The progression from cardboard discs to a virtual permit system would have a positive environmental impact. Currently, approximately 50,000 cardboard discs are being produced, stored, and distributed annually. By encouraging customers to transition to a virtual permit system, the environmental impact would be reduced.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1 All six of the participating car parks currently hold the “Park Mark” award. The Safer Parking Scheme is managed by the British Parking Association (BPA) on behalf of Police Crime Prevention Initiatives Ltd. A Park Mark is awarded to parking facilities that have met the requirements of a risk assessment conducted by local police. These requirements mean the parking operator has put measures in place to help deter criminal activity and anti-social behaviour, thereby doing everything they can to prevent crime and reduce the fear of crime in their parking facility.
- 15.2 The proposal has no impact on crime and disorder.

16. HUMAN RIGHTS IMPACT

- 16.1 The proposals do not adversely impact on human rights.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1 There are no specific Freedom of Information or Data Protection Consideration issues arising from the proposals of this report.
- 17.2 Any personal data will be handled in accordance with the General Data Protection Regulations.

CONTACT OFFICER:

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BACKGROUND DOCUMENTS:

[Council Vision 2022 - 2026 | Arun District Council](#)

[Off Street Parking Strategy 2021-2026 | Arun District Council](#)

[Carbon neutral strategy | Arun District Council](#)

[Assessing the Impact of Car Parking Charges on Town Centre Footfall \(gov.wales\)](#)

[Free Parking Scheme Review Working Party Agenda 05 February 2024](#)

[Free Parking Scheme Review Working Party Agenda 13 May 2024](#)

[Free Parking Scheme Review Working Party Supplementary Pack 13 May 2024](#)

[Free Parking Scheme Review Working Party Agenda 15 July 2024](#)

[Free Parking Scheme Review Working Party Agenda 15 July 2024 – Financial Table](#)

Appendix A – Working Party Terms of Reference

Appendix B – 05 February 2024 – Presentation to the Working Party and Meeting Minutes

Appendix C – 13 May 2024 - Report to the Working Party and Meeting Minutes

Appendix D – 15 July 2024 – Report to the Working Party and Meeting Minutes

Appendix E - Consultation Results

Appendix F - Equalities Impact Assessment