

# Arun District Council

<b>REPORT TO:</b>	<b>Environment Committee, 14 November 2024</b>
<b>SUBJECT:</b>	<b>Variation to Parking Fees &amp; Parking Service Review</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts, Director of Growth</b>
<b>LEAD MEMBER:</b>	<b>Councillor Sue Wallsgrove</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>Car parking fees are discretionary and can be set by the Council in order to optimise its revenue in accordance with the Council's Off-Street Parking Strategy.</p> <p>To seek to identify the best way of using the Council's car park assets to deliver the Arun Council Vision 2022-2026 aims:</p> <ul style="list-style-type: none"><li>➤ Fulfilling Arun's economic potential</li><li>➤ Supporting our environment to support us</li></ul> <p>The Financial Strategy adopted by Full Council on 10 January 2024 set out the need to review its assets to deliver a better financial return for the Council.</p>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The Off-Street Parking Strategy 2021-2026 sets out that the Council will review the charges annually. The Strategy aims to maximise the use of car parks in a way that supports the needs of businesses, workers, shoppers, commuters, and visitors, whilst looking to optimise yield from parking in line with the corporate charging principles.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>The fee option proposals are outlined in Appendix 1. The preferred Option B (5% increase) is estimated to yield additional income of approximately £133,000 per annum.</p>	

## 1. PURPOSE OF REPORT

- 1.1 To set out the key findings of the Parking Service Review conducted by external consultants and seek Committee's agreement to the proposed delivery and technology strategies and action plan.
- 1.2 To seek the Committee's agreement to one of the fee options set out in Appendix A and other changes informed by the Parking Service Review.

## 2. RECOMMENDATIONS

2.1 It is recommended that Committee:

- a. Agrees the Technology Strategy (Appendix C);
- b. Agrees the Parking Service Delivery Strategy (Appendix D);
- c. Agrees the Parking Service Action Plan (Appendix E);
- d. Agrees to introduce the parking fee option B with effect from 1 April 2025;
- e. Agrees to introduce the seasonal car park charging structure as set out in Appendix A with effect from 1 April 2025;
- f. Agrees to introduce the option 3 changes to the Blue Badge parking policy as set out in section 4.17, with effect from 1 April 2025;
- g. Agrees to create two tiers (resident and non-resident) of town centre and seasonal parking permits and to separate town centre and seasonal parking permits between Littlehampton and Bognor Regis;
- h. Delegates to the Group Head of Technical Services to advertise, consider representation and determine the following proposed amendments to the Parking Order:
  - i. To agree the installation of a keypad to the machine located within West Park car park, with effect from 1 April 2025.
  - ii. To agree the charging structure as set out in Appendix A for West Park car park, with effect from 1 April 2025.
  - iii. To extend the hours of charging in Crown Yard car park from 8am – 6pm to 8am – 8pm, with effect from 1 April 2025;
- i. Delegates authority to the Group Head of Technical Services to either increase or reduce the parking tariffs in line with the Consumer Price Index +1%, with effect from 1 April annually, with all tariff increases to be rounded to 10p and £10 for permits. Any alternative proposals will be reported to the Committee for consideration;
- j. Considers not introducing charges for the Shrubbs Field car park for the remainder of the political cycle i.e. not before May 2027; and
- k. Agrees to explore the feasibility of using Automatic Number Plate Recognition (ANPR) within the Council's car parks, including by writing to government.

### **3. EXECUTIVE SUMMARY**

- 3.1 This report presents findings and recommendations of an external Parking Service Review and annual review of the Council's car park fees.

### **4. DETAIL**

- 4.1 The Council operates 28 pay and display car parks, two in shared ownership and three free, within the district. The car parks provide a vital service to residents and the local economy facilitating visits by people outside our district, helping to support the visitor economy sector.
- 4.2 The car parks are currently defined as town centre, seasonal or free depending on their location and charging structure.
- 4.3 Following the resolution of the Environment Committee on 21 November 2023, a parking review was commissioned with recommendations due to be presented to this Committee. The purpose of the review was to establish how to make the best use of the car park assets to support the delivery of the Council's Vision and Carbon Neutral Strategy 2022-2023. The Parking Review has considered the current baseline data for parking within the Arun District and based on the results of this exercise, has formulated a series of objectives and actions, as set out in the Technology and Delivery Strategies, to improve parking within the district for residents, visitors and local businesses. This has included analysing current usage and revenue to predict future demand, providing recommendations on how revenue can be increased, site usage improved and opportunities available for the implementation of new technology.
- 4.4 The Council commissioned Parking Matters to undertake this review and their reports are attached in Appendix B. Parking Matters have produced a proposed Technology Strategy (Appendix C), Delivery Strategy (Appendix D) and Action Plan (Appendix E) which have been used to inform the recommendations presented within this report.
- 4.5 The Council has adopted an Off-Street Parking Strategy 2021-2026, and a Delivery Strategy and Technology Strategy has been proposed by the Parking Matters team to enable the Council to deliver on these strategic aims. The review has highlighted some key issues standing in the way of the Council achieving the vision as set out in the 2021- 2026 Strategy, such as a lack of information on our customers, complicated tariff structures and a lack of digitisation. The Technology and Delivery Strategies have been prepared and the recommended actions include moving to a fully digitised service, changes to tariffs, continued investment and policy decisions taken based on data and information. These recommendations are set out in full in Appendices C & D.
- 4.6 The cost of delivering the Council's parking service is increasing which makes it necessary to increase the revenues generated. This is mainly due to the effects of inflation, such as its impact on the national living wage and energy prices. Other cost factors are associated with the Council's move to reduce the carbon emissions from the parking service in line with its declared climate

emergency and adopted carbon neutral strategy. Examples include switching to an electric vehicle fleet and renewably sourced electricity supplies. Investments have been made in software which has enabled the Council to provide permits to customers electronically. Over the last three years a substantial programme of resurfacing has been delivered to significantly improve the condition of the car parks. Higher levels of maintenance funding are included in the five-year asset management plan than have been the case in previous years.

4.7 The Council’s Off-Street Parking Strategy 2021-2026 established the vision for the Council’s Parking Service: “We will provide safe, well-maintained car parks that meet the needs of residents, shoppers and visitors to Arun, providing support for economic growth, promoting a sustainable environment and creating a positive parking experience.”

4.8 Consequently, three car parking fee options have been prepared from which the Committee is asked to select. The fees within each of the three options are all considered to be reasonable and have been developed with the need to ensure town centres and amenity areas remain accessible.

- a) Option A delivers the smallest increase in revenue for the Council. This has been achieved by increasing fees overall by 3%. This represents an increase broadly in line with inflation.
- b) Option B delivers a medium increase in revenue, and this has been realised with detailing higher increases at 5% across fees overall.
- c) Option C delivers the highest increase in revenue, with higher increases across all fees. This has been based on a 10% increase in fees overall.

4.9 In some cases, the increase may exceed the desired percentage increase, as all fee options have been rounded up to 10p or £10. Following the implementation of the tariff increases on 1 April 2024, customer feedback was received regarding the inclusion of 5p increments within the tariff charges and the difficulty in obtaining 5 pence pieces. The removal of 5p increments will also increase the efficiency in managing the bullion generated by cash payments within the car parks.

4.10 Although highly variable due to weather, Option B is estimated to yield additional income of approximately £133,000 per annum. The table below sets out the revenue estimated from each of the three options presented.

<b>Revenue</b>	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>
Town Centre Car Parks	-£27,074	£11,568	£59,081
Fitzleet	£2,038	£3,819	£6,922
Seasonal Car Parks (Summer and Winter)	£34,205	£57,008	£114,016
Permits	£47,672	£60,272	£70,422

Coaches (Summer and Winter)	£162	£255	£453
<b>Total</b>	<b>+£57,003</b>	<b>+£132,922</b>	<b>+£250,894</b>

- 4.11 Currently, the one and two hour town centre tariffs are disproportionately lower than the three and four hour tariffs offered. This means that motorists can create multiple parking stays for either one or two hours, incurring a lower charge than that for a three or four hour parking stay. This anomaly has been addressed within the proposed tariff bands (see Appendix A).
- 4.12 The town centre parking tariffs proposed are in line with other similar car parks in comparable towns, such as Margate and Ramsgate and remain competitive with other towns in Sussex.
- 4.13 Option B is recommended and is considered to support the needs of businesses, workers, shoppers, commuters, and visitors, whilst optimising revenue from parking in 25/26 in line with the corporate charging principles.
- 4.14 The charging structure for the Council's seasonal car parks has also been rationalised following recommendations provided to the Council by the consultants, Parking Matters. The current tariff structure across all Council owned seasonal car parks varies significantly and in order to standardise the tariffs across the seasonal car park estate, a new tariff structure has been proposed. This includes adding additional tariffs for five and six hours, alongside the all-day parking tariff. The recommendations received also include the removal of the July and August specific tariff uplift. Removing this uplift will also reduce administration costs as a charge is incurred to update the pay & display machines and tariff boards within every car park each time the tariffs are changed.
- 4.15 Similarly to the issue outlined with the town centre parking tariffs, customers can purchase multiple shorter stays to avoid the current £11/ £13.20 day rate. Parking Matters have compared West Green ticket sales with other comparable car parks in similar towns and found that the two-hour tariff is significantly more popular than expected. This suggests that there is an anomaly within the current tariff charging structure and could represent a significant loss of revenue for the Council. Standardising the tariffs across all Council owned seasonal car parks would improve customer choice and remove the incentive to purchase multiple shorter parking stays.
- 4.16 It has been estimated by the consultants that the proposed changes to the seasonal charging structure would generate an additional 3% of revenue for the Council. This figure has been calculated using ticket sale data from the Council and other similar coastal car parks to provide a best estimate of the impact of the proposed changes. Based on the revenue generated during 2023/2024, and factoring in the tariff increase implemented on 1 April 2024, it is anticipated that this additional revenue would be in the region of £34,205.
- 4.17 The recommended tariffs for the seasonal car parks have also been increased in line with the percentages detailed above. These tariffs have been designed

to introduce a more rational tariff structure in the seasonal car parks and to remove the multiple short stay anomalies. The parking charges proposed are in line with other similar car parks in a comparable town, such as Hastings.

4.18 All Council car parks have free allocated disabled parking providing a valid Blue Badge is displayed. If disabled spaces are full, any other space in the car parks (except coach bays, permit bays and motorcycle bays) can be used free of charge providing:

- (a) the vehicle is displaying a valid Blue Badge
- (b) the vehicle is parked within the markings of a bay
- (c) the registered disabled person is driving or is a passenger

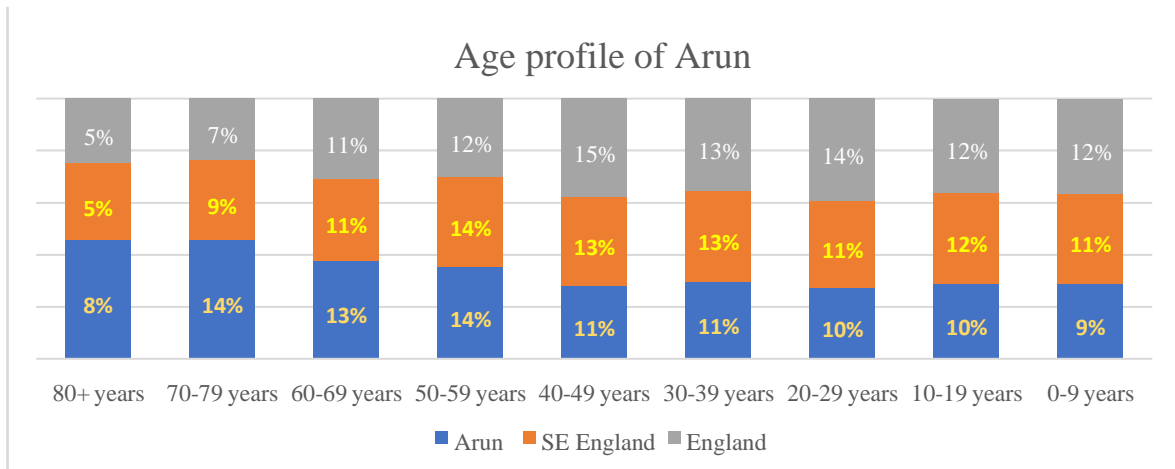
4.19 Almost all private operators and many Councils charge Blue Badge holders for parking as they consider that disability is not necessarily related to the ability to pay for parking. For example, Waverley and Adur Councils charge Blue Badge holders for parking and no concessions are offered. Nationally, free parking is permitted for up to three hours in many on-street locations and this includes within the Arun District where on street regulations are governed by West Sussex County Council. Three hours of free parking is also offered by Worthing, Ashford and Canterbury Councils on the display of a valid badge. Other Councils offer time limited bays, require blue badge holders to register their vehicles or only offer free parking to those badge holders who also receive the higher rate of Personal Independence Payments (PIP). Parking Matters have recommended within their report that parking charges be introduced for Blue Badge holders, whilst offering one additional hour over the paid for period for free with a valid Blue Badge.

4.20 Consequently, four Blue Badge parking options have been prepared from which the Committee is asked to select.

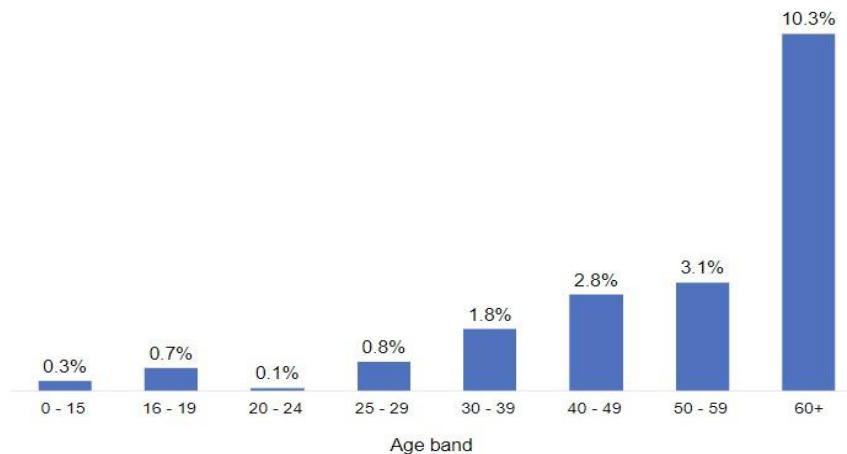
- (1) No change to the current policy. This would continue the current policy as set out in section 4.18.
- (2) To charge all Blue Badge holders for parking. This would remove all parking concessions from Council owned car parks for Blue Badge holders.
- (3) To limit the free parking provision to three hours, in line with other Councils. (Recommended Option).
- (4) To charge all Blue Badge holders for parking but offer one additional hour over the paid for time for free.

4.21 While option (1) is simple and easy to enforce and understand, this policy may not be sustainable. The Parking Matters team have determined that the Arun district has a notable proportion of older residents, with the aged 65 and over proportion increasing over the past decade. This demographic trend indicates an ageing population in the district. The presence of an older population can lead to a higher need for parking spaces designated for disabled individuals. The Parking Matters team have provided the below tables to illustrate the

demographic within the area and how this could relate to the number of Blue Badge holders. This information can also be found within their reports, attached in Appendix B.



**Chart 8: Percentage of individuals within each age band by Blue Badge holders: England, 2020 - [DIS0503](#)**



- 4.22 The increase in Blue Badges may call into question the sustainability of the current policy of free all-day parking for blue badge holders. As the number of Blue Badge holders increases within the district, the demand for disabled bays will also increase.
- 4.23 This increase could have an impact on revenue generated by the Council as if the disabled bays within any car park are full, Blue Badge holders can currently park in any standard bay for free. This would limit the bays available for fee paying motorists. The exact impact of not implementing charges for Blue Badge holders is difficult to calculate from the data available and that provided as part of the parking review. However, using anecdotal data from other local authorities on the south coast, the Parking Matters team have estimated that the loss of revenue could represent circa 5%-6% of revenue. This could equate to between £110,279 and £132,335. This figure is based on the total revenue generated during the 2023/2024 financial period, plus the percentage increase to the tariffs implemented on 1 April 2024.

- 4.24 Option (2) would bring the Council's Blue Badge policy in line with other private operators and Councils. However, this option is not recommended as it would be a significant change to a long-standing policy.
- 4.25 Option (3) is the recommended option and would bring the Council's Blue Badge policy in line with the on-street policy currently operating within the West Sussex County Council area. It would also align with the concessions offered by neighbouring authorities, such as Worthing Borough Council. This option is recommended to ensure that the policy operated by the Council remains sustainable. If designated disabled bays within the car parks are full, Blue Badge holders can continue to park within standard bays within the car park for three hours for free. Any parking stay required over three hours would be subject to the standard tariff charges in the relevant car park. The proposed change would mitigate revenue loss through the operation of a Blue Badge parking policy.
- 4.26 Option (4) is recommended by the Parking Matters team within their report. It is recognised that some Blue Badge holders have more difficulty parking and getting in and out of their vehicles and an additional free hour is recommended to take account of this. However, this option is not being recommended as it would be a significant change to a long-standing policy.
- 4.27 As part of the parking review study, the consultants have found that the retail price of the town centre and seasonal parking permits is extremely generous and falls far below the market value of similar permits in comparable towns. The permits currently offered by the Council offer significant savings to customers, compared to the annual cost of parking within one of the Council's car parks daily. Currently, to park within a seasonal car park every day for a year would cost £3,022.40 and £3,212 for a town centre car park. The permits represent a saving of £2,802.80 and £2,662 respectively, based on current tariff prices.
- 4.28 Parking Matters have recommended that both seasonal and town centre permits be restricted to Arun District residents only. This would likely have a significant financial impact on businesses and people who commute into the district to work. Therefore, it is recommended that the significant savings be maintained but a two-tier permit system be introduced. One for Arun District residents and businesses only, with a separate permit created for non-residents. This is to ensure that residents and businesses within the district continue to benefit from the permits offered. Non-residents will continue to see a significant saving under the proposed new permits and the proposed tariffs have been set out in appendix A.
- 4.29 Further to the comments received from the Parking Matters team that permits are currently over discounted, all permit prices within tariff option B have been increased initially beyond the percentages set out in section 4.8. The new prices for all permits have been set out in Appendix A. Visitors to the town centres can continue to benefit from the 2-hour parking disc, which provides 2 hours of free parking within six town centre car parks for a modest administration fee of £4 or £6 per annum.



- 4.30 In addition, it is recommended that the seasonal and town centre permits be split between the Littlehampton and Bognor Regis car parks. Currently, the seasonal parking permit encompasses 11 seafront car parks, at an annual cost of £220. The town centre permit encompasses nine car parks, at an annual cost of £550. Other neighbouring Councils offer permits limited either for one car park, or for a small number of car parks, this is to ensure that the permits remain fair value for money while generating revenue. For example, Mid Sussex Council have separated seasonal permits between Burgess Hill, East Grinstead and Haywards Heath. Therefore, it is recommended that the proposed resident and non-resident permits be limited to either Littlehampton or Bognor Regis car parks. This proposed change will not affect the stand alone permit for Fittleton Multi-Storey car park. It is anticipated that the additional income generated by the proposed changes to the town centre and seasonal permits will be in the region of £60,272.
- 4.31 West Park car park, Aldwick, currently offers 2 hours of free parking, with any stay exceeding this incurring the full day charge. Motorists visiting the car park do not need to display a ticket if staying for less than two hours and there is no requirement for motorists to log or commence a stay virtually within this car park. This leaves the car park open to abuse as motorists can park for longer than two hours, if they have not been observed by a Civil Enforcement Officer, for free. Enforcement within this car park is challenging and requires a Civil Enforcement Officer to log vehicles and return to the car park two hours later to establish if the car has left or purchased a ticket. This process is time consuming and requires an extensive number of photographs of the vehicle to establish a breach of the parking regulations.
- 4.32 To simplify enforcement and eliminate any potential abuse, it is proposed that a keypad be installed on the pay and display machine located within the West Park car park. Motorists would need to log their vehicle registration details on the front of the machine and would be issued with a ticket for two hours of free parking. If further parking is required, this can be added on the machine or additional parking can be purchased via one of the two pay by phone apps that the Council currently operate within the car park. Parking Matters have recommended a new tariff structure for West Park car park to offer a greater number of tariffs than those currently in place. These proposed changes would increase customer choice and remove the incentive to abuse the two hours of free parking offered. The recommended charging structure is set out in Appendix A. The recommended tariffs for this car park have not been increased in line with the percentages detailed in section 4.8 above. These tariffs have been designed to introduce a more rational tariff structure within West Park car park.
- 4.33 As part of the parking review, it has been recommended that the chargeable hours within Crown Yard car park, Arundel, be extended. The Fitzalan Pool car park charges up to 8pm, seven days a week. It is recommended that Crown Yard be brought in line with the chargeable hours operational in nearby Fitzalan Pool car park. Thus providing consistent regulations for customer clarity and to improve enforcement efficiency within the area. Extending the chargeable hours within Crown Yard car park is also likely to increase the revenue generated within this car park.

- 4.34 Parking Matters also recommend to delegate authority to officers to either increase or reduce the parking tariffs in line with the Consumer Price Index +1% annually. Any increases would be rounded to 10p or a £10 figure. This is to make the process of amending the parking tariffs quicker and more efficient, while ensuring that all charges reflect the current market conditions. Any amendments to the parking tariffs that exceed this threshold will be referred to the Environment Committee for determination.
- 4.35 During the Full Council meeting on 9 May 2024, it was resolved that Full Council agrees to recommend to the Environment Committee that, at the next review of parking charges across the district, that the Committee considers not introducing charges for the Shrubbs Field car park for the remainder of the political cycle i.e. until May 2027. The Minutes of the Full Council meeting on 09 May 2024 are attached as appendix G (Minute 801).
- 4.36 Alongside the recommendations submitted by the Parking Matters team, it is recommended that Committee also endorse the exploration of the use of ANPR within the Council's car parks. Automatic Number Plate Recognition (ANPR) cameras use specialised software and cameras to read and identify a vehicle's number plate. This would enable the Council to conduct parking enforcement via cameras situated within the car parks which brings significant advantages in effectiveness and efficiency. The legal framework is complex and can be explored further, as other Councils are doing.

## **5. CONSULTATION**

- 5.1 The consultants engaged with stakeholders following the completion of their stage 1 and 2 reports. Stakeholder meetings have taken place with partners from Littlehampton, Bognor Regis and Arundel Town Councils, Aldwick Parish Council, the Bognor Regis Business Improvement District, Butlins, Freedom Leisure, Harbour Park, Arundel & Downland Community Leisure Trust, Chichester University, Arundel Chamber of Commerce and members of the Littlehampton Town Centre Action Group all invited.
- 5.2 If the proposals set out within the report are approved by the Environment Committee, the legal processes to enact these changes will be conducted in due course.
- 5.3 West Sussex County Council have been made aware of the changes proposed within the report and will be formally consulted on individual elements of the proposal at a later date. In addition to consultation, some parking changes require advance consent from West Sussex County Council and that where necessary, such consent will be sought before proposals are advertised publicly.
- 5.4 As part of the review of Arun District Council's tariffs, the Arundel & Downland Community Leisure Trust have been given the opportunity to change the tariffs they set on the Fitzalan Pool (Lido) car park in Arundel. The outcome of their consideration is not known at the time of writing.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

- 6.1 Not to endorse the Parking Review findings and recommendations for developing the service. This would lead to missed opportunities to realise efficiencies and service improvements.
- 6.2 Not to agree an increase in parking charges. Car Parking fees are one of the Councils largest sources of revenue. Charges for many other (unrelated) charges are only permitted on a cost recovery basis or have significant lead times. If the Committee does not agree to increase the parking charges as set out in the appendix A, additional savings will need to be identified which will diminish the ability of the Council to deliver on its agreed Vision aims

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

- 7.1 The Council faces a significant financial challenge in addressing its structural budget deficit and one of the strategies it must adopt is to maximize its revenue from fees and charges. Ultimately the proposals in this report will increase its revenue stream from car parking fees and help to protect the provision of other services. Members must be aware that if the proposals are not approved, it will reduce this Council's ability to reduce its already sizeable structural budget deficit. Ultimately, this could result in service cuts and potential staff redundancies.
- 7.2 Members will also be aware that any restriction placed on the ability to make future amendments to car parking tariffs could also have a substantial negative financial impact on the Council's ability to close its budget gap.
- 7.3 The increase in car parking fees will also help to mitigate the temporary reduction in income arising from the closures of West Green, Banjo Road and reduced space in Gloucester Road and Regis Centre car parks.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1 The following risks and mitigations have been identified in relation to the increase of parking tariffs, proposed changes to the Parking Order and the other recommended proposals:
  - a. Risk of negative economic impact and possible fall in town centre visitors. The Council are still offering 2-hour free parking schemes within the two principal town centres and the costs of parking in our town centres remains very competitive within the West Sussex area. There is no robust evidence of a link between car park tariffs and town centre footfall.
  - b. Risk of reduction in income from the seasonal car parks following the implementation of the proposed tariff structure changes. The Council do not hold the required data to calculate the impact of these changes with any

certainty. However, the Parking Matters team have used ticket sale data from other comparable car parks and have estimated that these changes will generate a small increase in revenue for the Council. The proposed changes will also improve the customer experience by offering a greater range of parking stay options and creating a standard tariff that is easy to understand and can be found in all seasonal car parks. This change should be reviewed annually to ensure that the proposed changes have not had a detrimental effect on the revenue generated by the Council in the affected car parks.

- c. Risk of the reduction of free parking time for Blue Badge holders is perceived as unfair. The proposed changes to the Blue Badge parking policy are in line with the concessions offered by neighbouring Worthing Borough Council and nationally for on-street parking.
- d. Risk of the reduction of town centre and seasonal permit sales. The permits currently offered by the Council offer significant savings to customers, compared to the annual cost of parking within one of the Council's car parks on a daily basis. Currently, to park within a seasonal car park every day for a year would cost £3,022.40 and £3,212 for a town centre car park. The permits represent a saving of £2,802 and £2,662 respectively, based on current retail prices. To continue to offer these permits with the current structure and price to residents of and visitors to the district could represent a significant loss of income. The Council are still offering a 2-hour free parking scheme within the two principal town centres and the cost of parking in our town centres remains competitive.
- e. Risk of the reduction in use of West Park car park. The proposed tariff structure has been designed to also improve the customer experience by offering a greater range of parking stay options. The new tariff structure offers two additional tariffs at a lower rate than the existing day rate. It is recognised that West Park is neither a seasonal nor town centre car park but is utilised year-round. The proposed change to the tariff structure is designed to accommodate all users of the car park from dog walkers to tourists visiting the area for the day.

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

- 9.1 Any necessary consent from West Sussex County Council will be sought prior to implementation of any changes.
- 9.2 The legal process to implement, vary or amend Traffic Regulation Orders has been and will continue to be followed in accordance with primary legislation.
- 9.3 In considering whether to make or vary a Parking Order, the Council has duty to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities both on and off the highway.

## **10. HUMAN RESOURCES IMPACT**

- 10.1 The proposals do not have Human Resource implications relating to the changes to the fees or Parking Order.

## **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 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**

- 13.2 An equality Impact assessment has been undertaken which identifies that there is a financial impact on almost all users of our car parks and our permit holders. However, the Council offers two hours free town centre parking schemes in Littlehampton and another in Bognor Regis. There is not, therefore considered to be an adverse impact on protected characteristics.
- 13.3 The EIA for the review identifies positive impacts for the following protected groups:
- a. Age – any vulnerable person, regardless of age will be able to access suitable parking for their needs.
  - b. Disability – any person with a disability, regardless of their disability will be able to access suitable parking for their needs.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 14.1 The increases in parking fees are not motivated by an intention to encourage modal shift from private cars. The scale of the increases proposed are considered unlikely to do so.

## **15. CRIME AND DISORDER REDUCTION IMPACT**

- 15.1 Twenty-six of the Council's 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 Good design, effective lighting, CCTV and increasing their use can be useful in deterring crime and anti-social behaviour.

## **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.

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### **CONTACT OFFICER:**

Name: Jasmine Gander

Job Title: Principal Parking Services Officer

Contact Number: 01903 737500

### **BACKGROUND DOCUMENTS:**

[Council Vision 2022 - 2026](#)

[Off Street Parking Strategy 2021-2026](#)

[Current ADC car park tariffs](#)

[Report to & Resolution of Environment Committee November 2023 Item 384](#)

**Appendix A** – Proposed Tariffs

**Appendix B** – Parking Matters Parking Study

**Appendix C** – Proposed Technology Strategy

**Appendix D** - Proposed Parking Service Delivery Strategy

**Appendix E** – Proposed Parking Service Action Plan

**Appendix F** – Equality Impact Assessment

**Appendix G** – Minutes of Full Council Meeting on 09 May 2024 showing recommendation to Environment Committee at Minute 801