

Subject:	Parking Permit Review		
Date of Meeting:	21 January 2020		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Jenny Mitchell	Tel: 01273 295890
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Ward(s) affected:	(All Wards)		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report advises members of this Committee on the progress of the parking permit review. It also outlines the recommendations for changes to the operation of various parking permits throughout the city.
- 1.2 Following staff engagement workshops, surveys with NSL (the council's parking enforcement contractors) and SWOT analysis discussions with a Permit staff focus group, a number of recommendations are outlined alongside further investigation for other proposals which will be presented to this Committee at a later date.

2. RECOMMENDATIONS:

- 2.1 That the Committee agrees the "No change" proposals outlined in Appendix A.
- 2.2 That the Committee notes the links to the 2020/21 fees and charges proposals in Appendix B which are being presented for approval in a separate report at this same meeting.
- 2.3 That the Committee notes the working proposals in Appendix B to be presented fully at the Environment, Transport & Sustainability Committee in Jan 2021. This will link to any fees and charges proposals for 2021/22.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Historically parking permits have been added in a piecemeal fashion, without considering the opportunities for modernisation and consolidation. Customers coming to the front desk regularly complain about whether some of the permits are fit for purpose, and give anecdotal accounts of where permits may be being abused.
- 3.2 Therefore, it was proposed that an operational review of parking permits takes place and a report comes forward to this Committee.

3.3 Over the last year, the Parking Customer Service Team and the Parking Projects Team have started a 2 year comprehensive review of the Parking Permit system.

- The first year has focussed on identifying Permits that are fit for purpose (no change required) and permits with fees and charges implications for this coming financial year. This has also identified permits that require more investigation and taken into consideration complaints, concerns and comments being made by members of the public.
- The second phase of the review will be more customer-focused, and these findings and proposals will be presented to the January 2021 Environment, Transport & Sustainability Committee with links to the fees & charges for 2021/22.

3.4 As part of the review the following items have been completed.

- A schedule of permits that have been identified as fit for purpose with no recommendation to change (Appendix A)
- A SWOT analysis summary (summarised in paragraph 5.1)
- Survey results and analysis of permit type and capacity checks of cross section of roads within the Controlled Parking Zones for both daytime and evening to assess the impact of releasing more business permits. This is being put forward in the 2020/21 fees and charges recommendations and is outlined in Appendix B. (This didn't include Zones Y or Z – Central Brighton areas which don't allow business permits). A summary of this analysis can be found in paragraph 5.2.

3.5 As part of the review the following items are in progress;

- A schedule of permits with recommendations for change that have been included in the 2020/21 fees and charges proposals (Appendix B)
- A schedule of permits with recommendations for change to start for the 2021/22 financial year (also in Appendix B)

3.6 A survey and analysis of the different permit usage and capacity of a sample of roads in four Controlled Parking Zones (CPZ's) have been undertaken by NSL (the council's enforcement contractors). This was to assess if the release of additional business permits is feasible to ensure that there is capacity within existing parking spaces.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The main alternative option is doing nothing which would mean that no proposals would be taken forward. However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Two staff engagement workshops were held to soundboard from staff which permits work for the council and for customers and which cause issues. These were in the form of SWOT analysis sessions held with representatives from Parking Services to provide deeper analysis on five identified permit issues which identified;

- **Professional Carers Badge** - Permit is fit for purpose, however policy needs addressing to negate potential permit abuse and costs bands need addressing.
- **School Permit** - Introduce measures to verify off street parking on campus, to more accurately calculate eligible permits. New enforcement officer handhelds to include the facility to identify duplicate permit issue numbers. Further investigation on whether to issue permits to other educational institutions.
- **Hotel Permit** - Propose one type of permit to replace this called "Visitor Permit", this would cover residents, business and hotel visitors.
- **"Any" VRM (Vehicle Registration Mark) Permit** – Need to produce report to see how many permits we have issued with ANY (VRM) and include data on legitimate/illegitimate permit issues.
- **Car Share Permit** - Keep this permit type, but create a new permit application process within the system to make this clearer.

5.2 NSL surveys were also undertaken to assess parking provision for the potential additional allocation of business permits. Capacity and permit types were logged with conclusions below.

Conclusions:

- In broad terms within resident parking schemes, we see approximately a 5% greater demand for space in the evening hours, after 6pm.
- The weekdays, Monday to Friday, show a general trend for slightly less demand than a 6-working day or full 7 day week average, typically no more than 1 or 2% variation.
- From the data available, there is an indication that at least 25% of all streets would experience congestion if any more spaces were taken for business permits or other issued permit types.
- With a projected figure of 1200 business permits to be issued within 2019/20 financial year, this figure could potentially double (although this is very unlikely as most businesses only need 1 or 2 business permits) with the proposed move from 2 to 4 permits being available to a business at any one time.

5.3 Whilst the data suggests inadequate provision on-street for the further rollout of business permits, it does not take into consideration the likely impact of introducing increased fees by 14.3% in 2020/21 for yearly renewals and further multiple Residents Permits. Previous data based on 2016/2017 when business

permits were last increased demonstrates that we can expect a decrease in the amount of Residents permits across the city by a forecast of approximately 20%. (In 2016/2017 business permits went from 1,672 to 1,378 issued when the price was increased by 9.4% and has declined since). Taking this into account we believe we can accommodate an increase in the allocation of business permits from 2 to 4 to help businesses in the city operate more flexibly and effectively.

6. CONCLUSION

- 6.1 A number of issues and proposals have been identified as part of the Parking Permit Review. Members of this Committee are being asked to note the progress as laid out in the appendices and acknowledge the items that have been incorporated into this year's fees and charges proposals. Alongside this to agree the working proposals to take forward to a further Environment, Transport & Sustainability Committee.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 As set out in the recommendations for this report in paragraph 2, the proposals in this report are linked to and part of the City Transport - Parking proposals set out in the Fees and Charges 2020/21 report elsewhere on the agenda. Please note that the recommendations for parking permit changes in this report are linked to delivery of the recommendations in the linked report.
- 7.2 For ease of reference, the financial implications in linked report are as follows:

'The fees and charges recommended... have been reviewed in line with the Corporate Fees & Charges Policy and all relevant regulations and legislation. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Increases to meet the corporate rate of inflation of +2% are normally applied to all council income budgets (exceptions include statutory Penalty Charge Notices) to ensure income is maintained as a proportion of the net cost of service. Increases above or below the corporate rate of inflation must be approved by the relevant service committee or Policy & Resources Committee and can result in additional contributions toward either the cost of services and/or overheads. This can also result in the achievement of a net budget saving to the council. Where this is the case, this will be reflected in 4-Year Budget Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy & Resources Committee and Budget Council in February 2020. Income from fees and charges is monitored as part of the Targeted Budget Monitoring (TBM) process'.

Finance Officer Consulted: Jess Laing

Date: 18/12/2019

Legal Implications:

- 7.2 The Council's powers and duties under the Highways Act 1980 and the Road Traffic Regulation Act 1984 must be exercised to secure the expeditious, convenient and safe movement of all types of traffic including cyclists and pedestrians. The provision of parking permits is a means by which the Council meets these

powers and duties

Lawyer Consulted: Stephanie Stammers

Date: 10/12/2019

Equalities Implications:

- 7.2 Engagement with local residents is built into the process of providing parking permits in a particular area. The use and analysis of engagement and data ensure that parking permits will be issued to meet the needs of the local population.

Sustainability Implications:

- 7.3 No Sustainability implications identified.

Any Other Significant Implications:

- 7.4 No other significant implications identified.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A: Permits to remain "No change"
2. Appendix B: Parking Permit Proposals for 2020/21

Background Documents

1. None

