



Executive Member for Environment
27 October 2016

Decision to be taken on or after
4 November 2016

Ward: All
Key Decision: Yes / No

Review of Adur Off Street Parking

Report by the Director for Customer Services

1.0 Summary

- 1.1 A review has been carried out of off street parking provision within Adur District Council. This report sets out proposed changes following the review. The changes are designed to retain competitively priced parking provision in the town for businesses, residents and visitors both in terms of short and long term parking. Some long term tariffs have been reduced and the recommendations include greater flexibility around parking permits and payment methods.
- 1.2 The recommendations have been drawn up taking in to account guidance from the Department of Transport, information from the British Parking Association and by comparing services across other authorities in West and East Sussex.
- 1.3 Additional revenue raised by the proposals will help continue to support the delivery of Adur Councils services.

2.0 Background

- 2.1 Adur District Council manages 13 off street pay and display car parks as well as a number of free surface car parks. The car parks provide both short and long term parking which is critical for visitors, businesses and residents. On street parking is managed by West Sussex County Council through restrictions such as waiting limits and single and yellow double lines.
- 2.2 The Department for Transport guidance states that parking tariffs should be reviewed regularly, and in reviewing tariffs the following should be considered:
 - They should encourage more sustainable forms of transport such as cycling and public transport;
 - All but short term parking should be encouraged off street rather than on street to curb congestion;
 - Charges should be set to encourage compliance with restrictions.

2.3 The tariffs in Adur were last amended in 2011 and the existing tariffs are presented in Appendix 1. A review of off street parking has been undertaken and this report sets out recommendations for changes. The review has taken into account usage of the car parks, operational factors and tariffs in neighbouring areas.

3.0 Existing Service

3.1 There are currently 13 pay and display car parks. Key aspects of the existing service are:

- The tariffs vary depending on the site, with charges being lower in less busy car parks.
- The maximum length of stay also varies depending on the usage of the sites.
- Some sites have five tariff bands, where as Tarmount Lane, Pond Road and Ropetackle have nine tariff bands.
- Charges apply between 9am and 5pm.
- Some car parks allow all day parking whilst others have a maximum four hour stay.

3.2 All sites have a 30 minute tariff to accommodate users who only need parking for a short period of time. A number of the car parks offer season tickets for £350 / year, less than £1 per day.

3.3 Charges apply Monday - Saturday at all sites apart from Beach Green, Shoreham Fort, Riverside and Southwick Beach where charges also apply on Sundays and Bank Holidays. Parking is free for Blue Badge holders with a maximum stay of 4 hours.

4.0 Proposed Changes

4.1 The proposed revised tariff is summarised in Table 1 below. This is the first revision of the tariff in five years and key elements of the new proposals are as follows:

- Half hour tariffs have been retained for people only needing to park for a short period of time;
- Season ticket costs have been maintained at £350 / year (less than £1 per day) and will also be offered on a monthly and a quarterly basis to make them more attractive to people who do not want or need to commit to a full year;
- At key sites (Tarmount Lane, Pond Road and Ropetackle) the all day tariff will be reduced from £8 to £5 or £4 at Ropetackle;
- The number of tariffs will be simplified, eg Pond Road and Tarmount Lane will move from nine tariff bands to five.
- Charges will apply between 9am and 6pm rather than 5pm to bring them in line with on street controls.
- A £1 charge will be introduced on Sundays and Bank Holidays in car parks where currently there is no charging in place.
- Where increases in charges are proposed they have been set to reflect that they have not changed for five years and benchmarked against neighbouring areas. The proposed tariff is considered to be reasonable and is not anticipated to dissuade many people from using the car parks.

- In line with most authorities in the South East it is also proposed to apply charges for Blue Badge holders. The British Parking Association report that based on feedback they have received charging is considered to be reasonable provided the charges themselves are set at a reasonable level, adequate parking facilities are provided and most importantly that the car parks and payment mechanisms are accessible.
- Pay-by-phone technology will be adopted alongside traditional pay and display machines to provide customers with greater flexibility when paying for parking.

Table 1 Proposed Revised Tariff

Car Park	Proposed Tariff in Block	Season Ticket
Southwick Beach Southwick Square North Farm Road Riverside	50p 30 mins 70p 1 hour £1.50 2 hours £2.50 4 hours £4.00 All day	Monthly (£35), Quarterly (£100) Annually (£350)
Shoreham Fort Beach Green South Street	50p 30 mins 60p 1 hour £1.20 2 hours £2.50 4 hours £4.00 All day	Beach Green season tickets available for house boat owners at £130/ year and £350/year for other users. For other users monthly and quarterly season tickets will also be available (£35 monthly/ £100 quarterly)
Tarmount Lane Pond Road	50p 30 mins 70p 1 hour £1.50 2 hours £2.50 4 hours £5.00 All day	No season tickets
Ropetackle	50p 30 mins 60p 1 hour £1.20 2 hours £2.50 4 hours £4.00 All day	Monthly (£35), Quarterly (£100) Annually (£350)
Middle Street	50p 30 mins 70p 1 hour £1.50 2 hours £2.50 4 hours £6.00 All day	No season tickets
Littlecroft	50p 30 mins 60p 1 hour £1.20 2 hours £2.50 4 hours £4.00 All day	No season tickets

4.2 The revised charges have been compared to neighbouring areas. The charges remain lower than most of the other charges as shown in Table 2 below. The figures in red indicate comparator tariffs which are higher than the proposed tariffs for the Adur surface car parks. The blue figures indicate those where there is no direct comparator and green charges are ones which are the same as those proposed. The table shows that most of the proposed tariffs are lower than the comparable tariff in neighbouring areas and that the charges continue to represent value for money for customers.

Table 2 Proposed Adur Off Street Tariff compared to other West Sussex and Hove Tariffs.

Area	30 min	1hr	2hr	3hr	4hr	5hr	6hr	8hr	All day	Sunday/ BH
Adur Proposed Tariff*	£0.50	£0.70	£1.20		£2.50				£4.00-£6.00	£1.00/ day
Mid Sussex		£0.80	£1.20	£2.00	£3.00	£4.00				
Worthing Beach House East & West/ Hospital 9am-6pm		£1.20	£2.10	£3.20	£4.30					As Mon-Sat
Worthing Brooklands (Brighton Road) 9am-6pm	£0.60	£1.00	£1.50	£2.00			£2.50			As Mon-Sat
Worthing MSCPs 6am - 10pm		£1.00	£2.00	£3.00	£4.00	£5.00			£10.00	£3.00/day Sun Normal tariff Bank Hol.
Long stay Chichester	£0.50	£0.70	£1.50	£2.20	£3.40	£4.30	£4.70	£4.90	£5.40	£1.00 2hrs £2.00 3hrs £3.00 4hrs+
Short stay Chichester 8am-6pm Mon-Sat	£0.50	£1.20	£2.60	£3.90	£6.10	£7.30	£8.60	£10.20	£12.20	As Mon - Sat 10am - 5pm
Swan Walk Horsham (centre) 8am-6pm			£2.40	£3.60	£4.80	£6.00	£7.20	£8.40	£12.00	£1.50/day 9am-5pm
Blackhorse Way 8am-6pm			£1.60	£2.30	£3.00	£3.80	£4.50	£6.00	£7.50	£1.50/day 9am-5pm

Hurst Road (outside centre) 7am-8pm				£1.60	£3.30	£4.40				£1.50 9am-5pm
Hove King Alfred		£1.60	£2.00	£3.00	£4.00					As Mon - Sat
Hove on street		£1.00	£2.00		£3.20	£4.20		£5.00 (9hr)	£6.00 (12hr)	As Mon - Sat

- Figures in **RED** indicate comparable charges which are higher than the proposed Adur charge
- Figures in **BLUE** indicate charges where there is no direct comparator
- Figures in **GREEN** indicate where charges are the same as those proposed

5.0 Conclusions

- 5.1 Management of Adur off street car parks has not been reviewed in detail since 2011. Parking options and tariffs have now been revisited in line with Department for Transport Guidance to ensure they are still appropriate to managing traffic flows and parking in the town.
- 5.2 The proposals set out in this report maintain affordable off street parking services for residents, visitors and businesses and provide maximum flexibility for customers through a range of different tariff bands, from 30 minutes through to all day parking; competitive rates for monthly, quarterly or annual season tickets and options to pay by phone.
- 5.3 If the recommendations in this report are agreed, a period of 10 weeks would be required to implement the changes.

6.0 Legal

- 6.1 The Adur District (Off Street Parking Places) (Civil Enforcement and Consolidation) Order 2011 ("the Order") provides the legal framework as to the charges that the Council may apply including those to season ticket holders and the relevant exemptions. Under the Local Authorities' Traffic Orders Regulations 1996 as amended any changes to the Order concerning charges and exemptions would require an amendment to the Order in the manner prescribed in the regulations.

7.0 Financial implications

- 7.1 The proposals set out in this report are anticipated to generate an increase in revenue income. The outturn for 2015/16 was as follows:

Total Income	£342,000
Total Direct Costs	£163,000
Total Indirect Costs	£59,000
Net Surplus	£120,000

The budget for 2016/17 is as follows:

Total Income	£484,000
Total Direct Costs	£185,000
Total Indirect Costs	£57,000
Net Surplus	£242,000

7.2 The 2016/17 income figure will not be realised as it is dependent on the full year effect of the tariff review. In 2017/18 there is a further estimated loss of income of £16,500 as a result of temporary closures of Riverside and Beach Green car parks as part of the Tidal Walls scheme.

7.3 The projected impact on revenue income has been modelled and the proposals set out in this report are expected to generate additional income. It is not possible to determine the exact amount but it is anticipated to be in the order of £150,000 - £170,000.

7.4 The costs of implementing the scheme are:

Configuration of the Pay & Display Machines & amendment to the signs	£2,500
Legal costs	£1,500
Pay by Phone option	£1,750
Total	£5,750 Plus VAT

8.0 Recommendation

8.1 The Executive Member is recommended to agree:

(i) For the Executive Member in consultation with the Director for Customer Service to authorise under Scheme of Delegations to amend the existing Order via Legal Services / Parking Services as set out in this report to amend the existing tariff and to introduce a nominal charge for Sundays and Bank Holidays in the car parks that do not currently charge on those days and to introduce monthly and quarterly season tickets and to be able to charge for motorists displaying a disabled persons badge and to introduce pay by phone method;

(ii) For the Executive Member to note the costs outlined in Section 6 and approve for the necessary expenditure to be made in order to amend the tariffs.

Local Government Act 1972

Background Papers:

None.

Contact Officers:

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Schedule of other Matters

1.0 Council Priority

1.1 Supporting and improving the local economy.

The review has been carried out with due regard to the importance of maintaining a high quality off street parking offer for residents, businesses and visitors with a tariff which is reasonable and proportionate.

1.2 Ensuring value for money and low Council Tax.

Comparison of the proposed tariff to those in neighbouring areas show that they continue to represent value for money for customers using the car parks.

1.3 Protecting front line services.

Matter considered and no issues identified.

2.0 Specific Action Plans

2.1 Promote and support projects and ideas that attract new and retain existing businesses, and generate investment in the area.

The proposals set out in this report have been developed with consideration of the importance of good parking provision at reasonable cost recognising the importance of these issues for businesses in the town.

2.2 Provide and develop customer driven cost effective services.

Providing greater flexibility with season tickets, enabling people to pay by phone and maintaining competitive tariffs are all expected to enhance the experience for customers.

2.3 Generate financial capital, increase income and seek external funding sources.

The revision of the tariffs are expected to generate additional revenue income to help maintain investment in council services.

3.0 Sustainability Issues

Matter considered and no issues identified.

4.0 Equality Issues

4.1 Advice has been sought from the British Parking Association to ensure car parks meet minimum access requirements. An Equality Impact Assessment screening has been carried out and the assessment is attached as Appendix 2.

5.0 Community Safety Issues (Section 17)

Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

The proposal will maintain the reputation of the Council by providing a high quality parking offer with competitive tariffs.

8.0 Consultations

A Formal Consultation will be carried out as part of the Legal Statutory Consultation Process.

9.0 Risk Assessment

Matter considered and no issues identified.

10.0 Health & Safety Issues

Matter considered and no issues identified.

11.0 Procurement Strategy

Matter considered and no issues identified.

12.0 Partnership Working

Matter considered and no issues identified.

Existing Parking Tariff & Season Ticket Costs

Car Park	Tariff	Permit
Southwick Beach	£0.25 - 30 min £0.50 - £1 hour £1.0 - 2 hours	£350/year
Southwick Square	£1.50 – 3 hours £2.0 – 4 hours £3.0 – All day	£350/year
Old Fort		£350/year
Riverside		£350/year
Beach Green		£130/year (houseboat owners only)
South Street		
North Farm Road		£350/year
Tarmount Lane	£0.25 - 30 min £0.50 - £1 hour £1.0 - 2 hours	
Pond Road Community Centre	£1.50 – 3 hours £2.0 – 4 hours £3.0 – 5 hours	
Ropetackle	£4.0 – 6 hours £6.0 – 7 hours £8.0 – 8 hours	
Middle Street	£0.25 - 30 min	
Little Croft	£0.50 - £1 hour £1.0 - 2 hours £1.50 – 3 hours £2.0 – 4 hours	

EQUALITY IMPACT ASSESSMENT - Adur Parking Review

Name of project/policy/strategy (hereafter referred to as “initiative”):

Adur Car Park Review

Provide a brief summary (bullet points) of the aims of the initiative and main activities:

As part of a wider review of parking in Adur it is proposed to introduce charges for for customers displaying a disabled person’s badge in off street accessible car parks.

The charges will only be introduced in car parks which are fully accessible.

Pay by phone options will be introduced alongside cash payments which may assist some customers with mobility issues.

Project Manager:

Jan Jonker

Date: 19th October 2016

Stage 1: ‘Screening’

This stage establishes whether a proposed initiative will have an impact on equality groups, (age, disability, gender, race, religion/belief, sexual orientation), or whether it is “equality neutral” (i.e. have no effect either positive or negative). So for example in the case of gender impact, consider whether men and women are affected differently.

Q.1. Who will benefit from this initiative? Is there likely to be a positive impact on specific equality groups (whether or not they are intended beneficiaries), and if so, how? Or is it clear at this stage that it will be equality “neutral”? i.e. will have no particular effect on any group.

It is anticipated that the scheme will be equality neutral. The Council already provides designated disabled parking bays and provision will remain the same. The Blue badge scheme is designed to ensure customers with a disabled person’s badge have easy access to facilities and payment machines. The scheme aim is about ensuring accessibility and not about affordability.

The introduction of pay by phone will provide an additional payment mechanism which may be more convenient for customers including those with mobility issues.

Before the scheme goes live all sites will be inspected to confirm they comply with BS 8300, any car parks that are not accessible will be excluded. The following three car parks have already been inspected and meet the criteria for accreditation: Pond Road

car park, Southwick Square car park and North Farm Road car park. It is expected that all car parks will meet the standard.

The grace period for vehicles displaying a blue badge will be extended to 20 minutes prior to a Penalty Charge Notice being issued

Q.2. Is there likely to be an adverse impact on one or more equality group as a result of this initiative? If so, who may be affected and why? Or is it clear at this stage that it will be equality “neutral”?

The Charges could have an impact on drivers who are on a low income. However the tariffs have been set at levels which are lower than surrounding areas.

Q.3. Is the impact of the initiative – whether positive or negative – significant enough to warrant a more detailed assessment (Stage 2 – see guidance)? If not, will there be monitoring and review to assess the impact over a period of time? Briefly (bullet points) give reasons for your answer and any steps you are taking to address particular issues, including any consultation with staff or external groups/agencies.

Not at this stage but feedback through the Statutory consultation process will be considered

Guidelines: Things to consider

- *Equality impact assessments should take account of relevant equality legislation and include age (i.e. young and old); race and ethnicity, gender, disability, religion and belief, and sexual orientation.*
- *The initiative may have a positive, negative or neutral impact. i.e. have no particular effect on any equality group.*
- *Where a negative (i.e. adverse) impact is identified, it may be appropriate to make a more detailed EIA (see Stage 2), or, as important, take early action to redress this – e.g. by abandoning or modifying the initiative. **NB** If the initiative contravenes equality legislation, it must be abandoned or modified.*
- *Where an initiative has a positive impact on equality groups or on community relations, the EIA should make this explicit, to enable the outcomes to be monitored over its lifespan.*
- *Where there is a positive impact on particular groups does this mean there could be an adverse impact on others, and if so can this be justified? – e.g. Are there other existing or planned initiatives which redress this?*
- *It may not be possible to provide detailed answers to some of these questions at the start of the initiative. The EIA may identify a lack of relevant data, and that data-gathering is a*

specific action required to inform the initiative as it develops, and also to form part of a continuing evaluation and review process.

It is envisaged that it will be rare for full impact assessments to be carried out in many organisations. Where particular problems are identified in the screening stage, it is envisaged that changing the approach at this stage, and/or setting up a monitoring/evaluation system to review a policy's impact over time, will provide a solution.

Further details regarding Adur & Worthing Councils Equality Impact Assessment can be found on our website [here](#).