



Executive Member for Environment
27 March 2017

Decision to be taken
on or after 4 April 2017

Key Decision: Yes / No

Southwick Square Parking review

Report by the Director for Customer Services

1.0 Summary

- 1.1 This report sets out current issues with parking controls around Southwick Square and recommendations to resolve them. If implemented it is considered that the recommendations will assist local businesses, be beneficial to local residents and bring Southwick Square's parking management in line with other areas of the Adur District.

2.0 Background

- 2.1 The Council previously retained an external parking management company to manage parking in Southwick Square for a number of years. The appointment of the company followed a growing number of problems, parking issues and complaints. The area is used by Southwick Square residents, shop traders, offices (Europa House on the north side of the parade) and garage tenants with rights of access to cross the service roads.
- 2.2 Management was most recently undertaken by Ethical Parking Management (EPM). EPM patrolled the southern service road and were responsible for enforcing the double yellow line and any unauthorised use of the residents' parking bays. The arrangement came to an end in February 2016 following complaints and concerns reported to Councillors about the conduct of the company in relation to the consistency of enforcement and levels of penalties. The approach by EPM was not in line with that taken in other parts of Adur enforced through NSL managed by the parking service.
- 2.3 The North service road was left unmanaged throughout this time.
- 2.4 Residents are currently issued permits by the Estates Team on a first come first served basis, however use of bays by non-residents can not be enforced.
- 2.4 Currently the areas can not be enforced by the council's parking enforcement contractor, NSL as the areas are not covered by a Traffic Regulation Order. Uncontrolled parking is causing problems for residents and businesses who have asked for controls to be put in place.

3.0 Proposed Option

- 3.1 To address the concerns it is proposed to amend the existing Off-Street Parking Order to enable the 10 resident parking bays and the double yellow lines along the service roads to be enforced by the Council's parking contractors (NSL) under Part 6 of The Traffic Management Act 2004 which would ensure a more consistent enforcement process. It will also provide an appeals process and any income generated from Penalty Charge Notices will be paid to the District Council rather than to a third party.
- 3.2 The areas that would be covered by these proposals are shown on the plans attached as Appendix 1a-c. Appendix 1a shows the whole area that needs to be managed. 1b shows the proposed resident parking bays and 1c shows areas where limited commercial loading and unloading will be permitted.
- 3.3 The restrictions would be enforced by the Council's contractor NSL. Loading and unloading will be permitted for up to 10 minutes. Resident permits would continue to be administered by the Estates Team.

4.0 Conclusions

- 4.1 Southwick Square is a busy shopping parade which requires parking to be managed effectively for the benefit of all users. Minimising antisocial parking problems is extremely important and the limited commercial loading for traders should be flexible enough to help the small local businesses continue trading on the parade.
- 4.2 Parking Charge Notices imposed by the previous management companies have been high and the Council has been unable to challenge these. Complaints were also received about the company's appeals procedures. Bringing the management in-house would therefore bring Penalty Charges to a reasonable level set by Government and would introduce a consistent, statutory approach to appeal decisions and have a consistent approach to enforcement of the area. Penalty Charge receipts will also be retained by the Council rather than lost to an external agency.
- 4.3 The risks associated with the proposals are low and would be beneficial to the traders and residents. There would be greater risk if the proposals were not adopted as there would not be any enforcement carried out in the area.

5.0 Legal

- 5.1 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.
- 5.2 In order to add the resident permit bays and the service road into the Order the Order would need to be amended and published following the procedures outlined in The Local Authorities' Traffic Orders Regulations 1996 as amended.

6.0 Financial implications

- 6.1 The cost of implementing the controls, including signage will be up to £2,000. It is anticipated that these costs will be recovered through PCN income within a 12 month period.
- 6.2 The time-scale for implementation will be approximately 2 months from the date of the Executive Member Decision.

7.0 Recommendation

7.1 The recommendations are for the Executive Member:

(i) in consultation with the relevant Service Director to authorise under Scheme of Delegations to amend the existing Order to include the resident permit bays and service road at Southwick Square via Legal Services/Parking Services.

(ii) to note the costs outlined in Appendix 1 and approve for the necessary expenditure to be made in order to amend the existing Parking Order and for the District Council and or it's Contractors to be able to enforce the area under Part 6 of The Traffic Management Act 2004.

Local Government Act 1972

Background Papers:

None.

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Schedule of other matters

1.0 Council Priority

1.1 Supporting and improving the local economy.

Parking controls are essential to support businesses in the area.

1.2 Ensuring value for money and low Council Tax.

Matter considered and no issues identified

1.3 Protecting front line services.

Matter considered and no issues identified

2.0 Specific Action Plans

Matter considered and no issues identified

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

Proposals will support businesses in the area by ensuring residents bays are enforceable and loading areas are kept free..

2.2 Provide and develop customer driven cost effective services.

The proposals will improve the situation for residents and businesses

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

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

Matter considered and no issues identified.

6.0 Human Rights Issues

Matter considered and no issues identified.

7.0 Reputation

The proposal would enhance the reputation of the Council by providing consistent enforcement and an effective appeals procedure, this will also will help the local businesses and residents.

8.0 Consultations

Matter considered and no issues identified.

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

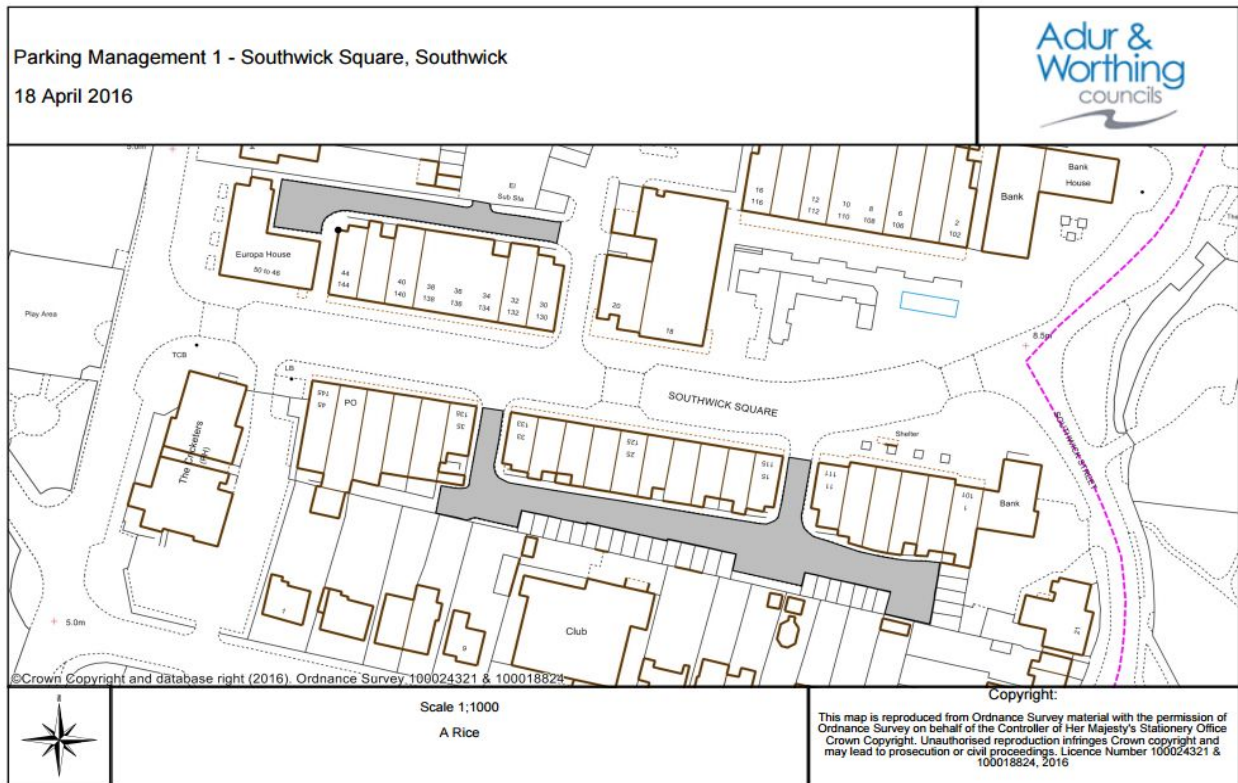
Matter considered and no issues identified.

12.0 Partnership Working

Matter considered and no issues identified.

Plans of Areas for Proposed Inclusion in TRO

Area to be included in the Off-Street Parking Order



Parking Management 1a shows both areas that need to be managed.

Parking Management 2 - Southwick Square, Southwick

18 April 2016



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Scale 1:1250

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Parking Management 1b shows the resident parking bays comprised of 10 spaces, edged red.

Parking Management 3 - Southwick Square, Southwick

18 April 2016



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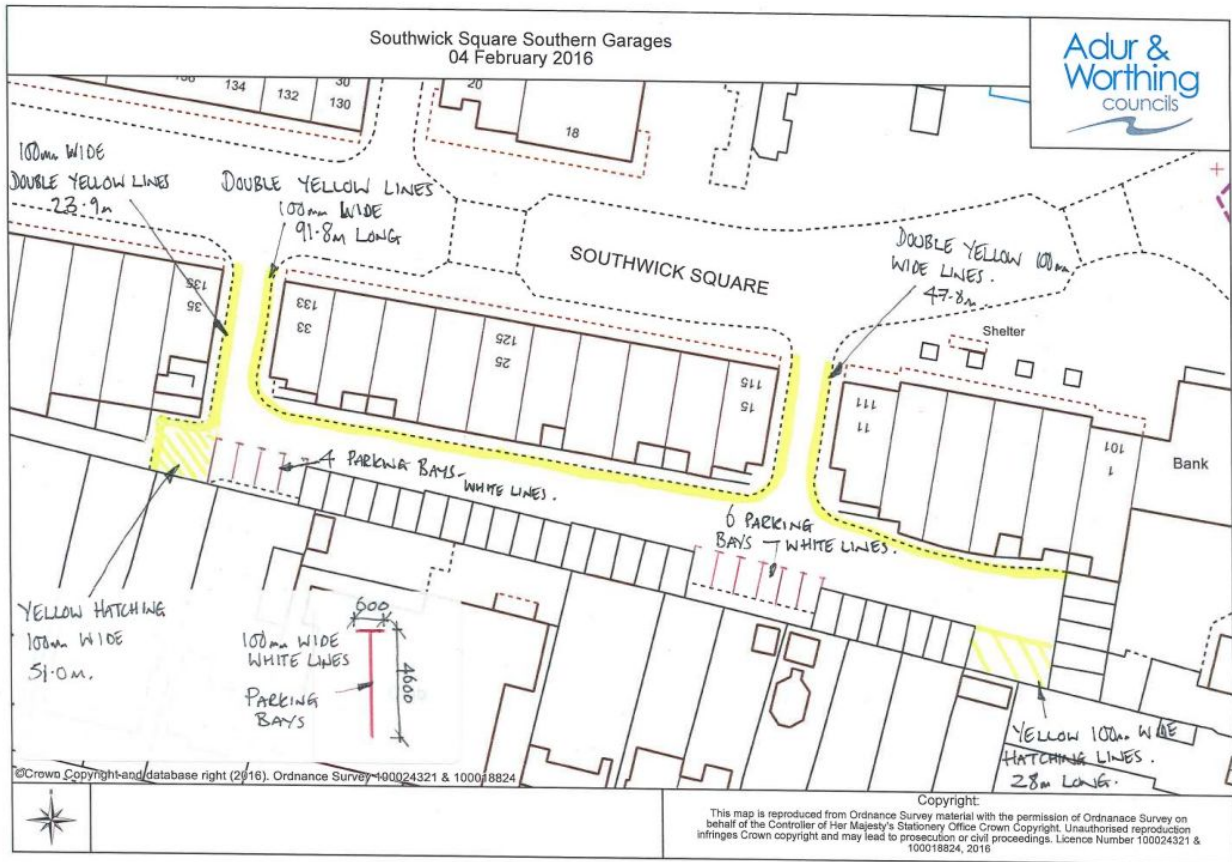
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Parking Management 1c shows the areas where limited commercial loading and unloading is permitted for 10 minutes, edged yellow.

Re-lining works carried out:



Sign Designs

Sign 1:

NO STOPPING or PARKING
(except for 10 minutes for loading/unloading by commercial vehicles only)

Only resident's cars displaying parking permits may park in authorised bays
Vehicles parked without authorisation may receive a Penalty Charge Notice.

Under the provisions of the Traffic Management Act 2004 (Part 6) a Penalty Charge Notice will be issued for contraventions of the parking regulations.


The Penalty Charge is £50 or £70 but discounted by 50% if paid within 14 days. A full list of contraventions which apply to this car park may be inspected at Worthing Borough Council, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1LF, or at The Parking Shop, 52 Chapel Road, Worthing, BN11 1BE

This scheme is operated on behalf of Adur District Council by NSL Ltd.

For all car parking enquiries please call 01903 239999.
Further information is also available AT:
www.adur-worthing.gov.uk




Sign 2:



ADUR DISTRICT COUNCIL

RESIDENT PARKING ONLY

**PARKING ONLY FOR RESIDENTS WHO HAVE
REGISTERED THEIR DETAILS WITH ADUR DISTRICT
COUNCIL AND ARE DISPLAYING A VALID PERMIT**

(UNAUTHORISED PARKING IS PROHIBITED)