

RESIDENTS' PARKING PERMIT CHARGE REVIEW

To: **Highways and Infrastructure Committee**

Meeting Date: **21st January 2020**

From: **Steve Cox, Executive Director - Place & Economy**

Electoral division(s): **All**

Forward Plan ref: **N/A**

Key decision: **No**

Purpose: To seek approval for the proposed Residents' Parking Permit charges.

Recommendation: The Committee is asked to approve:

- a) Leaving Residents' and Visitors' Permits fees unchanged.
- b) The introduction of one vehicle registration number per Tradesperson Permit.

<i>Officer contact:</i>		<i>Member contacts:</i>	
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1. BACKGROUND

- 1.1 Cambridgeshire County Council is committed to ease congestion and prioritise sustainable and active travel, making it easier for people to travel by bus, rail, and bicycle and on foot within Cambridge and beyond. This is emphasised particularly by its declaration of a Climate Emergency and consideration of measures as a result to improve air quality.
- 1.2 Effective management and charging of car parking can be used as a traffic management tool to encourage and incentivise modal shift to more sustainable methods of travel, which will help to ease congestion and improve air quality.
- 1.3 By removing free, unlimited parking, Residents' Parking Schemes (RPS) have been used as a means of managing traffic within the city since 1977. In the last three years, the number of schemes in Cambridge has risen from 15 to 21 with one further scheme in the implementation process. Three schemes have been deferred as the proposed parking restrictions were not adequately supported by residents.

2. MAIN ISSUES

Parking Permit Review

- 2.1 The costs of providing RPS across the city can be split into three main elements:
- IT and on-street enforcement costs.
 - Staffing and overhead costs.
 - Miscellaneous costs such as line/sign maintenance.
- 2.2 As the on-street account reflects revenue/expenditure from a number of different work-streams, the below costs are estimates based on the work undertaken in relation to the management and enforcement of RPSs and the revenue Residents' and Visitors' Permits are forecast to generate.

Revenue Forecast 2019/2020		Cost Forecast 2019/2020	
Revenue	£650k	IT/On-street Enforcement costs	£193k
		Staffing/Overhead costs	£322k
		Other costs	£40k
Total	£650k	Total	£555k
Grand Total			£95k

2.3 Whilst the above table shows a surplus of £95k, consideration needs to be given to any revenue fluctuations and ongoing costs yet to be determined from the ongoing expansion of RPSs. These costs include:

- **Maintaining an expanding IT data base.**

The RPSs address data base has increased by 54% since 2018, an increase which is likely to be reflected in the IT contract charges covering the next financial period.

- **The increased level of on-street enforcement.**

Due to the initial increased level of enforcement within new schemes, enforcement priorities have been moved to RPSs. To address this imbalance and the significant increase in the overall enforcement area across the city, the enforcement capacity will need to be reviewed and may result in an increase in the number of enforcement hours and higher costs

- **The increasing demands on back office staff.**

Costs relating to:

- The increasing number of permits issued. In the year 2018/2019 the number of Residents' Permits issued has increased by 26% on the previous year.
- An increased number of Penalty Charge Notices (PCNs). In the same time period, the number of PCNs issued for not displaying a valid permit within a RPS (Codes 12 & 19) increased by 11%.
- The increase in the number of challenges/appeals received.
- The introduction of new permit types and the management of scheme specific permits. For instance to date, over 1,600 Tradesperson Permits have been issued.

- **On-going maintenance of signs/lines across all schemes.**

A budget of £5k has been allocated for the ad-hoc maintenance of signs/lines within RPSs. As some of these schemes are dating back to 1977, a rolling maintenance programme should to be considered to ensure effective enforcement in the future.

- **Investigating new innovations**

Innovations such as virtual residents/visitor permits which would streamline the service offered and improve the 'customer experience'.

2.4 Taking into account these as yet, undetermined charges, it is recommended that Residents' and Visitors' permits fees remain unchanged with a further review undertaken in 2021.

Permit Limit Review

2.5 On 1st April 2018, permit limits were introduced. Residents' Permits were limited to a maximum of three per household and Visitors' Permits to twenty (each permit permitting five visits) per resident. Since the introduction of these limits, the number of Residents' Permits has increased by just 3%, whilst the

applications for Visitors' Permits has dropped by 19%.

- 2.6 It is unclear if the down-turn in Visitors' Permits is as a direct result of the price increase, the introduction of permit limits, the introduction of Tradesperson Permits or due to a shift in the mode of travel used. The price increase has however off-set any revenue loss as a result of the reduction in the visitors' permit numbers. As shown below, no significant impact has been seen in relation to Residents' Permit take-up.

Permit Type	Permit No. (2017-2018)	Permit No. (2018-2019)
Residents' Permit	4,115	4,255
Visitors' Permits	34,997	29,293

Permit Type Review

- 2.7 Tradesperson Permit - This permit is available to tradespeople who can demonstrate a clear operational need for their vehicle to be parked in a restricted area. The aim of this permit is to:
- Reduce the pressure on and use of, Visitors' Permits.
 - Offer trades an affordable parking option within RPSs.
 - Help manage the on-street parking demand.

- 2.8 The current permit cost is £7.40 per day, £2.40 which is equivalent to the daily cost of a visitors permit, with an additional £5 administration fee. For a week the cost is £17 (£2.40 x 5 + £5 administration fee) and a month, £53.00 (£2.40 based on a 20 day month + £5 administration fee).

- 2.9 Whilst technical issues have hampered accurate reporting of the data, the data that has been collated shows that the majority of permits issued are for a time period longer than one week. The results are as follows:

Permit Type	No. Permits issued	% of permit issued
Daily Tradesperson Permit	156	9%
Weekly Tradesperson Permit	269	16%
Tradesperson Permit which exceed 1 week.	1,225	74%

- 2.10 The process surrounding the issue of this permit type takes up a significant amount of officer time due to the manual checks required and the number of permits issued, has exceeded any expectations. Two vehicles registration numbers (VRNs) can appear on each permit offering tradespeople vehicle flexibility however, the permit can only be used in one vehicle at any one time. However, as this permit is predominantly virtual (requires nothing being displayed as the details are uploaded onto the Civil Enforcement Officers handheld device), there have been occasions when both vehicles claim the same exemption concurrently. If two vehicles are parked in the same location, at the same time using the same single permit. To address this operational 'loop hole', it is proposed that Tradesperson permits (as initially intended), will

be limited to one VRN per permit.

- 2.11 Low Emissions Discount – a 20% discount on residents' permits is offered to residents' whose vehicles are registered after March 2001 and have CO2 emissions of less than 75g/km. The number of permits issued is as follows.

Permit Type	No. Permits Issued
Low Emissions Discount Permit	13

- 2.12 The process surrounding the issue of this permit type has again taken up more officer time than initially predicted, however, take-up has been low. With a greater demand for electric vehicles in the future the uptake of this permit type may increase.

- 2.13 Blue Badge Holders Annual Visitors' Permit – This permit allows those that hold a valid blue badge to apply for one free annual Visitors' permit per annum. The numbers issued is as follows.

Permit Type	No. Applications
Blue Badge Holders Annual Visitors permit	17

- 2.14 The process surrounding the issue of this permit, as with all the other new permit types, has again been more labour intensive than initially predicted. Take-up again, however, has been low.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

The main objectives of the Council's programme of RPSs is to reduce congestion and improve air quality.

3.2 Thriving places for people to live

A Residents' Parking Scheme will reduce the conflicting demands for on-street parking. By removing free, unlimited non-resident parking, the aim is to reduce through traffic and as such, reduce air pollution. RPSs offer a range of permit types which support residents, including free medical permits for those that need care in their own homes, dispensations for health worker professionals providing care and Tradesperson Permits.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no resource implications from this report.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

The introduction of a RPS carries the following key risks:

- Failure to adequately manage on-street parking will increase congestion and undermine road safety.
- Failure to cover the cost associated and ongoing charges will have a negative impact on budgets.

These can be mitigated by:

- Balancing the needs of residents, local business and the local community to keep traffic moving, improve pedestrian safety and reduce the risk of accidents on the road network.
- Applying suitable pricing structures, where appropriate, to ensure that all operational costs are covered.

The Council also has a general obligation under s122 of Road Traffic Regulation Act (RTRA) 1984 when exercising any functions under it to “secure expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway”.

4.4 Equality and Diversity Implications

There are no significant implications with this priority. See Equality Impact Assessment attached, in appendix 1.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Monitoring Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Monitoring Officer: Gus De Silva
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Monitoring Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Monitoring Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Monitoring Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Monitoring Officer: Richard Lumley
Have any Public Health implications been cleared by Public Health	Yes Name of Monitoring Officer: Iain Green

Source Documents	Location
Residents' Parking Scheme Policy	https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/Residents%27%20Parking%20Scheme%20Policy.pdf?inline=true
Cambridge Residents' Parking Scheme Extension Delivery Plan	https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/Cambridge%20Residents%27%20Parking%20Schemes%20Extension%20Delivery%20Plan.pdf?inline=true

Equality Impact Assessment For employees and/or communities

Section 1: Proposal details

Directorate / Service Area:		Person undertaking the assessment:	
Place & Economy		Name:	Nicola Gardner
Proposal being assessed:		Job Title:	Parking Policy Manager
Residents' Parking Scheme (RPS) - Permit Charge Review		Contact details:	01223 727912
Business Plan Proposal Number: (if relevant)		Date commenced:	29/10/19
		Date completed:	27/11/19
Key service delivery objectives:			
The aim of this review is to safeguard the sustainability of RPSs by ensuring that the permit pricing structure reflects the actual cost of providing RPSs across the city.			
Key service outcomes:			
To ensure that providing this service is cost-neutral to the council, that permit costs are fair, traffic is managed effectively and moving forward that there is a revenue surplus to accommodate revenue fluctuations as well as fund service improvements.			
What is the proposal?			
<p>It is proposed, to address the operational 'loop hole' surrounding the concurrent use of the Tradesperson Permit (as initially intended), that permits be limited to one VRN per permit.</p> <p>At this time, it is proposed that Residents' and Visitors' Permit changes remain unchanged.</p>			
What information did you use to assess who would be affected by this proposal?			
Analyses was undertaken to identify the number of tradespeople which have been issued a Tradesperson Permit.			
Are there any gaps in the information you used to assess who would be affected by this proposal?			
No			

Who will be affected by this proposal?

The groups that may be effected by this operational change to Tradesperson Permits are:

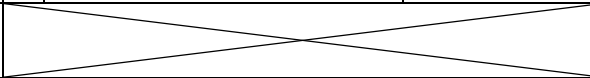
- Tradespeople applying for a Tradesperson Permit for multiple vehicle's Residents may see additional fees added by their chosen tradesperson(s) invoices for any works commissioned.

Section 2: Scope of Equality Impact Assessment

Scope of Equality Impact Assessment

Check the boxes to show which group(s) is/are considered in this assessment.

Note: * = protected characteristic under the Equality Act 2010.

*	Age	<input type="checkbox"/>	*	Disability	<input type="checkbox"/>
*	Gender reassignment	<input type="checkbox"/>	*	Marriage and civil partnership	<input type="checkbox"/>
*	Pregnancy and maternity	<input type="checkbox"/>	*	Race	<input type="checkbox"/>
*	Religion or belief (including no belief)	<input type="checkbox"/>	*	Sex	<input type="checkbox"/>
*	Sexual orientation	<input type="checkbox"/>			
	Rural isolation	<input type="checkbox"/>			
				Poverty	X

Section 3: Equality Impact Assessment

Research, data and/or statistical evidence

This review has involved:

- Assessing the costs/revenue involved in producing, managing and enforcing all permit types.
- Determining the number of Tradespeople Permit issued.
- Feedback from a Local County Councillor

Consultation evidence

The review process has involved meeting with representatives from the Parking Enforcement Services Team, the team responsibility for processing permit applications and monitoring the enforcement contract. These discussion were key in determining and understanding permit use and the expectations of those tradespeople applying for Tradesperson Permits.

Based on consultation evidence or similar, what positive impacts are anticipated from this proposal?

Positive impacts would include:

- Simplifying the applications process surrounding Tradespeople permits.
- Offering an affordable parking option for both larger business and sole trades who offer services to residents' within RPS.
- Improve the monitoring/management of this permit type.

Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?

There will inevitably be a negative impact on those applying for a Tradesperson Permit as cost may increase, particularly for those tradespeople using multiple vehicle's'.

How will the process of change be managed?

- Information relating to this permit type and process of application will be made available on our website.
- The Parking Services Team will be available to answer any questions/queries regarding the processes via email or telephone (during office hours).
- Information regarding alternative parking such as Park & Ride locations can be found on our website along with other travel advice. Information regarding Pay and Display location and car club information can be found by clicking the link to the City Council website.

How will the impacts during the change process be monitored and improvements made (where required)?

During the change process, any issues highlighted from residents or tradespeople will be addressed promptly by officers in consultation with the Parking Policy Team.

Section 4: Equality Impact Assessment - Action plan

See notes at the end of this form for advice on completing this table.

Details of disproportionate negative impact (e.g. worse treatment / outcomes)	Group(s) affected	Severity of impact (L/M/H)	Action to mitigate impact with reasons / evidence to support this or Justification for retaining negative impact	Who by	When by	Date completed
Increased Tradesperson Permit Fee	Tradespeople	L	<ul style="list-style-type: none"> Short stay pay & display parking options have been incorporated into most scheme across the City. Residents' have the option to provide tradespeople with Visitors' Permits. A flat daily rate permit fee continues to offer tradespeople a competitive parking option. Simplifies the application process. 	CCC	Scheme implementation	Completed
The increase Tradesperson Permit Fee may inflate the amount invoiced for works undertaken	Residents	L	<ul style="list-style-type: none"> Short stay pay & display parking options have been incorporated into most scheme across the City. Residents' have the option to provide tradespeople with Visitors' Permits. 	CCC	Scheme implementation	Completed

Section 5: Approval

Name of person who completed this EIA:	Nicola Gardner	Name of person who approves this EIA:	Elsa Evans
Signature:	<i>Nicola Gardner</i>	Signature:	<i>E Evans</i>
Job title:	Parking Policy Manager	Job title:	Authorised signing-off officer for Equality and Diversity Implications, Place and Economy
Date:	27/11/19	Date:	03/01/2020