

Report for: Cabinet

Date of Meeting:	23 June 2022
Subject:	1 hour free on-street parking
Key Decision:	Yes
Responsible Officer:	Dipti Patel - Corporate Director Place; Tony Galloway - Director of Environment
Portfolio Holder:	Councillor Anjana Patel - Portfolio Holder Environment & Community Safety
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All Wards
Enclosures:	Equalities Impact Assessment

Section 1 – Summary and Recommendations

This report sets out the proposals for introducing free one hour parking to paid for on street parking bays across the borough. This report sets the options considered and recommendations for how this policy may be introduced across the borough from 1st August 2022.

Recommendations:

Cabinet is requested to:

1. Delegate authority to the Director of Environment Services to take all necessary steps to make a traffic management order to implement 1-hour free parking in all on street parking bays by the 1st August 2022, to consider the consultation responses, in consultation with the Portfolio Holder for Environment and Community Safety and if appropriate implement the order.

Reason: (for recommendations)

One-hour free parking is being recommended to assist the recovery of local businesses in the borough following the pandemic.

Section 2 – Report

Introductory paragraph

Following the pandemic local businesses have been impacted and require economic recovery support. Harrow Council's Economic Recovery Strategy set out a number of objectives to support local businesses. To offer further support, based on strong feedback gained through business surveys, trader group meetings and one-to-one business engagement, we are also proposing to implement a one-hour free parking scheme in paid for parking bays as business have highlighted parking as a high priority for them.

Options considered

Options considered were to continue to provide 20 minutes free parking, remove the free parking option or increase the free parking option. The latter option is proposed as this maximises the support for local businesses and an extension to one hour will assist other retail and restaurant businesses which would require more than 30 minutes to visit.

Current situation

Currently the Council offer of free parking is made up of 20 minutes free parking and a 10-minute grace period.

The free parking is for on street paid for parking bays only and does not include car parks, with the exception of the Leisure Centre car park where there is a 3-hour free period implemented when Harrow took over operational control.

The free current on street session is only valid for one registration each calendar day and is obtained via the pay and display machines and not

available via cashless parking. The reason for this is that without a significant investment in new machines with capabilities of communicating with the cashless providers system the offer of a free parking would be available twice in a calendar day if cashless and pay and display were both used.

Why a change is needed

Local businesses require economic recovery support from the pandemic. This new proposal of 1-hour free parking on street will assist them, in conjunction with the Economic Strategy, to deliver inclusive and sustainable economic growth. This will build a stronger economy, supports local businesses, assist to safeguard jobs, and create new employment opportunities for Harrow's diverse population. The 1-hour free parking on street proposal is also complimentary of physical improvements that are taking place on Harrow High Streets to increase footfall, dwell time and spend, by way of also providing support to local businesses and the economy.

Implications of the Recommendation

Considerations

All on street pay and display machines will need to be updated with the new tariff for one-hour free parking on street.

The traffic management order will need to be drafted to implement the one hour free on street.

The traffic management order will be put out to a 21-day statutory consultation and subject to objections will be implemented by 1st August 2022.

Should objections be received against the traffic management order, an objections report will be drafted for consideration by the Director of Environment in consultation with the Portfolio Holder for Environment and Community Safety.

Resources, costs

The one-off costs for this project are detailed below

Description	One off cost
Changes to tariffs on P&D machines	£23,000
TMO (Notice of Variation)	£1,000
Estimated total costs	£24,000

This proposal will have an impact of Pay & Display parking income. Please see further detail in the Financial Implications section of this report.

Staffing/workforce

The traffic management order will be implemented via existing resources.

The tariff upgrades to the machines will be implemented by 1st August 2022

Performance Issues

New performance measures will be put in place to monitor and record the take up of the one-hour free parking. This will all be monitored to ensure they are cost effective to the Council, meeting the customer needs, and delivering the objectives of the new policy to support local businesses, via footfall data as well as those mentioned above.

Environmental Implications

There is no environmental impact as the existing practices will remain in place and only the period of the free parking is being increased from 20 minutes to one hour.

Data Protection Implications

All data held by the pay and display machines is in line with GDPR and is fully owned by the Council.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
The introduction of one-hour free parking (on street) will result in a loss of income (estimated to be between £60k to £600k depending on take-up), creating an in-year budget deficit and increase the reported budget gap for 2023/24 onwards	<ul style="list-style-type: none">▪ The council has corporate reserves which can be applied as a one-off measure in year.▪ Looking beyond 2022/23, the loss of income will have to be matched by ongoing efficiencies to prevent an increase in the reported budget gap	Red
There is insufficient funding to support the implementation cost of £24,000	<ul style="list-style-type: none">▪ The council has corporate reserves which can be applied as a one-off measure in year.	Green
Objections may be received to the traffic management order consultation	<ul style="list-style-type: none">▪ Should objections be received, they will be considered and if appropriate an objections report written for consideration by the Director of Environment in consultation with the Portfolio Holder for Environment and Community Safety to consider if the scheme should continue to be implemented or not.	Amber

Legal Implications

Subject to statutory consultation requirements, the council has powers to introduce, implement and change Traffic Management Orders' under the Road Traffic Regulation Act 1984, The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and The Traffic Signs Regulations and General Directions 2016.

Section 122 of the Road Traffic Regulation Act 1984, under which the council has a duty to secure free movement of vehicular and other traffic (including pedestrians) and maintain the provision of suitable and adequate parking facilities on and off the highway.

Procurement Implications

There are no procurement implications.

Financial Implications

The income budget for on street Pay & Display parking is £1.182m.

Parking income has been adversely affected by the COVID-19 pandemic. For illustration purpose, the financial data prior to 2020/21 is used in the analysis below.

On Street parking

The average number of paid and free tickets are summarised in the table below. An average annual income of around £1.2m was achieved for the 3-year period between 2017/18 and 2019/20.

Average no. of Paid tickets issued	904,566
Average income per Paid ticket	£1.32
Average Total Income	£1,195,830
Average no. of Free 20 mins tickets issued	1,254,901

Should the current free parking period be extended to an hour, it is anticipated that the number of free tickets would increase, and the number of paid tickets would decrease accordingly. The table below provides a sensitivity analysis of the potential loss of income. This sets out scenarios of 5% to 50% reduction in the number of paid tickets, with the estimated potential loss of income of £60k at 5% increasing to £600k at 50%.

	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%
Scenario	Less Paid tickets issued									
Reduction in the number of paid tickets	45,228	90,457	135,685	180,913	226,142	271,370	316,598	361,826	407,055	452,283
Potential loss of P&D income	£59,738	£119,477	£179,215	£238,953	£298,692	£358,430	£418,168	£477,907	£537,645	£597,383

This report proposes the introduction of one-hour free parking in all on street Pay & Display bays from August 2022. This will result in a part year loss of parking income in 2022/23 as the proportion of paid tickets is expected to reduce at on street parking facilities. The reduction in income will depend on the time duration of parking that motorists require, which will determine the level of paid for parking. Currently there is no activity data to accurately quantify the impact on paid tickets from a one-hour free parking proposal, therefore the tickets data and income from September 2022 onwards will be closely monitored to assess the actual income loss in 2022/23.

The part year loss of income in 2022/23 will be met from a specific 1 hour free parking reserve. The data collated in 2022/23 will help to estimate the annual loss of income, which will have to be funded from efficiencies within the 2023/24 annual budget setting process.

To implement the changes for on street parking, there would be a one-off implementation cost estimated at £24k for changes to tariffs on each Pay & Display machine to reflect the new free parking period and the notice of TMO. This cost will be met from a specific 1 hour free parking reserve.

Financial performance for 2021/22 will be reported to Cabinet in July 2022 as part of the Outturn Report. As forecast, an underspend has been delivered in 2021/22. As the loss of income from the 1 hour free parking (on street) initiative is unknown at the time of implementation and will need to be monitored closely throughout the year, a sum of £624k will be used from the 2021/22 underspend and set aside in a specific 1 hour free parking reserve to support the initiative in year. At the time of setting the 2023/24 budget, there will be more data upon which to estimate the actual loss of income which will be managed on an ongoing basis through efficiencies in the annual budget setting process.

Equalities implications / Public Sector Equality Duty

Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. It is important that Cabinet has regard to the statutory grounds in the light of all available material such as consultation responses. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and

persons who do not share it involves having due regard, in particular, to the need to:

- (a) *remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
- (b) *take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;*
- (c) *Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.*

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- (a) *Tackle prejudice, and*
- (b) *Promote understanding.*

Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

The relevant protected characteristics are:

- *Age*
- *Disability*
- *Gender reassignment*
- *Pregnancy and maternity*
- *Race*
- *Religion or belief*
- *Sex*
- *Sexual orientation*
- *Marriage and Civil partnership*

An equalities impact assessment has also been completed as part of this policy implementation, which in summary has a positive impact on those with protected characteristics particularly those who may be more reliant on traveling by car. Once the consultation responses to the order are received the Equality Impact assessment will be updated prior to a decision being made on the order. The order will not impact on disabled parking bays.

Council Priorities

Please identify how the decision sought delivers these priorities.

1. Thriving economy – this objective will be assisted by assisting local businesses in the recovery from the pandemic by providing a one-hour free parking session for their short-term customers on street.

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed by the Chief Financial Officer

Date: 9th June 2022

Statutory Officer: Jessica Farmer

Signed on behalf of the Monitoring Officer

Date: 1st June 2022

Chief Officer: Dipti Patel

Signed off by the Corporate Director

Date: 10th June 2022

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 31st May 2022

Head of Internal Audit: Susan Dixson

Signed by the Head of Internal Audit

Date: 1st June 2022

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: YES

EqIA cleared by: Micah McLean

Section 4 - Contact Details and Background Papers

Contact: Nicolina Cooper, Interim Head of Traffic, Highways and Asset Management, 07926072600, Nicolina.cooper@harrow.gov.uk

Background Papers: [Cabinet report May 2022 The Harrow Card](#)

Call-in waived by the Chair of Overview and Scrutiny Committee - NO