

**The provision of Parking Services on behalf of West Sussex County Council**

**1. Contacts**

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**2. Recommendations**

**2.1. Cabinet approves the additional services required to be delivered by CDC's Parking Services on behalf of WSCC (at no additional cost to CDC) as a variation to the current Agency Agreement, as set out in paragraph 3.3 of the report.**

**2.2. That the Cabinet grants delegated authority to the Director of Growth and Place in consultation with the Cabinet Holder for Growth, Place and Regeneration to agree minor amendments to the terms of the agreement.**

**3. Background**

3.1. CDC signed an Agency Agreement with WSCC in 2010, which provided CDC with the power to enforce parking restrictions on-street on their behalf. This agreement was for a period of six years, with an extension provided for a further two years. In 2015 the authority agreed to a deed of variation of the contract which included the provisions for CDC to act on behalf of WSCC in the maintenance, procurement and collection of charges for on-street parking, along with carrying out and dealing with administrative and reporting requirements in relation to approved remedial works of on-street signs and lines in the controlled parking zone (CPZ) in the city centre of a minor nature. The agreement expired in 2018 and, following agreement by Cabinet, CDC has signed a further agency agreement to cover an additional five years with the potential to extend by a further up to four years. The existing agreement therefore runs until 2023 or 2027 with the extension.

3.2. CDC currently receives £115,000 each year to cover the costs of the work undertaken on WSCC's behalf relating to civil parking enforcement, along with an additional sum to undertake the cost of administration of the controlled parking zone (£60,000). Income collected by CDC relating to

on-street parking is paid across to WSCC each month with a deduction made to cover any costs of provision of the service.

- 3.3. Since the latest agreement was signed, WSCC has been reviewing a number of elements relating to parking across the county and these have an impact on the Agency Agreement which is in place between CDC and WSCC for the provision of parking services.

These include:

- (a) WSCC would like to extend the existing sign and line defect reporting and maintenance arrangements from within the city CPZ to include the rest of the district. Any works would be arranged by CDC and invoices for the works would be submitted to WSCC for payment. Costs of managing the process, arranging the works and the administration would be met by WSCC through an additional payment to be made on top of the existing arrangements, along with the proportion of time spent by the officers in dealing with the additional work. The works coming through CDC would result in a more joined up process with the Civil Enforcement Officers notifying areas which are currently unenforceable and the team arranging works in a timely manner. The process should therefore be swifter which improves on-street enforcement of parking contraventions.
- (b) WSCC have requested that CDC take on the enforcement of two WSCC owned car parks (County Hall and Records Office) where charges have been agreed by WSCC. This includes enforcement of both car parks along with administration of the parking related process such as the administration of the Penalty Charge Notice process. The cost of undertaking this works by CDC on behalf of WSCC is currently under discussion but will cover all time spent by the Officers in provision of this service.
- (c) Controlled Parking Zones (CPZs) have been introduced in Chichester city centre and the residential areas outside it in a number of stages since 1990. As pressures on on-street parking have grown over the years the zones have either been extended or additional zones have been created. There are currently 11 parking zones in Chichester for which residents or their visitors are required to display a permit when parking on the highway. The Parking Services team at CDC, through an Agency Agreement with WSCC, undertakes enforcement of the CPZ along with administration of the related services (sale of permits, issues of parking suspensions and dispensations and processing of Penalty Charge Notices, etc.)

Since 2015, WSCC has been undertaking a Road Space Audit of Chichester city which has reviewed the latest demands on the highway and suggested actions for improvement. One of these actions was a proposed extension to the current Controlled Parking Zone and consultation has been undertaken by WSCC relating to this. CDC were a consultee in this process. The latest round of consultation

closed earlier this year with the results having been analysed and discussed with the Cabinet Member for Highways and Infrastructure at WSCC. A decision has been taken by WSCC that amendments to the existing CPZ will be undertaken which will result in the creation of some new zones and some extensions of existing zones. WSCC have determined that this will be undertaken on a phased basis, with the intention that Phase 1 should be in progress from December 2020 with potential implementation from Spring 2021 if not before. Further Phases will follow. All CDC Members have been kept informed of the process of review of the CPZ and further details of the zones are set out at the web link shown in the background papers.

WSCC have requested that CDC undertake the duties on their behalf through an extension to the existing Agency Agreement which is currently in place to enforce and administer the new and extended parking zones. Negotiations are currently underway with WSCC to determine the cost involved in the provision of the service on their behalf.

#### **4. Outcomes to be Achieved**

- 4.1. To provide a single integrated parking service, combining on-street and off-street management and enforcement. To provide the effective enforcement of parking controls. To be self-financing with any surpluses arising from the enforcement regime on-street used to improve parking facilities, to provide passenger transport improvements and other approved transport and environmental improvements, within the District in which the surplus accrued.

#### **5. Proposal**

- 5.1. The current Agency Agreement is amended to reflect the extended areas of work required by CDC, any additional costs of this amendment is to be met by WSCC and that delegated authority to the Director of Growth and Place in consultation with the Cabinet Holder for Growth , Place and Regeneration to agree the amendments to the terms of the agreement.

#### **6. Alternatives Considered**

- 6.1 Not to engage with WSCC through the Agency Agreement. This would not bring about the desired aspiration to continue to provide an integrated parking service across the district and would not assist with providing the effective, consistent enforcement of parking controls.

#### **7. Resource and Legal Implications**

- 7.1. Resources are currently being considered to ensure that there are sufficient resources to cover the provision of the services required. The authority already receives income from WSCC to cover the costs of the provision of the services on their behalf and it has been agreed with

WSSC that this will increase to reflect the increased requirements on the parking team. Discontinuation of the arrangement would be detrimental to our position, as a proportion of overheads are recovered from WSSC.

- 7.2. It is anticipated that there will be an increase in demand on CDC’s Parking Services and Contact Centre Teams, with an initial potential peak as the zones are introduced. This is being reflected as part of the consideration of related costs. The additional costs of provision of the service are reflective of the anticipated demand on resources. There are currently around 1,800 resident permits which are administered by CDC for the scheme and, dependant on the demand for permits, these could increase to anywhere between 565 to 887 This results in a potential increase of between 31 to 49% increase of permits for Phase 1. The number of additional staff required is currently being finalised but is estimated to be around four, which will be covered by the increased income from WSSC.
- 7.3. Income relating to the sale of residential parking permits and from Penalty Charge Notices which are issued in the zones is collected by CDC but paid to WSSC, with enforcement and administration costs being deducted.
- 7.4. WSSC have asked that a number of other minor variations are made to the agency agreement which covers the frequency of performance reporting and payment and invoice arrangements. This will have no impact on the current level of resources required.

## 8. Consultation

- 8.1. Formal consultation is not required for the acceptance of this Agency Agreement. Discussions have been held between CDC and WSSC relating to this proposed Agreement.

## 9. Community Impact and Corporate Risks

- 9.1. An integrated parking enforcement service in the community helps to provide the free-flow of traffic and to ease potential congestion and is therefore of benefit to the community.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> Congestion due to drivers queuing to locate a parking space can have an impact on air quality. When parking enforcement is undertaken effectively this can help to maximise roadspace.	X	
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other</b>		

## **11. Appendices**

None

## **12. Background Papers**

Information relating to the extension to the Controlled Parking Zone:

<https://haveyoursay.westsussex.gov.uk/highways-and-transport/chichester-proposed-parking-management-plan/>