

**Report to the Cabinet Member for Highways and Transport**  
**Report submitted by: Director, Lancashire Highways Service**  
**Date: 3 February 2013**

**Part I**

Electoral Divisions affected:  
All

**Residents Parking Schemes: Administration and Charges**

Contact for further information:

Paul Riley, 01772 530143, Parking Services Manager,  
[paul.riley@lancashire.gov.uk](mailto:paul.riley@lancashire.gov.uk)

**Executive Summary**

This report describes the administration process and charges relating to resident parking schemes in Lancashire. Given the number of locations involved this item is considered to be a key decision. Following a review of the administration and charges relating to residents parking schemes a number of changes are proposed to establish a more integrated and uniform management and charging regime initially in the 7 areas administered by the County Council.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

**Recommendations**

The Cabinet Member for Highways and Transport is recommended to approve;

- (i) that the Designation of On-Street Parking Charges Order 2015 be amended to refer to a standard permit charge of £25 per resident and visitor permit be applied to resident parking schemes which are administered by the county council,
- (ii) that the Designation of On-Street Parking Charges Order 2015 be proposed to be amended in relation to Burnley, as detailed in the report and that a consultation process for this change be undertaken,
- (iii) that the Designation of On-Street Parking Charges Order 2015 be proposed to be amended in relation to Fylde, as detailed in the report and that a consultation process for this change be undertaken,

- (iv) that the Parking Places Order for Hyndburn be proposed to be revoked and that a consultation process for this change be undertaken,
- (v) the revocation of the Hyndburn resident parking scheme in the Designation of On-Street Parking Charges Order 2015 be proposed and that a consultation process for this change is undertaken, and
- (vi) that a further report be prepared following discussions with the other 5 district councils of the implications of administration of residents parking schemes being carried out by the County Council rather than at some of the District Councils.

### **Background and Advice**

The power to create residents parking zones rests with the County Council. An Order by the County Council exists known as the Designation of On-Street Parking Charges Order 2015 and refers to each place where there is residents parking in the County giving details of the parking restrictions. There are then further Orders by the County Council referred to as the Parking Places Orders setting out the eligibility rules for getting a permit to park. The administration of each scheme is either with the County Council or delegated to the relevant District Council.

The County Council has recently undertaken an exercise of consolidating all traffic regulation orders, where an on-street charge applies, into the district wide Parking Places Orders. The key driver for this exercise was to ensure that the eligibility rules for all the schemes introduced over a 25 year period were made clear and consistent. The Orders are now all made under Sections 45 and 46 of the Road Traffic Regulation Act 1984 (RTRA).

A consequence of the new Orders is that residents who are also blue badge holders will be entitled to one free permit (either a resident or a visitor permit) but blue badge holders who are not residents are still not entitled to park within the scheme.

These new rules apply to the resident parking schemes even in the 5 districts where power to administer the scheme is, with the County Council's consent, with the District Councils. The Order for the Hyndburn area requires amending as detailed below in the report. The Designation of On-Street Parking Charges Order 2015 also requires amending as detailed below in the report.

Parking Services currently administer the resident parking permits in seven district areas with a total of 13 schemes in operation. The charging regime and administration rules are different in each of these 7 district areas. This is because these are historical schemes that were implemented and managed by the relevant district council prior to the county council taking on the administration.

It is recommended that a standard permit charge to complement the recent revision of the rules for residents parking schemes is now applied. The permit charge is set

by the county council's Designation of On-Street Parking Charges Order 2015 and the changes to the permit charge initially in the seven areas administered by the County Council proposed in this report would require an amendment to this order.

District	Permits Sold	Permit allocation	Current Charge	Current Income	Proposed Permit allocation	Proposed Charge	Estimated Income assuming no reduction in permits sold	Estimated income assuming 50% reduction in permits sold
Burnley (7 schemes)	198	3 Resident	1st Resident £15.60	£3,088.80	2	£25	£4,950	£2,475.00
	45		2nd & 3rd Resident £26.00	£1,170.00		£25	£1,125	£562.50
	307	1 Visitor	Visitor Free	£0.00	2	£25	£7,675	£3,837.50
Fylde (1 scheme)	232	2 Resident	Resident £5.00	£1,160.00	2	£25	£5,800	£2,900.00
	212	2 Visitor	Visitor £5.00	£1,060.00	2	£25	£5,300	£2,650.00
Hyndburn (1 scheme)	3	1 Resident	Resident £25.00	£75.00	1	£25	£75	£37.50
	1	1 Visitor	Visitor £25.00	£25.00	1	£25	£25	£12.50
Ribble Valley (1 scheme)	26	1 Resident	Resident £40.00	£1,040.00	1	£25	£650	£325.00
West Lancs (3 schemes)	116	1 Resident	Resident £25.00	£2,900.00	1	£25	£2,900	£1,450.00
	168	1 Visitor	Visitor £10.00	£1,680.00	1	£25	£4,200	£2,100.00
<b>Totals</b>	<b>1308</b>			<b>£12,198.80</b>			<b>£32,700</b>	<b>£16,350</b>

**Table 1 – Parking Services administer resident parking schemes**

It is advised that the county council sets charges at a level it considers is reasonable, i.e. a value that will cover the whole cost of the schemes it administers (including maintenance, administration and reasonable enforcement).

### **Charging and Administration – standard charge for resident and visitor permits**

Table 1 above provides the details of the schemes administered by parking services, including the number of permits per property, the current charges and the number of permits issued. There are currently 1300 resident permits issued annually with an income of £12k.

The current charges do not have any consideration of the costs involved with enforcing these zones. The proposed charge is a step towards covering the cost of providing the reasonable enforcement for all of these schemes.

The introduction of a permit scheme is primarily to benefit the residents within the scheme and it is reasonable that the permit price should at least reflect the investment required in any scheme. Costs include, administration of the permit scheme by council staff, maintenance of signs and lines on the highway network, the increased enforcement required by civil enforcement officers and a contribution to the cost of the permit software used exclusively for resident's permits.

Taking all the information available it is suggested that the appropriate charge would be £25 per resident or visitor permit. It is possible that the proposed charge of £25 would still not fully cover the cost of enforcement but the £25 is a permit charge that will be introduced with the intention that it will be reassessed annually. This will enable the county council to determine the true cost of administration and all other associated costs in order to set a properly calculated appropriate charge to cover these costs. The county council is not setting a permit charge that is designed to make a surplus, but it is advised that if a surplus is made then any additional income is governed by Section 55 of the Road Traffic Regulation Act 1984 and this surplus must only be spent on traffic management and highway improvement related matters.

Applying a standard charge of £25 would increase the income to £33k assuming no reduction in permits issued. Where the current charge is below this level the charge will be increased and where the current charge is greater than the proposed standard charge, the charge will be decreased. This £33k is expected to cover the costs including the reasonable enforcement. The proposed charge of £25 will be introduced on 1 April 2016 for those schemes administered by the County Council.

The proposed review may result in the standard permit charge decreasing in future from the proposed £25 charge depending on the results of the reassessed costs. The county council will review the income and expenditure on an annual basis in order to set the standard resident and visitor permit charge at an appropriate level.

A comparison of other authority resident permit charges are include in Table 2 below. The authorities are either neighbouring local authorities or those whose information is available through benchmarking arrangements. Two authorities provide free permits and of those that charge the average charge is just over £24 with a range from £12.50 to £30.

**Table 2 – Other local authority resident permit charges**

Authority	Permit Charge
Blackburn	£30
Blackpool	£12.50
Bury	£30
Calderdale	£25
Derbyshire	£26
Hereford	£25
Leicester City	£25
Leicestershire	£30
Northamptonshire	£25
Nottingham	£25
Rochdale	Free
Rutland	£15
Sefton	£30
St Helens	Free
Stoke	£18
Wigan	£17.50

**Table 3 – Recommended changes**

Table 3 below sets out proposed charges and recommended changes to the permit allocation and/or permit type.

District	Permit allocation	Current Charge	Proposed allocation	Proposed Charge
Burnley (7 schemes)	1st Resident	£15.60	2 Resident	£25.00 per permit
	2nd & 3rd Resident	£26.00		
	1 Visitor	Free	2 Visitor	
Fylde (1 scheme)	2 Resident	£5.00	2 Resident	£25.00 per permit
	2 multi-use visitor	£5.00	2 Annual Visitor	
Ribble Valley (1 scheme)	1 Resident	£40.00	1 Resident	£25.00
West Lancs (3 schemes)	1 Resident	£25.00	1 Resident	£25.00 per permit
	1 Visitor	£10.00	1 Visitor	

## **Amendments required to the Designation of On-Street Parking Charges Order 2015 and Parking Places Orders**

In Burnley records suggest that residents may be applying for a free visitor permit and using it themselves and then indicating that the one visitor permit was not sufficient. The proposed overall allocation per property remains at four permits and charging for visitor permits will address the issue of residents applying for the one free permit only. It is proposed that the Orders be amended to introduce the charges for visitor permits.

The Fylde multi-use visitor card which allows for 14 visits increases the amount of administration as the cards need to be regularly exchanged and therefore a change to an annual permit would reduce this administration work. It is proposed that the Order be amended to introduce the annual permit.

It is proposed that the Hyndburn scheme should be removed from the Orders. There are 20 eligible properties and there are approximately 20 parking spaces available within the scheme, only 3 resident and 1 visitor permits have been purchased for the year. The previous year's permits sold were only 5 residents and 2 visitors. Recent enforcement visits indicate that the scheme isn't being misused and that therefore the scheme is not required as it is not being fully used by the residents and is therefore a poor use of kerb space. It is proposed the reference to this location for residents parking places be revoked from the Orders.

### **Changes to Resident Parking Schemes**

Any significant changes to a scheme would require an amendment to either the parking places order or the designation order. This is because the details such as eligible properties, the type and allocation of permits, and the charges have been included within one of these orders. .

The district councils have been advised that any proposed changes to permit prices must be approved by the county council and that they cannot be applied until the designation order has been amended. It is also recommended that the county council will only amend the designation order once per year and therefore district councils may need to wait until the county council is amending the order to introduce any changes.

The changes set out in the report will require the following processes in order to introduce the changes:

1. Changes to the permit charges can be varied by a notice under Section 46A of the Road Traffic Regulation Act and do not require any consultation process.
2. The changes to the Burnley schemes permit allocation of 3 Resident and 1 Visitor permits to 2 Resident and 2 Visitor permits will require a consultation and consideration of objections process before the order can be amended.

The revocation of the Hyndburn scheme will also require consultation and consideration of any objections before this can be revoked.

## **District Council Administered Schemes**

The administration of resident permits in Lancaster, Preston, South Ribble, Chorley and Pendle is undertaken by the relevant district council. There is a variation in these charges that has arisen over time due to the variation in administration costs across these districts. This variation in charges is not ideal and the county council needs to take action in order to address by ultimately setting a standard charge and administration rules across of the resident parking scheme. The district councils of Lancaster, Preston, South Ribble, Chorley and Pendle have authority under the existing Street Services Agreements to undertake the administration of resident parking schemes. These agreements are currently being renegotiated as new Public Realm Agreements.

As part of these negotiations the implication for centralising the administration of these schemes will need to be considered as there may be financial implications for the district councils and also possible TUPE implications for members of their staff.

A further report providing the full implications of any centralisation of administration along with a plan to address the variances in charges will be presented once the outcomes of the public realm negotiations have been considered.

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

#### **Financial**

- (i) Based on current permit numbers issued the proposed standard charge rate of £25 would generate £21K additional income. This is proposed to cover enforcement and other costs. Permit numbers may reduce as a result of the change to charging rates, this will be reviewed as part of the overall admin and charging implementation plan (further details below) with measures taken to mitigate any loss of income but not intended as a fiscal measure .
- (ii) The changes to the permit allocations in Burnley may have a small financial benefit to the Authority as although a large number of free visitor permits are currently issued (307), it is predicted this would fall once the £25 fee is in place. Burnley currently has only 7 schemes in place.
- (iii) The removal of the Hyndburn resident parking scheme will result in a small loss of income of £100 to the Authority (currently 4 permits are issued per year) however this will be offset by savings in administering the scheme.

## **Legal**

The need for consistency and standardised charges is clear. The need to review said charges is also clear.

The charges set must reflect the costs they can cover and cannot be a revenue raising exercise.

If the standard charge does create a surplus, legislative rules apply as to what that surplus may be spent on.

The proposed changes to the Orders require consultation.

## **List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A