

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	5

### CAR PARK WORKING GROUP OUTCOMES 2022

#### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

#### SUMMARY

The car park work group met in January and February 2022 to discuss a variety of issues. Recommendations have been made by the working group for the committee to decide on.

#### RECOMMENDATIONS

##### The committee is requested to:

1. Select an option from table 1 of the report regarding the future management system to be implemented at Stanner Bank Car Park. If the barrier system is to be retained an additional annual unfunded revenue budget of £20,000 is to be requested for approval from Full Council.
2. Depending on 1, approve draw-down of capital funding from the Car Park Improvements capital budget.
3. Depending on 1, if an ANPR system is to be installed to support pay and display enforcement, the issue is referred back to the Car Park Working Group to commission a DPIA and consider the regulatory implications.
4. Introduce seasonal charges from 1<sup>st</sup> November to 20<sup>th</sup> March each year as set out in table 2. The Financial Forecast will be updated to reflect an annual loss of revenue of up to £23,655 from 2022/23 onwards.
5. Introduce a transferrable ticket as set out in item 15.
6. Approve the draft revised Car Park Strategy as set out in Appendix A
7. Agree that parking bays on Pleasant St Car Park should be widened which will reduce the car park capacity and potentially reduce income.
8. Agree to provide up to 3 all car park permits to GP Surgeries on request on a 6-month renewal basis.

#### SUMMARY OF PREVIOUS DECISIONS

Regarding Stanner Bank Car Park

Operational Management Committee at its meeting on the 11<sup>th</sup> January 2022, in response to an information item to provide an update on the operation of Stanner Bank Car Park, members were advised the report would be further considered by the car park working group.

Regarding the Fylde Car Park Strategy

Operational Management Committee at its meeting on the 12<sup>th</sup> November 2019 resolved.

- To approve the draft revised Car Park Strategy as set out in Appendix A

## CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

### REPORT

1. An information item was presented at the Operational Management Committee on 11<sup>th</sup> January 2022 to update on the operation of Stanner Bank Car Park, members were advised that this issue would be considered by the Car Park Working Group. In addition, a public consultation on car parking in Lytham had been conducted during December 2021 and early January 2022. The Car Park Working Group met on 31<sup>st</sup> January 2022 and 24<sup>th</sup> February 2022 to review issues relating to Council's car parks, the group, appointed by the committee, includes Cllrs Clayton, Hodgson, Morris, O'Rourke, Small and Trudgill.

### Stanner Bank Car Park Operation

2. The [information item](#) presented to the Operational Management Committee on 11<sup>th</sup> January 2022 outlined the background to installing the current barrier control system, ongoing issues related to the operation of the barrier along with an outline of income and expenditure on the car park since the barrier has been in operation as well as future operation and cost. The report highlighted the number of occasions the barrier had broken down, the length of time it takes to repair, the cost of repair, and projected loss of revenue during the period the barrier is not operational. The working group raised concerns about how this was resourced from a council employee perspective with one officer on call 24/7 responsible for responding. The report concluded that despite some benefit i.e. ensuring all customers pay for the time stayed, there have been significant disadvantages including reputational damage by not offering free parking to blue badge holders and with the system being out of order on a number of occasions for different reasons. There have also been significant additional costs to operate the system with a £20,000 current annual revenue cost and proposals to introduce CCTV to monitor the barrier at £10,000 capital cost as well as the need to provide formal 24/7 response cover. If the current system was to be retained a request to Full Council would be required for the additional annual £20,000 revenue costs.
3. The car park working group considered the report and discussed the future of the barrier system on the car park. Considering the challenges and issues in operating a barrier system the working group concluded that the benefit was outweighed by the cost and operational resource requirement particularly the requirement for 24/7 response as well as the length of time to repair the barrier because of the need for specialist support. The working group were unanimous in concluding that the system should be replaced.
4. The simplest option is to replace the barrier system with pay and display machines so that it operates as it did prior to closing for the sea wall replacement works. This would enable the system to be operated from the same back-office system as all the other pay and display car parks. However, the historic issues that affected the car park previously of some customers remaining sat within their vehicles to look over the sea or lake and not pay the parking fees, driving off when enforcement officers arrived, would return, with an estimated loss of income of about £5,000. Replacing the barrier system with 2 pay and display machines and amending signage would cost £11,000 capital with annual revenue costs of £1,120 for maintenance and server contracts.
5. Alternative management systems were considered including replacing the barrier system for pay and display machines as well as the potential of utilising Automatic Number Plate Recognition (ANPR) cameras. Members appreciated that ANPR cameras could not be used by Local Authorities to directly enforce car parks but that it could be used to assist Civil Enforcement Officers (CEOs) to target enforcement action as well as acting as a deterrent from those who do not wish to pay. This would help to reduce the number of customers failing to pay for parking. Such a system would need to comply with the Surveillance Camera Code of Practice and will be subject to a Data Protection Impact Assessment (further details are set out in the legal 'Implications' section below).

6. If ANPR was to be added to the pay and display system, in addition to the costs set out in item 4, it would cost between £5,500 and £10,000 for cameras and posts (depending on whether one or two cameras are required) and software/licenses with annual revenue costs £300 to £600 for data access and storage.
7. A lead-in time of at least 3 months is required to purchase and install pay and display machines. The current annual maintenance contract for the barrier system is due to be renewed in July 2022 at a cost of £7,155. If either option set out in items 4 or 6 above are implemented the new equipment can be ordered late March to allow the system to be changed before the barrier maintenance contract expires.
8. An alternative option is being explored to retain the current payment machines by converting them to pay and display which would avoid the cost of purchasing new pay and display machines. The only additional cost would be an estimated £1,000 for software and signage update and provision of additional signage. However, it is currently unknown whether an ANPR system can work with these machines in the manner required. It is also currently unknown what annual maintenance and server cost will be but are expected to be more than the options in paragraph 5.
9. The barrier system could be retained after the maintenance contract expires and until significant repair is required then replace the system at this point. If this option is supported, it is recommended that replacement pay and display equipment (with or without additional ANPR support) is ordered late March and then put into storage until required to avoid a significant loss of income over an extended period while a new system is purchased. Additional revenue costs of between £2,600 to £7,800 will be incurred as an alternative out-of-hours 24/7 support system will also need to be implemented.
10. The options for the committee to consider are included below:

**Table 1: Options for Stanner Bank Car Park**

Option	Capital Cost	Annual Revenue Cost
1. Retain barrier system with CCTV added as set out in item 2.		£20,000 unfunded revenue increase for maintenance and operating costs and out of hours support. Additional costs will require £10,000 one-off cost to implement CCTV to be funded from existing revenue budgets.
2. Replace with 2 pay and display machines as set out in item 4 and 7.	£11,000	£1,120 for annual maintenance and server contracts. Costs to be met from existing revenue budgets
3. Replace with 2 pay and display machines and ANPR as set out in items 4, 5, 6 and 7.	£16,500 to £21,000 (depending on whether one or two ANPR cameras are required)	£1,420 to £1,720 for annual maintenance, server and data access and storage to be funded from existing revenue budgets.
4. Convert current payment machines to pay and display as set out in item 8.	£1,000	unknown, possibly up to £5,000 for maintenance contract to be funded from existing revenue budgets.
5. Retain barrier system until such time it requires significant repair then implement either option 1 or 2. Equipment to be pre-purchased and stored until required as set out in item 9.	£11,000 to £21,000	£2,600 to £7,800 for out of hours support based on payments of £50 to £150 per week.

11. If the Operational Management Committee decide to proceed with options 1 or 2 which would support the conclusion of the Car Park Working Group, it is recommended that new pay and display machines and, if required, ANPR cameras are purchased immediately, irrespective of when they are installed. The committee is

recommended to approve draw-down of up to £21,000, depending on the option chosen, from the annual Car Park Improvements capital budget. The pay and display machines will be purchased via the ESPO framework and the ANPR system awarded using the Council’s informal procedure for small contracts.

### Car Park Fees and Charges

12. Two proposals for additions to car park fees and charges were put to the working group; one to introduce seasonal charges to long stay car parks to encourage greater use during the winter months and the other to provide a ticket that is transferable between long stay car parks to enable day visitors to purchase a single ticket but park in multiple locations.
13. Use of the Council’s long stay car parks is significantly reduced during the winter months. It was suggested that a 25% reduction on the parking tariff could be applied. The working group agreed that the “season” should run from 1st Nov to 20th March which coincides with the seasonal changes to the residents permit scheme. The proposed charges are set out in the table 2. The financial impact of this reduction is unknown as it is hoped this will encourage greater use of long-stay car parks. However, based on 2019/20 data (the last pre-pandemic period), the worst-case scenario where there is no additional use of the car parks, would be a loss of 25% income for this period of £23,655 (based on an income of £94,620).
14. Outside the annual budget setting process, any amendment or introduction of new fees and charges for activities within the remit of programme committees which are expected to vary income up to £25,000 in any one financial year can be approved by the relevant programme committee, whilst those with an impact over £25,000 in any one financial year require Council approval.

**Table 2: Proposed Seasonal Charges**

Location of Parking Place	Present Charge		25% reduction
North Promenade Car Park, St Annes Swimming Pool Car Park, Fairhaven Road Car Park, St Paul’s Avenue Car Park, Lytham Green (Dicconson Terrace and Bath Street) Car Parks, Public Offices Car Park	All days 9.00am to 6.00pm		
	Up to 1 hour	£1.20	£0.90
	1 to 2 hours	£2.20	£1.70
	2 to 3 hours	£2.90	£2.20
	3 to 4 hours	£3.40	£2.60
	Over 4 hours	£4.50	£3.40
	At any other time - free		
Stanner Bank Car Park	All days 9.00am to 6.00pm		
	Up to ½ hour	£0.60	£0.50
	½ to 1 hour	£1.20	£0.90
	1 to 2 hours	£2.20	£1.70
	2 to 3 hours	£2.90	£2.20
	3 to 4 hours	£3.40	£2.60
	Over 4 hours	£4.50	£3.40
Town Hall Car Park	Monday to Friday (excluding Bank Holidays) 9.00am to 6.00pm permit holders and visitors only		
	Saturday, Sunday and Bank Holidays 9.00am to 6.00pm		
	Up to 1 hour	£1.20	£0.90
	1 to 2 hours	£2.20	£1.70
	2 to 3 hours	£2.90	£2.20
	3 to 4 hours	£3.40	£2.60
	Over 4 hours	£4.50	£3.40
At any other time - free			

North Beach Car Park	All days 9.00am to 6.00pm Up to 1 hour 1 to 2 hours 2 to 4 hours Over 4 hours At any other time - free	£0.90 £1.50 £2.30 £2.90	£0.70 £1.10 £1.70 £2.20
Lytham Station Car Park	All days 24 hours Up to 1 hour 1 to 2 hours 2 to 4 hours 4 hours to 1 day 1 to 2 days 2 to 3 days 3 to 5 days 5 to 7 days	£0.90 £1.50 £2.30 £2.90 £5.30 £7.90 £10.50 £12.60	£0.70 £1.10 £1.70 £2.20 £4.00 £5.90 £7.90 £9.50
Fairhaven Road (Coaches)	All days 9am to 6pm At any other time - free	£10.00	Free
St Annes Swimming Pool Car Park, North Promenade Car Park (motorhomes)	All days Up to 1 day (24 hours) 1 to 2 days (24 to 48 hours)	£15.00 £25.00	£10.00 £17.50
North Beach Car Park, St Paul's Avenue Car Park (motorhomes)	All days Up to 1 day (24 hours) 1 to 2 days (24 to 48 hours)	£10.00 £15.00	£7.50 £10.00

15. A separate proposal was submitted to introduce a transferrable ticket. Currently tickets can only be used on the car park that it is bought. The transferrable ticket could be used on any or specific car parks. The working group agreed that a transferrable ticket could be introduced across long stay car parks. The working group agreed that the transferrable ticket should be slightly higher than the standard all day fee of £4.50. It was proposed that this should be set at £5.00 from 21<sup>st</sup> March to 31<sup>st</sup> October and £4.00 from 1<sup>st</sup> November to 20<sup>th</sup> March presuming the seasonal prices are adopted. The transferrable ticket would expire on the same day (as opposed to time rolling over to the following day as most other tickets allow if time remains at the end of the day).
16. To enable these changes a notice of variation will be required for the Council's Traffic Regulation Order. Existing tariff boards will need to be adjusted with a system developed to reflect the seasons. The machine's software will need to be updated. These changes will cost approximately £4,000 which will come from revenue funding.
17. Although the financial impact of the reduced seasonal ticket fee and transferrable ticket is unknown, it is expected to be less than £25,000 which the Operational Management Committee can authorise without referring to Full Council.

### **Fylde Car Park Strategy Review**

18. The Council's car park strategy, which is scheduled to be reviewed every 2 years, was last amended in November 2019. At that time the strategy was assessed in detail by the car park working group with significant changes made.
19. The car park working group were presented with some proposed minor changes to the strategy which the group agreed were suitable. Further minor amendments were suggested by working group members including the mention of the possibility of utilising Automatic Number Plate Recognition (ANPR) technology in future to support enforcement officers in section 5.14 of the strategy.
20. The proposed revised strategy is provided in Appendix 1.

### **Electric Vehicle Charging Points Update**

21. An update was provided to the working group on the provision of electric vehicle charging points. The remit for this currently being overseen by the Carbon Neutral Working Group.
22. An ongoing capital project to provide four rapid chargers has resulted in one charging unit being installed on Lytham Station Car Park (not yet commissioned) with lease agreements being finalised for North Promenade, Wood St, and Pleasant St car parks. These four chargers will initially be available for public use but, once the taxi trade widely adopts electric vehicles, they will be restricted for use by taxis only.
23. Three fast charging points are currently located on Inner Promenade outside Fairhaven Lake. These are operated by Lancashire County Council.
24. An electric vehicle infrastructure policy is currently being developed for the Carbon Neutral Working Group. The Car Park Working Group expressed a preference that, on the presumption that new infrastructure will be located on the Council's car parks and will be funded and operated by a private company under lease with the Council, that the Council should receive an income to compensate for loss of income from the use of parking spaces. This could be an annual rent, an additional amount charged to customers using the charge points or through a profit share arrangement with the operating company.

### **Lytham Parking Consultation**

25. A survey on parking in Lytham was open to the public from 14 December 2021 to 9 January 2022. The intention of the survey was to obtain feedback from the public on car parking issues in Lytham Town Centre, parking habits of users as well as thoughts and suggestions for improving car parking in the town. The consultation included highlighting areas of land the Council own which may have the potential to be developed into car parks but with no plans to do so, they were included to obtain stakeholder feedback.
26. A group titled Defend Lytham Green circulated a letter on the 6<sup>th</sup> or 7<sup>th</sup> January which was posted on social media alleging that the council were planning hard surface car parking on Lytham Green. This inaccurate information encouraged responses focused on objections to use of the Green and not car parking issues in general. Before the letter was circulated 179 responses had been received to the consultation, by 10<sup>th</sup> January 2365 responses had been received a significant majority citing the inaccurate information that had been posted on social media.
27. The responses are set out in Appendix 2. Responses were received predominantly from FY8 postcodes with a significant majority stating they do not have a problem finding a car parking space in Lytham. The reasons suggested why car parking spaces may be difficult to find were varied with the most common response being because of non-residents or business users taking up spaces. The main reason for using the car parks was for shopping or hospitality.
28. Aside from the strong response against any possible development on Lytham Green triggered by inaccurate information, some practical solutions were suggested and considered by the working group which include:
  - a. Large private car parks that are associated with employment sites on the periphery of Lytham town centre should be made available to be public at weekends. – An approach has been made to the companies that own/operate the car parks, but none have been supportive of the idea. Working group members considered that possible locations are not central enough to the town reducing the viability as town centre options.
  - b. Operate a Park & Ride service - The cost to operate such a service requires a year-round demand. Most car parking issues are predominantly experienced over the summer months and weekends meaning the rest of the time it is unlikely to be financially viable. There is no council owned land to make available and no private landowner has come forward.
  - c. Utilise the car park at Lytham Cricket Club – During the week the car park is underused. A request has been made to the cricket club to make available parking spaces on weekdays with the suggestion that they offer parking permits aimed at town centre workers.
  - d. Encourage use of Lytham Station car park – Prior to the pandemic, 60% of the car park was being used by business permit holders through the working week. Due to increased home working over the last two years many of the permits have not been used which may have increased the perception that the car park is underused. At weekends there is moderate use which occasionally reaches capacity during

the summer months. Although the car park is signed from the highway there is an opinion that many visitors are unaware of it. Working group members suggested that Fylde Council should look to work with Lancashire County Council to improve highway signage. In addition, the car park is ‘hidden’ because of high cobblestone walls, within the Lytham conservation zone, flanking the entrance. Working group members suggested liaising with the Council’s regeneration team to see whether this could be improved.

- e. Small parking bays on Pleasant St Car Park – Some consultation responses stated that they were put off from using Pleasant St Car Park due to narrow parking bays which they believed would result in damage to their vehicles. Working Group members were advised that the bay sizes had been set with the layout of the brick surfacing. It may be possible to widen the bays though this will reduce the capacity of the car park and potentially reduce income levels. The working group asked for this to be looked at further.

#### Permits for Medical Personnel

- 29. A GP surgery has contacted Fylde Council to request parking permits on Council car parks, particularly in town centre locations, to enable them to visit patients. Currently they struggle to locate parking places and, when they attend, are unsure as to how long their visits will take.
- 30. Working group members considered the request. Concerns were raised as to whether the permits could be misused and whether further requests would be received from other healthcare providers. It was suggested by members that a limited number of all car park paper permits, which could be transferred between vehicles, could be offered with a 6 monthly renewal period.

IMPLICATIONS	
Finance	<p>Subject to the barrier system being retained a further report would be required to Full Council to request an annual unfunded revenue budget of £20,000.</p> <p>The report seeks to authorise the draw-down of capital funding from the Car Park Improvements capital budget in 2021/22 and 2022/23 subject to the preferred proposal. The council’s capital programme has an annual capital budget of £30,000 for car park improvements. This has been topped up in the current year, 2021/22, from slippage from previous years and stands at £70,000. Each of the capital options for Stanner Bank Car Park set out in Table 1 can be met from this capital programme budget.</p> <p>Subject to the committee approving a seasonal charge reduction of 25% as detailed within the body of the report from 1st November to 20th March each year the Financial Forecast will be updated to reflect a loss of car park revenue income of up to £23,655 per annum.</p>
Legal	<p>The introduction of ANPR would require a data protection risk assessment, as it would be a new processing operation involving personal data. We would also need to comply with the Surveillance Camera Code of Practice, as ANPR systems are deemed to be surveillance cameras. The code sets out twelve guiding principles which are mandatory for public bodies like the council to comply with:</p> <ol style="list-style-type: none"> <li>1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.</li> </ol>

2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
  3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
  4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
  5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
  6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
  7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
  8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
  9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
  10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
  11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
  12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.
- All of the principles are important, but the first two are most immediately relevant in deciding whether to commission an ANPR system. The first principle says that systems should:



	<p><i>"...have a clearly defined purpose or purposes in pursuit of a legitimate aim and be necessary to address a pressing need (or needs). Such a legitimate aim and pressing need include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed".</i></p> <p>In other words, we should be clear about the purpose, the purpose should be for the prevention of crime or some other legitimate aim, and the purpose and our thinking should be written down.</p> <p>The second principle essentially requires that we consider the impact of the system on human rights and in relation to data protection, and suggests that there should be a DPIA.</p> <p>If the committee are minded to explore ANPR, it is suggested that the matter be remitted to the car parking working group so that a data protection impact assessment can be carried out and a further report made to the committee taking into account the results of the assessment and the other regulatory implications.</p>
Community Safety	No implications arising directly from this report.
Human Rights and Equalities	No implications arising directly from this report.
Sustainability and Environmental Impact	No implications arising directly from this report.
Health & Safety and Risk Management	No implications arising directly from this report.

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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

Attached documents

Appendix 1 – Proposed revised Fylde Car Park Strategy

Appendix 2 – Lytham Car Park Consultation Responses

