



**Author/Lead Officer of Report:** Paul Fell,  
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Manager

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**Report of:** *Executive Director, Place*  
**Report to:** *Cabinet Member for Infrastructure & Transport*  
**Date of Decision:** *18 November 2016*  
**Subject:** Christmas Parking

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Infrastructure &amp; Transport</i>		
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

The report sets out proposals for the free Christmas parking offer in 2016 and makes recommendations on how future decisions on such offers might be made.

**Recommendations:**

- Approve that all pay and display parking in the city centre and peripheral parking zone will be free after 2pm on the three Saturdays leading up to Christmas 2016 (10, 17 and 24 December 2016).
- Approve that in future, decisions on temporary parking offers be delegated to the Head of Strategic Transport and Infrastructure in consultation with the relevant Cabinet Member and key stakeholders.

**Background Papers:**

*(Insert details of any background papers used in the compilation of the report.)*

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Paul Foster</i>
		Legal: <i>Louise Bate</i>
		Equalities:
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>EMT member who approved submission:</b>	<i>Simon Green</i>
3	<b>Cabinet Member consulted:</b>	<i>Leigh Bramall, substituting for Mazher Iqbal</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	

<b>Lead Officer Name:</b> <i>Paul Fell</i>	<b>Job Title:</b> <i>Transport Traffic &amp; Parking Services Business Manager</i>
<b>Date:</b> <i>20 October 2016</i>	

## 1. **PROPOSAL**

*(Explain the proposal, current position and need for change, including any evidence considered, and indicate whether this is something the Council is legally required to do, or whether it is something it is choosing to do)*

### 1.1 Background

- 1.1.1 It is normally the case that the Council makes some form of free parking offer in the pay and display parking spaces it controls, as a gesture of goodwill, intended to encourage visitors and stimulate the retail / visitor economy. Most towns and cities make similar offers at this time of year.
- 1.1.2 In the past two years, these have been in the form of free parking in the afternoon/early evening on the three Saturdays running up to Christmas.
- 1.1.3 In previous years, the offer was made on Wednesdays to support the late opening of shops in the city centre. However, shops no longer tend to open late, so continuing with that specific offer was not supportive to retail and, at the request of stakeholders, the offer was switched to Saturdays in line with the wishes of retailers
- 1.1.4 Also in previous years the offer was restricted to the city centre, but in recent times, the offer has been extended to the whole of pay and display parking spaces in the peripheral parking zone, in order that retailers in the district shopping centres such as Hillsborough, Broomhill, Highfield and Sharrow are also supported by the Council at this important time of the year.
- 1.1.5 Consultation has taken place on the nature of this year's offer with the Business Improvement District (BID) Manager, the City Centre Retailers Group and City Centre Management Team. All have expressed the desire to continue the recent tradition of offering free parking after 2pm on the three Saturdays leading up to Christmas, ie 10, 17 and 24 December 2016.
- 1.1.6 The loss of parking income resulting from this offer could be up to £100,000 and there is a minor cost in publicising the offer, such as applying information stickers to all of the 500+ pay and display machines and putting up notices in the car parks.
- 1.1.7 It is important to note that the pay and display car parks within the city's parks (operated by Parks & Countryside) are not included in this offer.

## 1.2 Decision Making Process

- 1.2.1 The current process for decisions of this nature is that an executive decision is needed, which now lies with the individual cabinet member for this area of service.
- 1.2.2 It is recommended that in future years, similar decisions on temporary parking offers be delegated to the Head of Strategic Transport and Infrastructure. Decisions will be made following consultation with Cabinet Member and key stakeholders

## 2. **HOW DOES THIS DECISION CONTRIBUTE ?**

*(Explain how this proposal will contribute to the ambitions within the Corporate Plan and what it will mean for people who live, work, learn in or visit the City. For example, does it increase or reduce inequalities and is the decision inclusive?; does it have an impact on climate change?; does it improve the customer experience?; is there an economic impact?)*

- 2.1 The operation of on and off street parking spaces, the management of parking through the introduction of parking restrictions and use of parking permits contribute to the management of traffic in the city. Traffic management is a key part of the Sheffield City Region Transport Strategy, a statutory document that sets out how transport will help support the development of the Sheffield City Region (SCR) over a next 15 year timeframe.
- 2.2 Traffic management through parking restrictions and their enforcement also enables the Council to help deliver its “Vision for Excellent Transport in Sheffield”, by investing in facilities to enable people to make informed choices about the way they travel and helping transport contribute to the social, economic and environmental improvements we want to happen in the City.
- 2.3 The priority in spending any surplus parking income is the provision and maintenance of off street parking spaces. Income may also be used to fund public transport improvements, new highway schemes, highway maintenance, reducing environmental pollution and maintaining and improving public open spaces.
- 2.4 This report sets out a temporary removal of charging in order to support the city’s retailers at an important time of the year for their businesses. The report also includes a recommendation to streamline the decision making process for temporary parking offers of this nature in future years.

## 3. **HAS THERE BEEN ANY CONSULTATION?**

*(Refer to the Consultation Principles and Involvement Guide. Indicate whether the Council is required to consult on the proposal, and provide details of any consultation activities undertaken and their outcomes.)*

- 3.1 The Council is not required to consult on changes of this nature, but the Business Improvement District Manager, the City Centre Retail Group and the City Centre Management Team have all been consulted and support the proposed offer.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality of Opportunity Implications**

- 4.1.1 A full Equality Impact Assessment has previously been undertaken for the wider transport Capital Programme – which includes same types of schemes included above - in December 2012. The overall transport programme makes a clear commitment to the development of an inclusive transport system that takes into account the needs of everybody. Of particular importance is making public transport easier to access and use and the promotion of more sustainable and cheaper modes of travel. The Programme aims to provide real travel choices and alternatives, in particularly for the more disadvantaged groups in society. Everyone is affected by transport issues.

##### **4.2 Financial and Commercial Implications**

- 4.2.1 Any costs of making the necessary changes will be met from the parking services budget.

##### **4.3 Legal Implications**

- 4.3.1 Section 122 of the Road Traffic Regulation Act 1984 (“the Act”) imposes a general duty on the Council to exercise its function under the act to “secure the 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”. Collectively, these criteria may be referred to as “traffic management purposes”.
- 4.3.2 Section 45 of the Act gives the Local Authority a power (a discretion) to designate parking places on a highway; to charge for the use of them and to issue parking permits for a charge.
- 4.3.3 Section 55 of the Act requires that the Local Authority keep an account of their income and expenditure in respect of designated parking places. This includes ‘pay and display’ income. The ring-fenced account is referred to as the Specialist Parking Account. Section 55(4) of the Act sets out the purposes for which any surplus income in respect of designated parking places can be used. These purposes include:
- Provision and maintenance of off street parking

- Meeting costs incurred in the provision or operation of public transport
- Highway and road improvements and maintenance
- Reducing environmental pollution
- Improvement and maintenance of public open space
- Provision of outdoor recreational facilities open to the public without charge

All of these functions are carried out by the Council's Development Service, which includes Transport, Traffic and Parking Services and the Highways Maintenance Divisions. Any surplus in income in respect of designated parking places is currently utilised in accordance with Section 55(4) of the Act to underpin the activities of these two service areas.

#### 4.4 Other Implications

*(Refer to the Executive decision making guidance and provide details of all relevant implications, e.g. HR, property, public health).*

##### 4.4.1 There are no other implications

### 5. **ALTERNATIVE OPTIONS CONSIDERED**

*(Outline any alternative options which were considered but rejected in the course of developing the proposal.)*

- 5.1 The Council could maintain its current tariffs throughout the festive period, but this would not provide additional support to retailers in the city at an important time of the year for their businesses.

### 6. **REASONS FOR RECOMMENDATIONS**

*(Explain why this is the preferred option and outline the intended outcomes.)*

- 6.1 The Council wishes to provide support for retailers in the city at a very important time of the year. The consensus of stakeholders is that they would wish to see the continuation of the free parking offers which have been made in the previous two years.
- 6.2 The recommendation to delegate future decisions of this nature to the Head of Strategic Transport and Infrastructure is made in the interests of being able to respond rapidly to the wishes of stakeholders and providing a shorter decision making timescale in future.