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# NOTICE OF MEETING

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## CABINET MEMBER FOR TRAFFIC & TRANSPORTATION

THURSDAY, 8 JANUARY 2015 AT 5.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Joanne Wildsmith Customer, Community & Democratic Services Tel: 9283 4057 (Parking permit queries to the Parking Team Tel: 9268 8310)  
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## CABINET MEMBER FOR TRAFFIC & TRANSPORTATION

Councillor Ken Ellcome (Conservative)

### Group Spokespersons

Councillor Lynne Stagg, Liberal Democrat  
Councillor Ken Ferrett, Labour  
Councillor Stuart Potter, UK Independence Party

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

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**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 Apologies
- 2 Declarations of Members' Interests
- 3 Residents Parking - Permit Charges (Pages 1 - 8)

The purpose of the report by the Head of Transport & Environment is to consider the current permit charges and the introduction of charges where none exist, in order to secure the future of Residents' Parking.

**RECOMMENDED that:**

- (1) A Traffic Regulation Order is promoted to enable the notification process for the following items and allow for the subsequent public consultation:**
  - (i) An annual charge is introduced for the first Resident permit per household, effective from 1<sup>st</sup> April 2015 (to be charged on renewal);**  
*(see pages 6&7 of the report for the schedule of proposed charges)*
  - (ii) An annual charge is introduced for all permits currently issued free of charge, effective from 1<sup>st</sup> April 2015 (to be charged on renewal);**
  - (iii) Existing permit charges are increased proportionately on an annual basis.**
  
- (2) Following the statutory Traffic Regulation Order notification process, a further report is brought back to the Cabinet Member for Traffic & Transportation to consider the responses to the formal public consultation on proposals contained within this Order.**
  
- (3) That a subsequent report relating to the Review of Residents' Parking is brought before the Cabinet Member for Traffic & Transportation in March 2015, reporting on the public consultation response on existing parking zones and agreeing the way forward.**

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# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Cabinet Member for Traffic and Transportation

**Date of meeting:** 8<sup>th</sup> January 2015

**Subject:** Residents' Parking Permit Charges

**Report by:** Head of Service - Transport and Environment

**Wards affected:**

**Key decision:** Yes/No

**Full Council decision:** Yes/No

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1. **Purpose of report**  
To consider the current permit charges and the introduction of charges where none exist, in order to secure the future of Residents' Parking.
  2. **Recommendations**
    - 2.1 **It is recommended that a Traffic Regulation Order is promoted to enable the notification process for the following items and allow for the subsequent public consultation.**
      - 2.1.1 **An annual charge is introduced for the first Resident permit per household, effective from 1<sup>st</sup> April 2015 (to be charged on renewal); (see pages 6&7 of the report for the schedule of proposed charges)**
      - 2.1.2 **An annual charge is introduced for all permits currently issued free of charge, effective from 1<sup>st</sup> April 2015 (to be charged on renewal);**
      - 2.1.3 **Existing permit charges are increased proportionately on an annual basis.**
    - 2.2 **Following the statutory Traffic Regulation Order notification process, a further report is brought back to the Cabinet Member for Traffic & Transportation to consider the responses to the formal public consultation on proposals contained within this Order.**
    - 2.3 **That a subsequent report relating to the Review of Residents' Parking is brought before the Cabinet Member for Traffic & Transportation in March 2015, reporting on the public consultation response on existing parking zones and agreeing the way forward.**
  3. **Background**

3.1 35 Residents' Parking Zones currently operate in Portsmouth. Between 1999 and 2002 the charge for a first Resident permit was £25.00 and the charge for a second permit per household was £50.00. The charge for a first Resident permit was removed in 2002, and since this time residents parking schemes as a whole have been operated at a net cost to Portsmouth City Council. Effectively, a free concession is currently offered which has a real cost, and in line with the need for the council to at least recover the costs of service provision where possible and practical it is being proposed that a charge equal to the average cost per user is levied.

3.2 The 2013-2015 Residents' Parking Programme was agreed in 2012 subject to confirmation of funding as at that time there was financial pressure on the Off Street Parking Reserve and it was not a sustainable source of funding for an ongoing programme. The Programme has been on hold since 2012.

#### 4. Reasons for recommendations

4.1 The costs involved in proposing (public consultation, statutory processes), setting up (legal documents, road markings, posts, and metal sign plates), administering (letters, permits, and parking fines), enforcing and maintaining Residents' Parking Zones are around £380,000 per annum.

4.2 The public Budget Consultation in September 2014 asked people if a charge should be introduced for the first Resident permit. In general 46% of people agreed with a charge for a first permit; within parking zones 41% of people agreed with a charge for a first permit.

4.3 At the Full Council meeting on the 9 December 2014 it was agreed within the setting of the budget for 2015/16 measures would be introduced to provide additional parking income or seek a reduction in the costs of the operations and for these to be consulted upon with residents.

4.4 The table below shows comparative Resident permit charges among local authorities in the southern England region.

Local Authority	1 <sup>st</sup> Permit	2 <sup>nd</sup> Permit	Additional permits / info
Portsmouth	Free	£53.50	£107.50
Southampton	£30	£30	Cost dependent on zone
Winchester	£22	£50	£50
Fareham	£40	n/a	
Chichester	£40 / £160	£80 / £200	Cost dependent on zone
Brighton & Hove	£90 - £120	n/a	Cost dependent on zone / 50% discount for low emission vehicles
Hastings	£25 / £35 / £75	£40 / £56 / £120	Cost dependent on zone
Oxford	£50	£50	3 <sup>rd</sup> £100 / 4 <sup>th</sup> £150

Reading	Free	£80.00	
Canterbury	£60 / £83 / £138	n/a	Cost dependent on zone
Dover	£50 / £70	n/a	Cost dependent on zone
Gloucester	£50	£100	
Plymouth	£30	£30	
Bristol	£48	£96	3 <sup>rd</sup> £192 dependent on vehicle emissions
Weymouth & Portland	£70		

4.4 Exceptional permits have been introduced at various times over the past 15 years, and it is recommended that all permits are charged for to enable consistency and fairness to everyone involved in a parking zone. Central and local government policies on promoting sustainable transport and reducing car use can be supported by parking charges, for example commuting as the sole occupant of a vehicle.

4.5 It is recognised that some of the zones in place and schemes that have been requested may have been supported by residents in part due to the first permit being available free of charge. Introducing a charge for the first permit may help to establish which zones are needed and/or wanted, by way of a short survey. The survey, which will be referenced on the TRO, will be conducted in the form of a leaflet distributed to each household within the existing parking zones, providing the opportunity for responses on the future of each zone in light of a new charge for a first Resident Permit. Those currently ambivalent towards parking zones could have stronger views if free permits are not available.

Additionally, the opportunity will be available to keep a parking zone but improve its operation, which residents can opt for or make suggestions via the short survey.

## 5. Equality impact assessment (EIA)

A preliminary assessment has been undertaken, establishing that a full Equalities Impact Assessment is not required.

## 6. Legal Implications

The main provisions of the regulations regarding the variation of charges for on-street parking are contained in section 25 of the Local Authorities Traffic Orders (Procedures) (England and Wales) Regulations 1996. The power to vary charges at designated parking places is contained in section 46A of the Road Traffic Regulation Act 1984.

Where any charges have been prescribed by a designation order or by an order under section 46A the charges may be varied by notice.

Notice of the variation shall be given by publishing in at least once in a newspaper circulating in the area in which the parking places are situated at least 21 days before the changes are due to come into force. The notice must:-

- A) Specify the date on which it is due to come into force;
- B) Identify every parking place to which the notice relates;
- C) Specify in respect of each parking place:-

- a. The charges payable for the parking place at the date that the notice is given
- b. The charges that will be payable when the notice comes into force

Where the notice relates to an on-street parking place the local authority shall cause copies of the notice to be displayed in prominent positions in the road in which the parking place is situated.

In addition, to ensure there is the right level of consultation on this matter, leaflets will be delivered to every resident and business within the existing residents parking zones. The leaflet will contain important information, explain why the 1<sup>st</sup> permit charge is being introduced the options that are subsequently available and ask for views on how the zones should operate in the future (if at all).

## **7. Finance Comments**

- 7.1 The introduction of charges for all residents and other parking permits will ensure that the net costs of implementing and operating schemes will be funded from the income generated.
- 7.2 Currently the costs of operating residents parking schemes are funded from income generated from On Street parking and as such has diverted this income from being used for other purposes. These recommendations are in line with the current council policy of where possible and practical levying charges for services that offset the running costs of those services.



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Signed by:  
Head of Transport & Environment Service  
**Pages 6-7: Current and proposed permit charges**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Report to Strategic Directors' Board Jan 2013	Transport Planning, 4 <sup>th</sup> floor, Civic Offices
Report to Informal Cabinet May 2013	As above

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....

Signed by:  
Cabinet Member for Traffic & Transportation

## Permit Charges: Current and Proposed

### a) General

	Current (£)	Proposed (£)
Administration Fee (charged to replace a permit)	21.00	22.00
Permit without a vehicle registration specified (except when issued as a Business permit below)	No surcharge	100.00 surcharge when paper permits are discontinued and replaced by electronic permits

### b) Resident permits

Current (£)				Proposed (£)			
First	Second	Third	Subsequent (if authorised)	First	Second	Third	Subsequent (if authorised)
0.00	53.50	107.50	107.50	40.00	60.00	120.00	120.00

### c) Business permits

Entitlement	Current (£)			Proposed (£)		
	First	Second	Third + subsequent	First	Second	Third + subsequent
All Businesses	107.50	215.00	325.00	120.00	240.00	360.00
Independent garage / vehicle repairs * (for use in customer vehicles only)	0	0	0 (Maximum 4)	Admin fee	Admin fee	Admin fee (Maximum 4)
				(valid Mon-Sat 7am-6pm only)		
Hotels / Guesthouses with up to 30 rentable rooms (off road parking is deducted from no. of permits issued) *	0	0	0	50.00	50.00	50.00
Charities *	Admin fee	Admin fee	Admin fee	Admin fee	Admin fee	Admin fee
School staff (non-teaching)	107.50	215.00	325.00	120.00	240.00	360.00
School staff (classroom based teaching staff)*	0	0	0	Admin fee	Admin fee	Admin fee
Essential Visitor permit holders (PCC affiliated)	0	0	0	Admin fee	Admin fee	Admin fee
Essential Visitor permit holders (e.g. NHS)	Admin fee	Admin fee	Admin fee	Admin fee	Admin fee	Admin fee



\* also entitled to apply for unlimited Business permits at regular cost.

**d) Visitor permits (scratch cards)**

Entitlement	Current (£)	Proposed (£)
All Residents (with or without a vehicle)	Up to 12 hours: 0.95 Up to 24 hours: 1.80 4 consecutive days: 5.50 7 consecutive days: 9.80	Up to 12 hours: 1.00 Up to 24 hours: 1.90 4 consecutive days: 5.70 7 consecutive days: 10.00
Hotels / Guesthouses (with more than 30 rentable rooms)		
Professional visitors to schools (e.g. Ofsted)		
Community Centres		

**e) Meter Exemption permits**

These permits are to be phased out, and can be renewed as season tickets if required.

Entitlement	Current (£)	Proposed (£)		
		April 2015	April 2016	April 2017
Businesses	First: 107.50 Second: 215.00 Third and subsequent: 325.00	380.00 each	750.00 each	Full annual rate (currently 1160.00 each)

Residents on the boundary of a parking zone will retain the alternative option of applying for a Resident permit (see rates prescribed in paragraph b)) or can apply for a season ticket at the proposed rates above.

**f) Seafront Trader permits**

These permits are to be phased out, and can be renewed as season tickets if required.

Entitlement	Current (£)	Proposed (£)		
		April 2015	April 2016	April 2017
Businesses	210.00	380.00 each	750.00 each	Full annual rate (currently 1160.00 each)

*(End of Report)*