

Community Committee Meeting	
Meeting Date	6 September 2023
Report Title	Parking Policy Scoping Report
EMT Lead	Emma Wiggins – Director of Regeneration & Neighbourhoods
Head of Service	Martyn Cassell – Head of Leisure & Environment Philip Sutcliffe – Communications & Policy Manager
Lead Officer	Janet Dart – Policy & Engagement Officer
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. To agree the scope for the preparation of the Parking Policy. 2. To agree the Terms of Reference for the Parking Policy Working Group.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to ask the Community Committee to agree the proposed scope of the Parking Policy as recommended by the Parking Policy Working Group and also to agree the Terms of Reference.

2 Background

- 2.1 At the Community Committee meeting on 27 June 2023, the Committee agreed that a Parking Policy Working Group be set up. The Working Group would discuss and agree the proposed scope of the Parking Policy and work with officers to develop a draft policy.
- 2.2 The Community Committee agreed that the membership of the Working Group should be drawn from the Community Committee with one representative from each political group, plus the Chair. Following nominations from group leaders, the Working Group is made up of the following Members:
- Councillor Richard Palmer - Chair
 - Councillor Elliott Jayes
 - Councillor Pete Neal
 - Councillor Hannah Perkin
 - Councillor Terry Thompson
 - Councillor Tony Winckless
- 2.3 The Parking Policy Working Group met on 18 July 2023 to discuss the main themes that they considered should be included in scope of the Policy. They requested further data to review before finalising the scope.

2.4 The Working Group subsequently met on 16 August 2023 to review the data and to agree the proposed scope of the Parking Policy as proposed below;

- Review of our existing tariff compared to others in Kent;
- Consider differential town centre and out of town centre parking charges;
- Consider if we should be charging in all car parks;
- Review evening parking – different models and tariffs;
- Consider if we should be charging for motorcycle parking;
- Consider if we should increase the times of Controlled Parking Zones (CPZ) to protect residential areas;
- Set policy for use of range of payment types – cash/card/telephone/Apps;
- Set out the principles we will follow for Enforcement and;
- Consider links to climate emergency (cleaner vehicles/active travel).

2.5 The Parking Policy Working Group recommend the following Terms of Reference:

- The Working Group will report to the Community Committee and its membership will be drawn from the parent Committee with one representative from each political party plus the Chair of the Community Committee.
- The Working Group will recommend the scope of the Parking Policy to the Community Committee.
- Each Member will feed back the details of the discussions to their groups.
- The Working Group will work with officers to review data and evidence received to develop and draft a Parking Policy to take to the Community Committee in advance of an 8-week consultation.
- The Working Group will work with officers to review the consultation feedback and suggest any amendments in advance of taking the final Policy to the Community Committee for adoption.

Proposed timetable for development of the Parking Policy

2.6 The Working Group agreed the following timetable:

6 September 2023	scoping report to go to Community Committee for approval
September 2023	discuss Parking Policy key themes at Area Committee meetings
October 2023	workshop sessions to be held with members to review the evidence received and draft the policy
20 October 2023	deadline to get draft Parking Policy to Democratic Services
31 October 2023	take the draft Parking Policy to the Community Committee for approval in advance of consultation
2 November 2023	launch 8-week public consultation
2 January 2024	consultation closes – commence reviewing responses
Early January 2024	Parking Policy Working Group to meet and consider if any amendments are required to Parking Policy following the consultation

Late January 2024	Take final Parking Policy to relevant Committee meeting for adoption
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3 Proposals

- 3.1 To agree the scope for the preparation of the Parking Policy.
- 3.2 To agree the Terms of Reference for the Parking Policy Working Group.

4 Alternative Options Considered and Rejected

- 4.1 No alternative options were considered other than the ‘do nothing’ option. This was rejected because currently there is no Parking Policy and Members have requested that a review takes place, within the agreed scope, and a Policy agreed to give residents the reassurance that Swale Borough Council operate a fair parking service.

5 Consultation Undertaken or Proposed

- 5.1 Members of the Parking Policy Working Group were consulted and agreed the proposed scope for the Policy.
- 5.2 The Working Group also agreed the key themes to discuss at the September 2023 round of Area Committee meetings.
- 5.3 Further Member consultation will take place along with an 8-week public consultation on the final draft of the Policy and discussions at the four Area Committee meetings.

6 Implications

Issue	Implications
Corporate Plan	None identified at this stage. The Corporate Plan is currently being updated and if any implications are identified, the Community Committee will be advised.
Financial, Resource and Property	The income received from car parking is a key element of the Council’s budget and any decisions need to consider the Council’s medium term financial strategy. Any implications may need to be reported to Policy and Resources followed by Full Council.
Legal, Statutory and Procurement	Decisions will need to ensure we meet statutory legislation and guidance as set out in the Road Traffic Act 1984 and Traffic Management Act 2004.

Crime and Disorder	During the policy development stage due consideration will need to be given to the community safety of residents.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	Decisions will need to support the climate emergency agenda aiming to improve air quality by reducing congestion.
Safeguarding of Children, Young People and Vulnerable Adults	Consideration will need to be given to parking outside schools to ensure the safety of children, young people and vulnerable adults.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	An Equality Impact Assessment will be carried out during the Policy Development stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

None.

8 Background Papers

None.