

15 August 2023

**Notice is hereby given that there will be an Extraordinary Meeting of the Town Council**

**Venue: The New Millennium Chamber, The Manor House, Church Street,  
Littlehampton BN17 5EW**

**Date: Monday 21 August 2023**

**Time: 6.30 pm**

**Laura Chrysostomou, Town Clerk**

### **Agenda 2023 to 2024**

#### **1. Evacuation Procedures**

#### **2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

#### **3. Apologies**

#### **4. Declarations of interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or

- c.
  - i. whether it is a personal interest and the nature of the interest
  - ii. whether it is also a prejudicial interest
  - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

Councillors Blanchard-Cooper, Butcher, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.

- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council, and the Littlehampton Harbour Board.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

## **5. Urgent Items**

## **6. Public Forum**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

## **7. Officers Reports – Non-Exempt**

- 7.1. K2 Car Park** – To receive and consider a recommendation from the Community Centre Sub-Committee regarding the future management and operation of the car park. A copy of the Sub-Committee Report is attached for information, pages 4 to 7.

### **7.2. Consultation on proposals for Town Centre Parking Disc Scheme**

Report attached, pages 8 to 17.

### **7.3. Town Centre Update** - oral update from the Town Clerk

## **8. Exempt Business**

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted. This item is a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

## **9. Officers Reports – Exempt**

## **9.1. North Littlehampton Community Centre – oral update from the Town Clerk**

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Community Centres Sub-Committee**

**Date: 21 August 2023**

**Report by: Town Clerk**

**Subject: K2 Car Park**

### **1. Summary**

- 1.1. The report sets out options for the future operation and management of the car park which forms part of the new K2 Centre Project in Eldon Way, Wick. The Sub-Committee is requested to review the options and make a recommendation that will be considered by Full Council at an Extraordinary meeting to be held 21 August 2023.

### **2. Recommendations**

- 2.1. The Sub-Committee is recommended to:

Make a recommendation to Full Council regarding the future operation and management of the car park at the K2 Centre in Eldon Way, Wick.

### **3. Background and Update**

- 3.1. The District Council owns and manages the land opposite the existing Keystone Centre where the K2 Centre is currently under construction. The Town Council will be granted a fifty-year lease for the footprint of the building (agreed by Full Council on 15 October 2020) commencing when the Town Council takes ownership of the building. The building is currently programmed for completion by the end of November 2023. An objective of the project has always been to enable the provision of parking on the site of the new centre although how this is to be achieved is outside the scope of the project.
- 3.2. The approved plan provides eleven parking spaces, one of which will be designated for disabled use and one for a minibus. The planning consent for the project requires that the carparking should be constructed in accordance with the submitted plans and that spaces should be retained at all times for this purpose. In addition, Building Control Regulations require all new developments with ten or more parking spaces to have one EV (electric vehicle) charging point and at least one in every five remaining parking spaces to be provided with cable routes providing access to EV charging in the future. Work on this aspect of the project is about to begin.

- 3.3. The District Council has provided two options for the future operation and management of the car park, and these are set out below:

**Option One - Littlehampton Town Council Lease Eldon Way Car Park**

This would see the Town Council take it on by way of a full repairing and insuring lease. The maximum length of the lease would be the same as that agreed for the footprint of the centre, which is fifty years. Under the terms of the lease, the car park must remain free to members of the public and operational for the opening hours of the centre. The Town Council would not be permitted to charge for parking but would have discretion over how parking is controlled. All operational and maintenance costs would be the responsibility of the Town Council, including but not limited to, insurance, re-lining works, maintenance and repair works to the EV charging points, re-surfacing works and parking control. Any abandoned vehicles reported to be within the car park, and any enforcement action required, would also be the responsibility of the Town Council.

EV charging provision could be sublet but must meet the District Council's performance standards which are determined through the ConnectedKerb county wide contract and would be limited to two spaces max. Any lease for EV charging points will be subject to ADC (landlord) agreement not to be unreasonably withheld. The Town Council would be obliged to provide ADC with live access to data regarding the EV charging points and any performance reports upon request.

**Option Two - Arun District Council retain Eldon Way Car Park**

The District Council undertake all operational duties and maintenance in relation to the car park including abandoned vehicles and enforcement action within the car park.

ConnectedKerb would install and operate two EV charging bays as part of the county wide network, overseen by the District Council. The number of EV charging points can flex with demand as EV uptake increases within the period of the ConnectedKerb contract at zero cost to the public purse. To preserve public access to the EV charging points 24 hours a day, the entrance to the car park would be open.

To control the use of the limited number of spaces, and ensure the facilities are utilised by visitors, the District Council would introduce a Pay and Display car park with an option for a time limited free parking period for users of the facilities. The options available regarding the implementation of the free parking period are:

- a) Install a Pay and Display machine which visitors to the centre could use to obtain their free parking period. After this time, visitors would need to pay for additional parking either via the machine in the car park or via a pay by phone app. The maximum stay would be 12 hours with a no return period of 12 hours. This option would be accessible for all.

- b) Access the time limited free parking period via the MI Permit app. Visitors would book onto activities and classes being run at the centre and would be sent a code along with their booking confirmation email. Upon entering the car park, visitors would enter this code into the MI Permit app which would activate their free parking period. After this time, additional parking can be purchased via the machine located in the car park or via the MI Permit app. The maximum stay would be 12 hours with a no return period of 12 hours.

To strike a balance with residents, parking would be available to residents overnight between the hours of 10pm and 8am. Overnight charging of electric vehicles would also be available to residents and members of the public. Parking tickets for this overnight facility would be purchased via the Pay and Display machine within the car park. Residents must leave the car park by 8am or risk being issued with a Penalty Charge Notice.

It should be noted that the District Council would reserve the right to review and update the tariffs and/or the parking structure in the Eldon Way car park in the future.

- 3.4. Any agreement entered into with the District Council would be subject to review, with the initial agreement being for two years and reviewed towards the end of the agreement. Any subsequent agreements would be for a five-year period. The Sub-Committee is therefore requested to review the options and make a recommendation to be considered by Full Council.

A detailed explanation of the options is set out in a **confidential report** that has been circulated to Members of the Council only under separate cover.

- 3.5. There are several factors that Members may wish to take into consideration and these, although not exhaustive, are set out below:
- The need to provide parking for users of the centre for the approved hours of operation which are 7am to 10.30pm, daily.
  - Flexibility to negotiate parking arrangements including charging regime should the Town Council be successful in securing an anchor tenant or long-term hirer.
  - EV charger facilities must meet the District Council's requirements which are derived from the requirement that they adhere to the county wide contract.
  - The Town Council would have to put in place administrative systems to support either option.
  - Should the Town Council opt to take on responsibility of managing the car park this could incur significant additional costs in terms of technology, resources and insurance as well as measures to deter unauthorised parking including potential infrastructure such as a barrier and enforcement action. Furthermore, potential long-term costs of maintaining the surface and supporting infrastructure need to be considered.

#### **4. Financial Implications**

- 4.1. The K2 Project includes provision for the construction of the carpark, including lighting, marked bays and the provision of one EV charging point with provision to expand this to two EV charging points in the future.
- 4.2. Should the Town Council take on the operation and management of the car park, budget provision would need to be put in place sufficient to meet the future anticipated costs of maintaining the surface and supporting infrastructure including enhanced security to deter unauthorised parking as well as appropriate insurance cover.

Laura Chrysostomou  
**Town Clerk**

# **Littlehampton Town Council**

## **Non Confidential**

**Committee: Extraordinary Full Council**

**Date: 21 August 2023**

**Report by: Town Clerk**

**Subject: Consultation on proposals for Town Centre Parking Disc Scheme**

### **1. Summary**

- 1.1. Arun District Council operate a two-hour free parking disc scheme in Littlehampton for the purpose of supporting town centre footfall. The current scheme is partnership funded by the Town Council and the Littlehampton Traders Partnership and is due to expire in December 2023.
- 1.2. As part of an informal engagement exercise, Members views are sought on proposals by Arun District Council for the continuation of a subsidised parking scheme in the Town Centre car parks through the phased introduction of a virtual permit system under a two-year agreement commencing 1 January 2024.
- 1.3. The feedback from this exercise will be considered by the District Council's Environment Committee on 7 September 2023 when it makes the final decision as to whether the proposed new virtual permit system will be introduced.

### **2. Recommendations**

- 2.1. Council is Recommended to:

Consider and comment upon the proposals by Arun District Council for the continuation of a subsidised parking scheme in the Town Centre car parks through the phased introduction of a virtual permit system commencing 1 January 2024 including its willingness to participate in the proposed Working Group as set out in paragraph 3.4.

### **3. Background**

- 3.1. The District Council currently operate a two-hour free parking disc scheme in the Littlehampton Town Centre car parks which has historically been partnership funded by the Town Council and the Littlehampton Traders Partnership. Implemented in 1997, the Scheme was administered by the Traders Partnership who produced cardboard discs, the design of which has remained unchanged since it began.
- 3.2. The scheme encompasses three District Council owned and operated car parks at The Manor House, Anchor Springs and St Martins covering a total of



349 eligible pay and display spaces, allowing customers to park for two hours free of charge. Disc holders display the cardboard disc showing the time of their arrival allowing them to stay for a maximum of two hours, with a no return restriction within one hour. The Littlehampton parking disc is valid continuously at no cost to consumers, with no expiry date. It also serves as a promotional tool carrying business details.

- 3.3. The current scheme is due to come to an end in December 2023. The District Council is therefore proposing to replace the free parking discs through the phased introduction of a virtual permit system under a two-year agreement commencing 1 January 2024. The proposals together with the business case are attached, Appendix A for consideration.
- 3.4. The proposals also include the formation of a working group with Littlehampton Town Council, Littlehampton Town Centre Action Group, Bognor Regis Town Council and Bognor Regis BID (Business Improvement District) to advise on how the transition to a virtual only permit scheme in January 2025 is managed.
- 3.5. Continuation of the Scheme supports the ambitions of the emerging Town Centre Strategy which aims to deliver “positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area” by creating an accessible, appealing space that will attract people all year round. The Strategy calls for a Town Centre that is accessible, supports all modes of transport and meets the needs of all users and includes an action to review the Car Parking Disc Scheme. The data which this proposed scheme will produce will help to inform ongoing reviews of car parking.

#### **4. Financial Implications**

- 4.1. The 2023 to 2024 budget for this scheme is £28,250 per annum and is currently projected forward with no change for 2024 to 2025 and 2025 to 2026.

**Laura Chrysostomou**  
**Town Clerk**

## **Appendix A**

### **Limitations of the scheme in its current format:**

There are limitations to the 2-hour parking scheme that is currently active in Littlehampton Town Centre.

1. At this time, there is the potential for the disc to be misused in the format it is currently. Users are entitled to 2 hours free parking with no return permitted within one hour. The terms do not prohibit disc holders from relocating their vehicle to an alternate car park or return to the original car park for a further 2 hours free parking, allowing the user to park for free all day. This is not the intended purpose of the disc scheme and has a detrimental impact on the revenue generated by ADC car parks.
2. There is evidence that the discs are being abused by moving the time on the discs forward which results in lost parking revenue.
3. Enforcement is impractical, leaving the scheme open to abuse. Unless detailed photographs are taken of each vehicle displaying the disc, it is impossible to verify if the vehicles have left at the end of the 2-hour parking period or if the time on the disc is being moved forward fraudulently.
4. A two-day survey identified that of the 342 vehicles displaying the 2-hour parking disc, 8 were found to have moved the disc forward without moving their vehicle or overstayed the 2-hour time limit. Whilst acknowledging that this was a limited duration survey, extrapolated it suggests an annual fugue of 1,460 vehicles per year misusing the 2-hour free parking disc which represents significant revenue loss to ADC.
5. Unlike the parking disc currently used in Bognor Regis town centre, the Littlehampton disc does not have an expiry date and the design of the disc remains unchanged. Thus, making it impossible to determine when the disc was produced and how long it has been in circulation for. Therefore, Arun District Council are unable to quantify their usage in participating car parks.
6. Contributions are made to the disc scheme by Littlehampton Town Council and Littlehampton Traders Association. The production, storage, and distribution of the cardboard discs also has a detrimental environmental impact. The environmental effects of cardboard production include deforestation, the use of enormous amounts of energy and water as well as air pollution and waste.

### **Proposals:**

To mitigate the limitations to the current 2-hour parking scheme, taking into account the feedback received, Arun District Council make the proposal below. This proposal achieves the scheme's purpose of supporting town centre footfall and enables Arun District Council to better manage and enforce the scheme.

1. A new two-year agreement for a 2-hour free parking scheme operating from 1st January 2024 – 31st December 2025. It is the intention to continue to support a 2-hour free parking scheme for the next four years, but given the paucity of financial information currently available, it is considered to be the most responsible approach to make a two-year agreement which enables a review to be carried out.
2. The introduction of virtual permits, alongside a cardboard disc for a transitional one year period, progressing to a virtual only permit scheme in 2025. There will be an emphasis on assisted self-serve and alternatives for customers who are elderly or vulnerable. Customers with smart phones, would use an app to activate the 2 hours of free parking. A reminder can be sent to the customer when the end of two free hours is approaching and offers the opportunity to purchase additional parking via the pay by phone app to extend their stay. This would allow customers who use the 2-hour free parking to continue to use the businesses and amenities the town has to offer. By eliminating the need for customers to return to their vehicles to purchase additional tickets, we would be encouraging customers to spend additional time supporting local businesses uninterrupted.
3. Customers will purchase a virtual permit which will be valid for the calendar year, with the administration fee of £2 being paid to ADC who will administer the scheme using software already in use for issuing on-street and off-street parking permits in the district. Alternatively, during the first year of the scheme, cardboard discs will be available to purchase for £2 from Arun Civic Centre and Bognor Regis Town Hall for those who prefer them. The scheme will be heavily advertised ahead of the go-live date for the virtual permit system, ensuring the maximum amount of exposure to customers. Promotional signage will be available in affected car parks, leaflets will be available in Arun Civic Centre and Bognor Regis Town Hall, and the scheme will be advertised online. For customers with a smart phone, details of how to download the relevant pay by phone app, including a QR code which will take customers directly to the app on either the Apple App Store/ Android Play Store will be available on the posters, leaflets and online. Customers would subsequently download the app to their phones for free and can purchase the required permit through the app. An option to automatically renew the permit would be available during registration and the admin fee would be automatically debited from the customers bank card at the start of the year. Automatic renewal can be cancelled at any time. Additional parking can also be purchased via the pay by phone app.
4. Moving to an app-based scheme will reduce the environmental impact of producing, storing and distributing cardboard discs during the transitional first year due to lower production rates. The full environmental benefit will be gained from 1<sup>st</sup> January 2025.
5. Users that have paid for the virtual permits can also transfer it to multiple vehicles by changing the registration number on the app.

6. Customers without a smartphone, would be directed to call a customer helpdesk number. During this call, the 2 hours free parking would be activated, and the customer would provide their registration number to the call operator. Pay stations will remain in the car parks for any customers wishing to pay for additional parking by cash or card who are unable to do so using the pay by phone apps.
7. Support would be available for vulnerable customers during the set-up process and then an automatic renewal of the permits would be configured to prevent future distress or concerns.
8. To participate in a working group with Littlehampton Town Council, Littlehampton Town Centre Action Group, Bognor Regis Town Council and Bognor Regis BID. The working group would advise on how the transition to virtual only permit scheme in January 2025 is managed, to provide assurance that elderly and vulnerable drivers' needs are sufficiently understood and accommodated.
9. The admin cost for once daily two-hour free parking would be £2 per year for each customer. The current daily charges for 2-hour parking in all town centre car parks is £2. The admin cost provides exceptional value for money and would continue to encourage footfall into our town centres. Most users would only have to use their virtual permit once in year to reap the benefits of the scheme. The cost for the virtual permit and the cardboard disc will be the same. Cardboard discs will be available for customers to purchase from Littlehampton Civic Centre and Bognor Regis Town Hall.
10. Under the new proposal, no contributions would be required from the Littlehampton Traders Association.
11. Arun District Council propose introducing a virtual permit and cardboard disc in Littlehampton from 1st January 2024 – 31<sup>st</sup> December 2024, with administration of the disc transferring to Arun District Council. ADC will assume responsibility for the design, production, and distribution of the cardboard disc. From 1st January 2025, the Council propose introducing a virtual only permit. Ahead of both transitions, clear signage would be posted in all affected car parks and a 1-month grace period would be given to all customers still displaying the cardboard discs (which would no longer be valid). The signage would be erected 2 months ahead of the go live date and customers would be encouraged to contact Arun District Council with any questions or concerns. From 1st January 2024, all previous parking discs would be null and void.
12. The information available from the introduction of a virtual based permit scheme would provide quantifiable data on the use of the free 2 hours parking and the inferred impact of the scheme on footfall within the town centre.

## **Advantages, Risks, Mitigation and Transitional Arrangements:**

### **Advantages**

The advantages of progressing to a virtual permit system detailed below:

1. One of the most important benefits of progressing to a virtual permit system is that it continues the 2-hour free parking scheme in the Littlehampton Town Centre. This is beneficial for the local businesses as well as encouraging tourism within the area. The continuation of the scheme is likely to encourage customers to stay local and the introduction of the parking app will make it easier for customers to purchase additional time in the car parks.
2. Customers will be able to claim their 2 hours free parking via the MiPermit app, which will also enable them to purchase additional parking without returning to their vehicles. Thus, encouraging customers to spend more time in the town centre, without the urgency of returning to their vehicle to ensure they don't receive a Penalty Charge Notice. As pay by phone apps are used in car parks up and down the country, as well as in Littlehampton for on and off-street parking permits, it is likely this will already be installed on many customers phones and tablets, and they will be familiar with how to pay for parking through this app. During the first year of the scheme cardboard discs will be available to purchase for £2 from Arun Civic Centre and Bognor Regis Town Hall.
3. As detailed above, there is the potential of the current cardboard discs in circulation being misused by customers. By introducing a dual scheme for 2024, the potential for misuse would be reduced and then eliminated from January 2025.
4. The virtual permit system will provide Arun District Council and partners with more quantifiable data of the uptake of the 2-hour parking scheme and the usage of the car parks in the town centre. This will also provide information on the number of customers visiting the town centre and whether they have extended their visit by purchasing additional hours.
5. The environmental effects of cardboard production are significant, as detailed above. By moving to a virtual permit only scheme from 2025, this will reduce the environmental damage caused by producing, storing, and distributing the discs. This would also support Arun District Council's Corporate Strategy to become carbon neutral by 2030.
6. The format of the dual scheme in the first year and the virtual only permit scheme from January 2025, will be the same as the scheme in Bognor Regis which is both equitable and will create familiarity with the systems in place in Arun District Council car parks and encourage uptake of the scheme as it becomes simpler.
7. In addition, under a virtual permit system, there will be no limit on the number of permits issued. Whilst there is no current limit on the number of discs produced, the issuing of virtual permits will not be delayed by the need to produce cardboard discs to keep up with demand. This will have a positive impact on the number of customers able to access the scheme and will likely generate additional footfall into the town centre and encourage additional uptake of the scheme. During the first year of the scheme cardboard discs will be available to purchase for £2 from Arun Civic Centre and Bognor Regis Town Hall for those who prefer them.

8. Moving to a virtual permit will enable customers to purchase permits online, 24 hours a day. This could lead to increased uptake of the scheme and thus increased footfall into the town centre. As there is no easily obtainable list of retailers distributing the discs in Littlehampton, by progressing to a virtual permit system, it will make it easier for customers to access the scheme.

**Risks, Mitigations and Transitional Arrangements to be set in place:**

Arun District Council appreciate that there are some risks with the virtual permit proposal. The proposals for mitigating these risks are detailed below:

1. Elderly and vulnerable customers would be directed to call a customer helpdesk number. During this call, the 2 hours free parking would be activated, and the customer would provide their registration number to the call operator. Pay stations will remain in the car parks for any customers wishing to pay for additional parking by cash or card who are unable to do so using pay by phone apps. Support would be available for vulnerable customers during the set-up process and then an automatic renewal would be configured to prevent future distress or concerns. A grace period would be introduced after the transition to ensure that elderly and vulnerable customers have additional time to adapt to any changes implemented. Staff will be available at Arun Civic Centre and Bognor Regis Town Hall who be able to offer advice and support to any customers encountering difficulties with the new system.
2. Informative promotional signage will be displayed within the affected car parks and will contain key dates for change over and directions on how to use the pay by phone app. A QR code will also be available for customers to scan using their smart phones and will take them straight to the relevant pay by phone apps on either the Apple App Store/ Android Play Store. From here, the app can be downloaded to their phones in readiness for the change over. Customers with any questions or concerns will be directed to Arun Civic Centre or Bognor Regis Town Hall for assistance.
3. Further information in the form of leaflets will be available at Arun Civic Centre and Bognor Regis Town Hall for customers who are encountering difficulties, would like the information available in paper format or would like to know more about the scheme. Thus, ensuring customers without smartphones are able to have a copy of the information available if they are unable to take a photograph of the signage in the car park or wish to promote the scheme to friends and family. The leaflets available will provide an overview of the scheme, contain information regarding the participating car parks, auto-renewal details, provide a frequently asked questions section and contact details should further assistance be required. The leaflets will also form part of the promotional plan to encourage uptake of the scheme and promote footfall into the town centres.
4. Ahead of the transition, clear signage would be posted in all affected car parks and a 1- month grace period would be given to all customers still displaying the cardboard discs. The signage would be erected 2 months ahead of the go live date and customers would be encouraged to contact Arun District Council with any questions or concerns.

5. It is hoped that with effective advertising, participation in the scheme will increase along with footfall into the town centre, having a beneficial impact on small businesses and traders. To promote the scheme, the permits would be advertised on the Arun District Council website under the Streets and Parking link and would provide details on how to obtain free parking in participating car parks. The scheme would also be advertised ahead of the proposed changes on the Arun District Council Facebook and Twitter pages to increase awareness. Promotional signage would be erected in affected car parks to make existing customers aware of the changes and to promote the scheme to new customers. Leaflets would be available in Arun Civic Centre and Bognor Regis Town Hall for customers to collect and an article regarding the scheme and participating car parks would also be included within the Arun Times to make residents within the Arun area aware of the Scheme and to promote uptake.

### **Alternative Options Considered and Discarded:**

Taking account of feedback from early engagement with partners, Arun District Council has considered alternative options for the continuation of the 2-hour parking scheme.

- 1. Discontinue the 2-hour free parking scheme altogether.**

- This would be financially advantageous to Arun District Council as additional income would be generated by short stays within town centre car parks. However, this would almost certainly have a detrimental impact on the footfall into the town centre and an impact on businesses. This is something Arun District Council would want to avoid as this does not support our Corporate Vision.

- 2. Increase partner contributions significantly.**

- Increasing the partner contributions significantly would have a negative impact on their ability to provide other services and may result in the partners pulling out of the scheme altogether, as it becomes unaffordable. In this event, the scheme would likely come to an end, which would be to the detriment of customers and businesses in the town centre.

- 3. Increase disc/ permit price significantly.**

- By increasing the cost of the disc or permit, this would have a disadvantageous impact on customers financially. The purpose of the scheme is to encourage customers into the town centre as opposed to shopping online. By increasing the initial cost, customers may be inclined to discontinue use of the scheme, reducing footfall into the town centre, and having a detrimental impact on businesses. In addition, Arun District Council recognise that encouraging parking in the town centre at a reduced rate will benefit customers significantly during these challenging financial times.

- 4. Reduce the period of time parking is free from 2 hours to 1 hour.**

- Reducing the free parking time from 2 hours to 1-hour, may discourage uptake of the scheme and impact negatively on footfall. 1 hour would often not be sufficient

for customers to get into the town centre and utilise the local amenities and shop with businesses before needing to return to their vehicle to pay for additional parking.

**5. Reduce the number of car parks within the scheme from 3 to 1.**

- By removing two of the participating car parks from the scheme, this would significantly reduce the number of spaces available to customers in the town centre. This would have a particularly detrimental impact to customers during the summer months, when demand for parking in the town centre is higher, impacting on footfall into the town.

**6. To continue the 2-hour free parking scheme in its current format.**

- Continuing the 2-hour free parking schemes in their current format would continue to provide difficulties with enforcement and would not eradicate misuse of the schemes. Quantifiable data on usage and the benefit the schemes have on town centre footfall would remain unobtainable. The absence of usage data and foregone revenue information would make it impossible for Arun District Council to make fully informed decisions regarding the schemes, or to promote its inferred contribution to supporting footfall in the town centre.

**7. To defer implementation of the proposed virtual permit schemes**

- Delaying the introduction of the virtual permit scheme would not enable Arun District Council to obtain usage data in the interim. Any decision taken regarding the 2-hour free parking scheme in the future would need to be made with the same lack of data available today.

**8. To move to a virtual permit system (only) on 1st January 2024**

- This is considered to be consistent with the Council's equalities duties. However, some more elderly and vulnerable drivers may appreciate the additional option of a cardboard disc during for 2024 as a transitional arrangement.

**9. Scratch cards**

- Single-use scratch cards (where the date and time of parking are scratched off a card) reduce abuse, and provide more usage data than discs, but not as much as a virtual permit scheme. A scratch card scheme has significantly higher financial costs and environmental impacts than a virtual or cardboard disc scheme.

Having reviewed the alternative options, none of the above, with the exception of option 8, provide accurate data on the usage of the scheme. As detailed above, this is of vital importance to ensure that informed decisions can be taken in the future.

The above options would also not prevent misuse of the scheme by customers. Presently, Arun District Council are unable to accurately monitor or prevent the misuse of the scheme in its current format.



Option 8 is the only option which would immediately eradicate misuse, reduce environmental impact, and gather usage and financial data without impinging on the effectiveness of the scheme as a tool for supporting town centre footfall.

Arun District Council recognise the importance of reducing our environmental impact and have pledged to becoming carbon neutral by 2030. By continuing the scheme in its current format, this would continue to have a detrimental impact on the environment. By moving to a virtual permit system, this would support Arun District Council's Corporate Strategy of becoming carbon neutral in the next 7 years.