

## CABINET MEMBER DECISION RECORD

This form should be used to record Executive decisions taken by Cabinet Members

Decision Ref. No:

**Responsible Officer: Michael Rowland, Parks Development Manager**

**Subject:**

The implementation of a Traffic Regulation Order (TRO) to introduce Pay & Display charges, at Slades Farm Car Park, in accordance with The Borough of Bournemouth (Off Street Parking) Order 2015 Variation Order No 2 2016.

**Decision taken:**

To approve the recommendations listed below.

**Reasons for the decision:**

The TRO will allow for Pay & Display charges in Slades Farm to be introduced.

This will enable the public to be able to easily access facilities within the park and open space and the community centre.

**Call-in and Urgency:**

This decision is subject to the councils call in procedure.

**Background:**

Several parks across Bournemouth have been experiencing issues with non park users parking cars in free parking spaces for either a few hours or a whole day. This has led to genuine park users and paying facility users from being able to park when visiting.

On 18th April 2012 Parks gave a presentation to the Economy and Tourism Scrutiny and Overview Panel highlighting issues in several parks and potential solutions. It was agreed that a Task and Finish Group be set up to investigate issues and options and to propose measures for public consultation and adoption.

At the above mentioned meeting on 18th April 2012, Councillors agreed that measures needed to be taken to ensure that genuine parks visitors could continue to access parks conveniently. Concern was expressed that where charges are investigated that they do not target genuine park users and that visiting parks should continue to be an affordable and accessible leisure opportunity for residents.

Key areas of focus for the Task & Finish Group were to investigate measures that could be taken to ensure genuine parks users could access parks conveniently.

The Public car park adjacent to the park at Slades Farm was a key area to be considered. Investigations included looking at the number of available spaces, any current restrictions, any existing parking usage problems, existing facilities which required particular parking time lengths, any particular requirements for special group requirements.

Feedback has been received from members of the public that genuine users of the park have found it difficult to park, due to increased use of the car park by people parking there long term over the whole day.

The proposed introduction of these charges at Slades Farm is therefore to improve parking availability for users of the park, open space, sport facilities and community centre.

Charges will be introduced as follows:

0-3 hrs	free
3-5 hrs	£2
5-10 hrs	£4

6pm – 8am, weekends and public holidays will remain free, with no charges

**Options - and reasons for rejection:**

Options are to either implement the TRO as advertised, amend it to make the charges less restrictive or not to implement the TRO at all.

The Parks Department received 28 objections / comments to the consultation of the proposed introduction of charges. It is recommended that the TRO is made and the new charges introduced.

**Consultations undertaken:**

The public consultation opened on Monday 18 April 2016 and closed on Monday 9 May 2016. Notices were placed in the Bournemouth Daily Echo and on the council's website.

Following the advert and during the consultation period, 28 emails were received responding to this consultation, 27 of these were from staff based at the Bournemouth Learning Centre, due to staff from this facility using the car park during the working day.

The Parks Department have brokered a meeting and subsequent communications with the Sustainable Travel Officer regarding the formation of a travel plan specific to the BLC and we will work with all departments regarding this matter.

This fulfils the statutory consultation process required by the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

**Finance/Resource Implications:**

The costs associated with both the consultation and implementation of these traffic orders will be met by the existing Parks Development budget.

Name: A Richards

Signature: (of Chief Finance Officer)

Date: 7/7/16



**Legal implications:**

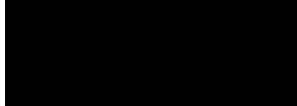
A challenge could be made to the measures if proper consideration of the representations to the orders was not undertaken. However, the amount and type of representations received are not considered to have an impact on the reasons why charges may need introducing and these have been properly considered.

Following this decision the TRO will be executed allowing enforcement to commence.

Name: TANYA COLLIER

(of Monitoring Officer)

Date: 06/07/16



**Risk assessment:**

An initial risk assessment has been completed and the proposals have been classed as Medium Risk

Name: Paul Mitchell

Signature: (of Officer completing assessment)

Date: 29.06.16



**Impact Assessments:**

An Equality Impact Needs Assessment has been undertaken.

**Information for/not for publication:**

This decision is to be published.

**Background papers:**

- Initial Risk assessment
- Equality Impact Needs Assessment

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No/Yes*			

\* Delete as appropriate

**Decision taken by:**

Councillor Lawrence Williams (Print name)

Cabinet Portfolio TOURISM, LEISURE & THE ARTS.

Signed: 

Date of decision: 14/7/2016

Date of publication of record of decision: 15/7/2016

Date decision effective: 22/7/2016

## EINA Screening Record

Title of Policy/Service/Project	Implementation of a Traffic Regulation Order (TRO) to introduce Pay & Display charges, at Slades Farm Car Park
Date of screening	28/06/16
Service Unit	Housing & Communities
Lead Responsible Officer	Paul Mitchell
Job Title	Senior Sports Development Officer
Members of the Assessment Team	Paul Mitchell, Rob Allardyce

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

Is there likely to be a positive or negative impact in terms of equalities?	Yes
Does it involve a significant commitment of resources?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our Public Duties around equality. It also means, more importantly, that opportunities may have been missed to promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?



# Equality Impact Needs Assessment

The Diversity Promise – *Better for all*

1. Title of Policy/Service/Project	Implementation of a Traffic Regulation Order (TRO) to introduce Pay & Display charges, at Slades Farm Car Park
2. Service Unit	Housing & Communities
3. Lead Responsible Officer and Job Title	Paul Mitchell, Senior Sports Development Officer
4. Members of the Assessment Team:	Paul Mitchell Rob Allardyce
5. Date assessment started:	13 <sup>th</sup> June 2016
6. Date assessment completed:	

**About the Policy/Service/Project:**

7. What type of policy/service/project is this?	New
8. What are the aims/objectives of the policy/service/project? (please include here all expected outcomes)	To implement Traffic Regulation Orders at Slades Farm Car Park, Bournemouth .  Expected outcomes are that the introduction of parking charges, with an initial period of three hours free, will enable members of the public to be able to easily access facilities within the park and open space and the community centre.

9. Are there any associated services, policies or procedures? Yes

If 'Yes', please list below:

Parking Enforcement, Sustainable Travel team and legal regulations applicable to implementing Traffic Regulation Orders.

10. List the main people, or groups of people, that this policy/service/project is designed to benefit and any other stakeholders involved?

Members of the public, users of the park and Community Centre.

11. Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users?

Public transport providers, disabled blue badge holders, members of staff working at Bournemouth Learning Centre.



## Consultation, Monitoring and Research

Where there is still insufficient information to properly assess the policy, appropriate and proportionate measures will be needed to fill the data gaps. Examples include one-off studies or surveys, or holding informal consultation exercises to supplement the available statistical and qualitative data.

If there is insufficient time before the implementation of the policy to inform the EINA, specific action points will be need to be clearly set out in the action plan. Steps must include monitoring arrangements which measure the actual impact and a date for a policy review.

### Consultation:

12. What involvement/consultation has been done in relation to this (or a similar) policy/service/project and what are the results?

On 18th April 2012 Parks gave a presentation to the Economy and Tourism Scrutiny and Overview Panel highlighting issues in several parks and potential solutions. It was agreed that a Task and Finish Group be set up to investigate issues and options and to propose measures for public consultation and adoption.

At the above mentioned meeting on 18th April 2012 councillors agreed that measures needed to be taken to ensure that genuine parks visitors could continue to access parks conveniently. Concern was expressed by Councillors that where charges are proposed that they do not target genuine park users and that visiting parks should continue to be an affordable and accessible leisure opportunity for residents.

Slades Farm is the first park where a solution is to be introduced.

A public consultation opened on Monday 18 April 2016 and closed on Monday 9 May 2016. Notices were placed in the Bournemouth Daily Echo and on the council's website.

Following the advert and during the consultation period, 28 emails were received responding to this consultation, 27 of these were from staff based at the Bournemouth Learning Centre, due to staff from this facility using the car park during the working day. The main issue of concern for staff based the Learning Centre is that of the introduction of charges for a car park that they have previously been able to access to park at work for no charge.

The Parks Service has brokered a meeting and subsequent communications with the Sustainable Travel Officer regarding the formation of a travel plan specific to the BLC and we will work with all departments regarding this matter.

No objections were received on Race, Disability, Gender or equalities grounds

As well as Public Consultation as described, consultation has also taken place with:

- Parking Services
- Portfolio Holders for Tourism, Leisure & The Arts and Transport, Sustainability & Carbon Management
- Service Director for Housing & Communities
- Ward Councillors
- Parks Operational Staff
- Community Centre Staff

13. If you have not carried out any consultation, or if you need to carry out further consultation, who will you be consulting with and by what methods?

N/A

#### Monitoring and Research:

14. What data, research and other evidence or information is available which is relevant to this EINA?

Parks have considered current layout of bays and amount of spaces available to drivers with blue badge holders and will be carrying out works to increase the number of spaces available at Slades Farm.

In February 2013, Michael Rowland (Parks Development manager) presented a Task & Finish Report to the Environment & Transport Overview & Scrutiny Panel which detailed issues facing several car park locations based within parks within Bournemouth.

15. Is there any service user/employee monitoring data available and relevant to this policy/service/project? What does it show in relation to equality groups?

Research was undertaken through site visits, observation and monitoring of Slades Car Park, desktop research and informal interviews with user groups.

Observation of spaces for drivers with disabilities was that they are well used and unfortunately often abused by drivers with no 'blue badge'.

16. If there is a lack of information, what further information do you need to carry out the assessment and how are you going to gather this?

Specific requirements for increased numbers of bays for people with disabilities is to be confirmed.

Parks are recommending that a recommended ratio for recreation and leisure facilities is utilised, which is 6% of total spaces.

## Assessing the Impact

	Actual or potential positive benefit	Actual or potential negative outcome
17. Age	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	<p>Negative - There is significant usage of the car park by students attending Bournemouth University and Arts University Bournemouth. There is potential impact to these groups.</p> <p>Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre</p>
18. Disability	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre.	<p>It is proposed to increase the amount of bays available for drivers with disabilities that possess a 'Blue Badge'</p> <p>Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.</p>
19. Gender	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
20. Gender reassignment	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.

	Actual or potential positive benefit	Actual or potential negative outcome
21. Pregnancy and Maternity	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
22. Marriage and Civil Partnership	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
23. Race	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
24. Religion or Belief	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
25. Sexual Orientation	Members of the public will find it easier to park in order to access facilities within the park and open space and community centre	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and community centre. Weekends are free of charge.
26. Any other factor/ groups e.g. socio-	There is potential impact on low income households who cannot afford parking charges who wish to visit the site	Positive - Charges will be introduced after an initial free period of 3 hours which will benefit genuine users of facilities within the park and open space and

	Actual or potential positive benefit	Actual or potential negative outcome
<p>economic status/carers etc</p> <p>Low income Households</p>		community centre. Weekends are free of charge.
<p>27.</p> <p>Human Rights</p>	N/A	N/A

**Stop - Any policy which shows actual or potential unlawful discrimination must be stopped, removed or changed.**

28. If impacts have been identified include in the action plan what will be done to reduce these impacts, this could include a range of options from making adjustments to the policy to stopping and removing the policy altogether. If no change is to be made, explain your decision:

No impacts have been identified which would show actual or potential unlawful discrimination

## Action Plan

Include:

- What has/will be done to reduce the negative impacts on groups as identified above.
- Detail of positive impacts and outcomes
- The arrangements for monitoring the actual impact of the policy/service/project

29. Issue identified	Action required to reduce impact	Timescale	Responsible officer	Which Business Plan does this action link to e.g. Service Equality Action Plan/Team Plan
Introduction of charges	<p>An initial period of 3 free hours will be available to all users, after which charges will be introduced. Weekends will be free of charge.</p> <p>This should reduce impact for all users of facilities within the park and open space and community centre</p>	Upon introduction of charges	Michael Rowland, Paul Mitchell, Elaine Smith	<p>Housing &amp; Communities Service Plan???</p> <p>Housing &amp; Communities Equality Plan???</p>
Staff based at BLC use the car park for parking for work purposes	<p>Parks arranged a meeting between the Sustainable Travel team and some members of staff from the BLC. A site specific travel plan is now being worked on for the site (between the travel team and BLC management).</p> <p>Parks are prepared to offer, for the</p>			

	<p>period of up to one year, a free permit to all staff who currently work at the BLC who believe they need one for the purposes of their work and park in Slades Farm car park. This free period would start from the day that any parking charges commence and would enable the adoption of a travel plan.</p>			
<p>Students from Bournemouth University and Arts University Bournemouth use the car park during the day whilst attending these establishments.</p> <p>It is thought that contractors attending Bournemouth University also park at Slades Farm</p>	<p>Parks will contact the establishments directly to explain the changes and how this may affect their students (and contractors)</p>			



# Project Management Initial Risk Assessment

PROJECT NAME: Introduction of Parking Charges at Slades Farm Car Park

PROJECT NUMBER: *To be obtained from PMO*  

PROJECT RISK LEVEL: MEDIUM

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)				
CRITERIA				Score
1) Duration of Project	0-6 months <input type="radio"/>	6-12 months <input type="radio"/>	1 year and above <input checked="" type="radio"/>	6
2) Effort	1-4 people (FTE) <input checked="" type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>	1
3) Business Impact	Business Unit/Service <input type="radio"/>	More than 1 BU <input type="radio"/>	Council/External <input checked="" type="radio"/>	10
4) Priority	Desirable <input checked="" type="radio"/>	Highly Desirable <input type="radio"/>	Mission Critical <input type="radio"/>	1
5) Cost	Up to £500k <input checked="" type="radio"/>	£501k-£1million <input type="radio"/>	Over £1million <input type="radio"/>	2
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input checked="" type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>	5
				<b>Risk Score</b>
				<b>25</b>

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 2 below:

## Key to suggested Criteria

Duration = The period of time from the start to the end of the project

Effort = The estimated staff resource required to carry out the project internally and externally for the duration of the project.

Impact = Whether the project impacts locally or across the whole of the organisation and beyond.

Priority = The priority at which the project is rated and its impact on the Council's primary objectives.

Cost = The indicative cost of carrying out the project.

Risk = The level of risk associated with carrying out the project.

Table 2 - Risk Status	
Project Risk Rating	Points Total
Low	Between 10-18
Medium	Between 19-35
High	Between 36-50